Title: Dundee Central School District and Dundee Teachers Association (2008)

Employer Name: Dundee Central School District

Union: Dundee Teachers Association

Local:

Effective Date: 07/01/08

Expiration Date: 06/30/11

PERB ID Number: 4893

Unit Size: 93

Number of Pages: 48
Agreement

between the

SUPERINTENDENT OF SCHOOLS

of the

DUNDEE CENTRAL SCHOOL DISTRICT

and the

DUNDEE TEACHERS’ ASSOCIATION

7/1/2008-2009
2009-2010
2010-2011

RECEIVED
NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
DEC 28 2009
ADMINISTRATION
Table of Contents

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Recognition</td>
<td>5</td>
</tr>
<tr>
<td>II Definitions</td>
<td>6</td>
</tr>
<tr>
<td>III Negotiations Procedure</td>
<td>7</td>
</tr>
<tr>
<td>A. Negotiations</td>
<td>7</td>
</tr>
<tr>
<td>B. Changes in Board Policy</td>
<td>7</td>
</tr>
<tr>
<td>C. Negotiations with Association Only</td>
<td>7</td>
</tr>
<tr>
<td>D. Copies of the Agreement</td>
<td>7</td>
</tr>
<tr>
<td>E. Public Employee Fair Employment Act (Taylor Law)</td>
<td>8</td>
</tr>
<tr>
<td>F. District Policy</td>
<td>8</td>
</tr>
<tr>
<td>G. Contract Continuation</td>
<td>8</td>
</tr>
<tr>
<td>H. Conformity to Law</td>
<td>8</td>
</tr>
<tr>
<td>IV Hours and Teaching Load</td>
<td>9</td>
</tr>
<tr>
<td>A. Unit Member Work Day</td>
<td>9</td>
</tr>
<tr>
<td>B. Teacher Kindergarten Schedule</td>
<td>9</td>
</tr>
<tr>
<td>C. Teacher Elementary School Periods</td>
<td>9</td>
</tr>
<tr>
<td>D. Teacher Secondary School Periods</td>
<td>9</td>
</tr>
<tr>
<td>E. Evening Obligation</td>
<td>10</td>
</tr>
<tr>
<td>F. Unit Member Work Year</td>
<td>10</td>
</tr>
<tr>
<td>G. Give Back Days</td>
<td>10</td>
</tr>
<tr>
<td>H. After School Staff Meetings</td>
<td>10</td>
</tr>
<tr>
<td>I. Individual Educational Program (I.E.P.)</td>
<td>11</td>
</tr>
<tr>
<td>J. CSE Meeting Participation</td>
<td>11</td>
</tr>
<tr>
<td>K. Teaching Assistants Work Day</td>
<td>11</td>
</tr>
<tr>
<td>V Class Size</td>
<td>12</td>
</tr>
<tr>
<td>VI Employment</td>
<td>13</td>
</tr>
<tr>
<td>A. New Teacher Hires</td>
<td>13</td>
</tr>
<tr>
<td>B. Financial Loss and Liability from Employment</td>
<td>13</td>
</tr>
<tr>
<td>C. Performance Contracts</td>
<td>13</td>
</tr>
<tr>
<td>D. Preference in Hiring</td>
<td>13</td>
</tr>
</tbody>
</table>
E. Surveillance ................................................................. 14

VII Assignment ..................................................................... 15
A. Notification of Assignment ............................................. 15
B. Incidental Teaching ....................................................... 15
C. Non-Discrimination ....................................................... 15
D. Involuntary Transfers ..................................................... 15
E. Assigned Homeroom and Duty ....................................... 15
F. Professional Responsibility ............................................ 15
G. Lesson Plans ............................................................... 16

VIII Unit Members' Rights .................................................. 17
A. Private Life ................................................................. 17
B. Personnel File ............................................................ 17
C. Complaints and Accusations .......................................... 17
D. Teacher Evaluation Program ......................................... 17
E. Teaching Assistant Evaluations ..................................... 19
Guidelines: Keys To Quality Performance ......................... 20
Performance Evaluation .................................................. 21
F. ..................................................................................... 22
Evaluation Form for Probationary Teachers ....................... 23
General Narrative ........................................................... 24
G. Academic Freedom ...................................................... 25
H. Job Security ............................................................... 25
I. Vacancies ....................................................................... 25
J. Representation for Disciplinary Action ......................... 25

IX Salaries and Benefits ..................................................... 26
A. Teacher Salary Schedule .............................................. 26
B. Teaching Assistant Salary ........................................... 26
C. Advanced Degrees ..................................................... 26
D. Graduate and Inservice Hour Notification and Payment .... 26
E. Pay Day ..................................................................... 27
F. Payment Method ......................................................... 27
G. Teacher Health Insurance (Actively Employed) ............. 27
H. Teacher Health Insurance (Retired) .............................. 28
I. Teacher Dental Insurance ........................................ 28
J. Teaching Assistant Health and Dental Insurance .......... 28
K. Teaching Assistant College Courses and Workshops .... 28
L. Less Than Full Time Employment .............................. 28
M. Flexible Spending Plan ........................................ 29
N. Direct Deposit .................................................. 29
O. Salary Notices .................................................. 29
P. Approved Summer Work ......................................... 29

X Association Rights ............................................ 30
A. Use of Facilities ............................................... 30
B. Release Time for Official Hearings and Investigations ... 30
C. Board Minutes .................................................. 30
D. Professional Practices Group ................................ 30
E. Dues Deduction ................................................ 30
F. Non-Discrimination for Association Membership ....... 31
G. District Personnel Policies .................................... 31
H. Notification of Association Officers ......................... 31

XI Leaves of Absence ............................................. 32
A. Sick Leave ...................................................... 32
B. Sick Leave Bank ............................................... 32
C. Maternity Leave ............................................... 33
D. Parental Leave ................................................ 34
E. Sabbatical Leave ............................................... 34
F. Extended Sick Leave ......................................... 34
G. Personal Leave ................................................ 35
H. Professional Leave ........................................... 35
I. Jury Duty ....................................................... 35
J. Bereavement Leave ............................................ 35
K. Extended Leave ............................................... 35
L. Returning From Leave ........................................ 36
M. Long-Term Substitutes ....................................... 36
XII  Local Retirement Incentive for Teachers................................. 37
  A.  School Years ...................................................... 37
  B.  Irrevocable Letter of Resignation ............................. 37
  C.  Effective Date of Resignation ................................. 37
  D.  Incentive .......................................................... 37
  E.  Options ............................................................ 38
  F.  Other Retirement Incentive Plans .............................. 38

XIII  Grievance Procedure ................................................ 39
  A.  Declaration of Purpose ......................................... 39
  B.  Definitions ........................................................ 39
  C.  Procedure .......................................................... 39
  D.  Grievance Levels ................................................ 39
  E.  General Provisions ............................................... 40

Duration of Agreement ..................................................... 41
Schedule A - July 1, 2008 – June 30, 2011.............................. 42
Schedule B – 2008-09, 2009-10, 2010-11 Extra Duty
Assignments .................................................................. 44
Schedule C – 2008-09, 2009-10, 2010-11 Extra Duty
Assignments .................................................................. 46
ARTICLE I

Recognition

The School District recognizes the Dundee Teachers' Association for purposes of collective negotiations, pursuant to the Public Employees' Fair Employment Act, as the exclusive representatives of a negotiating unit consisting of all members of the teaching staff and other certified employees of the School District during the regular school year, on tenure or probationary appointment, except administration personnel, which includes Director of Guidance.

A long term substitute, meaning a member of the teaching staff or other certified employee who is employed by the District for a full semester or more, shall be included in the bargaining unit.
ARTICLE II
Definitions

As used in this agreement, the following terms shall have the respective meanings set forth below:

A. School District refers to the Dundee Central School District.

B. Board of Education or Board refers to the Board of Education of the Dundee Central School District.

C. Association refers to the Dundee Teachers’ Association.

D. Teacher and/or teaching assistant refers to employees in this unit.

E. Academic subject refers to and includes academic subjects such as mathematics, English, foreign languages, science, social studies.

F. Special areas of instruction refers to subjects such as art, music, reading, speech, physical education, technology education, driver education, students with disabilities, guidance counseling, librarian, business, and home and careers.

G. Long Term Substitute

The term "long term substitute" as used in the contract refers to and is interchangeable with the term "regular" substitute as used in the District Teacher Appointment Form.
ARTICLE III
Negotiations Procedure

A. Negotiations

By February 15th of the year in which the agreement expires, the parties agree to enter into collective negotiations, in good faith, to reach agreement on terms and conditions of employment for the following year.

Such negotiations may include, but shall not be limited to, the handling of grievances, salaries, fringe benefits, class size, teaching, facilities, use of school facilities, teaching assignments, transfers, methods of teacher evaluation, protection of teachers against claims for monetary damages, sick leave, leaves of absence, sabbatical leaves. Association proposals which concern terms and conditions of employment shall be negotiable even though the funds may be provided in whole or in part from the State of New York or the United States. Any agreement so negotiated shall apply to all unit members and become a part of the agreement.

During this agreement, the School District and the Association will present relevant data, exchange points of view and make proposals. The School District shall provide the Association with the Board's complete tentative budget for the next fiscal year. The parties agree to make available to each other for inspection all pertinent records, data, and information in their possession. If either party desires to utilize outside consultants, they shall have the opportunity to call upon professionals to assist in the negotiations.

The School District agrees to provide the Association upon request with records, data, and information according to and in conformity with the Freedom of Information Law. The Association will pay $.10 per copy for copies of any given material requested.

B. Changes in Board Policy

Before the Board of Education knowingly adopts a change in Board of Education policy not covered by this agreement but which specifically affects unit members’ terms or conditions of employment, the School District will notify the Association in writing of such a change. The Association will have the right to negotiate with the School District over such changes.

C. Negotiations with Association Only

The School District agrees not to negotiate with any teachers' group or organization other than the Association in regard to terms and conditions of employment of unit members during the term of this agreement.

D. Copies of the Agreement

Copies of this agreement shall be printed at the joint expense of the school district and the Association and a copy given to each unit member.
E. Public Employee Fair Employment Act (Taylor Law)

The parties recognize that this agreement has been entered into pursuant to the Public Employees' Fair Employment Act.

Taylor Law, Section 204-A: It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

F. District Policy

This agreement constitutes school district policy for the term of said agreement and the school district will carry out the commitments contained herein and give them full force and effect as school district policy.

G. Contract Continuation

In the case of an impasse, continuation of the rights and privileges of the previous contract shall not be abridged. Continuation of School Board-Teachers' Association relationship shall be maintained.

H. Conformity to Law

If any provision of this agreement or any application of the agreement to any teacher or group of teachers shall be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
ARTICLE IV  
Hours and Teaching Load

A. Unit Member Work Day

Unit member work day is from 7:45 a.m. to 3:15 p.m.

B. Teacher Kindergarten Schedule

1. Kindergarten and first grade teachers shall have on each regular school day a half-hour duty free lunch period between the hours of 10:20 a.m. and 1:00 p.m.

2. In addition to the above, on each regular school day each teacher shall have approximately forty (40) student free minutes for professional preparation between 7:45 a.m. and 2:30 p.m.

C. Teacher Elementary School Periods

1. Elementary school teachers shall have on each regular school day a half-hour duty free lunch period between the hours of 11:00 a.m. and 1:00 p.m.

2. In addition to the above on each regular school week, each teacher shall have a minimum of two hundred forty (240) student free minutes for professional preparation between 7:45 a.m. and 2:30 p.m. In addition to the foregoing on each regular school week, a teacher may have up to an additional maximum of forty (40) student free minutes for professional preparation where a certified teaching assistant has responsibility for the class.

3. Elementary school teachers will be available to provide assistance to students of a study or tutoring nature and attend departmental, principal's and curriculum meetings between 2:30 and 3:15 p.m.

4. On regent days in June, elementary students shall be dismissed no later than 1:30 p.m.

D. Teacher Secondary School Periods

1. The instructional school day begins at 7:50 and regular classes end at 2:35 p.m.

2. Those teachers whose assignments include both elementary and junior-senior high instructional periods shall be subject to the terms and conditions of the school in which 51% of their instructional duties take place.

3. Teachers will teach six (6) or seven (7) instructional courses that meet three, four, or five times a week. The district has the right to assign the least senior full-time teacher within a department to seven (7) classes. Each teacher within a department must teach six instructional courses and has the option to volunteer for seven (7) instructional courses. Beyond the instructional courses, teachers may be assigned to administrative or supervisory duties. With mutual consent, teachers may opt to instruct a mini activity mod or work with students in the learning center in lieu of a supervisory assignment. Each teacher must have at least one preparation period per day plus a duty free lunch. Six preparation periods a week must be incorporated into a teacher's schedule.
4. On each regular school week, a teacher who serves as departmental chairperson shall have a minimum of two periods a week for administrative work, which may include hall supervision, curriculum writing and mentoring. If there are more than two non-tenured teachers in the department, the chairperson will be assigned three periods a week for administrative work.

5. On each regular school week, the athletic director and the CSE chairperson shall have five (5) instructional courses and one supervisory period. The remaining periods will be designated for administrative duties.

6. Each teacher will have a duty-free lunch period per day of one-half (1/2) hour during the 4/9 block.

7. 2:35 p.m. to 3:15 p.m.: Secondary school teachers will be available to provide assistance to students of a study or tutoring nature, and attend departmental, principal and curriculum meetings. Teachers may be assigned a supervisory duty for a period of no more than one week per school year.

8. Homeroom duties and duties assigned during the extra assignment period should be equitably distributed among all the teachers, as much as possible.

E. Evening Obligation

Each unit member will participate in two (2) evening obligations as scheduled by the District. The Superintendent shall notify the Association President of the date of the evening obligation by September 1. Such obligation may be for an open house, curriculum program, parent-teacher conference, or any other activity as determined by the employer.

F. Unit Member Work Year

The work year for Unit Members will be 184 days (180 teaching, 4 in-service).

The President of the Association shall, prior to January 15, consult with and make recommendations to the Superintendent in regard to any suggestions the Association might have in the development of a calendar for the following school year. These recommendations will be forwarded to the District Superintendent for consideration by the Chief School Officers in their calendar development process.

G. Give Back Days

Prior to June 1st, the Superintendent and President shall exchange written proposals on the designation of the give back days (unused snow days) and the order they are deleted for emergency closing(s) for the following year. The Superintendent and the President will attempt to finalize an agreement on the foregoing by May 1st of each year for the following school year. If, however, the Superintendent and President cannot reach total agreement on the designation of the give back days and the order they are deleted for emergency closing(s) by June 1, the Superintendent or President will, on an alternating basis, make a final determination.

H. After School Staff Meetings

The Building Principal/Superintendent may reserve up to one and one-half (1 1/2) hours per month for eight months for after school staff meetings. The foregoing time may be used for one meeting or taken in blocks of thirty minutes for three meetings. The meetings will be scheduled two weeks in advance by the
Building Principal/Superintendent or teacher team/committee with the approval of the Building Principal/Superintendent. The parties may mutually agree to waive the two-week advance notice.

I. Individual Educational Program (I.E.P.)

Special education teachers will be given one day during the academic school year for writing IEPs on school premises. The scheduling of the day will require the Building Principal’s approval.

J. CSE meeting participation

Notwithstanding any provision in the collective bargaining agreement, District administrators will use their best good faith efforts to avoid taking teachers out of their preparation period in order for them to attend a Committee on Special Education or Section 504 meeting. Should a teacher request otherwise, best good faith efforts will be made to schedule a meeting during the preparation time so as not to disrupt the teaching of class.

K. Teaching Assistants Work Day

The teaching assistants shall have the same work day (starting and quitting time) and work calendar as the teachers. The teaching assistants shall have one fifteen (15) minute preparation period during each full work day.
ARTICLE V

Class Size

A. The maximum class size shall be 31 pupils.

B. Deviation from this maximum is allowed only for the following:

1. In band and chorus where increased class size is a major objective of a successful program.

2. During physical education classes where students are separated for more than one activity and where the original student/teacher maximum has not been exceeded for those teachers.

3. Assignment of students to study halls may exceed 31 where all of the students in excess of 31 possess Honor’s passes.

C. The maximum student population in a cafeteria study hall or the public meeting room study hall shall be thirty-four (34) students. In the event the District exceeds the cafeteria or public meeting room study hall maximum population of thirty-four (34) students, the District agrees to provide one (1) additional person to help supervise such study hall. In no event, however, will a cafeteria study hall or a study hall held in the public meeting room exceed fifty-five (55) students.
ARTICLE VI

Employment

A. New Teacher Hires

All new teachers, newly employed, or reinstated shall be placed on the salary schedule in accordance with their teaching and educational experience as follows:

1. Teachers shall be given full credit for prior teaching experience up to five years.

2. Teachers shall be given half credit rounded downwards for prior teaching in excess of five years.

For example: A teacher with twelve (12) years prior teaching experience would automatically be credited with five (5) years. The remaining seven (7) years would be divided by two which result in three and one half (3 1/2) rounded down to three (3).

5 Plus 3 = Eight years credited experience

The District may, however, grant more outside experience credit for recruitment purposes. The Superintendent shall share with the Association the rationale for the granting of outside experience credit prior to board action on the appointment.

B. Financial Loss and Liability from Employment

The School District agrees to hold unit members harmless from any financial loss, including attorney's fees, arising out of any claim, demand, suit, criminal prosecution or judgment while acting in the discharge of his duties within the scope of his employment.

The School District will reimburse unit members for the cost of replacing or repairing dentures, eye glasses, hearing aids or similar bodily injuries as a result of the discharge of their duties within the scope of their employment.

The School District will reimburse unit members for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of any assault suffered by an employee while he/she was acting in the discharge of duties within the scope of employment.

Whenever a regularly employed unit member is absent from employment and unable to perform his duties as a result of personal injury caused by an accident or an assault occurring in the course of his employment, he will be paid his full salary during his absence from his employment, in accordance with the Compensation Law.

C. Performance Contracts

Performance Contracts or their equivalent shall not be instituted in this school district.

D. Preference in Hiring

Preference in hiring of permanent staff shall be given to certified personnel over non-certified or retired personnel.
E. Surveillance

Use of the public address or audio system, or electronic devices for monitoring purposes shall be considered unethical and, therefore, not allowed.
ARTICLE VII
Assignment

A. Notification of Assignment

Teachers and Level IV Teaching Assistants will be notified by June 1 if there are any changes in their program for the following school year. In the event of unusual circumstances, the teacher will be notified as soon as possible.

Newly hired teachers and teachers whose programs have been changed subsequent to final date for submission of requisitions, should inventory available books, materials, and equipment, determine deficiencies and consult with their principal to properly requisition items necessary to maintain their program or programs.

B. Incidental Teaching

In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not, except temporarily and with the mutual consent of the affected teacher(s) (as permitted by §80.2(7) of the Commissioner's Regulations) be assigned outside the scope of their teaching certificates and/or major fields of study. Such assignment shall not be made for the purpose of reducing currently employed unit members.

C. Non-Discrimination

Unit member assignments will be made without regard to race, creed, color, religion, nationality, sex, age, or marital status.

D. Involuntary Transfers

The parties agree that any involuntary transfers or reassignments will be made only in the best interest of the school system and only after a meeting between the teacher involved, the principal and the Superintendent.

E. Assigned Homeroom and Duty

All Unit members are to be in their assigned homerooms and duty assignments each regular school day at the prescribed times announced by the chief school administrator.

F. Professional Responsibility

Unit members are to perform their duties in a professional manner and are not to leave the pupils unsupervised during a specific assignment period. (Example - class instruction period, study halls, homeroom).
G. Lesson Plans

Teachers are to leave plans, in either electronic or paper form as per their principal’s direction, in the office on the last regular school day of each week.
ARTICLE VIII
Unit Members' Rights

A. Private Life

The private and personal life of any unit member when not representing the School District is not within the purview of the Board of Education. Notwithstanding their employment, unit members shall be entitled to full rights of citizenship and no legal religious or legal political activities of any unit member or the lack thereof shall be grounds for discipline or discrimination with respect to the professional employment of such teacher.

B. Personnel File

No material shall be placed in a unit member's personnel file unless the unit member has had the opportunity to review such material. The foregoing does not apply to routine material which is placed in the personnel file. The District will use a form which states: that “this will be placed into your personnel file and you are hereby afforded an opportunity to sign and respond. Such response will be due no later than ten (10) days after post mark of this letter to you or receipt if forwarded by personal service.” The unit member shall affix his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member shall also have the right to submit a written answer to such material. His/her answer shall be considered by the Superintendent and attached to the file copy.

The unit member shall have the right upon request, to review the contents of his/her personnel file, wherever maintained and shall be allowed to make copies of any documents therein. The file shall be reviewed in the office in which it is maintained. The unit member shall be entitled to have a representative of the Association accompany him/her during such review.

C. Complaints and Accusations

Unit members shall be advised, as promptly as possible, in a confidential manner, of any significant complaint or accusation reported to the administration which may be used in an action against the unit member. The unit member shall be afforded an opportunity to answer such complaints and to confer with the appropriate administrator about it. Should the administration decide to make the complaint a matter of record, it shall be done in accordance with Section B. above. Time lost by a unit member in connection with any incident mentioned in the preceding section shall not be charged against the unit member.

D. Teacher Evaluation Program

Teachers will be evaluated according to the following Evaluation Program. Prior to the onset of an evaluation, the teacher shall be given an explanation of the system to be utilized.

An Evaluation Program Committee will consist of three (3) members of the DTA, who will meet periodically with the Superintendent of Schools and/or his/her designee at mutually scheduled times to review the program.
The chief purpose of the evaluation of the teaching staff shall be to improve instruction, thus (a) promoting the staff's continuing development, (b) maintaining a highly qualified, competent staff, and (c) promoting the profession in the community.

Within the available limits of personnel and time, the supervisory personnel responsible for the evaluation of teachers shall acknowledge the right of the teacher to: (a) know how well he/she is performing his/her duties and responsibilities of his/her position; (b) know the areas in which improvement is needed; (c) have candid appraisal of his/her work; (d) discuss his/her evaluation with his/her supervisor; and (e) receive specific recommendations for improvement.

**Supervisory Help**
Guidance will be made available to teachers in aiding them to become more proficient in the system, especially during their probationary years.

Should any deficiency exist, the specific deficiency will be pointed out both in writing and during a conference with the teacher. Specific recommendations, demonstrations, and/or models will be made available to the teacher by the Administration.

**Observations**
All monitoring or observations of the work of a teacher shall be conducted openly and with the knowledge of the teacher. Use of the public address or audio systems for monitoring purposes shall be considered unethical, and therefore not allowed.

Evaluations shall consist of: a pre-visitation conference; a minimum of two (2) evaluative visits, with a maximum of five (5) evaluative visits, as close together as possible; a post-visitation conference with a written report within ten (10) school days and a final written report within ten (10) school days following the post-visitation conference. With mutual teacher and administrative written agreement, additional visitations may be made for each evaluation. This shall be completed for each year of the probationary period and at least once every four (4) years for a tenured teacher by the District's administrative staff.

Based upon the result of the evaluation as described above, the administrator may elect to evaluate a tenured teacher pursuant to the foregoing more frequently than once every four years. In a school year when the teacher is not being evaluated pursuant to the foregoing, the teacher must elect one of the following evaluation options in June for the following school year. The options are:

a. The teacher may elect to participate in an abbreviated evaluation with a minimum of one evaluation visit (classroom observation) instead of the minimum of two evaluations visits.

b. The teacher may elect to participate in a goal setting project. If the teacher elects to participate in a goal setting project, the teacher will identify his/her area of interest and how it relates to at least one component of the Commissioner's Regulations at §100.2 (content knowledge, preparation, instructional delivery, classroom management, student development, student assessment, development of collaborative relationships, reflective and responsive practice). Such identification may be made on the exit interview form.

The principal and the teacher will meet in June and discuss the nature of the proposed goal for the following year. Prior to the end of the following school year, the principal in consultation with the teacher shall dialog about the goal.
Note: For file purposes only. The principal and teacher will jointly sign a statement indicating that the performance review took place in that school year.

The provision of this section will end June 30, 2011.

The district may use one unannounced observation (classroom visit) in each of the two specified two-week periods (total of two unannounced observations in each school year) for probationary faculty. Unannounced observation reports will become part of the formal evaluation for non-tenured teachers.

**Formal Observation Report**

The written report shall consist of the administrator's appraisal of the teacher's work. This will be reviewed in the post-visitation conference and finalized after that conference. The teacher may attach a written response to the report, within ten (10) school days of signing the report.

Three (3) copies of the evaluation shall be prepared: one for the teacher, one for the administrator, and one for the teacher's personnel file.

E. Teaching Assistant Evaluations

The administration will annually evaluate the Teaching Assistants. Should the administrator wish to observe the TA's teaching abilities, the procedures created for non-tenure teachers would be applied.
GUIDELINES: KEYS TO QUALITY PERFORMANCE

Productive Teaching Techniques
1. Clarity in presentation and direction
2. Variability in materials, activities
3. Use of student ideas
4. Probing questions used for concepts, relationship and feedback
5. Language usage, spelling, diction, voice, logic (thought processes and subject presentation sequence), handwriting, ability to remain on the subject
6. Cleanness and construction of printed materials - black line masters, tests, and handouts
7. Utilizes community resources

Positive Interpersonal Relations
1. Shows respect for his/her pupils
2. Criticism - positive, encouraging, supportive
3. Availability
4. Provides opportunities for all pupils to experience success
5. Personality - fairness, friendly, courteous, respectful toward students, use of praise, common sense, patience, warmth, enthusiasm
6. Discipline - individual, awareness of home problems, learning disabilities as a cause
7. Self-motivation - initiative, follow through
8. Reports to parents effectively

Organized, Structured, Class Management
1. Planning - introduction, body, conclusion
2. Curriculum - does the subject matter, presentation, activity, fit into accepted curriculum for that level, grade or course?
3. Task oriented behavior
4. Level of instruction in relation to class composition
5. Efficient use of class time
6. Adjustment of pace in accord with progress of the pupil(s)
7. Amount of work in class, and at home, in relation to maturation of students

Intellectual Stimulation
1. The teacher is an exciting, vibrant person
2. The teacher inspires students to seek more knowledge
3. The teacher attempts to be creative
4. Tests - are they predicated on teacher objectives?
5. Grades - are they reasonable in relation to student ability?
6. Homework - does the assignment allow for review and/or expansion of subject matter? Is it relevant?
PERFORMANCE EVALUATION

Narrative: Improvement of Instruction

Name of Teacher:

Date of Employment:
Date of Pre-Evaluation Conference:
Date of Post Evaluation Conference:

Observations: Date Time/Period Subject
1. 
2. 
3. 
4. 
5. 

Performance Strengths:
(narrative)

Performance Areas of Concern:
(narrative)

Recommendation for Improvement:
(Job Targets = goals with time, how and role obligations)
(narrative)

Where a problem is cited, the teacher will be given a reasonable period of time to correct the deficiency.

Plaudits (optional)

I have received and been given an opportunity to reply in writing to this evaluation.

Teacher: __________________________
Date: ____________________________
Evaluator: _________________________
Title: _____________________________
Date: _____________________________

3 copies - all signed - administrator's, teacher's, and district office
F. The District shall, in addition to what is currently provided in the collective bargaining agreement, evaluate probationary teachers using the following form.
EVALUATION FORM
for
Probationary Teachers

Rating

- 3 - exceeds expectations
- 2 - meets expectations
- 1 - below expectations (an administrative explanation must accompany this)
- not observed
- not applicable

Name: ____________________________  Probationary 1/1 1/2
Position: __________________________ Probationary 2/1 2/2
School Year: ________________________ Probationary 3/1 3/2
Attendance: ________________ Comments: __________________

I. Professional Competence and Curriculum Enrichment

- A. Demonstrates knowledge of subject matter
- B. Demonstrates adequate instructional planning
- C. Demonstrates ability to plan and structure instruction to meet the needs of individual students
- D. Demonstrates teaching techniques which show direction in terms of goals and objectives that students can understand
- E. Participates in grade level, department, and curriculum meetings
- F. Demonstrates adequate curriculum planning
- G. Seeks professional development and keeps abreast of educational trends
- H. Demonstrates appropriate use of instructional materials

II. Professional Responsibilities

- A. Arrives promptly for all responsibilities
- B. Carries out routine duties thoroughly
- C. Monitors hallways and bathrooms
- D. Maintains coordinated and purposeful lesson plan books
- E. Follows administrative procedures
- F. Follows administrative directives
- G. Relates positively to members of the professional and support staff
- H. Makes appropriate professional decisions

III. General Management

- A. Motivates students
- B. Maintains effective pupil relations
- C. Maintains effective student control techniques
- D. Maintains effective student record keeping
- E. Follows Board of Education policies as they relate to duties
- F. Communicates effectively with parents and community members, i.e. conferences, open house, newsletter articles, etc.
- G. Demonstrates sensitivity to the needs of all students
- H. Demonstrates sensitivity to hazardous situations
- I. Supports general school-wide behavior expectations
GENERAL NARRATIVE
(The narration is not limited to the space provided hereafter)

I. Performance Areas in which teacher excels (school service, instructional, etc.):

II. Performance areas in which the teacher can improve:

   A. Strategies for improvement:

III. Goals for the upcoming semester:
G. **Academic Freedom**

The Board and the Association recognize that the maintenance of a climate of intellectual freedom is fundamental to the learning process. Furthermore, the Board and the Association agree to take appropriate action to defend academic freedom whenever it is threatened in the district.

H. **Job Security**

No employee shall be dismissed, reprimanded, or deprived of any other professional advantage except for just cause. This section shall not apply to long term substitutes.

I. **Vacancies**

Any vacancies in unit positions and/or new positions will be posted in the three unit members' rooms in the district's buildings as soon as practicable and in no case less than two weeks prior to the initial screening.

J. **Representation for Disciplinary Action**

Unit members will have the right to have a local officer or representative of the Teachers' Association present in any meeting with an administrator which may lead to disciplinary action.
ARTICLE IX

Salaries and Benefits

A. Teacher Salary Schedule

1. Teachers will be paid in accordance with the salaries set forth on Schedule A.
2. Teaching Assistants will be paid in accordance with the salaries set forth on Schedule D.
3. Extra duty assignments will be reflected in Schedule B and C. Placement and movement on the steps in Schedule B and C will be determined by total years of experience in a given sport in the Dundee Central School District.

B. Teaching Assistant Salary

Teaching Assistants hired prior to July 1, 2004 shall be hired at a wage rate equivalent to fifty percent (50%) of the starting rate for teachers. For each year of completed working service, teaching assistants move up on salary step on the teacher salary schedule and receive fifty percent (50%) of that step as compensation.

Teaching Assistants hired after July 1, 2004 are paid according to Schedule D as follows:

Schedule D
2008-09 = Level 1-3 based on 6 3/4 hours per day x 200 days = 1,350 hours per year. Level 1, $10.44 per hour; Level 2, $11.02 per hour; Level 3, $11.60 per hour.
2009-10 = Level 1, $10.86 per hour; Level 2, $11.46 per hour; Level 3, $12.06 per hour.
2010-11 = Level 1, $11.29 per hour; Level 2, $11.92 per hour; Level 3, $12.54 per hour.

Level 1 (High School Diploma – passing examination score)
Level 2 (High School Diploma – passing examination score – 6 completed course hours toward a baccalaureate degree)
Level 3 (High School Diploma – passing examination score – 18 completed course hours toward a baccalaureate degree per hour
Level 4 (High School Diploma – passing examination score – more than 18 course hours toward a baccalaureate degree) shall be hired at a wage rate equivalent to fifty percent (50%) of the starting rate for teachers. Level 4 Teaching Assistants shall for each year of completed working service move up on a salary step on the teacher salary schedule and receive fifty percent (50%) of that step as compensation.

C. Advanced Degrees

All teachers that hold Master's and/or Doctor's degree will receive $600 for each above their basic salary.

D. Graduate and Inservice Hour Notification and Payment

1. Teachers shall receive above their base salary level $40.00 per approved credit hour for graduate study and $40.00 for fifteen (15) approved in-service credit hours (fifteen seat hours equals one in-service credit hour).
2. Notice of intent to take graduate hours or courses and application for salary credit will be made in writing, on a District form, to the Superintendent prior to the first class session of that course. In the event a course change is necessary after the first day of the course or at the time of registration, the Superintendent shall be notified immediately of the new course and the reason for the change.

3. Credit shall be given for all graduate courses successfully completed at an accredited institution upon the notification as in 2 above. Except credit shall not be given for courses taken in areas of study other than the academic subject areas of math, English, foreign languages, science, social studies and the special subject areas of art, music, reading, speech, physical education, industrial arts, driver education, the disadvantaged, guidance counseling, nurse teaching, dental hygiene, library science, business, home economics, health education, education, and psychology.

4. All graduate hours must be submitted in either September or January with original transcripts for payment purposes.

5. Credit shall be given for in-service courses at the discretion of the Board of Education or its representative.

E. Pay Day

Unit members pay day shall be every other Friday, or the last working day before date due when possible. The unit member shall have the option of being paid on a ten (10) month or twelve (12) month basis. Unit members must notify the payroll clerk of their option by August 30 of each year.

F. Payment Method

Method of payment for Schedule B and C shall be pro-rated during the activity period.

G. Teacher Health Insurance (Actively Employed)

The teacher may select health insurance through: Blue Cross/Blue Shield Blue Million coverage plus full outpatient and 80-20 x-ray and $5/$10 drug riders or Blue Point Select coverage with a $5/$15/$30 drug rider. In 2008-09, the Board of Education will pay eighty-four percent (84%) of the Blue Cross/Blue Shield Blue Million premium or eighty-nine percent (89%) of the Blue Point Select premium and teachers will pay sixteen percent (16%) or the Blue Cross/Blue Shield Blue Million premium or eleven percent (11%) of the Blue Point Select premium. The District may consider alternate insurance programs for the employees and, with prior approval of the Association, change to such new coverage as long as the coverage is substantially equivalent to that presently provided.

The District will pay eighty-three percent (83%) in 2009-10 school year of the Blue Million premium and eighty-eight percent (88%) of the Blue Point Select premium. In the 2010-11 school year, the District will pay eighty-two percent (82%) of the Blue Million premium and eighty-seven percent (87%) of the Blue Point Select premium.

Upon eligibility for Medicare benefits, the teacher will no longer be eligible for the foregoing health insurance policies and instead may select supplemental coverage from the District’s choices of Preferred Blue Million Complimentary Plan or Medicare Supplemental F. District dollar contributions towards active teachers’ Medicare supplemental policies will coincide with the same percent of Health Insurance given to all active teachers.
H. Teacher Health Insurance (Retired)

The Board of Education agrees to pay at the rate of 1/200th of the final year's salary up to the full value of unused sick leave to pay the cost of the hospitalization plan of the unit member upon retirement.

In case of the death of a unit member with a remaining value of unused sick days, the Board of Education agrees to continue to pay the cost of the hospitalization plan of the unit member's surviving spouse until the full value of the deceased's unused sick leave is exhausted.

In a case where both spouses are employed by the Dundee Central School District and have accrued sick leave accounts, each will use their account separately. In the event of a spouse's death, the survivor shall have the right to 100% of the deceased's remaining value of unused sick days. In the event that one spouse elects to retire prior to the other spouse, the District will bank the sick days of the retiring spouse until the working spouse retires.

Upon eligibility for Medicare benefits, the retiree will no longer be eligible for the health insurance policies provided to actively employed teachers and instead may select supplemental coverage from the District's choices of Preferred Blue Million Complimentary Plan or Medicare Supplemental F. Retirees may access the supplemental policies and pay for them out of their escrow account or out of pocket. The President of the Association and the School Business Administrator will meet periodically to review new Medicare supplemental packages that may benefit unit members/retirees.

I. Teacher Dental Insurance

Effective with the commencement of the 1990-91 school year, the District will offer a dental insurance program equivalent to or better than the Blue Shield Smile Saver Option IV Plan pay $7.44/month for individual coverage and $22.00/month towards the cost of a family plan.

The District reserves the right to select the insurance carrier and/or plan.

J. Teaching Assistant Health and Dental Insurance

The District's contribution to the health and dental insurance premiums for teaching assistants shall be sixty percent (60%) of such premium for any assistant who elects insurance coverage.

K. Teaching Assistant College Courses and Workshops

The District shall pay fifty percent (50%) of college courses or workshops which are related to the teaching assistant's instructional assignment. In order to be eligible for such payment, the assistant must make and receive prior approval from the Superintendent. The assistant must also successfully complete the workshop or college course.

L. Less Than Full Time Employment

Those hired on or after July 1, 1993 on a less than full time basis shall be eligible to receive proportionate supplemental benefits. The proportionate supplemental benefit shall be determined based on the unit member's working time as compared to the working time of a full time employee. Any unit member hired prior to July 1, 1993 who voluntarily seeks to have his/her working hours reduced shall be eligible to receive proportionate supplemental benefits. Unit members working on a part-time basis prior to July 1, 1993 (and receiving full time benefits) shall not suffer a loss of benefits.
M. **Flexible Spending Plan**

The District shall within a reasonable period of time (if practicable by April 1, 1994, or sooner) establish a flexible spending plan. The District shall pay the monthly service and start fees so long as the savings generated by the flexible spending plan to the District is equal to or greater than the total cost of the service and start up fees. The calculation for discerning such savings and costs will be made on December 31 for the following September. Accordingly, it is understood and agreed that such plan will be of no cost to the District.

N. **Direct Deposit**

The Board agrees to make available direct deposit by payroll deduction for United States Savings Bonds, payroll savings plan, bank of choice, and a maximum of seven tax-sheltered annuity companies. Unit members who elect to participate in a tax sheltered annuity will be charged a portion of the Third Party Administrator’s fee not to exceed 2% of their contributions which will enable the District to continue to provide TSA opportunities. The credit unions, banks, and tax-sheltered annuity companies shall be agreed upon in September of each year. The Association and individual unit members agree to indemnify and hold the District and all of its agents completely harmless from any and all claims which may result from the implementation of this clause.

O. **Salary Notices**

Within one month of the signing of this agreement and on or before the first day of the school year, notices of expected salaries for the ensuing year will be given to all teachers.

P. **Approved Summer Work**

Approved summer work shall be for a full day or half day (four hours or less). Payment for a full day is one hundred twenty-five dollars ($125.00). Payment for a half day is sixty-two and one-half dollars ($62.50).
ARTICLE X
Association Rights

A. Use of Facilities

The Association shall have the right to use school equipment, including duplicating equipment, providing the Association reimburses the District for all supplies used. An agreement on the time, use and rate of reimbursement shall be reached by the chief school administrator and the President of the Association. A memorandum of agreement will be filed with the Secretary of the Association.

The Association may have the right to use school buildings for the purpose of conducting business. The use of such buildings will be coordinated with the Superintendent.

B. Release Time for Official Hearings and Investigations

Members of the Association who are required to appear as witnesses and petitioners for officially called hearings and investigations pertaining to negotiations, grievance processing, and/or any official business arising under the Taylor Law shall be permitted release time with full compensation.

C. Board Minutes

Three (3) copies of the minutes of the Board of Education meetings shall be distributed to the Association representative for posting as soon as prepared, typed and duplicated.

D. Professional Practices Group

Five (5) members of the Dundee Teachers' Association shall be selected by the Executive Committee of the Dundee Teachers' Association with the Superintendent and shall have the right to meet at regular intervals (and in emergency situations) with the High School or Elementary Principal and Superintendent to discuss, and act upon, matters of mutual concern.

E. Dues Deduction

The Board of Education agrees to deduct monies from the salary of employees who have authorized the payment of dues to the Dundee Teachers' Association, and to transmit such monies thus deducted to the treasurer of the Dundee Teachers' Association.

Authorization for such deductions shall be in writing on a form provided by the Association, signed by the individual and placed on file. This authorization shall be considered a permanent authorization for the deduction of Association dues for the duration of the individual's employment in the District unless the individual notifies the Board in writing between September 1 and September 15 that he/she no longer wishes dues to be deducted. The authorization shall provide for the fluctuation of the total amount to be deducted in subsequent years because of dues increases or decreases. The Association shall submit a list of members, in alphabetical order by High School, Elementary, and Kindergarten, for whom dues shall be deducted and authorization cards for those who do not have cards on file. Deductions will commence with the second paycheck and shall continue in equal installments for 20 payrolls coinciding with the remaining pay periods in the fiscal year.
Employees new to the district and those employees currently employed in the district who sign dues deduction authorization cards after the beginning of the school year shall have said dues deducted from their salaries in equal installments coinciding with the remaining pay periods in the fiscal year commencing with a pay period which falls within twenty-one (21) calendar days from the date of the signed authorization (General Municipal Law, Ch. 93-B).

F.  Non-Discrimination for Association Membership

No unit member shall suffer any professional disadvantage by reason of his/her membership in the Association or participation in its lawful activities.

G.  District Personnel Policies

The Association will be provided with copies of the school district personnel policies, rules and regulations.

H.  Notification of Association Officers

As soon as possible after their election, the Association will notify the Administration of the names of the incoming officers.
ARTICLE XI
Leaves of Absence

A. Sick Leave

Unit members shall be entitled to twelve (12) days of sick leave for the school year with full pay for the illness of the member, or immediate family.

1. Accrued days of sick leave shall be cumulative to 220 days (2004-05 cumulative to 222 days, 2005-06 cumulative to 224 days, 2006-07 cumulative to 226 days, and 2007-08 cumulative to 228 days).

2. In a case where both spouses are employed by the Dundee Central School District and have accrued sick leave accounts, each will use their account separately. In the event of a spouse’s death, the survivor shall have the right to 100% of the deceased’s remaining value of unused sick days. In the event that one spouse elects to retire prior to the other spouse, the District will bank the sick days of the retiring spouse until the working spouse retires.

3. Teachers who have accumulated 228 unused sick days toward the cost of the hospitalization plan upon retirement may accumulate up to an additional 22 unused sick days for absence and the payment for unused sick day’s purposes only. The maximum accumulation of 228 unused sick days toward the cost of the hospitalization plan upon retirement remains at 228 unused sick days.

B. Sick Leave Bank

The Association and the District have established a Sick Leave Bank to be used for extended serious illness, serious injury or other serious debilitating condition which prevents the unit member from performing the essential duties of his/her position. For purposes of this provision, the definition of “long-term serious illness or serious injury” shall include only those illnesses or injuries which are unforeseen, long-term and catastrophic.

Maintenance of Sick Leave Bank

1. New Employees will have the option of enrolling in the SLB at the time of hire. Each new member will contribute 2 days from his/her sick leave. A returning unenrolled member of the unit may enroll in the SLB no later than October (1) of each year, but will not be eligible to borrow days until sixty calendar days after joining.

2. If a unit member leaves the bank, he/she cannot take the days out that he/she has donated. A member may opt out of the SLB by notifying the Association and the District in writing.

3. At such time as the total available days in the Bank shall fall below 50 sick leave days, the District will notify the DTA President who, in turn, will notify unit members for contributions of 1 additional sick leave day to replenish the SLB.

4. A maximum of SLB days equal to twice the number of members, but not to exceed 150 days, in the bargaining unit may be accumulated in the SLB, except for days in excess of such total which are contributed by newly enrolled members or members repaying borrowed days.
5. **Three** days each year will be repaid to the SLB by any member who withdraws days. These repayments shall continue until one-half of the days withdrawn by that member have been repaid or the member resigns from the District. These days will be repaid by September 15 of each school year with notification given to the member by the Business Office.

In the event a member resigns from employment, he/she will be required to repay the remaining sick days he/she owes the SLB from his/her accumulated sick days. The repayment to the SLB shall not exceed the number of days the unit members owes the SLB.

6. If a member is granted a disability retirement by the New York State Teacher’s Retirement System, he/she shall not be required to pay back his/her borrowed days.

**Use of Sick Leave Bank**

1. A teacher must be a current contributing member.
2. A teacher must have used all his/her accrued sick leave days, been absent for twenty consecutive school days, and submit a written request to the DTA President for use of SLB.
3. The Sick Leave Bank Committee requires a written statement of the member’s physical condition from a duly licensed physician as evidence of illness or injury constituting as inability to perform one’s job. The District reserves the right to have the unit member’s physical/mental condition determined by a duly licensed physician of its choice.”
4. The SLB Committee will consist of three Association members appointed by the DTA President and two persons appointed by the District plus 1 BOE member.
5. The decision of the SLB Committee must be a majority vote.
6. The initial number of days that may be withdrawn is 30. The applicant may reapply for 30 additional days per application and must provide an updated appraisal along with a projected date of return, plus any other information deemed necessary by the SLB Committee.
7. Bank members may draw a maximum of 90 days per school year from the SLB.
8. The decision of the SLB committee shall not be subject to review through the grievance and arbitration process.
9. Upon retirement or “opt out” withdrawal of the sick leave bank, a bargaining unit employee shall forfeit sick leave days previously contributed to the sick bank.
10. The committee may in unusual circumstances request additional voluntary contributions during the school year.

**C. Maternity Leave**

1. The exit date for unit members taking a childbearing leave shall be determined solely by the unit member’s physical ability to perform her duties. Such date shall be made at the joint determination of the unit member and her physician. The District shall be given reasonable notice of such date. Childbearing leave shall be covered under the sick leave provisions of this agreement.

2. Not withstanding the original term of the leave, the unit member may return to her employment duties after 30 days notice at her option after she has been judged physically able to so return. This determination shall be made jointly by the unit member and her physician.
3. All benefits, including but not limited to sick leave, which under the terms of this agreement, law, tradition, past practice, or school board policy shall accrue to members of the unit on childbearing leave.

4. If a unit member, as a result of a childbearing leave, desires a child rearing leave, application should be made at the same time as the childbearing leave.

D. Parental Leave

A leave of absence without pay shall be granted to a unit member for the purpose of rearing a child under the provisions of an extended leave. Increments on the salary schedule will not be allowed during this leave, but will resume upon reinstatement.

E. Sabbatical Leave

After seven (7) years or more of service, a one year leave of absence may be granted under the following guidelines:

1. Recipient to have permanent certification.

2. Requests for sabbatical leave must be submitted by January 30. If approved, the leave will commence the following July 1.

3. A sabbatical plan to be submitted, including course plan and number of hours.

4. A report of the leave to be given to the Board at the end of the semester and also upon return. If the report is not received within 30 days after the end of the semester, or if unacceptable, sabbatical will be canceled.

5. Salary to be figured on half pay for a full year.

6. The teacher who takes a sabbatical leave for one full year will be obligated to return and remain in active employment for the District for five full years. In the event the unit member resigns from employment prior to completion of five full years, he/she shall refund the salary paid during the sabbatical leave as the unexpired proportion relates to the two years.

7. Increments on the salary schedule will not accrue for the period the teacher is on a sabbatical leave. For salary purposes, the sabbatical leave shall be treated as an unpaid leave.

8. A Sabbatical Leave Committee will be established as soon as feasible. The Committee, which will consist of two teachers appointed by the Dundee Teachers’ Association President and two individuals appointed by the Superintendent, may review sabbatical leave requests and make recommendations for approval/disapproval. Any recommendation for approval must be submitted to the Board of Education for final approval/disapproval.

F. Extended Sick Leave

Only unit members whose personal illness extended beyond the period of accumulated sick leave will be granted a leave of absence for such time as is necessary for complete recovery up to a maximum of three (3) years without loss of tenure rights or the rights of unit members in Article VIII.
G. **Personal Leave**

1. Each bargaining unit member shall be granted up to three (3) days personal leave per year. The unit members shall not be required to give a reason in order to use a personal day. Unused personal days will be transferred to accrued sick leave at the end of the year.

2. Up to three bargaining unit members from each building based upon a “first come, first served” basis will be allowed to use a personal day on the first day of deer hunting season, and directly before or directly after a holiday or vacation period.

H. **Professional Leave**

Each teacher is entitled with the approval of the chief administrator to leave with full pay for the following:

1. Visiting other schools.

2. As an Association representative, to attend the New York State United Teachers’ and/or American Federation of Teachers’ conferences and conventions and New York State Teachers’ Retirement Board and conventions.

3. Attending Board of Education approved educational meetings and conferences, expenses to be defrayed by the school district. The number of personnel attending shall be determined by the administration and departmental chairman. A report shall be submitted to the Board at the Board meeting next following the conference.

I. **Jury Duty**

Jury duty will be treated as paid leave. Pay for jury duty is to be remitted to the District.

J. **Bereavement Leave**

Up to three days may be used for bereavement purposes to accommodate the death of an immediate family member. Immediate family is defined as a parent, grandparent, spouse, child or sibling. Up to two days of bereavement leave will be allowed for the death of a unit member’s mother-in-law or father-in-law. Extra bereavement leave may be taken out of the unit member’s available personal leave. Arrangements for such leave will be made through the unit member’s immediate supervisor.

K. **Extended Leave**

A leave of absence without pay up to two (2) years will be granted to any teacher who engages in Association activities (local, state, and national), political activities and educational activities, such as Exchange Teacher Programs (national or international), Peace Corps, VISTA or other programs. Request for an extended leave must be submitted by January 30. If approved, the leave will commence the following July 1. Notification to return to active employment must be made on or before May 1. Return shall be effective the following July 1.
L. Returning From Leave

All unit members returning from leave shall be reinstated with no reduction of rights or privileges.

M. Long Term Substitutes

Long term substitutes shall only be eligible to use on a pro-rated basis based upon the time they are employed personal leave and sick leave (excluding sick leave bank) during the duration of their employment. These days are not cumulative.
ARTICLE XII
Local Retirement Incentive for Teachers

A. School Years

2008-2009
Age – at least 55 and when FIRST ELIGIBLE for full retirement benefits by August 31, 2009: Years of Service – at least 15 years for the Dundee Central School District.

2009-2010
Age – at least 55 and when FIRST ELIGIBLE for full retirement benefits by August 31, 2010: Years of Service – at least 15 years for the Dundee Central School District.

2010-2011
Age – at least 55 and when FIRST ELIGIBLE for full retirement benefits by August 31, 2011: Years of Service – at least 15 years for the Dundee Central School District.

B. Irrevocable Letter of Resignation

All unit members who became eligible for the local retirement incentive during the 2008-09 school year and who wish to apply for the local retirement incentive, must submit an irrevocable letter of resignation to the Superintendent no later than the last Friday in January, 2009. If such unit member fails to submit an irrevocable letter of resignation, the unit member will no longer be eligible for the incentive.

If the unit member first becomes eligible for the incentive during the 2009-10 school year, he/she must submit an irrevocable letter of resignation to be received in the office of the Superintendent by the close of business on the last Friday in January 2010. If such unit member does not submit an irrevocable letter of resignation when first eligible, then he/she will no longer be eligible for the retirement incentive.

If the unit member first becomes eligible for the incentive during the 2010-11 school year, he/she must submit an irrevocable letter of resignation to be received in the office of the Superintendent by the close of business on the last Friday in January 2011. If such unit member does not submit an irrevocable letter of resignation when first eligible, then he/she will no longer be eligible for the retirement incentive.

C. Effective Date of Resignation

The irrevocable letter of resignation as provided above shall state when such resignation shall be effective. A resigning employee may elect to work:

1. Three consecutive semesters (spring, fall, and spring); or
2. One more semester (spring)

D. Incentive

A five thousand dollar ($5,000) balloon payment plus fifty dollars ($50) per day for each accumulated, but unused sick day up to the maximum contractual cap of two hundred twenty-eight (228) unused sick days cap of two hundred twenty-eight (228) unused sick days. The calculation of sick days shall be made as of June 30 in the school year when the letter of resignation was received.
E. **Options**

1. If a unit member elects to resign pursuant to C. Effective Date of Resignation, subsection 1, the payment for unused sick days and the balloon payment will be incorporated into his/her final year's salary. The calculation of sick days shall be made as of June 30 in the school year when the letter of resignation was received. During the final year of employment, teachers are eligible to receive up to one half (1/2) sick day for each year of service in the Dundee Central School District. In no event, however, will the employee receive more than twelve sick days in his/her final year of employment. If the teacher uses more sick days than he or she is entitled to use in the final year of employment, the following will be implemented:

   a. The District shall deduct fifty-dollars ($50) for each sick day used in excess of the number of sick days appropriated for the final year of unemployment.

   b. In the event a retiring unit member suffers a catastrophic illness in the final year of unemployment which requires him/her to use forty-five (45) sick days or more of accumulated sick days, then such loss in excess of forty-five (45) sick days will not be deducted pursuant to subsection 1.a. above.

   c. The extra sick days allocated for the final year of employment will not be incorporated into the balloon payment.

2. If a unit member elects to resign pursuant to C. Effective Date of Resignation, subsection 2, he/she shall receive the balloon and sick day accumulation payment in the month of January following the calendar year when the letter of resignation was received.

3. The retiring teacher may elect to put 50% or 100% of the incentive into his/her escrow account to extend the Health Insurance benefit.

F. **Other Retirement Incentive Plans**

In the event the State of New York offers a retirement incentive which is approved by the Dundee Central School District Board of Education for implementation in the District, the unit member who elected to participate in the Local Retirement Incentive may choose to participate in the Local Retirement Incentive or the incentive plan offered by the State and approved by the Board of Education. In no event will the unit member be eligible to participate in both plans, and in no event will the unit member be allowed to withdraw his or her irrevocable letter of resignation.
ARTICLE XIII
Grievance Procedure

A. Declaration of Purpose

Whereas, the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its teachers is essential to the operation of the school, it is the purpose of the procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of unit members without coercion, interference, restraint, discrimination or reprisal which affect these terms and conditions of employment.

B. Definitions

1. A grievance shall mean any claim by a unit member(s) in the negotiating unit based upon any event or condition affecting their terms and conditions of employment.

2. Association shall mean the Dundee Teachers' Association.

3. Aggrieved party shall mean any person or group of persons in the Dundee Teachers’ Association or negotiating unit.

4. Grievance committee shall be designated by the Dundee Teachers’ Association.

5. Supervisor shall mean the elementary principal and high school principal.

C. Procedure

1. Time Limits: A grievance shall not be initiated later than 30 school days after the grievant becomes aware of the event or should have known of the event constituting the alleged grievance.

2. Aggrieved Party: All grievances shall include the name and position of the aggrieved party, the identity of the provision of law, this agreement and its policies, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions and the general nature of the grievance and the redress sought by the aggrieved party.

D. Before submission of a written grievance, there must be an attempt to resolve the problem informally with the immediate supervisor.

1. Level One: If the grievance cannot be resolved informally, the grievant or grievants will file the grievance in writing through the Association with the supervisor. The supervisor may request a meeting with the parties concerned before rendering a decision. A determination in writing shall be made by the supervisor within five (5) business days of receipt of the grievance with a copy of the determination being sent to the Association.

2. Level Two: If the aggrieved party and the Association are not satisfied with the disposition of the grievance at level one, the decision may be appealed by submitting it in writing to the Superintendent within ten (10) business days. The Superintendent shall meet with the grievant or grievants and make his/her determination in writing within ten (10) business days of said meeting.
3. **Level Three**: If the aggrieved and the Association are not satisfied with the decision at level two, the decision may be appealed by submitting an appeal in writing with the Board of Education within fifteen (15) business days of receipt of the level two decision. The Board of Education will meet with the aggrieved and the Association representative(s) within fifteen (15) business days. Within ten (10) business days after that meeting, the Board of Education will issue its determination in writing to the aggrieved and the Association.

4. **Level Four**: If the aggrieved and the Association are not satisfied with the decision at level three, the Association may notify the Board of Education within fifteen (15) business days that it plans to submit the grievance to arbitration. The Association must actually file for arbitration within the foregoing fifteen (15) business days if it desires to go to arbitration.
   
   a. The parties will then be bound by the rules and procedures of the American Arbitration Association.
   
   b. The selected arbitrator will hear the matter promptly and issue his/her decision not later than fourteen (14) business days from the close of hearings: The arbitrator's decision will be in writing, setting forth his findings, facts, reasoning, and conclusions on the issues. These copies will be given to the aggrieved parties, the Dundee Teachers' Association and the Board of Education.
   
   c. The decisions of the arbitrator shall be final and binding upon all parties.
   
   d. The costs of the service of the arbitrator shall be borne equally by the Board and the Association.

E. **General Provisions**

1. If in the judgment the grievance affects a group of unit members or the rights of the Association, the Association shall have the right to file the grievance on its own initiative.

2. If the grievance affects unit members at both elementary and secondary level, it may be filed at level two.

3. All documentation, communications and records resulting from the grievance will be filed separately from the personnel files of the participants.

4. The grievant or grievants may elect to have a representative present at all levels of the grievance procedure.

5. If a grievance proceeds into the summer vacation, the term business days shall be interpreted as work days.
DURATION OF AGREEMENT

This contract shall be effective as of July 1, 2008 and shall continue in effect through June 30, 2011.

The parties agree that all items contained herein have been fully negotiated and cannot be changed, altered, added to, or amended without the written consent of both parties. If alteration is so desired, a meeting shall be called within a period of no more than ten (10) days after the mutual consent of both parties involved.

The parties further agree that all other terms and conditions of employment not contained herein or altered by this agreement shall remain in full force and effect.

ASSOCIATION

DISTRIBUTION

Dated this 1st day of December, 2008.
## Schedule A
July 1, 2008 – June 30, 2011

<table>
<thead>
<tr>
<th>Level</th>
<th>2008-09 Base Salary</th>
<th>2009-10 Base Salary</th>
<th>2010-11 Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>$36,661</td>
<td>$37,769</td>
<td>$38,907</td>
</tr>
<tr>
<td>2</td>
<td>37,005</td>
<td>38,127</td>
<td>39,280</td>
</tr>
<tr>
<td>3</td>
<td>37,514</td>
<td>38,485</td>
<td>39,652</td>
</tr>
<tr>
<td>4</td>
<td>37,970</td>
<td>39,015</td>
<td>40,025</td>
</tr>
<tr>
<td>5</td>
<td>38,709</td>
<td>39,489</td>
<td>40,575</td>
</tr>
<tr>
<td>6</td>
<td>39,503</td>
<td>40,257</td>
<td>41,068</td>
</tr>
<tr>
<td>7</td>
<td>40,261</td>
<td>41,083</td>
<td>41,868</td>
</tr>
<tr>
<td>8</td>
<td>41,218</td>
<td>41,871</td>
<td>42,726</td>
</tr>
<tr>
<td>9</td>
<td>41,896</td>
<td>42,867</td>
<td>43,546</td>
</tr>
<tr>
<td>10</td>
<td>42,599</td>
<td>43,572</td>
<td>44,581</td>
</tr>
<tr>
<td>11</td>
<td>43,904</td>
<td>44,303</td>
<td>45,315</td>
</tr>
<tr>
<td>12</td>
<td>44,248</td>
<td>45,660</td>
<td>46,075</td>
</tr>
<tr>
<td>13</td>
<td>44,687</td>
<td>46,018</td>
<td>47,487</td>
</tr>
<tr>
<td>14</td>
<td>45,201</td>
<td>46,474</td>
<td>47,859</td>
</tr>
</tbody>
</table>

1. **Earned Master's Degree: $600**
   Added to Proper Level for each Master's earned. Doctorate degree shall also add $600 to proper level.

2. **Graduate Level**
   Teachers shall receive above their base salary level $40.00 per approved credit hour for graduate study and approved in-service credit.

3. **Off base schedule determination**
   - 2009-10: Add 4% to the base salary of the previous year. Total salary is to then be adjusted for credit hours and degrees.
   - 2010-11: Add 4% to the base salary of the previous year. Total salary is to then be adjusted for credit hours and degrees.

4. **Payment for Unused Sick Days**
   - Each teacher shall receive three dollars ($3.00) for each accumulated unused sick day as of July 1, 2008 for the 2008-2009 school year. Payment will be made through the regular paychecks.
   - Each teacher shall receive three dollars ($3.00) for each accumulated unused sick day as of July 1, 2009 for the 2009-10 school year. Payment will be made through the regular paychecks.
   - Each teacher shall receive three dollars ($3.00) for each accumulated unused sick day as of July 1, 2010 for the 2010-11 school year. Payment will be made through the regular paychecks.

The foregoing payment for unused sick days is not cumulative from school year to school year. For example, the payment for unused sick days in the 2006-07 school year is three dollars ($3.00) per day not nine dollars ($9.00) per day.
The provisions of this section and the payment for accumulated unused sick days, unless negotiated otherwise, will end on June 30, 2011. Therefore, the failure of the District to continue the provisions of this section and continue the payment for accumulated unused sick days beyond June 30, 2008 shall not constitute an improper labor practice under section 209a.1(e) or any other section of the Taylor Law.

8. School Psychologists
School Psychologists is to receive an additional salary premium of $2,000 per year.

9. Guidance Counselors
Guidance Counselors shall work thirteen (13) days during the summer and be compensated at one two hundredth (1/200) of the regular compensation (base pay plus compensation for graduate hours) for each working day. Five (5) of the thirteen (13) working days will be scheduled immediately after the academic school year ends and before teachers return for the next academic school year. Three (3) of the thirteen (13) working days will be scheduled in consultation with the Junior/Senior High School Principal.
### Schedule B

#### Extra Duty Assignments

<table>
<thead>
<tr>
<th>Activity</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AST. TRACK</strong></td>
<td>2,335</td>
<td>2,403</td>
<td>2,403</td>
</tr>
<tr>
<td><strong>AST. JV FOOTBALL</strong></td>
<td>2,279</td>
<td>2,345</td>
<td>2,403</td>
</tr>
<tr>
<td><strong>AST. MOD. FOOTBALL</strong></td>
<td>2,016</td>
<td>2,074</td>
<td>2,196</td>
</tr>
<tr>
<td><strong>AST. VAR. FOOTBALL</strong></td>
<td>3,148</td>
<td>3,243</td>
<td>3,441</td>
</tr>
<tr>
<td><strong>BASEBALL</strong></td>
<td>3,804</td>
<td>3,920</td>
<td>4,040</td>
</tr>
<tr>
<td><strong>BOY BOWLING</strong></td>
<td>2,142</td>
<td>2,204</td>
<td>2,268</td>
</tr>
<tr>
<td><strong>BOY JV. BASKETBALL</strong></td>
<td>3,095</td>
<td>3,187</td>
<td>3,382</td>
</tr>
<tr>
<td><strong>BOY MOD. BSKTBALL</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td><strong>BOY TENNIS</strong></td>
<td>2,279</td>
<td>2,345</td>
<td>2,484</td>
</tr>
<tr>
<td><strong>BOY TRACK</strong></td>
<td>3,804</td>
<td>3,920</td>
<td>4,040</td>
</tr>
<tr>
<td><strong>BOY VAR. BSKTBALL</strong></td>
<td>4,360</td>
<td>4,495</td>
<td>4,633</td>
</tr>
<tr>
<td><strong>FALL CHEERLEADING</strong></td>
<td>3,319</td>
<td>3,419</td>
<td>3,522</td>
</tr>
<tr>
<td><strong>FIELD HOCKEY</strong></td>
<td>2,746</td>
<td>2,828</td>
<td>2,912</td>
</tr>
<tr>
<td><strong>GIRL BOWLING</strong></td>
<td>2,142</td>
<td>2,204</td>
<td>2,268</td>
</tr>
<tr>
<td><strong>GIRL JV BSKTBALL</strong></td>
<td>3,095</td>
<td>3,187</td>
<td>3,382</td>
</tr>
<tr>
<td><strong>GIRL MOD. BSKTBALL</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td><strong>GIRL TENNIS</strong></td>
<td>2,279</td>
<td>2,345</td>
<td>2,484</td>
</tr>
<tr>
<td><strong>GIRL TRACK</strong></td>
<td>3,804</td>
<td>3,920</td>
<td>4,040</td>
</tr>
<tr>
<td><strong>GIRL VAR. BSKTBALL</strong></td>
<td>4,360</td>
<td>4,495</td>
<td>4,633</td>
</tr>
<tr>
<td><strong>JV BASEBALL</strong></td>
<td>2,335</td>
<td>2,403</td>
<td>2,472</td>
</tr>
<tr>
<td><strong>JV BOY. SOCCER</strong></td>
<td>2,335</td>
<td>2,403</td>
<td>2,472</td>
</tr>
<tr>
<td><strong>JV FOOTBALL</strong></td>
<td>2,761</td>
<td>2,843</td>
<td>2,928</td>
</tr>
<tr>
<td><strong>JV GIRL. SOCCER</strong></td>
<td>2,335</td>
<td>2,403</td>
<td>2,472</td>
</tr>
<tr>
<td><strong>JV GIRL VOLLEYBALL</strong></td>
<td>2,335</td>
<td>2,403</td>
<td>2,472</td>
</tr>
<tr>
<td><strong>JV SOFTBALL</strong></td>
<td>2,335</td>
<td>2,403</td>
<td>2,472</td>
</tr>
<tr>
<td><strong>JV WRESTLING</strong></td>
<td>3,095</td>
<td>3,187</td>
<td>3,283</td>
</tr>
<tr>
<td><strong>MOD. BASEBALL</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td><strong>MOD. VOLLEYBALL</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td><strong>MOD. BOY. SOCCER</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td><strong>MOD. FOOTBALL</strong></td>
<td>2,437</td>
<td>2,508</td>
<td>2,582</td>
</tr>
<tr>
<td><strong>MOD. GIRL. SOCCER</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td><strong>MOD. SOFTBALL</strong></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
</tbody>
</table>

**Note:** The table above lists the extra duty assignments for the years 2008-09, 2009-10, and 2010-11.
# Schedule B

## Extra Duty Assignments

<table>
<thead>
<tr>
<th>MOD. TRACK</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STEP 1</td>
<td>STEP 2</td>
<td>STEP 3</td>
</tr>
<tr>
<td></td>
<td>1,719</td>
<td>1,766</td>
<td>1,816</td>
</tr>
<tr>
<td>VAR. FOOTBALL</td>
<td>4,360</td>
<td>4,495</td>
<td>4,633</td>
</tr>
<tr>
<td>WINTER CHRLDNG</td>
<td>3,602</td>
<td>3,710</td>
<td>3,823</td>
</tr>
<tr>
<td>WRESTLING</td>
<td>4,360</td>
<td>4,495</td>
<td>4,633</td>
</tr>
</tbody>
</table>

Off Step = + 4.00% - 2008-2009
Off Step = + 4.00% - 2009-2010
Off Step = + 4.00% - 2010-2011
# Schedule C

**Extra Duty Assignments**

<table>
<thead>
<tr>
<th>Position</th>
<th>08/09</th>
<th>09/10</th>
<th>10/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADULT ED COORD (PER SEM)</td>
<td>1,140</td>
<td>1,186</td>
<td>1,233</td>
</tr>
<tr>
<td>ATHLETIC DIRECTOR</td>
<td>6,184</td>
<td>6,431</td>
<td>6,689</td>
</tr>
<tr>
<td>CLASS ADVISOR 10</td>
<td>1,823</td>
<td>1,896</td>
<td>1,972</td>
</tr>
<tr>
<td>CLASS ADVISOR 11</td>
<td>2,408</td>
<td>2,504</td>
<td>2,604</td>
</tr>
<tr>
<td>CLASS ADVISOR 12</td>
<td>3,176</td>
<td>3,304</td>
<td>3,436</td>
</tr>
<tr>
<td>CLASS ADVISOR 7</td>
<td>564</td>
<td>587</td>
<td>610</td>
</tr>
<tr>
<td>CLASS ADVISOR 8</td>
<td>564</td>
<td>587</td>
<td>610</td>
</tr>
<tr>
<td>CLASS ADVISOR 9</td>
<td>1,823</td>
<td>1,896</td>
<td>1,972</td>
</tr>
<tr>
<td>COLOR GUARD</td>
<td>892</td>
<td>928</td>
<td>965</td>
</tr>
<tr>
<td>COORD OF PUPIL SERVICES</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>DIRECTOR OF MUSICAL</td>
<td>3,108</td>
<td>3,232</td>
<td>3,361</td>
</tr>
<tr>
<td>DIRECTOR OF STUD. ACTIVITIES</td>
<td>1,872</td>
<td>1,947</td>
<td>2,025</td>
</tr>
<tr>
<td>ELEM ELA COORDINATOR</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>ELEM STUDENT COUNCIL</td>
<td>315</td>
<td>328</td>
<td>341</td>
</tr>
<tr>
<td>ELEMENTARY PLAY DIRECTOR</td>
<td>2,299</td>
<td>2,439</td>
<td>2,487</td>
</tr>
<tr>
<td>ELEMENTARY MST COORD</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>WINTER PERCUSSION ENSEMBLE</td>
<td>2,245</td>
<td>2,335</td>
<td>2,428</td>
</tr>
<tr>
<td>JAZZ BAND</td>
<td>2,407</td>
<td>2,503</td>
<td>2,603</td>
</tr>
<tr>
<td>JR HIGH JAZZ BAND</td>
<td>1,203</td>
<td>1,252</td>
<td>1,302</td>
</tr>
<tr>
<td>JR/SR HIGH SCHOOL PLAY</td>
<td>2,299</td>
<td>2,391</td>
<td>2,487</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>LITTLE LADY SCOTTS BBALL</td>
<td>570</td>
<td>593</td>
<td>617</td>
</tr>
<tr>
<td>MARCHING BAND</td>
<td>3,294</td>
<td>3,426</td>
<td>3,563</td>
</tr>
<tr>
<td>MATH</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>MEDIA CLUB</td>
<td>788</td>
<td>819</td>
<td>852</td>
</tr>
<tr>
<td>MORNING SUPERVISORS</td>
<td>1,237</td>
<td>1,286</td>
<td>1,338</td>
</tr>
<tr>
<td>CHAIRPERSON OF FINE ARTS</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>MUSICAL DIRECTOR, SR. PLAY</td>
<td>813</td>
<td>845</td>
<td>879</td>
</tr>
<tr>
<td>NATIONAL HONOR SOCIETY</td>
<td>474</td>
<td>493</td>
<td>512</td>
</tr>
<tr>
<td>NATURAL HELPERS COORD.</td>
<td>884</td>
<td>919</td>
<td>956</td>
</tr>
<tr>
<td>ORATORICAL COACH</td>
<td>905</td>
<td>941</td>
<td>979</td>
</tr>
<tr>
<td>PHYS ED/HEALTH/FCS CHAIR</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>SCIENCE/TECHNOLOGY CHAIR</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>SOCIAL STUDIES CHAIR</td>
<td>2,371</td>
<td>2,466</td>
<td>2,565</td>
</tr>
<tr>
<td>STUDENT COUNCIL</td>
<td>574</td>
<td>597</td>
<td>621</td>
</tr>
<tr>
<td>SYMPHONIC STEEL BAND</td>
<td>5,799</td>
<td>6,031</td>
<td>6,272</td>
</tr>
<tr>
<td>YEARBOOK-FINANCIAL</td>
<td>1,823</td>
<td>1,896</td>
<td>1,972</td>
</tr>
<tr>
<td>YEARBOOK-LITERARY</td>
<td>1,823</td>
<td>1,896</td>
<td>1,972</td>
</tr>
<tr>
<td>SKI CLUB</td>
<td>486</td>
<td>505</td>
<td>525</td>
</tr>
<tr>
<td>MASTERMINDS</td>
<td>520</td>
<td>540</td>
<td>561</td>
</tr>
</tbody>
</table>