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

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# AGREEMENT

BETWEEN

**SUPERINTENDENT OF THE  
CROWN POINT  
CENTRAL SCHOOL DISTRICT**

AND

**THE CROWN POINT  
TEACHERS' ASSOCIATION**

LOCAL 2595  
NYSUT, A.F.T., AFL-CIO

**JULY 1, 2003 - JUNE 30, 2006**

**RECEIVED**

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NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD



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AGREEMENT made as of July 1, 2003, between the Crown Point Central School District ("District") and the Crown Point Teachers Association, Local 2595, NYSUT ("Association").

## **ARTICLE 1**

### **RECOGNITION**

- 1.1 The Crown Point Central School District Board of Education ("Board"), having determined that the Association is supported by a majority of the personnel in a negotiating unit composed of full-time employees serving as teachers, librarians, guidance counselors and teaching assistants, other than the Superintendent and Principal, has recognized the Association as the exclusive negotiating agent for the employees in such unit. The term "employee" or "employees" as used in this Agreement shall mean only employees serving in positions in such unit. The term "full-time" as used in this section shall mean employment by the District as a probationary or tenured employee on a regular, continuous and ongoing basis; such term shall not, however, be construed as excluding from coverage under this Agreement an employee whose regularly scheduled work day is shorter than that of a majority of the employees in such negotiating unit.
- 1.2 The Association shall have unchallenged representation status for the maximum period permitted by law on the date of execution of this Agreement.
- 1.3 Nothing contained herein shall be construed as limiting the District's statutory right to make application to the Public Employment Relations Board or any successor agency for the designation as managerial/confidential of such persons, other than those whose positions are enumerated in Section 1.1 of this Article, as the Board may deem.

## **ARTICLE 2**

### **NEGOTIATING PROCEDURES**

- 2.1 Prior to March 15 of the final year of this Agreement, either party may request the opening of negotiations for a successor Agreement. The first session of such negotiations shall take place within thirty (30) days of the date of such request, or later by mutual agreement.
- 2.2 The District shall make available to the Association for use in negotiations conducted pursuant to this Article, upon written request therefore, materials which the District is required to maintain and make public pursuant to the provisions of the Freedom of Information Law, Public Officers Law, Section 88, et seq. and the provisions of the Taylor Law and applicable decisions thereunder.

## **ARTICLE 3**

### **DEDUCTIONS FROM SALARY**

- 3.1 The District shall deduct from the salaries of employees who are members of the Association who request such deduction in writing the amount of membership dues certified by the Association as its dues. Any change in Association dues shall be made by the Association in writing on or before September 30. Such deduction shall be made in equal installments beginning with the first payroll period in October and ending with the last payroll period in May. The District shall remit the total amount so deducted within ten school days of each payroll date to such person as may be designated in writing by the President of the Association. The form of the Association's current dues deduction authorization is annexed hereto as Appendix A.

- 3.2 The District shall deduct from the salary of an employee who so requests an amount authorized in writing by the employee and transmit funds so deducted to a bona fide financial institution to be designated in writing by the Association. Any funds so transmitted shall be used for purposes to be determined by the employee and the credit union so designated. The authorization for such deductions may be withdrawn by an employee at any time upon filing of a written notice of such withdrawal with the Superintendent. Such deductions shall be in accordance with such reasonable rules and regulations of the District as may be necessary for the exercise of the District's authority and responsibility under this Article. No such deduction shall be made until 30 days following receipt by the District of the designation by the Association provided for in this Article.
- 3.3 The District shall be saved harmless from any liability arising from or in connection with any deductions from salary made pursuant to this Article.
- 3.4 The District shall make available payroll deduction for NYSUT member benefit programs for all bargaining unit members. The deduction of such specified amount shall be made in equal installments beginning with the first pay period. Such deductions will be made in a timely fashion as soon after each pay period as is possible.

## ARTICLE 4

### LEAVES OF ABSENCE

- 4.1 Sick Leave
- A. Employees shall receive 12 days of sick leave credits each year. Unused sick leave credits may be accumulated up to a total of 200 days. Sick leave shall be available to employees to enable them to keep appointments with doctors, dentists or oculists to the extent necessitated by such appointments when it is not possible to schedule such appointments outside regular school hours. Sick Leave may be used for family illness and/or bereavement leave per District usage form. The Superintendent may require a physician's certificate for any absence of five days or more.
- B. An employee absent on sick leave shall, except in an emergency, notify the designee of the Superintendent as soon as possible.
- C. The parties hereby recognize that a period of sickness and/or disability caused by or resulting from pregnancy is a temporary state and shall be treated for such purposes as sick leave under article 4.1(A)(B) in the administration of this subsection.
- 4.2 Personal Leave
- A. Employees shall receive four days of personal leave credits yearly at full pay, which will be non-cumulative as personal leave.
- B. Two of the four days of personal leave available to an employee yearly pursuant to paragraph A of this section may be taken for any of the following reasons upon notice to the District pursuant to paragraph E of this section:
- (1) serious illness or death in the family or close relations (one not further removed than an aunt or an uncle by blood), or close long-time personal friends;

- (2) court summons and appearances, except jury duty;
  - (3) weddings and graduations in the immediate family;
  - (4) special business transactions such as bank loans, mortgages, and other business that cannot be taken care of outside school hours.
- C. Two of the four days of personal leave available to employee yearly pursuant to paragraph A of this section may be taken at the discretion of the employee upon notice to the District pursuant to paragraph E of this section. The use of such leave by an employee shall be consistent with professional responsibility.
- D. Personal leave credits available to an employee pursuant to paragraph A of this section which are not used by June 30 of the school year in which they are granted shall,
- (1) in the case of personal leave to be used in accordance with paragraph B of this section, be added to the employee's accumulated sick leave, thereafter to be used in accordance with Section 4.1 hereof; or
  - (2) in the case of personal leave to be used in accordance with paragraph C of this section, either (a) be added to the employee's accumulated sick leave thereafter to be used in accordance with Section 4.1 hereof, or (b) be converted to cash at the rate of \$50.00 for each full day of such personal leave not used, at the option of the employee to be made in writing not later than June 1 of any school year.
- E. Application for the use of personal leave (stating the reason therefore in the case of personal leave sought to be used in accordance with paragraph B of this section) shall be made to the Superintendent. Except in an emergency, notification of intent to use personal leave shall be made at least 24 hours or one school day (whichever is more) in advance; however, employees are urged to give more advance notice if possible.
- F. Personal leave under paragraph C of this section shall not be available for days immediately preceding or following a vacation, holiday or the beginning or end of the school year.

#### 4.3

##### Leave Without Pay

- A. Upon application in writing by an employee to the Superintendent and upon his or her recommendation, the Board may grant leave without pay for a period not to exceed two years for such purposes as the Board may, in its sole discretion, determine to be appropriate. Those purposes may include, but are not limited to, the extended illness of the employees requesting such leave, additional education, election to public office and participation in a teacher exchange program.
- B. An employee granted such leave who is serving a probationary period pursuant to applicable provisions of law at the time such leave commences, and who returns to District service at the conclusion of such leave, shall return to probationary status. Should the period of such leave exceed one quarterly report card period in duration, then such leave period shall not be added to creditable probationary time served prior to the commencement thereof for the purpose of determining eligibility for tenure. In any such cases, the date upon which the employee would otherwise have been eligible for tenured appointment shall be adjusted to extend the probationary period to include the full period of such leave.



- C. No benefit or privilege of employment set forth herein which would otherwise apply or accrue during a period of District service, including but not limited to leave pursuant to any other provisions of the Article, shall apply or accrue during a period of leave granted pursuant to this section.
- D. An employee granted leave pursuant to this section for a period of less than five calendar months in any school year shall be deemed to have been in district service for the year for the sole purpose of determining the employee's eligibility for any benefit or privilege of employment conferred by this Agreement.
- E. Except in an emergency, a request for leave pursuant to this section must be submitted to the Superintendent not less than 30 teacher employment days prior to the date such leave is requested to commence.

#### 4.4 Jury Duty Leave

- A. On proof of the necessity of jury service, leave shall be granted to any employee of whom such service is required, provided, however, that the employee shall reimburse the District the full amount of any jury duty pay he or she receives, exclusive of meals or travel allowances.

#### 4.5 Sabbatical Leave

- A. Sabbatical leave may be granted for study or travel for a full year at half pay to teachers on tenure with seven or more years of local service. No sabbatical leave will be considered if the teacher is within three years of his or her eligible date for retirement. A notice of intent for sabbatical leave must be filed with the Board not later than March 1 for a leave beginning the following school year. The application must contain a detailed outline of the program of education or travel experience. A statement must be included showing specifically how this program will improve instruction at Crown Point Central School.
- B. Following the sabbatical leave the Board may require a written report of the sabbatical and/or college transcript. The teacher shall remain in the system for at least two years following such leave, except in cases of hardship or emergency. The salary paid during the period of leave shall be considered as a loan to the teacher. This loan shall be considered as paid in full upon completion of the two years' service following the leave. Voluntary termination prior to the two year period shall cause so much of the value of the loan as remains unpaid, to be determined based upon the amount of time actually served by the employee (pro rata), if any, to fall due immediately. During said leave of absence, sick leave will be non-cumulative. Sick leave accumulated prior to the leave will be granted upon return. A teacher returning from leave will be reinstated in the position held before the leave was granted.
- C. If the Board determines that sabbatical leave is not to be granted to the teacher, the Board shall reply, in writing, their decision relative to the request. This reply shall include the reason(s) why the request was denied.

#### 4.6 Other Leave

- A. Upon application in writing pursuant to Section 4.3 of this Article, an employee who so requests shall be granted a leave without pay for the purpose of preparing for the birth of a child of that employee and/or the rearing of that child or the adoption of a child. Such leave shall be for a period of not more than two years, unless mutually agreed upon by the employee and the Superintendent. The Superintendent may require that a period of leave granted pursuant to this section continue until the commencement of the quarterly report card period next succeeding the date at which such period of

leave would otherwise have terminated, unless otherwise mutually agreed by the employee and the Superintendent. A leave granted pursuant to this section shall be deemed to be a leave without pay within the meaning of Section 4.3 of this Article, and shall be subject to the conditions therein set forth.

4.7 Professional Visitation Days

- A. Each teacher shall be allowed professional visitation to other schools with the approval of the Superintendent. These visits are solely for the purpose of educational and professional enrichment in the teacher's subject area.

4.8 Notification of Accumulated Leave

- A. The District will inform each teacher of his/her total earned accumulated sick leave by September.

## ARTICLE 5

### SALARIES

5.1 Salaries

- A. a)- On step teachers: Schedules will be developed to reflect the following increases:
  - Effective 7/1/2003: 4.25% over the previous year
  - 7/1/2004: 4.25% over the previous year
  - 7/1/2005: 4.25% over the previous year
- b)- Off- step teachers: will receive the following increases:
  - Effective 7/1/2003: 4.25% over the previous year
  - 7/1/2004: 4.25% over the previous year
  - 7/1/2005: 4.25% over the previous year
- B. Teaching Assistants employed by the District shall be entitled to one (1) incremental step on the appropriate salary schedule for each year of credited service in the District up to the indicated level.
- C. Teaching Assistants employed by the District shall be compensated according to the following:
  - Effective 7/1/2003: 41% of step & column on the Teachers' Salary Schedule
  - 7/1/2004: 41% of step & column on the Teachers' Salary Schedule
  - 7/1/2005: 41% of step & column on the Teachers' Salary Schedule

5.2 Compensation for Graduate Credit Hours

- A. All courses taken by employees for additional salary must have the approval of the Board of Education, except as provided in Education Law. Upon proof of completion of each three (3) hours of approved graduate credit teachers will be paid:

2003-2006 \$79.00

- B. For teachers employed on or after July 1, 1974, the compensation (See 5.2.A.) shall be illustrated in the appropriate salary schedule (See Appendix C). The salary schedule(s) will not preclude any teacher from receiving compensation in accordance with 5.2.A. beyond the illustrated column limits. For teachers employed prior to July 1, 1974, the compensation (See 5.2.A.) shall be considered part of the basic annual salary.

5.3 Masters Degree

- A. Teachers shall be entitled to \$500.00 for achievement of a Masters Degree in addition to the basic annual salary.

5.4 In-service Work, Summer Curriculum Work and Staff Development Opportunities

- A. Upon approval of the District and when the activity is performed outside of regular working hours, teachers shall be reimbursed for approved expenses associated with the activity (i.e. lodging, tuition, meals during workshop, etc.), and mileage at the current I.R.S. allowance when the teacher's personal vehicle has been used. In addition, the teacher shall receive a one-time compensation of \$22.50 per hour.

5.5 Payroll periods

- A. Bargaining unit members will be paid every other Thursday, beginning with the first fiscal year payroll of July and continuing until the final payroll in June. When payday falls within a school vacation; (Thanksgiving, Christmas, February break and Easter) the payroll checks shall be made available to the employees on the last workday before the vacation begins.

5.6 Tutoring

- A. Tutoring shall be voluntary and shall be compensated at the rate of \$22.50 per hour, plus mileage as indicated in Section 5.4 (above).

## ARTICLE 6

### HEALTH INSURANCE, TAX SHELTERED ANNUITIES, GROUP LIFE INSURANCE

6.1 Health Insurance

- A. The District will provide as noted below group health insurance for individuals and dependents as participating employer in the health insurance program administered by the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services. Should the District participation in that program require that any employee purchase a minimum amount of term life insurance as a condition of eligibility therefore, the District shall pay the premium for such minimum amount in full. Should

the District wish to change Health Insurance carriers, it may do so, but only after demonstrating to the Association that the new plan is equivalent to or better than current benefits.

- B. For the 1996-97 school year, the health insurance benefit noted in A, above shall be provided at no cost to the employee. Thereafter, each member of the bargaining unit taking a health plan shall pay an annual premium co-pay of \$125 for an individual plan or \$250 for a family plan. The annual co-pay shall be deducted from a teachers pay through equal pro-rata payroll deductions throughout the year (See Letter of Agreement). Alternatively, at the employee's option, made in writing at the start of the school year, the entire premium co-pay for the year may be paid in a single lump payment prior to September 30th.
- C. The District shall continue a three-part IRS 125c Plan as soon as practicable upon ratification by both parties. The Association will assist in the selection of the 125c Plan provider.

#### 6.2 Tax Sheltered Annuities

- A. The District shall provide tax sheltered annuity programs pursuant to the minutes of the Board's February 13, 1967 meeting and as implemented in the 1967-68 Employee's Handbook.

#### 6.3 Group Life Insurance

- A. The District shall deduct from the salaries of employees who request such deduction in writing annually not later than September 30 the amount specified in such written request for the purchase of group life insurance. The deduction of such specified amount shall be made in equal installments beginning not earlier than the first payroll period in October and ending not later than the last payroll in May. The District shall remit the total amount deducted for all employees pursuant to this section to any life insurance carrier or agent designated for such purpose of the Association in writing annually not later than September 30 within ten school days of each payroll date. Any deduction made pursuant to this section shall be subject to the condition set forth in Section 3.4 of this Agreement.

## ARTICLE 7

### TEACHING CONDITIONS

#### 7.1 School Schedule

- A. The workday for bargaining unit members is a continuous six hours and fifty-five (6:55) minutes. The Superintendent will notify all bargaining unit members of the starting time and ending time of the workday before the start of each school year.
- B. Beginning with the 2001-2002 school year, each teacher will have one (1) forty (40) minute period per day, averaged on a weekly basis, for the purpose of class preparation. In addition, each teacher will have one (1) forty (40) minute period per day, averaged on a weekly basis for the purpose of working on curriculum, teaching strategies, student evaluations, testing, instituting new model practices, staff development, and class preparation. Each bargaining unit member will also have a daily thirty (30) minute duty free lunch period and a daily activity period. During the activity period each teacher is expected to work with students, other teachers, or alone, on teaching remediation, curriculum, school clubs, and/or other educationally related matters.  
For purposes of the Section, teachers will be notified at least forty-eight (48) hours in advance of any

scheduled activity occurring during the additional period. No additional instruction will result from the implementation of this section.

- C. Teaching Assistants shall not be used in lieu of a certified teacher. Teaching Assistants may only act in accordance with Section 3009.2 of Education Law and their duties shall be consistent with Section 3009.2(b) of Education Law and Part 80.33(b)(2) of the Rules and Regulations of the Commissioner of Education.
- D. Unused snow days, if any, shall be used to extend vacation periods, with teacher preferences being considered. Should the district wish to alter any of the aforementioned, it will negotiate such changes with the union.
- E. Teaching Assistants shall be granted one (1) forty (40) minute period per day, averaged on a weekly basis, in addition to the daily, duty free, thirty (30) minute lunch period and activity period. During activity period each teaching assistant is expected to work with students, teachers, teaching remediation, curriculum, school clubs, and/or other educationally-related matters.

7.2 Summer Sessions

- A. All employees shall receive advance notification of grade levels and/or subject matters to be conducted during summer sessions when such courses are established before the termination of the regular school year in June. Any employee desiring a summer session position shall apply therefore and shall be considered for employment by the Superintendent upon receipt of such application.

7.3 Faculty Area

- A. An adequate work area shall be made available for use by employees. The employees' work area made available on the date of the execution hereof, shall be deemed to be adequate for purposes of this section.

7.4 Special Time Allowance

- A. Any employee having a professional or military commitment should be excused from all extra school functions to make that commitment providing that such commitments do not interfere with prearranged school activities previously agreed to by the teacher.
- B. Subject to the requirements of the Education Law and the reasonable operating needs of the District, time will be provided during the school year for teacher professional advancement meetings.

## ARTICLE 8

### TEACHING RESPONSIBILITIES

#### 8.1 Notification of Assignment

- A. Under normal circumstances each employee shall be notified in writing of his or her tentative program for the following school year as soon as possible, but not later than August 1.

#### 8.2 Professional Responsibility

The professional responsibilities of each employee shall include the following:

- A. Assistance with the maintenance of attendance records, lunch accounting records and similar duties. Tasks such as maintenance of attendance and lunch accounting records shall, however, be limited to the extent feasible.
- B. Assistance with the maintenance of order in the cafeteria and halls before school in the morning and general supervision of all bus loading shall be continued generally with two teachers from grades 7-12. Each K-6 teacher shall be responsible for walking their students out of the building and onto the buses and/or until off campus property. To the extent feasible, such duties shall be divided equally among employees.
- C. Conduct of class activities and school clubs and supervision at dances, athletic programs and similar student activities held in the school shall be voluntary; supervision of homerooms, study halls, corridors and assemblies may be assigned.
- D. Assistance in organizing and advising student clubs that contribute to the instructional programs of the District, or which may be considered an adjunct to District programs. This will be accomplished, however, during school hours, and when after school, only on a voluntary basis.
- E. Supervision of detention and other after-school sessions. No employee shall be required, however, to remain after the school day to perform any unreasonable, inequitable or unprofessional service.
- F. Provisions for and assistance in planning two "open houses" or "parents night" programs and participation in the traditional Halloween school-sponsored programs. The Superintendent will consult with the Association in advance of these activities in respect of their scheduling and the participation of employees.
- G. Provisions of extra assistance to pupils when, in the judgment of the teacher and the Superintendent, it is necessary.
- H. Provision of time for scheduling individual conferences with parents and pupils.
- I. Preparation of lesson plans in advance; filing of lesson plan books, with at least a week's advance planning, in the school office on the last day of school for each week.
- J. Observation and encouragement of high standards of dress, manners and conduct.

- K. Reporting of any unusual problems of a pupil to the Superintendent and, where practicable, to the parents of the pupil.
- L. Provision of assistance to other employees in emergency situations, if necessary, by taking over some or all of their professional responsibilities.

8.3 Extracurricular Activities

- A. All extracurricular activities will be voluntary.

## **ARTICLE 9**

### **PERSONNEL FILE POLICIES**

- 9.1 The District shall maintain in its central office a single official personnel file for each employee. Such file shall contain copies of personnel transactions, including annual salary notices, compilations of leave accruals and requests for leave, if any; official correspondence with the employee, and all official correspondence, memoranda and documents relating to the employee's job performance or to promotion, discipline or evaluation of the employee by the District.
- 9.2 The official personnel file shall not contain statements submitted or received in connection with the employee's initial employment by the District.
- 9.3 A copy of each document to be filed in the official personnel file shall be provided to the employee at the time it is inserted in the file. Any such document bearing upon job performance or containing criticism shall be transmitted to the employee by certified mail or shall be delivered to the employee personally. If such personal service is made on the employee, he or she shall sign the document to be filed, signifying his or her receipt thereof, in advance of its filing. If the employee refuses to sign the file copy, the item shall be mailed by certified mail, return receipt requested. Receipts shall be appended to file copies.
- 9.4 The contents of the official personnel file may be reviewed at any time during normal working hours by the employee, together with a representative should the employee select one for such purpose. Upon written request therefore, the employee shall be furnished with a copy of any document contained in his or her official personnel file.
- 9.5 The employee may file a response to any document in the official personnel file, which response shall be appended to such document.
- 9.6 Written reprimands shall be removed from employees' official personnel files after three years, unless the act or omission to which any such reprimand refers would constitute a crime under applicable provisions of law.
- 9.7 Documentary material relating to employee performance, which is not filed pursuant to the provisions of this Article shall not be used in any action taken by the District pursuant to Section 3020-a of the Education Law.
- 9.8 The District shall not forward to any prospective employer of an employee any document in the employee's official personnel file without the written consent of that employee.

## ARTICLE 10

### REDUCTIONS IN FORCE

#### 10.1 Notification

- A. The District shall notify affected teachers and the Association of any pending layoff as soon as practicable.

#### 10.2 Consistent with the Education Law, as amended:

- A. Teachers shall be laid off in the order of service in the tenure areas in the District. (The teacher with the least amount of service shall be laid off first).
- B. Teachers who are laid off shall be recalled in order of seniority. (The teacher with the most seniority shall be recalled first).
- C. Teachers who are accessed will be kept on an eligible list for purposes of recall for seven (7) years, and they shall be given preferential status for available substitute teaching and non-teaching positions within the District.

## ARTICLE 11

### GRIEVANCE PROCEDURE

#### 11.1 Definitions

- A. A "grievant" shall mean an aggrieved employee or group of aggrieved employees or the Association on behalf of an aggrieved employee or group of aggrieved employees.
- B. A "grievance" shall mean a claim by a grievant that a dispute or disagreement of any kind exists involving interpretation or application of the terms of this Agreement.
- C. "Days" shall, unless otherwise indicated, mean teacher employment days.

#### 11.2 Basic Principles

- A. The parties to this Agreement declare their joint intent to provide for the prompt and orderly settlement of grievances through recourse to the procedures described in this Article. The resolution of a grievance at the earliest possible stage is encouraged. The time limits indicated at each step shall; therefore, be maximum; a grievant's failure to file at any step within the applicable time limit shall bar such filing unless such time limit is extended in writing by mutual consent.
- B. The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment provided, however, that the District shall have no obligation, during any regularly scheduled vacation or recess, to conduct or participate in a grievance meeting or hearing or to provide compensation in any form or any employee for such participation, preparation or procession. Employees directly involved in a grievance (grievants, witnesses required to appear and the Association representatives) shall not suffer loss of pay or professional advantage when required to attend any arbitration hearing.



- C. In the event a grievance is filed on or after June 1, upon request by or on behalf of the grievant the time limits set forth herein may be reduced to limits mutually satisfactory so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as possible.
- D. Failure at any stage of the grievance procedure to communicate a decision to the grievant and the Association within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
- E. Every employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination or reprisal.
- F. An aggrieved employee shall have the right to be represented at any stage of the procedure by a person or persons of his or her own choice. If an aggrieved employee is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure and to receive timely copies of all written submissions, documents, and decisions.
- G. The parties to a grievance shall have access at reasonable times upon reasonable written notice to such correspondence and memoranda relevant to the grievance as are maintained by the District in its official files. Notwithstanding the foregoing, however, no person shall have access to the official personnel file of any employee of the District without the express written consent of that employee or to any pupil file maintained by the District.
- H. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- I. All grievance proceedings shall be conducted in executive session.

### 11.3

#### Grievance Procedure

- A. Step 1. The grievance shall be presented orally to the Superintendent by the grievant and/or his representative. The Superintendent shall, upon receipt of the grievance meet formally with the grievant and take such other steps as he or she deems necessary to ensure that an appropriate disposition of the grievance is made.
- B. Step 2. If the grievance is not resolved at Step 1, the grievant may submit the grievance to the Superintendent in writing, on the attached grievance form, within 30 days following the date on which the act or omission giving rise to the grievance occurred. Such submission shall contain a short plain statement of the grievance, and specific references to the section or sections of this Agreement, which the grievant claims have been violated. The Superintendent shall thereafter meet with the grievant and issue a written decision to the grievant within 12 days of the filing of the grievance at Step 2.
- C. Step 3. If the grievant is not satisfied with the decision of Step 2 an appeal may be filed in writing with the Board of Education with 12 days after receipt of the decision. The Board will meet with the grievant and issue a written decision to the grievant within 24 days of the filing with the Board of Step 3 appeal.
- D. Step 4. In the event the Association wishes to appeal an adverse decision at Step 3 it may appeal to final and binding arbitration by serving a demand for arbitration upon the Superintendent within 12

days of the receipt of the Step 3 decision. A copy of such demand shall simultaneously be served upon the Board and upon either the American Arbitration Association or the Public Employment Relations Board, as the Association may elect. The demand for arbitration shall identify the issue sought to be submitted to arbitration and the specific section or sections of this Agreement which the Association claims to have been violated.

#### 11.4 Arbitration

- A. The American Arbitration Association or the Public Employment Relations Board, as the case may be, shall thereafter designate the arbitrator pursuant to its rules and procedures for the selection of arbitrators.
- B. The selected arbitrator will hear the matter promptly, including all matters of fact, interpretation, or arbitrability which are raised, and will issue his decision not later than 30 calendar days from the date of the hearing, or, from the date the final statements and proofs are submitted to him. The arbitrator's decision will be in writing. The decision of the arbitrator shall be final and binding upon all parties. The arbitrator shall have no power or authorization to add to or subtract from the provisions of this Agreement or to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.
- C. All fees and expenses of the arbitrator, which may be involved in the arbitration proceeding, shall be divided equally between the District and the Association. Each party shall bear the cost of preparing and presenting its own case.

#### 11.5 Miscellaneous

- A. A grievance claiming a violation of a provision of this Agreement by which rights are conferred upon the Association or its officers as such may be initiated by the Association at Step 2 of the grievance procedure. The District may initiate grievance against the Association at the arbitral step.
- B. A settlement or award upon a grievance may or may not be retroactive as the equities of each case demand, but in no event shall such a settlement or award be retroactive to a date earlier than five days prior to the date when the grievance was first presented in accordance with this Article or the date the grievance occurred, whichever is later.

## ARTICLE 12

### MISCELLANEOUS PROVISIONS

- 12.1 This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in a written and signed amendment to this Agreement.
- 12.2 This Agreement shall supersede any rules, regulations or practices of the Board, which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered a part of the established policies of the Board.
- 12.3 Any individual arrangement, agreement or contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this Agreement.
- 12.4 If any provision of this Agreement or any application of the Agreement to any employee or group of

employees shall be found contrary to law, then such provision or application shall be of no force and effect except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- 12.5 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 THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

## **ARTICLE 13**

### **EMPLOYMENT CONDITIONS**

- 13.1 No teacher in the bargaining unit shall suffer loss of employment due to the merger or annexation of the Crown Point Central School District with any other district(s).
- 13.2 The Board of Education will meet and confer with the Crown Point Teachers Association representatives regarding any ruling for merger or annexation of the District with any other entity prior to such merger or annexation.

## **ARTICLE 14**

### **TEACHER - BOARD MEETINGS**

- 14.1 The Crown Point Teachers Association and the Board of Education shall meet at least two (2) times during the school year for the purpose of general discussions regarding concerns of both the Association and the Board.

## **ARTICLE 15**

### **AGENCY SHOP**

- 15.1 Provisions
- A. The Board shall deduct from the wage or salary of employees in the bargaining unit who are not members of the Association, the amount equivalent to the total dues levied by the Association in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York.
- B. The agency shop fee deduction shall be made following the same procedures as applicable for dues deduction except for the payroll deduction authorization form and as otherwise mandated by law.

## **ARTICLE 16**

### **LONG TERM SUBSTITUTES**

- 16.1 Provisions
- A. Long Term Substitutes shall be paid at a rate of seventy-five (\$75.00) per day beginning no later than the forty-sixth (46th) school day of employment in a particular job slot. This agreement is not intended to prevent the District from paying at this rate sooner or making a retroactive adjustment to this rate once the forty-five (45) day period is completed.

## ARTICLE 17

### VACANCIES

17.1 Provisions

- A. After any reassignments take place, any resulting vacancy will be offered to the active unit members through a posting and a notification to the Association before that vacancy can be offered to persons not presently in the employ of the District.

## ARTICLE 18

### RETIREMENT BENEFIT COMPENSATION

18.1 Teacher(s) who meet the applicable stipulations, may be entitled to the Retirement Benefit Compensation as outlined in Plan I and/or Plan II.

- A. Plan I - Effective July 1, 1991
1. Upon retirement, and subject to the limitations and provisions of Section A of this Article, teachers shall be paid a benefit according to the following schedule and conditions:

15 years of service <i>or</i> 1 <sup>st</sup> year of eligibility	50% of teacher's salary in district multiplied by the number of accumulated sick days, divided by 200.
16 years of service <i>or</i> 2 <sup>nd</sup> year of eligibility	40% of teacher's salary in district multiplied by the number of accumulated sick days, divided by 200.
17 years of service <i>or</i> 3 <sup>rd</sup> year of eligibility	30% of teacher's salary in district multiplied by the number of accumulated sick days, divided by 200.
18 years of service <i>or</i> 4 <sup>th</sup> year of eligibility	20% of teacher's salary in district multiplied by the number of accumulated sick days, divided by 200.
19 years of service <i>or</i> 5 <sup>th</sup> year of eligibility	15% of teacher's salary in district multiplied by the number of accumulated sick days, divided by 200.
20 years of service <i>or</i> 6 <sup>th</sup> year of eligibility	10% of teacher's salary in district multiplied by the number of accumulated sick days, divided by 200.

2. To be eligible for this benefit upon retirement, a teacher must meet the following criteria and stipulations:
  - a. The teacher must have completed at least fifteen (15) years of continuous full-time service in the district by the date the teacher retires. The District and the Association may waive the service requirement on a case-by-case basis through a side letter of understanding.
  - b. The teacher must retire between the first (1<sup>st</sup>) and sixth (6<sup>th</sup>) year, inclusive, of eligibility for retirement in the New York State Teacher Retirement System *or* between the fifteenth (15<sup>th</sup>) and twentieth (20<sup>th</sup>) years, inclusive, of service.
  - c. The teacher must be eligible and must have made application for retirement under the provisions of the New York State Teacher's Retirement System.
  - d. The teacher must provide notice to the district by March 1 prior to the district fiscal year in which the teacher intends to retire.
3.
  - a. Any teacher under the first year of eligibility to retire, who is forced to retire due to a life threatening/terminal disability, and who meets the criteria stipulated in Sections 2. (a), (c), (d) above, shall, on the effective date of retirement, receive the benefit as if that teacher were in the last year of eligibility to retire.
  - b. In the event that a teacher suffers a major illness which causes the loss of half or more of the teacher's accumulated sick leave days in the last five (5) years of his/her employment in the District prior to retirement, then for the sole purpose of formula computation of Plan I, the teacher shall be credited with five (5) days for each credited year of service in the District in addition to any remaining accumulated sick leave days up to a combined maximum of 200 days.
4. For purposes of Section A of this Article, the following limitations, definitions and requirements shall apply:
  - a. No benefit will be paid under Section A of this Article to any teacher who does not meet all the eligibility requirements as stipulated in Section A of this Article.
  - b. No teacher shall be credited with more than two hundred (200) days accumulated sick leave.
  - c. No benefit will be paid a teacher who is not eligible for retirement in the New York State Teacher Retirement System on the effective date of retirement.
  - d. No benefit will be paid to any teacher whose effective date of retirement occurs *either* after the sixth (6<sup>th</sup>) year of eligibility *or* after twenty (20) years of service, whichever occurs last.
  - e. In the event that a teacher is apparently eligible to receive two (2) levels of benefits, the teacher will only be eligible to receive the greater of the benefit levels.
  - f. The effective date of retirement shall mean the last day a teacher is employed by the district.
  - g. The eligible teacher will receive the benefit according to one of the following methods:
    - (1) A single lump sum payment on the effective date of retirement, or
    - (2) The district will, on behalf of the teacher, apply the benefit towards the cost of continuing the negotiated medical/surgical and major medical benefit after the effective date of retirement.

- h. "Years of Service" is defined as full-time service in the district
- i. "Year of eligibility" is defined as the year in which the affected employee's effective date of retirement takes place in relationship to the eligibility requirements under the New York State Teacher Retirement System for eligibility to receive a retirement benefit.
- j. The term "teacher's salary" as found in Section A is defined to be the salary of the retiree's position on the effective date of retirement if the retiring employee worked at least one-half (1/2) the total number of workdays in the fiscal year in which the retirement takes place. If, on the effective date of retirement, the retiring employee worked less than one-half (1/2) the total number of workdays in the fiscal year in which the retirement takes place, then the term "teacher's salary" as found in Section A is defined as the previous fiscal year's teacher's salary for the retiree's position.

**B. Plan II - Effective July 1, 1985**

- 1. Upon retirement, and subject to the stipulations, limitations and provisions of Section B of this Article, teachers shall receive a benefit according to the following stipulations:
  - a. The teacher must be eligible and must have made an application for retirement under the provisions of the New York State Teacher's Retirement System.
  - b. The teacher must provide notice to the district by March 1 of the year prior to district's fiscal year in which the teacher intends to retire.
  - c. The teacher will receive a benefit of one two-hundredth (1/200th) of his/her final salary for each accumulated sick day.
  - d. The district will, on behalf of the teacher, apply the benefit towards the cost of continuing the negotiated medical/surgical and major medical benefit after the effective date of retirement.

## **ARTICLE 19**

### **EVALUATION PROCEDURES**

- 19.1 It is the prime purpose of observations and evaluation to highlight a teacher's strengths and weaknesses so that a teacher will benefit from the observation-evaluation.
- 19.2 Observations shall occur at least two (2) times a year for non-tenured teachers and at least one time a year for tenured teachers.
- 19.3 All monitoring or observations of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

- 19.4 Written observation and evaluation reports will be limited to classroom performance, which takes place during the regular school day. These reports will be based upon direct and objective observation.
- 19.5 A supervisor visiting a class for the purpose of evaluating the teacher shall notify the teacher at least one (1) day in advance and shall remain in the classroom normally for a full period, but at least half a period. The report of the supervisor shall show time spent in observation. Notwithstanding, the foregoing, one observation leading to a formal evaluation per teacher per year may be made with less than twenty- four (24) hours notice. Each report shall contain comments resulting only from the specific period designated on the report.
- 19.6 Following the observation, the supervisor shall meet with the teacher to discuss the written evaluation within five (5) school days, when possible.
- 19.7 If a supervisor finds a teacher in need of assistance, the reason shall be given in specific terms, and an identification of the specific ways in which the teacher is to improve and the assistance to be given by the supervisor.
- 19.8 A teacher will be given a copy of any evaluation reports prepared by his/her supervisor within ten (10) school days, and will have the right to discuss such a report with his/her supervisor before it is placed in the teacher's file. The teacher shall sign any report of an observation or any evaluation report to indicate that he/she has seen the report, with the understanding that such signature does not necessarily indicate agreement with the contents of the report. The teacher will have the right to submit a rebuttal or a statement about the observation or evaluation.
- 19.9 If the evaluation of a teacher's observation is unsatisfactory, he/she shall have the right to another observation within an agreed upon amount of time after the post-observation conference. All procedures for this observation will be adhered to.
- 19.10 Upon agreement of this contract for the 2003-2006 school years between the Superintendent of Crown Point Central School District and the Crown Point Teachers' Association (Local 2595, NYSUT, AFT, AFL-CIO), the Superintendent, along with the Association, will form a committee to discuss, and suggest proposed alterations to the evaluation process per the Annual Performance Review (APPR). Any proposed changes to the collective bargaining agreement will go through normal negotiations process.

**ARTICLE 20  
DURATION OF AGREEMENT**

This agreement shall be effective as of July 1, 2003 and shall continue in effect through June 30, 2006. The parties agree that all negotiable items for this Agreement have been discussed during the negotiations leading to this Agreement and therefore agree that negotiations will not be reopened on any item whether contained herein or not during the life of this Agreement except by mutual consent of both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective representatives.


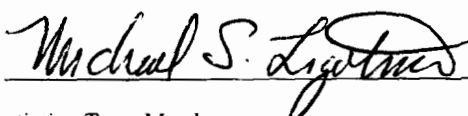
Dated:

CROWN POINT CENTRAL SCHOOL:

By  Superintendent

Dated: 9/1/03

CROWN POINT TEACHERS ASSOCIATION:

By    
5 Negotiating Team Members



# APPENDIX A

## PAYROLL DEDUCTION AUTHORIZATION

SOCIAL SECURITY NUMBER \_\_\_\_\_

LAST NAME \_\_\_\_\_ F \_\_\_\_\_ M. \_\_\_\_\_

DISTRICT NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

TO THE BOARD OF EDUCATION:

I hereby authorize you, according to arrangements agreed upon with the above organization, to deduct from my salary and transmit to said organization, dues as certified by said organization. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability therefore. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing.

MEMBER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPENDIX B**  
**GRIEVANCE FORM**

Name: \_\_\_\_\_ Class or work location: \_\_\_\_\_

State all provisions of Agreement involved: Article \_\_\_\_\_ ' \_\_\_\_\_

Article \_\_\_\_\_ ' \_\_\_\_\_

*STEP 2*

Date of Occurrence: \_\_\_\_\_

Short Plain statement of the grievance (use additional sheets if required)

Remedy Sought: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Grievant: \_\_\_\_\_

Check to make sure all required information has been provided and give this form to the Superintendent.

*STEP 2 DECISION*

Date grievance received: \_\_\_\_\_

Decision (use additional sheets if necessary): \_\_\_\_\_

Date decision issued: \_\_\_\_\_

Superintendent

**APPENDIX B - CONTINUED**

*STEP 3 APPEAL*

(To be submitted to the Board of Education within 12 calendar days of receipt of Step 2 decision or date Step 2 decision was due, whichever is earlier.)

The decision at Step 2 of the grievance herein above described is unsatisfactory for the following reason(s):

Remedy Sought:

Date submitted:

Grievant:

All documentation bearing upon the grievance and a copy of the decision at Step 2, shall be submitted with this Appeal. A copy of this Appeal shall also be delivered to the Superintendent.

*STEP 3 DECISION*

Date Step 3 Appeal received:

Date Decision issued:

Determination Attached  
For the Board of Education

**APPENDIX B - CONTINUED**

*STEP 4 APPEAL*

In respect of the grievance herein above described, the Association hereby demands arbitration of the following issue:

Sections of the Agreement claimed to have been violated:

Article \_\_\_\_ ' \_\_\_\_

Article \_\_\_\_ ' \_\_\_\_

Date submitted:

For the Association:

Title:

A copy of this demand shall simultaneously be served upon the Board of Education and upon either the American Arbitration Association or the Public Employment Relations Board, as the Association may elect.

## APPENDIX C 2003-2004

																		Teaching Assistant	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Step	
Step	Bach	B + 3	B + 6	B + 9	B + 12	B + 15	B + 18	B + 21	B + 24	B + 27	B + 30	B + 33	B + 36	B + 39	B + 42	B + 45	B + 48		
1	30,768	30,847	30,926	31,005	31,084	31,163	31,242	31,321	31,400	31,479	31,558	31,637	31,716	31,795	31,874	31,953	32,032	1	12,615
2	31,408	31,487	31,566	31,645	31,724	31,803	31,882	31,961	32,040	32,119	32,198	32,277	32,356	32,435	32,514	32,593	32,672	2	12,877
3	31,863	31,942	32,021	32,100	32,179	32,258	32,337	32,416	32,495	32,574	32,653	32,732	32,811	32,890	32,969	33,048	33,127	3	13,064
4	32,326	32,405	32,484	32,563	32,642	32,721	32,800	32,879	32,958	33,037	33,116	33,195	33,274	33,353	33,432	33,511	33,590	4	13,254
5	32,786	32,865	32,944	33,023	33,102	33,181	33,260	33,339	33,418	33,497	33,576	33,655	33,734	33,813	33,892	33,971	34,050	5	13,442
6	33,736	33,815	33,894	33,973	34,052	34,131	34,210	34,289	34,368	34,447	34,526	34,605	34,684	34,763	34,842	34,921	35,000	6	13,832
7	34,686	34,765	34,844	34,923	35,002	35,081	35,160	35,239	35,318	35,397	35,476	35,555	35,634	35,713	35,792	35,871	35,950	7	14,221
8	35,637	35,716	35,795	35,874	35,953	36,032	36,111	36,190	36,269	36,348	36,427	36,506	36,585	36,664	36,743	36,822	36,901	8	14,811
9	36,588	36,667	36,746	36,825	36,904	36,983	37,062	37,141	37,220	37,299	37,378	37,457	37,536	37,615	37,694	37,773	37,852	9	15,001
10	37,540	37,619	37,698	37,777	37,856	37,935	38,014	38,093	38,172	38,251	38,330	38,409	38,488	38,567	38,646	38,725	38,804	10	15,392
11	38,490	38,569	38,648	38,727	38,806	38,885	38,964	39,043	39,122	39,201	39,280	39,359	39,438	39,517	39,596	39,675	39,754	11	15,781
12	39,443	39,522	39,601	39,680	39,759	39,838	39,917	39,996	40,075	40,154	40,233	40,312	40,391	40,470	40,549	40,628	40,707	12	16,172
13	40,393	40,472	40,551	40,630	40,709	40,788	40,867	40,946	41,025	41,104	41,183	41,262	41,341	41,420	41,499	41,578	41,657	13	16,561
14	41,348	41,427	41,506	41,585	41,664	41,743	41,822	41,901	41,980	42,059	42,138	42,217	42,296	42,375	42,454	42,533	42,612	14	16,952
15	42,295	42,374	42,453	42,532	42,611	42,690	42,769	42,848	42,927	43,006	43,085	43,164	43,243	43,322	43,401	43,480	43,559	15	17,341
16	43,248	43,327	43,406	43,485	43,564	43,643	43,722	43,801	43,880	43,959	44,038	44,117	44,196	44,275	44,354	44,433	44,512	16	17,731
17	44,199	44,278	44,357	44,436	44,515	44,594	44,673	44,752	44,831	44,910	44,989	45,068	45,147	45,226	45,305	45,384	45,463	17	18,122
18	45,150	45,229	45,308	45,387	45,466	45,545	45,624	45,703	45,782	45,861	45,940	46,019	46,098	46,177	46,256	46,335	46,414	18	18,511
19	46,101	46,180	46,259	46,338	46,417	46,496	46,575	46,654	46,733	46,812	46,891	46,970	47,049	47,128	47,207	47,286	47,365	19	18,902
20	47,052	47,131	47,210	47,289	47,368	47,447	47,526	47,605	47,684	47,763	47,842	47,921	48,000	48,079	48,158	48,237	48,316	20	19,291
21	48,003	48,082	48,161	48,240	48,319	48,398	48,477	48,556	48,635	48,714	48,793	48,872	48,951	49,030	49,109	49,188	49,267	21	19,681
22	48,955	49,034	49,113	49,192	49,271	49,350	49,429	49,508	49,587	49,666	49,745	49,824	49,903	49,982	50,061	50,140	50,219	22	20,071
23	49,906	49,985	50,064	50,143	50,222	50,301	50,380	50,459	50,538	50,617	50,696	50,775	50,854	50,933	51,012	51,091	51,170	23	20,461

2004-2005

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	18	17	Teaching Assistant
Bach	B + 3	B + 6	B + 9	B + 12	B + 15	B + 18	B + 21	B + 24	B + 27	B + 30	B + 33	B + 36	B + 39	B + 42	B + 45	B + 48		
1	31,422	31,501	31,580	31,659	31,738	31,817	31,896	31,975	32,054	32,133	32,212	32,291	32,370	32,449	32,528	32,607	32,686	12,883
2	32,076	32,155	32,234	32,313	32,392	32,471	32,550	32,629	32,708	32,787	32,868	32,945	33,024	33,103	33,182	33,261	33,340	13,151
3	32,743	32,822	32,901	32,980	33,059	33,138	33,217	33,296	33,375	33,454	33,533	33,612	33,691	33,770	33,849	33,928	34,007	13,425
4	33,217	33,296	33,375	33,454	33,533	33,612	33,691	33,770	33,849	33,928	34,007	34,086	34,165	34,244	34,323	34,402	34,481	13,619
5	33,700	33,779	33,858	33,937	34,016	34,095	34,174	34,253	34,332	34,411	34,490	34,569	34,648	34,727	34,806	34,885	34,964	13,817
6	34,179	34,258	34,337	34,416	34,495	34,574	34,653	34,732	34,811	34,890	34,969	35,048	35,127	35,206	35,285	35,364	35,443	14,013
7	35,170	35,249	35,328	35,407	35,486	35,565	35,644	35,723	35,802	35,881	35,960	36,039	36,118	36,197	36,276	36,355	36,434	14,420
8	36,160	36,239	36,318	36,397	36,476	36,555	36,634	36,713	36,792	36,871	36,950	37,029	37,108	37,187	37,266	37,345	37,424	14,826
9	37,151	37,230	37,309	37,388	37,467	37,546	37,625	37,704	37,783	37,862	37,941	38,020	38,099	38,178	38,257	38,336	38,415	15,232
10	38,143	38,222	38,301	38,380	38,459	38,538	38,617	38,696	38,775	38,854	38,933	39,012	39,091	39,170	39,249	39,328	39,407	15,638
11	39,136	39,215	39,294	39,373	39,452	39,531	39,610	39,689	39,768	39,847	39,926	40,005	40,084	40,163	40,242	40,321	40,400	16,048
12	40,128	40,207	40,286	40,365	40,444	40,523	40,602	40,681	40,760	40,839	40,918	40,997	41,076	41,155	41,234	41,313	41,392	16,452
13	41,119	41,198	41,277	41,356	41,435	41,514	41,593	41,672	41,751	41,830	41,909	41,988	42,067	42,146	42,225	42,304	42,383	16,859
14	42,109	42,188	42,267	42,346	42,425	42,504	42,583	42,662	42,741	42,820	42,899	42,978	43,057	43,136	43,215	43,294	43,373	17,265
15	43,103	43,182	43,261	43,340	43,419	43,498	43,577	43,656	43,735	43,814	43,893	43,972	44,051	44,130	44,209	44,288	44,367	17,672
16	44,093	44,172	44,251	44,330	44,409	44,488	44,567	44,646	44,725	44,804	44,883	44,962	45,041	45,120	45,199	45,278	45,357	18,078
17	45,084	45,163	45,242	45,321	45,400	45,479	45,558	45,637	45,716	45,795	45,874	45,953	46,032	46,111	46,190	46,269	46,348	18,484
18	46,077	46,156	46,235	46,314	46,393	46,472	46,551	46,630	46,709	46,788	46,867	46,946	47,025	47,104	47,183	47,262	47,341	18,892
19	47,068	47,147	47,226	47,305	47,384	47,463	47,542	47,621	47,700	47,779	47,858	47,937	48,016	48,095	48,174	48,253	48,332	19,298
20	48,061	48,140	48,219	48,298	48,377	48,456	48,535	48,614	48,693	48,772	48,851	48,930	49,009	49,088	49,167	49,246	49,325	19,705
21	49,052	49,131	49,210	49,289	49,368	49,447	49,526	49,605	49,684	49,763	49,842	49,921	50,000	50,079	50,158	50,237	50,316	20,111
22	50,043	50,122	50,201	50,280	50,359	50,438	50,517	50,596	50,675	50,754	50,833	50,912	50,991	51,070	51,149	51,228	51,307	20,518
23	51,035	51,114	51,193	51,272	51,351	51,430	51,509	51,588	51,667	51,746	51,825	51,904	51,983	52,062	52,141	52,220	52,299	20,924
24	52,027	52,106	52,185	52,264	52,343	52,422	52,501	52,580	52,659	52,738	52,817	52,896	52,975	53,054	53,133	53,212	53,291	21,331

2005-2006

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Bach	B + 1	B + 6	B + 9	B + 12	B + 15	B + 18	B + 21	B + 24	B + 27	B + 30	B + 33	B + 36	B + 39	B + 42	B + 45	B + 48
1	32,090	32,189	32,248	32,327	32,408	32,485	32,564	32,643	32,722	32,801	32,880	32,959	33,038	33,117	33,196	33,275	33,354
2	32,757	32,836	32,915	32,994	33,073	33,152	33,231	33,310	33,389	33,468	33,547	33,626	33,705	33,784	33,863	33,942	34,021
3	33,439	33,518	33,597	33,676	33,755	33,834	33,913	33,992	34,071	34,150	34,229	34,308	34,387	34,466	34,545	34,624	34,703
4	34,135	34,214	34,293	34,372	34,451	34,530	34,609	34,688	34,767	34,846	34,925	35,004	35,083	35,162	35,241	35,320	35,399
5	34,829	34,708	34,787	34,866	34,945	35,024	35,103	35,182	35,261	35,340	35,419	35,498	35,577	35,656	35,735	35,814	35,893
6	35,132	35,211	35,290	35,369	35,448	35,527	35,606	35,685	35,764	35,843	35,922	36,001	36,080	36,159	36,238	36,317	36,396
7	35,832	35,711	35,790	35,869	35,948	36,027	36,106	36,185	36,264	36,343	36,422	36,501	36,580	36,659	36,738	36,817	36,896
8	36,665	36,744	36,823	36,902	36,981	37,060	37,139	37,218	37,297	37,376	37,455	37,534	37,613	37,692	37,771	37,850	37,929
9	37,697	37,776	37,855	37,934	38,013	38,092	38,171	38,250	38,329	38,408	38,487	38,566	38,645	38,724	38,803	38,882	38,961
10	38,730	38,809	38,888	38,967	39,046	39,125	39,204	39,283	39,362	39,441	39,520	39,599	39,678	39,757	39,836	39,915	39,994
11	39,764	39,843	39,922	40,001	40,080	40,159	40,238	40,317	40,396	40,475	40,554	40,633	40,712	40,791	40,870	40,949	41,028
12	40,799	40,878	40,957	41,036	41,115	41,194	41,273	41,352	41,431	41,510	41,589	41,668	41,747	41,826	41,905	41,984	42,063
13	41,831	41,910	41,989	42,068	42,147	42,226	42,305	42,384	42,463	42,542	42,621	42,700	42,779	42,858	42,937	43,016	43,095
14	42,867	42,946	43,025	43,104	43,183	43,262	43,341	43,420	43,499	43,578	43,657	43,736	43,815	43,894	43,973	44,052	44,131
15	43,899	43,978	44,057	44,136	44,215	44,294	44,373	44,452	44,531	44,610	44,689	44,768	44,847	44,926	45,005	45,084	45,163
16	44,935	45,014	45,093	45,172	45,251	45,330	45,409	45,488	45,567	45,646	45,725	45,804	45,883	45,962	46,041	46,120	46,199
17	45,967	46,046	46,125	46,204	46,283	46,362	46,441	46,520	46,599	46,678	46,757	46,836	46,915	46,994	47,073	47,152	47,231
18	47,000	47,079	47,158	47,237	47,316	47,395	47,474	47,553	47,632	47,711	47,790	47,869	47,948	48,027	48,106	48,185	48,264
19	48,036	48,115	48,194	48,273	48,352	48,431	48,510	48,589	48,668	48,747	48,826	48,905	48,984	49,063	49,142	49,221	49,300
20	49,069	49,148	49,227	49,306	49,385	49,464	49,543	49,622	49,701	49,780	49,859	49,938	50,017	50,096	50,175	50,254	50,333
21	50,103	50,182	50,261	50,340	50,419	50,498	50,577	50,656	50,735	50,814	50,893	50,972	51,051	51,130	51,209	51,288	51,367
22	51,137	51,216	51,295	51,374	51,453	51,532	51,611	51,690	51,769	51,848	51,927	52,006	52,085	52,164	52,243	52,322	52,401
23	52,170	52,249	52,328	52,407	52,486	52,565	52,644	52,723	52,802	52,881	52,960	53,039	53,118	53,197	53,276	53,355	53,434
24	53,204	53,283	53,362	53,441	53,520	53,599	53,678	53,757	53,836	53,915	53,994	54,073	54,152	54,231	54,310	54,389	54,468
25	54,238	54,317	54,396	54,475	54,554	54,633	54,712	54,791	54,870	54,949	55,028	55,107	55,186	55,265	55,344	55,423	55,502

Teaching Assistant	
Step	
1	13,157
2	13,431
3	13,710
4	13,995
5	14,198
6	14,404
7	14,609
8	15,033
9	15,456
10	15,879
11	16,303
12	16,728
13	17,151
14	17,575
15	17,999
16	18,423
17	18,846
18	19,270
19	19,695
20	20,118
21	20,542
22	20,966
23	21,390
24	21,814
25	22,237

## APPENDIX D

### EXTRA CURRICULAR PAY SCHEDULE

The compensation(s) listed on this page are to be paid when the position and the individual heading up the program have been approved by the Superintendent.

2003-2004	Step 1	Step 3	Step 5
Director of Athletics	\$2,082.00	\$2,271.00	\$2,478.00
Varsity Basketball Girls	\$2,262.00	\$2,466.00	\$2,694.00
Varsity Basketball Boys	\$2,262.00	\$2,466.00	\$2,694.00
Modified Basketball Boys/Girls	\$1,545.00	\$1,680.00	\$1,826.00
Varsity Soccer - Boys and Girls @	\$1,843.00	\$2,009.00	\$2,188.00
Modified Soccer - Boys and Girls @	\$1,545.00	\$1,680.00	\$1,826.00
Varsity Cheerleading & Modified Cheerleading	\$1,383.00	\$1,481.00	\$1,580.00
Varsity Baseball & Softball @	\$1,843.00	\$2,009.00	\$2,188.00
Modified Baseball & Softball	\$1,545.00	\$1,680.00	\$1,826.00
Varsity Golf	\$1,283.00	\$1,386.00	\$1,487.00
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2004-2005			
Director of Athletics	\$2,186.00	\$2,385.00	\$2,602.00
Varsity Basketball Girls	\$2,375.00	\$2,589.00	\$2,829.00
Varsity Basketball Boys	\$2,375.00	\$2,589.00	\$2,829.00
Modified Basketball Boys/Girls	\$1,622.00	\$1,764.00	\$1,917.00
Varsity Soccer - Boys and Girls @	\$1,935.00	\$2,109.00	\$2,297.00
Modified Soccer - Boys and Girls @	\$1,622.00	\$1,764.00	\$1,917.00
Varsity Cheerleading & Modified Cheerleading	\$1,452.00	\$1,555.00	\$1,659.00
Varsity Baseball & Softball @	\$1,935.00	\$2,109.00	\$2,297.00
Modified Baseball & Softball	\$1,622.00	\$1,764.00	\$1,917.00
Varsity Golf	\$1,347.00	\$1,455.00	\$1,561.00
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2005-2006			
Director of Athletics	\$2,295.00	\$2,504.00	\$2,732.00
Varsity Basketball Girls	\$2,494.00	\$2,718.00	\$2,970.00
Varsity Basketball Boys	\$2,494.00	\$2,718.00	\$2,970.00
Modified Basketball Boys/Girls	\$1,703.00	\$1,852.00	\$2,013.00
Varsity Soccer - Boys and Girls @	\$2,032.00	\$2,214.00	\$2,412.00
Modified Soccer - Boys and Girls @	\$1,703.00	\$1,852.00	\$2,013.00
Varsity Cheerleading & Modified Cheerleading	\$1,525.00	\$1,633.00	\$1,742.00
Varsity Baseball & Softball @	\$2,032.00	\$2,214.00	\$2,412.00
Modified Baseball & Softball	\$1,703.00	\$1,852.00	\$2,013.00
Varsity Golf	\$1,414.00	\$1,528.00	\$1,639.00



	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
Intramural Program	\$410.00	\$410.00	\$410.00
<b>Advisors</b>			
Freshman Class	\$540.00	\$540.00	\$540.00
Sophomore Class	\$540.00	\$540.00	\$540.00
Junior Class	\$731.00	\$731.00	\$731.00
Senior Class	\$731.00	\$731.00	\$731.00
Varsity Club	\$731.00	\$731.00	\$731.00
Student Council	\$731.00	\$731.00	\$731.00
National Honor Society	\$731.00	\$731.00	\$731.00
Yearbook	\$1,004.00	\$1,004.00	\$1,004.00
Band Director	\$820.00	\$820.00	\$820.00
Chorus Director	\$731.00	\$731.00	\$731.00
School Play - 1 Act	\$676.00	\$676.00	\$676.00
3 Acts	\$1,332.00	\$1,332.00	\$1,332.00
Journalism	\$731.00	\$731.00	\$731.00
Academic Bowl	\$731.00	\$731.00	\$731.00
FCCLA	\$731.00	\$731.00	\$731.00
News Coordinator (50% of amount listed is district cost)	\$603.00	\$603.00	\$603.00
Quiz Bowl	\$731.00	\$731.00	\$731.00
SADD	\$731.00	\$731.00	\$731.00

2003-2006

Teachers who direct two (2) of the aforementioned activities will receive an additional \$100.00. Teachers who direct three (3) or more of the aforementioned activities will receive an additional \$200.00.

**EXTRA CURRICULAR PAY SCHEDULE *continued***

**Chaperoning of dances and athletic events:**

Costs of chaperoning class dances will be charged against the class.

At School assignment .....	\$46.00
Away from school assignment.....	\$72.00
School not in session (full day).....	\$114.00
School not in session (half day).....	\$69.00

