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COLLECTIVE BARGAINING AGREEMENT

SAYVILLE UNION FREE SCHOOL DISTRICT

- with -

SAYVILLE TEACHERS ASSOCIATION

Expires: June 30, 2016

Dated: March, 2013

273 People

INDEX

Page

Article

Academic Freedom	25
Advisory Program	13
Aides and Monitors	27
Agency Fee Deductions	2
Annual Evaluations	5
Annual Leave Days	15
Annual Leave Day Incentive	21
Appointment	3
Approved Absences	18
Arbitration of Grievances	25
Association President and Vice President	41
Association Rights	41
BA 60 – Salary	32
Bereavement Leave	15
Board Policies	40
Cafeteria Duty	27
Class Size	41
Co-Curricular Teaching Activities	28
Compensation	30
Conferences	19
Contract Terms – Implementation	48
Copies of Agreement	49
Credit Union Deductions	2
Curriculum Advisory Council	3
Curriculum Changes	3
Declaration of Principles	1
Department Chairpersons - Salary Differential	33
Disability	38
Dismissal for Study - End of Year	39
Due Process	25
Dues Deductions	2
Early End-of-Year Dismissal for Study	39
Education Research Grants	15
Emergency Substitute Service	10
Fair Dismissal	27
Flexible Benefits Plan	39

Grievance Procedure	21
Grievance Time Limits	23
Guidance Counselor Work Year	13
Guidance Counselor – Salary	32
Health Insurance	36
Health Insurance Declination	31
Infant Care Leave	17
Insurance Program	36
IRC Section 403(B)	46
Internships	14
Intramural Sponsors	29
Jury Duty	18
Leave Days Incentive	21
Leaves of Absence (Family Medical Leave)	15
Legal Aid & Assistance	25
Lesson Observations	4
Liaison Committee	49
Lunch Periods	9
Maintenance of Standards	48
Maintenance of Programs	26
Mentoring	41
Meetings	8
Miscellaneous Leaves	17
Negotiations	40
Parent-Teacher Conferences	14
Payroll Deduction	2
Personal Privacy	25
Personal Days	41
Personnel File	5
Preferred Hiring List	26
Preparation for Curriculum Changes	3
Preparation Periods	9
Prior Approval-In-Service and Graduate Study	34
Probation and Tenure	3
Professional Consideration	25
Professional Growth Committee	34
Professional Liaison Committee	49
Professional Periods	11
Professional Responsibility	26
Recognition	1
Registered Nurses	28

Rights and Responsibilities of Teacher.....	25
Sayville Employees Trust Fund.....	38
Savings Bond Deductions.....	2
Sick Days.....	16
School Calendar.....	13
Sixth Teaching Period.....	10
Summer School.....	29
Taylor Law Clause.....	49
Tax Sheltered Annuity Deductions.....	2
Teacher Facilities.....	15
Teaching Assignments.....	12
Teacher Programs.....	9
Term of Agreement.....	40
Tenure.....	3
Transfers.....	6
Transportation of Students.....	26
Travel Periods.....	12
Vacant Positions.....	14
Workday.....	7
Workers' Compensation.....	39
Work Year.....	13
Year-End Appraisal Form.....	5

AGREEMENT made this 1st day of, March 2013 by and between the Sayville Union Free School District, Town of Islip, hereinafter referred to as the "District" and the Sayville Teachers Association, hereinafter referred to as the "Association."

WITNESSETH:

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement.

NOW, THEREFORE, it is mutually agreed that:

ARTICLE I. DECLARATION OF PRINCIPLES

Section 1. The District recognizes that the quality of the education program of the Sayville Public Schools depends primarily on the quality of the teaching services and therefore it will seek to foster those policies which will provide a professional staff of high quality. The Association recognizes that the position of teachers entails responsibility for high professional standards and educational competence.

Section 2. The laws of the State of New York and the voters of the District have specifically granted to the Board of Education legal authority over the schools in the District. The decision-making responsibility must rest with the Board which assumes legal responsibility for the District consistent with the laws of the State and their administration by the Department of Education.

Section 3. Both the District and the Association recognize that the education of children is their mutual paramount consideration and that the education of children should be a continual process without interruption.

ARTICLE II. RECOGNITION

Section 1. The District recognizes the Association as the exclusive representative under Article XIV of the Civil Service Law for the teachers, coaches and co-curricular appointees specified in Section 2 and for registered nurses regularly employed by the District.

Section 2. The Association shall be the exclusive representative of all teachers who have been or will be certified by the New York State Department of Education regularly employed by the District and of teachers employed by the District in the summer school and all coaches and co-curricular appointees, excluding per diem personnel, resource teacher, supervisory and administrative personnel.

Section 3. The Association shall have the right to unchallenged representation status during the term of this contract.

ARTICLE III. PAYROLL DEDUCTIONS

Section 1. The District agrees to deduct the dues from the salaries of its teachers as authorized by the individual teacher on a form prepared by the Association.

Section 2. No later than October 30th of each year, the Association will provide the District with a list of each member and nonmember for whom dues and/or agency fees will be deducted and the amount of the total deduction owed by each person with the corresponding authorization cards or in accordance with Civil Service Law 208.

Section 3. The deduction shall be made in ten (10) equal installments commencing with the nearest practical pay period following the presentation of the signed authorization forms and the list provided for in Section 2 above.

Section 4. The authorization form shall be prepared and distributed by the Association. It shall contain a clause that the member waives all rights and claims for the money deducted and transmitted and relieves the District from any liability therefor.

Dues deductions authorized by an employee may be discontinued by an employee upon written notification to the District of his/her desire to discontinue the deduction. Such notification shall be signed by the employee, be in duplicate, and on receipt of same the District shall immediately forward one (1) copy to the Association. The discontinuance of dues deduction shall take effect on the first payroll after sixty (60) days from the date notice of discontinuance is received from the employee. (The right of the Association and the employee under the article shall be in conformity and consistent with the requirement of Section 93 (b) of the Municipal Law and Chapter 392 of the Laws of New York, 1967). If an employee discontinues his/her dues deduction, he/she shall be placed on the list for agency fee deduction.

Section 5. The District shall transmit the monies so collected within five (5) school days of each installment date to an officer of the Association so designated in writing by the Association.

Section 6. The Association affirms it will abide by Section 210 of the Public Employee's Fair Employment Act and the laws of the State of New York in general.

Section 7. The District agrees that it will not accord dues deduction or similar check-off rights to any other organization for the employee group covered by the Agreement.

Section 8. Upon written request to the District, semi-monthly salary deductions will be made for U.S. Savings Bonds, the Teachers Federal Credit Union, VOTE COPE and the NYSUT Benefit Trust Fund, if this can be feasibly arranged with BOCES. Semi-monthly salary deductions will be made for tax-sheltered annuities and loan payments to the Retirement System. The above deductions shall be in equal installments and on a September to June basis. By submitting the authorization form, the employee waives all rights and claims for the money deducted and relieves the District from any liability therefor.

The Association shall indemnify and save the District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the District for the purpose of complying with any of the provisions of this Article. The Association will be liable for the cost of one district lawyer for agency fee disputes where the District is served at the standard district rate. The schedule of attorneys' fees for this purpose shall be submitted to the Sayville Teachers Association by September 30 of each school year.

Section 9 - All unit members hired after July 1, 2012 shall be paid via direct deposit only.

ARTICLE IV. CURRICULUM ADVISORY COUNCIL

Section 1. The Association and the District agree that curriculum is not a negotiable item.

Section 2. The Curriculum Advisory Council will be continued. It will be advisory in nature and will work with and under the direction of the Assistant Superintendent of Instruction who shall be the chairperson of the Council. Members of the Council will be representative of the professional staff and will be jointly appointed by the Assistant Superintendent for Instruction and the Association.

ARTICLE V. PREPARATION FOR CURRICULUM CHANGES

Section 1. Teachers will be given as much advance notice as possible of any change in curriculum.

Section 2. Instructional materials relevant to the curriculum change will be made available to the teacher involved upon their completion.

ARTICLE VI. PROBATION AND TENURE

A. Appointment

Section 1. Teachers in other than their last probationary year who will not be asked to return for the following year will be notified thereof as early as possible, preferably before the Spring recess.

Section 2. Teachers who are in their final probationary year and who started in September will be given notice of failure to be appointed on tenure as early as possible, preferably before the Spring recess but no later than required by the Education Law. Teachers whose probationary period ends during a month other than September will be notified at a time consistent with the foregoing statement.

Section 3. Whenever a teacher plans to discontinue his/her employment in the District, he/she will notify the Superintendent as early as possible. This is not to be deemed a waiver of other legal rights the District may have.

B. Formal Lesson Observations

Section 1.

(a) Each teacher in the first probationary year will receive at least four (4) formal lesson observations by an administrator and/or supervisor or department chairperson. The administrator shall make at least two (2) formal observations.

(b) Each teacher in the remaining probationary years will receive at least three (3) formal lesson observations during each school year. The administrator shall make at least two (2) formal observations.

(c) Each tenured teacher will receive at least one (1) formal lesson observation by an administrator and/or supervisor or department chairperson.

Section 2. Teachers shall be advised in writing of the general guidelines for formal lesson observations and evaluations prior to the observation and evaluation. Teachers in the same grade level and/or discipline shall be observed and evaluated based upon the same general criteria. This is not intended to restrict or limit the right of the District with respect to employment of probationary teachers under the law.

Section 3. All formal lesson observation supervisory visits are to be for a full period or a full lesson. The formal lesson observation time may be consecutive or may include two (2) or more lessons. A record of each supervisory visit shall be recorded on the supervisory visit formal lesson observation form provided for this purpose. The principal and/or supervisor or department chairperson shall schedule a conference with the teacher following each supervisory visit to discuss the formal lesson observation. At the conclusion of the conference, the teacher shall be asked to sign the completed supervisory visit formal lesson observation form to signify merely that the report has been read. A copy of the completed supervisory visit formal lesson observation form shall be given to the teacher. A teacher shall be given the opportunity to comment upon the formal lesson observation conference. Written comment must be made within twenty (20) school days after the formal lesson observation conference.

C. Annual Evaluations

Section 1. The principal shall schedule one annual conference and such additional conferences as he/she may deem desirable with each teacher in his/her building. The purpose of the conference shall be to discuss the principal's evaluation of each teacher as stated on the year-end appraisal form. The copy of the year-end appraisal shall be furnished to the teacher prior to the said conference. At the conclusion of the conference, the teacher shall be asked to sign the year-end appraisal signifying merely that the appraisal has been read by the teacher and such signature shall not be considered evidence of agreement. The teacher shall have the right to comment in writing concerning the year-end appraisal within twenty (20) school days after the said conference.

Section 2. Probationary teachers will receive a progress report and an evaluation each probationary year. The progress report, completed by the building principal, is due in December prior to the vacation period. The evaluation is due in accordance with the District APPR plan.

D. Year-End Appraisal Form

Section 1. The observation reports and evaluations referred to above, together with the teacher's comment thereon, if any, shall be placed in the teacher's personnel file or folder.

Section 2. An arbitrator shall have the authority to render decisions concerning procedural matters only and may not substitute his/her opinion for that of the District on substantive evaluations.

E. Committee on Observations and Evaluations

The parties agree to form a committee whose purpose shall be to study the current observation and evaluation procedures and forms and make any recommendations on changes. The committee shall consist of five individuals appointed by the District and five individuals appointed by the STA. Final decision shall be reached by a consensus of those individuals participating in the meetings.

ARTICLE VII. TEACHER PERSONNEL FILE

A. An individual personnel file or folder for each teacher shall be kept in the Central Administration Office. Pertinent written material concerning a teacher will be kept in his/her folder.

B. Upon twenty-four (24) hours notice to the Personnel Office and at the request of the teacher, he/she shall be entitled to examine his/her personnel file or folder in the presence of the administrator or the administrator's representative. The teacher may copy such material from his/her personnel file at the regular District rate. The teacher shall not be permitted to have

access to confidential material, such as employment references and college placement folders. Neither shall he/she have access to administrative anecdotal records submitted prior to September 1, 1973, and correspondence that is confidential or privileged submitted prior to September 1, 1973.

C. If a teacher requests improvement in professional skills, the administration will work with him/her.

D. A teacher shall have the right to see letters received from outside before they are placed in the teacher's file when they relate to the teacher's performance. The teacher shall be notified if any material of a negatively critical nature is placed in his/her file. He/she shall have the right to respond to any such inclusion within five (5) school days and is to have such response attached to the inclusion.

ARTICLE VIII. TRANSFERS

A. 1. No later than May 1 the administration will inform the Association President of potential transfers and vacancies. Failure to comply with the May 1 date shall not be deemed a contract violation if the failure is due to grade or curriculum reorganization within the District.

2. Teachers who are reassigned due to reorganization will not change tenure areas unless mandated by law. Teachers who are reassigned to a new building will have the length of day of the new building and the teacher workday schedule of the new building.

B. Involuntary

Section 1. Where involuntary transfers or reassignments are necessary, the teachers designated shall be given notice thereof as soon as practicable and, under normal circumstances, no later than May 15th. Failure to comply with the May 15 date shall not be deemed a contract violation if the failure is due to grade or curriculum reorganization within the District. The assignment will be made after a meeting between the teacher and the Superintendent or his/her designee, at which time the teacher will be advised of the reasons for the reassignment.

Section 2. Where the following does not interfere with the best interests of the District and the educational program:

(a) Teachers who are involuntarily transferred or reassigned shall be given consideration for an open position in preference to a teacher who voluntarily requests a transfer.

(b) A teacher involuntarily transferred or reassigned, who wishes a return to his/her previous position the following year, shall be given preference in the previous position if a vacancy exists.

Section 3. Teachers who are involuntarily transferred shall be permitted to use preparation time to visit the school to which the transfer will be made and shall be permitted to use a half (½) visitation day to observe in the building to which the transfer will be made.

C. Voluntary

Section 1. Teachers who desire a change in subject or in building may apply for such change in positions in writing to the Office of the Superintendent on designated forms which will be available in each building. Applications for transfer will be granted provided that they do not conflict with the best interest of the District or the educational program. All applications submitted to the Office of the Superintendent shall be kept confidential.

Section 2. Full consideration for all applicable openings shall be given to teachers currently employed by the District.

Section 3. Teachers who are voluntarily transferred shall be permitted to use preparation time to visit the building to which the transfer will be made.

ARTICLE IX. TEACHER WORKDAY AND MEETINGS

A. Teacher Workday

Section 1. The teacher's school day, Monday through Friday, shall be seven (7) hours and ten (10) minutes on the secondary level, and shall be seven (7) hours on the elementary level except that on Fridays elementary teachers may leave their building after students have left the building. All elementary school students shall be dismissed at least 5 minutes before the elementary teacher day. (The additional 10 minutes worked by elementary school teachers beginning at the commencement of the 2004-2005 school year shall be added to the 15 minute periods prior to and after student arrival/departure to create a 40 minute professional period for such teachers.)

At the Middle School one day per week will end after six (6) hours and forty (40) minutes. It is the intent of the parties that this day will contain all the same program elements as the other days of the week. It is also understood that when and if the administration discontinues the Middle School Advisory Program, this shortened day will revert to a seven (7) hour and ten (10) minute day.

Section 2. An advisory program may be established consisting of a homeroom three (3) times a week and an advisory period twice a week of no more than twenty (20) minutes duration which shall include the homeroom time.

Section 3. A teacher may conduct a class on the grounds outside a school building with the consent of the building principal.

B. Meetings

Section 1. Schedule of Meetings

(a) The following days are reserved for the meetings noted below:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
1 st and 3 rd : Faculty Meetings* 2 nd & 4 th : Grade Level and Dep't Meetings	College And In- Service Courses	1 st and 3 rd : District-Wide Curriculum Meetings 2 nd & 4 th : Teachers Assn Meetings	College And In- Service Courses	

*All K-5 faculty meetings (up to 2 per month) shall be held during the elementary professional period but shall not be limited to any particular day listed above.

(b) When local in-service courses are offered, conflicting meetings may be scheduled for other days.

Section 2. Notice of Meetings

Five (5) days advance notice of all meetings is to be given except in the case of emergency.

Section 3. Attendance at Meetings

(a) All persons are obligated to attend regularly called faculty, grade level, and department meetings.

(b) When it is necessary to call meetings on short notice, the person calling the meetings will respect a teacher's prior commitment as a reason for an absence.

(c) No elementary teacher shall be required to attend more than one after school curriculum or grade level meeting per month.

Section 4. Time

(a) Meetings are to begin promptly at the time stated in the notice.

(b) A closing time is to be agreed upon and respected.

(c) Meetings should be limited to one hour outside of the teachers' school day, but it is recognized that circumstances may warrant a longer meeting. Meetings may be extended beyond the hour limitation by mutual consent.

ARTICLE X. TEACHER PROGRAMS

A. Lunch Periods

Section 1. Elementary Schools Only: For the 2012-2013 and 2013-2014 school years, teachers shall have a lunch/recess period of forty-five minutes regardless of whether they are assigned to supervisory cafeteria duty. For the 2014-2015 and 2015-2016 school years, teachers shall have a lunch/recess period of fifty minutes regardless of whether they are assigned to supervisory cafeteria duty.

Section 2. Secondary Schools: Teachers shall have a lunch period equivalent to that scheduled for students in each particular building, but in no event shall the teachers' lunch period be less than thirty (30) consecutive minutes.

B. Preparation Periods

Section 1. It is intended by the parties that teachers should utilize preparation periods for work related to the role and responsibility of the teacher.

Section 2. A teacher may leave a building during his/her preparation period only with the prior approval of the principal or his/her designee, and such approval shall not be unreasonably withheld.

Section 3. Elementary Schools: Within existing staff, all elementary teachers will be guaranteed a minimum of one forty (40)-minute preparation period each day. In the event such period cannot be achieved within existing staff as of September 1st each year up to ten (10) elementary teachers District-wide may be excluded from this section. Such teachers, however, shall be guaranteed at least two hundred (200) minutes per week in blocks of forty (40) minutes, and shall not be deprived of a preparation period for more than one day per week. No teacher so excluded from this section shall be excluded a second time unless and until all other elementary teachers have been so excluded.

Section 4. Secondary Schools:

(a) Each secondary school teacher shall be scheduled at least one preparation period equal in length to a regular class period.

(b) Efforts shall be made to schedule no more than three (3) consecutive instruction periods within a program.

(c) A teacher with more than three (3) classroom preparation periods shall not be assigned to teach more than five (5) periods without his/her consent.

Section 5. Emergency Substitute Service: No regularly scheduled teacher shall be directed to perform the duties of a substitute teacher except in the case of an emergency. An emergency is defined as the failure of a regular or substitute teacher to arrive on time or schedule or the inability to obtain the services of a substitute teacher, provided reasonable effort has been made to obtain a substitute or if a regularly scheduled teacher becomes unable during the school day to teach the regularly assigned class because of illness or other unforeseen circumstances. Regularly scheduled teachers may be assigned to cover the class in question. In addition, on the elementary school level, if a substitute for a special teacher is not obtained by the building principal, the regular classroom teacher may be directed to teach during that teacher's preparation period. The teacher who performs the duties of a substitute teacher under this clause by teaching the absent teacher's class during his/her preparation time shall be paid one-fifth (1/5) of the substitute rate of pay. This shall not be applicable to department chairpersons or to school nurse teachers.

C. Sixth Teaching Period

1. Elementary School - Elementary vocal music, art, physical education and library teachers will not be assigned more than six (6) classes per day.

2. Secondary school teachers shall be assigned no more than five (5) teaching periods per day except as indicated herein.

(a) (1) Teachers of resource room, speech pathologists, music and business courses with lab may be assigned a sixth (6th) teaching period. New subjects not covered by this Agreement shall be negotiated but consent of the STA shall not be unreasonably withheld.

(2) Secondary teachers who teach an extra "lab" period beyond a fifth class will be paid on a pro-rata basis an amount equal to 15% of the BA Step 1 salary schedule of that particular school year. The pro-rata multiplier shall be .556

2012-2013	.5 = 4,126	1.0 = 8,251
2013-2014	.5 = 4,126	1.0 = 8,251
2014-2015	.5 = 4,188	1.0 = 8,375
2015-2016	.5 = 4,251	1.0 = 8,501

a. Voluntary - all assignments to teach an extra "lab" period will be voluntary except as noted in "b" below. This additional assignment will be in place of a duty period (in addition to the above compensation). No teacher may volunteer for a second time until all other members of the department have been offered the opportunity to volunteer. Teachers who are volunteering must do so in writing.

b. Involuntary - The District may assign up to four (4) science teachers per year to teach five (5) periods every day and a sixth period every other day. This sixth period every other day will be in place of a duty period on those days (in addition to the above compensation). These four (4) science teachers may be assigned a duty period on the

days they are not assigned a sixth teaching period. No teacher may be assigned a second time until all others have been assigned.

c. Any application of these provisions will not be used to reduce staff.

(b) The District may schedule only one teacher in any one of these departments to a sixth teaching period: Practical arts, secondary physical education, secondary art or self- contained special education teachers.

(1) Voluntary - all assignments to teach a sixth class per day for one or two semesters will be voluntary except as noted in "(2)" below. Such voluntary assignments will be for the departments listed below. No teacher may volunteer for a second time until all other members of the department have been offered the opportunity to volunteer. Teachers who are volunteering must do so in writing.

(2) Involuntary - The District may involuntarily schedule a total of three (3) teachers per year in any one or any combination of these departments to a sixth class for one semester: practical arts, secondary physical education, secondary art or self- contained special education teachers. No teacher may be assigned a second time until all others have been assigned.

(3) Such persons will be compensated at science lab rate of pay.

(4) Any application of these provisions will not be used to reduce staff.

D. Professional Periods

1. The professional period shall be used for the following purposes:

- Meet with students and extra help for students
- Develop tests
- Consult with:
 - Special education teachers of the teacher's students
 - Guidance
 - Psychologists
 - Social Workers
 - Psychological service teachers
- Review books and materials
- Committees
- Update attendance
- Grade level meetings
- Faculty meetings
- Develop educational concepts
- Meet with parents

Prepare daily plans and unit plans
Grades, computer updates and interim progress reports
Team meetings
Write and revise IEPs
Research
Implement Regents Action Plan
Write and revise course curriculum
Staff Development

2. The Administration may schedule the specific use of twenty-five (25) professional periods per teacher per year within the list identified in subsection 1 above. No more than one specific assignment may be made in any one week. In the elementary schools, the first faculty meeting of each month shall not be counted towards the 25 “specific use” professional periods set forth above.

E. Travel Periods

At the beginning of each school year the schedule for any teacher who must travel between elementary schools or an elementary and secondary school will be arranged to include a minimum of thirty (30) minutes of travel time for the first such change in building assignment in the day and twenty (20) minutes for each additional change in the day. The current practice used in travel between the secondary schools shall continue.

F. Notification of Teaching Assignments

Teachers will be notified of their teaching assignments for the following school year no later than June 1st. The Association and the District recognize that changes may be made later, but the District may not do so in an arbitrary and capricious manner. Failure to comply with the June 1st date shall not be deemed a violation of the contract if the failure is due to grade or curriculum reorganization within the District.

G. Middle School Reorganization

Section 1. The District will interview intermediate grade elementary teachers who notify the District they wish to be transferred. If the District notifies a nonvolunteer that he/she will be transferred, that teacher may request a meeting with the Superintendent or his/her designee with a Teachers' Association representative at the teacher's option before the transfer becomes permanent. If a vacancy occurs in the third, fourth or fifth grade at the end of any of the five (5) regular school years following the involuntary transfer, the teacher so involuntarily transferred shall have a one-time option to return to an elementary school. A permanent vacancy occurs only when a teacher retires, dies, resigns or is involuntarily terminated and that position continues as an open slot. If there is more than one such teacher seeking to exercise that option, it shall be done by seniority. The option is available only for five (5) years after the transfer. The teacher must notify the District within two (2) weeks of written notice of vacancy. These notices will be sent to involuntarily transferred teachers and the Association.

H. Elementary special teachers shall not be scheduled for more than four (4) forty (40) minute classes without a regular break. The term "regular break" is any relief from classroom teaching on a reoccurring basis. It may include a lunch period, preparation time and/or travel time.

I. Middle School Advisory Program

An advisory program shall be established in the Middle School consisting of an advisory period twice a week of no more than twenty (20) minutes duration which shall include the homeroom time.

J. Evening Conference

Each teacher shall be obligated for one evening conference per year of no longer than two and one-half (2 ½) hours. This shall be in addition to the current "Open School Night." Notwithstanding the foregoing, each building principal, in lieu of the evening conference or Open School Night, may choose to use one of these nights for staff development which shall occur after regular school hours which may include any of the items consistent with Article 10 D (Professional Period). Teachers shall not be required to work with students at this time. Attendance of all building personnel shall be required.

ARTICLE XI. TEACHER WORK YEAR

A. Section 1. The teacher's work year shall start one day prior to the student calendar.

Section 2. The teacher's work year shall end on the last day that any students are in, whether or not counted for state aid purposes, and that day shall be a reduced workday.

Section 3. The next to the last day shall be a half-day for student attendance for elementary schools, consistent with the Commissioner's Regulations.

Section 4.

(a) The calendar for the teachers' school year shall be as attached.

(b) The administration will consult with the Association regarding the proposed school calendar prior to its adoption by the Board. In no event shall the teachers' work year exceed one hundred eighty-three (183) days.

(c) The work year for guidance counselors shall be from September 1 through June 30.

Section 5 - Elementary teachers shall have access to their respective school buildings during August for the purpose of setting up their particular classrooms. The dates and

times must first be arranged with the school principal or his/her designee. The teacher's access may not interfere with any school cleaning or construction that may be ongoing. Only the teacher may have access to the building. However, if the teacher wishes to have his or her spouse or children accompany him/her, prior approval of the building principal or designee must first be obtained.

Section 6 – Summer mailings, *e.g.*, class lists sent to parents, shall be shared with teachers prior to being sent to parents. E-mail to the teachers' Sayville e-mail accounts or posting the information on Infinite Campus shall be deemed sufficient notice.

B. Section 1.

(a) Three (3) half-days or their equivalent for parent-teacher conferences shall be scheduled for each kindergarten through grade 6 class. The utilization of the teachers' time on these half-days shall be determined by the administration in consultation with the teachers of said grades.

(b) Elementary special education teachers shall have a separate schedule for three (3) half-day conference dates in the spring semester to be utilized for IEP conferences. These teachers will work a full day on those dates the rest of the staff has scheduled conference dates or will have additional conferences with parents.

(c) All elementary school teachers on an inclusion team for the duration of the school year shall receive an additional four ½ days of release time

Section 2. All days of attendance shall be scheduled as full days, except as otherwise provided above.

ARTICLE XII. FILLING OF VACANT POSITIONS

A. Section 1. Notices of vacancies in existing or newly created positions which pay a differential over the teachers' salary schedule or positions on the administrative-supervisory levels or positions in pupil personnel services or reading, shall be posted on the bulletin board of each building. The notice shall include the qualifications for the position, salary for the position and shall be posted as early as possible prior to the time of appointment.

Section 2. Notices of vacant or unrenewed remunerated co-curricular positions shall be posted as early as possible.

Section 3. Notices of internships shall be posted on the bulletin board of each building.

B. In filling such positions, outside applications may be solicited at the same time as applications from the district employees are received. One of the important factors to be considered in filling such positions is prior service to the District.

ARTICLE XIII. TEACHER FACILITIES

Section 1. The building principal and the teachers of each building will consult and will, to the extent practicable within the existing facilities of each school building, try to provide work room or area for teachers containing adequate equipment and supplies for the preparation of instructional materials. It is understood that the Board is not obligated to purchase new equipment to comply with this provision.

Section 2. Teachers may requisition supplies within each building on a monthly basis.

ARTICLE XIV. LEAVES OF ABSENCE

A. Education Research Grants

A committee consisting of two (2) administrators appointed by the Superintendent and two (2) teachers appointed by the Sayville Teachers Association will evaluate all applications for education research grants and submit their recommendations to the Superintendent of Schools. The Superintendent of Schools will submit his/her recommendations to the Board of Education. If the Superintendent of Schools' recommendations differ from the Committee's, both sets of recommendations will be presented to the Board of Education. The Board of Education will make the final determination to grant or deny approval of each project. If the Board of Education approves an application for an education research grant, it shall budget the funds therefor.

All teachers will be eligible to submit applications for projects identifying the costs, if any, of each project. The Superintendent will publish those projects in which the Board of Education is interested in having work done.

The Committee will establish the procedure for the submission of applications and the content and material necessary for such applications.

B. Annual Leave Days

Teachers shall be allowed full pay during absence on account of personal leave, personal illness, illness in immediate family (immediate family is defined as parents, parents-in-law, spouse, children, brother, sister) or bereavement leave as follows. (For purposes of bereavement leave only, grandparents and grandparent in laws shall be considered to be immediate family.)

Section 1. New teachers shall be credited with thirty-six (36) days leave for the first two (2) years and shall be credited with eighteen (18) additional leave days in the third

year. Thereafter, the leave as stated in Section 2 below shall apply. Should a teacher leave the District at any time during his/her first three (3) years after using more than fifteen (15) days in the first year, or thirty (30) days over two (2) years or forty-five (45) days over three (3) years accumulated at the rate of 1.5 days per month, he/she will be charged with the excess days and the amount for the excess days shall be deducted at the termination of employment. Notwithstanding the foregoing, any unit member taking a FMLA paid leave will only be eligible to use leave days actually earned. While on these leaves no unit member shall be able to use any paid leave day that has not yet been actually earned. When a teacher is on a paid leave of absence under the FMLA, and school is closed for inclement weather, a sick day shall not be charged to the teacher.

Section 2. Each teacher, after the third year, shall be allowed fifteen (15) leave days for each school year which shall be accumulated at the rate of 1.5 days per month from September to June.

Section 3. Of the fifteen (15) annual leave days, each teacher shall be entitled to a maximum of three (3) days absence each school year without loss of salary for personal leave. Personal leave is defined as an absence due to unavoidable reasons. A teacher shall not be required to state the reason for one (1) of the three (3) days. When requesting the two (2) other leave days, the teacher shall verbally give his/her reason to the principal for said leave. No requests for any of the three (3) personal leave days will be granted on days immediately preceding or following a legal holiday or school recess when the students are not in attendance unless the absence is beyond the control of the individual and the reason therefor is stated in writing. The request form shall be submitted to the Superintendent by the Principal for approval.

Section 4. The building principal shall have the right in his/her discretion to reasonably limit the number of employees absent on any given day in the best interest of the school district.

Section 5. A teacher shall be required to give written notice of his/her intention to take such personal leave at least forty-eight (48) hours in advance of the leave unless an emergency makes such notice impossible.

Section 6. Unused leave days shall be accumulated to two hundred (200).

Section 7. Teachers will be granted uncharged bereavement leave to a maximum of five (5) days for immediate family members as defined in Article XIV B.

Section 8. A teacher may use five days accumulated leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.

C. Miscellaneous Leaves:

Section 1. The Board may grant leaves of absence without pay or increment for any period of time as may be deemed necessary and/or advisable on application by the teacher to the Superintendent. Leaves shall be within the sole discretion of the Board.

Section 2. A tenure teacher who is appointed or elected as an officer in a National, State or regional educational association and is recommended by the local association may be granted a leave of absence for a minimum of one (1) year and a maximum of two (2) years without pay. All benefits to which a teacher was entitled at the time of the commencement of the leave of absence will be restored upon return from the leave. No benefits will accrue during the period of the leave.

Section 3. Leaves of absence for a minimum of one (1) year and a maximum of two (2) years may be granted to a tenure teacher who wishes to serve in the Peace Corps, Vista or National Teachers Corps, provided the service is full-time teaching employment. All benefits to which the teacher was entitled at the time of the commencement of the leave will be restored upon return from the leave. Experience credit for advancement on the salary schedule will be granted for the period of the leave, but no other benefits will accrue during the period of the leave.

Section 4. Upon request a probationary or tenure teacher, male or female, shall be granted an infant care leave without pay or other fringe benefits except that a teacher may keep in force all insurance by payment of the premiums. Such leave shall begin at a time mutually compatible with the teacher and the administration's determination of the needs of the children. Said leave may begin prior to the birth of the infant.

The duration of the leave shall be from the date approved for the leave until September 1st of the next year. The leave may be extended until the succeeding September 1st upon written application of the teacher.

If possible, a teacher will give thirty (30) days written notice of the application for the leave. A teacher who will be applying for an infant care leave to commence on September 1st shall apply for that leave no later than August 1st except in cases where the birth of the infant is due in August, when the August 1st notice is waived.

Section 5. Upon application a teacher who has served seven (7) years or more in Sayville will receive a one (1) year leave of absence without pay. Said leave will commence September 1 and terminate August 31st. It will be available once during the teacher's career in Sayville. The leave shall not be available unless there is a current staff member or an excessed teacher on the preferred hiring list who is qualified and available to fill such position.

Section 6. Any employee on an approved leave of absence shall be required to notify the District on or before April 15 if he/she will or will not be returning to work at the commencement of the next school year.

Section 7 A teacher will be permitted to use up to an additional 50 leave days for an illness that requires him/her to be non-voluntarily hospitalized as an in-patient or receiving hospice care, under the following conditions:

1. The teacher has been continuously employed in a full time position in the District for a minimum of 20 years.
2. In the year the catastrophic leave is taken, the teacher has accumulated a minimum of 215 leave days,
3. These additional leave days and /or leave may only be taken once during the lifetime of the individual's employment with the District. These days may only be taken during one school year selected by the employee
4. The employee must provide adequate documentation to the District establishing the need for the hospitalization or hospice services.

Section 8 An employee taking a military leave pursuant to New York Military Law §242, may receive payment of their salary and maintain benefits for 22 work days or 30 calendar days whichever is longer in each calendar year while he/she is on ordered military duty. Should a unit member's ordered military leave extend beyond the first 22 work day period or 30 calendar day period of his/her current military tour of duty, the District agrees that it will, in addition to the payments set forth above, pay the employee his/her regular salary and maintain benefits up to an additional 22 days less any military base pay he/she may receive for this period. The District shall be under no obligation to make any additional salary payments unless otherwise required by law.

The District shall make the payments to the employee set forth above within 30 days of the employee's submission of documentation indicating any military base payments received during the applicable period. Documentation must be submitted by the employee within 30 days of the employee's return to the District.

Any employee on military leave who has exhausted the benefits set forth above shall be eligible to use his or her accrued leave days while on military leave.

D. Approved Absences:

Absence of a teacher may be approved with no loss of pay or charge against personal leave for the following purposes:

1. Jury Duty:

Board Policy JURY DUTY-PROFESSIONAL

Recognizing that Jury Duty is a civic responsibility of a teacher, the Board of Education, by the powers granted to it under Section 1709, Paragraph

16, of the Education Law, does hereby grant a leave of absence to perform such duty. Such leave shall in no way affect either the number of sick days granted or the number of days allowed for personal leave.

The Board of Education shall compensate such a teacher in an amount equal to his/her regular pay less amount paid to said teacher for services as a juror, exclusive of allowable expenses.

Teachers shall, in filing questionnaire for Jury Duty, request that assignment for such duty exclude the months of September, January and June. Teachers shall request "on-call" jury service where available.

The Superintendent shall draw up an application form and develop any procedure necessary for the implementation of this policy.

Administrative Procedure

- a. When a teacher receives a questionnaire from the Commissioner of Jurors to determine availability for Jury Duty, the teacher will indicate that he/she is not available for Jury Duty during the months of September, January and June.
 - b. Upon receipt of notice from the Commissioner of Jurors that he/she, the teacher, has been called for Jury Duty, he/she shall, on the next school day, secure a copy of the Application and Record Form for Jury Duty and complete it. This should then be given to the Principal.
 - c. After completion of Jury Duty, the teacher will secure the form and complete the second part. The Payroll Office will not make payment for days of absence until this record is received.
2. Court appearance where the teacher is required to appear under a subpoena or court order for Board business or as a result of employment by the Board.

E. Conferences:

Board Policy ATTENDANCE AT PROFESSIONAL CONFERENCES, SEMINARS, & WORKSHOPS

The Sayville Board of Education, acting under the rights granted in Education Law Section 1709, Paragraph 16, as revised in 1968, will excuse teachers with or without reimbursement for expenses to attend

professional conferences, seminars, and workshops for the purpose of improving instruction, administration, or supervision of the local schools.

The Sayville Board of Education further recognizes the rights granted under Municipal Law Section 77B, and will reimburse a teacher for expenses incurred in attending such a conference, seminar, or workshop where the teacher has been designated to represent the District.

The Superintendent is authorized to develop administrative procedures, requests, forms, and records to implement this policy.

Administrative Procedures

The following procedures have been developed to carry out Board Policy, entitled "Attendance at Professional Conferences, Seminars, and Workshops."

1. Throughout these procedures, it is understood that the word "conference" includes seminars and workshops.
2. The teacher will first ask his/her building principal for permission to attend the conference.
3. If the request is approved by the principal, the teacher will submit a written application form to the Superintendent which will include a detailed estimate of the expenses to be incurred.
4. The Superintendent will limit representation at any given conference to one person except where, in his/her judgment, unusual circumstances may exist.
5. A brief report of the conference will be submitted with the expense account to his/her principal who granted permission for the teacher to attend the conference. His/her principal may request additional information and arrange a meeting, if desirable, to report to other teachers.
6. In the event that a teacher represents the District at a conference there will be no charge against the teacher's personal leave days.
7. A teacher who does not represent the district at a conference may ask his/her building principal's consideration of approval of a personal leave day for this purpose. Approval to attend a conference on this basis is done with the understanding that the teacher will not be reimbursed for expenses by the District.

ARTICLE XV. ANNUAL LEAVE DAY INCENTIVE (ALSO SEE ARTICLE XXXII)

A. If a teacher retires under the New York State Teachers Retirement System or has twenty (20) years of service or more in the New York State Teachers Retirement System and chooses to vest in that system and leaves the District at the end of the school year through August 31st, that teacher shall be paid as follows for each day of accumulated leave under Article XIV B:

2012-2013	2013-2014	2014-2015	2015-2016
\$239	\$239	\$243	\$247

B. The teacher must provide an irrevocable notice of intent to retire by the December 15th immediately preceding the retirement date in order to be eligible. The retirement date shall coincide with the conclusion of the school year or prior to the commencement of the following school year.

C. The District shall have the option of paying the leave day incentive either in the then current budget year or within thirty (30) days of the following budget year.

D. If a teacher dies while in the employ of the District the estate or beneficiary of the teacher will receive the amount specified in "A" above as if the teacher retired.

E. If a nurse retires under the New York State Employees' Retirement System or has twenty (20) years of service or more in the New York State Employees' Retirement and chooses to vest in that system and leaves the District at the end of the school year through August 31st, that nurse shall be paid as follows for each day of accumulated leave:

2012-2013	2013-2014	2014-2015	2015-2016
\$118	\$118	\$120	\$122

F. The nurse must provide an irrevocable notice of intent to retire by the December 15th immediately preceding the retirement date in order to be eligible. The retirement date shall coincide with the conclusion of the school year or prior to the commencement of the following school year.

G. The District shall have the option of paying the leave day incentive either in the then current budget year or within thirty (30) days of the following budget year.

ARTICLE XVI. GRIEVANCE PROCEDURE

I. Declaration of Purpose

A. The establishment and maintenance of a harmonious and cooperative relationship between the District and its teachers is essential to the operation of the schools; it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to

alleged grievances of teachers through procedures under which they may present grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the District and its teachers are afforded adequate opportunity to dispose of their differences without the necessity of time-consuming and costly proceedings before administrative agencies and/or courts.

B. Nothing contained herein shall be construed as limiting the right of any member of the instructional staff having a grievance to discuss and resolve the matter informally with the immediate supervisor involved, without the involvement of the Association.

C. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final, said adjustment shall not create a precedent or ruling that is binding upon either of the parties to this Agreement in future proceedings.

II. Definitions

A. A grievance shall mean any claimed violation, misinterpretation or inequitable application of any existing laws, rules, regulations, policies or of this Agreement.

B. The term Chief Executive Officer shall mean the Superintendent of Schools.

C. The term Supervisor shall mean any principal, assistant principal, immediate superior, or other administrative or supervisory officer responsible for the area in which an alleged grievance arises except for the Chief Executive Officer.

D. Aggrieved Party shall mean any person or persons in the negotiating unit who has a claimed grievance or the Sayville Teachers Association.

E. Party in interest shall mean the Board, the Association, the Administration and any party named in a grievance who is not the aggrieved party.

III. Basic Principles

A. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.

B. A teacher shall have the right to be represented at any stage of the procedures by the Association with the consent of the Association.

C. The Association has the right to initiate or appeal a grievance involving an alleged violation of the Agreement. Such grievance shall be initiated with the Superintendent of Schools.

D. The Administration has the right to initiate or appeal a grievance involving an alleged violation of the Agreement by the Association. Such grievance shall be initiated with the Superintendent of Schools.

E. Each party to a grievance shall have access to written statements and records pertaining to such case.

F. All discussions shall remain confidential during procedural stages of the resolution of a grievance.

G. It shall be the responsibility of the Chief Executive Officer to take such steps as may be necessary to give force and effect to these procedures. Each administrator or immediate supervisor shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the time specified in these procedures.

H. The function of these procedures is to assure equitable and proper treatment in the matter of differences, disputes and grievances arising out of the interpretation or application of specific provisions of this Agreement, and existing laws, regulations or policies. All differences, disputes and grievances arising out of the interpretation or application of specific provisions of this Agreement and existing Laws, rules, regulations or policies shall be disposed of in accordance with this grievance procedure.

I. If any provision of this grievance procedure or any application thereof to any teacher or group of teachers in the negotiating unit shall be finally determined by any court to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted but all other provisions or applications will continue in full force and effect.

J. If any teacher for whom a grievance is sustained shall be found to have been unjustly suspended, he/she shall be reinstated with reimbursement of compensation lost, less any salaries, wages or unemployment benefits received during the period of suspension.

IV. Time Limits

A. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.

B. No grievance will be entertained as described below, and such grievance will be deemed waived unless the grievance is forwarded at the first available stage within twenty-five (25) calendar days after the aggrieved party knew or reasonably should have known of the act or condition on which the grievance is based.

C. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.

D. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, his/her representative 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. In the event a grievance is filed on or after June 1, which if left unresolved until the beginning of the following school year could do irreparable harm to a party in interest or the aggrieved party, every effort will be made to adjust the time limit specified in this grievance procedure so that the grievance may be resolved as soon thereafter as practical.

F. All "days" shall be teacher workdays unless otherwise specified. In the event a scheduled school recess of one (1) week or more occurs during the time limits specified herein, such recess shall be counted as one (1) day.

V. Procedures

A. Stage 1 - Informal Stage - A teacher having a grievance will discuss it with the supervisor involved with the objective being to resolve the matter informally within time limits prescribed in Section IV-B. The teacher may, if he/she so desires, have the assistance of the Association. The supervisor may, if he/she so desires, have the assistance of the next highest level of supervisory personnel, not including the Chief Executive Officer. If the teacher submits the grievance through a representative, the teacher must be present during the discussion of the grievance.

B. Stage 2 - Filing of Written Grievance - If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor no later than ten (10) days following the informal discussion. Within ten (10) days after the written grievance is presented to him/her the supervisor shall render a decision thereon in writing and present it to the teachers.

1. If the aggrieved is not satisfied with the written decision, he/she may file a written appeal of the supervisor's decision with the Chief Executive Officer, within ten (10) days after the teacher has received such written decision. A copy of the written appeal shall be sent by the Chief Executive Officer to the Association who at its option may join in the appeal.

2. Within ten (10) days after receipt of the appeal, the Chief Executive Officer or his/her designee shall hold a hearing with the teacher and the representative of the Association and all other designated parties in interest.

3. The Chief Executive Officer shall render a decision in writing to the teacher and his/her representative within ten (10) days after the conclusion of the hearing.

C. Stage 3 - Board - If the aggrieved is not satisfied with the decision rendered by the Chief Executive Officer, he/she may file through the Association an appeal in writing with the

Board within ten (10) days after receiving the decision. The official grievance record maintained by the Chief Executive Officer shall be available for the use of the Board.

1. The Board shall hold a hearing within twenty-five (25) workdays upon receipt of the appeal. All concerned parties will be given at least ten (10) days' notice of the time and place of the meeting. The Board shall make a written decision and communicate the same to the parties involved within twenty-five (25) days after completion of the hearing.

D. Stage 4 - Arbitration on Interpretation and/or Application of Contract - Within ten (10) days the aggrieved through the Association and with the consent of the Association may appeal the decision of the Board on interpretation and/or application of the contract by submitting a written notification to the District of its intent to request arbitration through the American Arbitration Association. The Rules of Procedures of the American Arbitration Association for Labor Arbitration shall apply. This decision shall be final and binding on both parties. The cost of the arbitration shall be shared equally by the District and the Association. The arbitration may not add to, subtract from, or modify in any way, manner or means the terms of the written contract.

ARTICLE XVII. RIGHTS AND RESPONSIBILITIES OF TEACHERS

A. Academic Freedom: A teacher shall be permitted in the school setting, to present and deal with controversial issues and ideas within the scope of the approved syllabus, curriculum, and instructional material of the Sayville Public Schools. The teacher shall also take into consideration the capacities of the students he/she teaches and shall be obligated to maintain standards of scholarship, accuracy, intellectual honesty and present equal exposure to diverse or conflicting views.

B. Personal Privacy:

Section 1. The political, religious, organizational, or other aspects of a teacher's personal life shall in no way affect his/her employment in the district.

Section 2. Nor may any teacher permit his/her political, religious, organizational, or other aspects of personal life to interfere with his/her obligations to the students of the school district.

C. Due Process: Any disciplinary action instituted against a teacher shall be in conformity with the Education Law.

D. Legal Aid and Assistance: The Board of Education will provide legal assistance to a teacher as required by law.

E. Professional Consideration: All teachers, and their families, shall be admitted free of charge to district athletic events.

F. Transportation of Students:

Section 1. Teachers shall not be required to drive students to school sponsored activities which take place away from their school building. The teacher may voluntarily do so, but must secure approval in advance, from the teacher's immediate supervisor, principal, or central administration.

Section 2. While transporting students, with prior approval, the teacher shall be considered to be working within the scope of his/her employment.

Section 3. If the teacher's automobile is used for the transportation of students, as provided above, the teacher shall be reimbursed on a mileage basis at the current rate established by the Board.

G. Professional Responsibility: The Association agrees to incorporate in its code of ethics, the following concepts of the professional role of a teacher:

- 1) Continued improvement of professional skills and techniques through in-service education and advanced study.
- 2) Participation in the supervision of operations within the school.
- 3) Responsibility for supervision of co-curricular activities.
- 4) Participation in the development of new methods and teaching techniques.
- 5) Staff conferences for education purposes in general and for purposes of discussion of problems of individual students.
- 6) Parent conferences for the purpose of discussing student progress.
- 7) Preparation periods shall be utilized for work related to the role and responsibility of the teacher, including such things as preparation of materials for instruction, principal-teacher conferences, intra-staff conferences, observation of other teachers and individual student attention.

ARTICLE XVIII. MAINTENANCE OF PROGRAMS

Section 1. Tenure and probationary teachers excessed due to declining student enrollment or abolishment of positions shall be excessed in order of seniority in their tenured area (i.e. the teacher having the least seniority shall be the first one excessed.) Any teacher so excessed shall be placed on a preferred hiring list for the length of time specified by N.Y.S. Education Law and shall be recalled to the first open position in his/her tenure area.

Section 2. Teachers on the preferred hiring list will receive first call for per diem substituting in their areas of certification, under limitations prescribed by law and will be paid at the rate of 1/200 of B.A., Step 1. A teacher will stay on this list for a period of time specified in Section 1 above.

Section 3. Teachers excessed under the above provisions will be notified of any vacant positions including permanent substitute positions in their areas of New York State certification and given first opportunity for an interview. This provision shall be applicable to teachers for the length of time they stay on the preferred hiring list.

Section 4. Professional staff employed as of June 30, 1979 in the following areas: art, music, physical education, practical arts, library, reading, speech correction, school nurse teacher, guidance and psychology shall not be excessed by virtue of any curtailment of the level of programs in those areas currently offered to students. For professional staff in the above listed categories, the average student load in each category shall not exceed the average student load during the term of the contract expiring June 30, 1979 in that category.

Section 5. Excessed tenured teachers on appointment with a minimum of five (5) years of service in the district shall have the option of retaining unused annual leave days or receiving a payout of accumulated unused annual leave days at the rate of \$40/per day or the substitute rate of per diem pay, whichever is higher. If the teacher excessed elects the payout, the days "paid" are no longer available or credited to the teacher.

ARTICLE XIX. FAIR DISMISSAL

The District shall abide by the N.Y.S. Fair Dismissal Law.

ARTICLE XX. TEACHERS AIDES AND MONITORS

Section 1. There will be no reductions below the level maintained during 1969-70 of the use of monitors, for the purpose of limiting the number of noninstructional teacher assignments such as bus duty, hall duty, playground duty and lunch duty. Elementary teachers shall not be responsible for any of the foregoing non-instructional duties

Section 2. Cafeteria Duty

Secondary Cafeteria duty for teachers shall be on a supervisory basis with the teacher expected to be present as in a regular assignment. Said cafeteria duty shall be assigned on a rotating and/or voluntary basis.

Section 3. In order to conform to legal requirements, Commissioner's Regulations, or if a New York State court decision finds any school district negligent by failure to assign a teacher to such duty, a teacher will be assigned to supervision of teacher aides or monitors in the performance of noninstructional assignments.

ARTICLE XXI. REGISTERED NURSES

- A. The salaries for all nurses shall be frozen during the 2012-2013 and 2013-2014 school years. See Appendix C. During the 2014-2015 and 2015-2016 school years the salary schedule for nurses shall be increased by 1.5% each year. In addition, the nurses' salary schedule shall be increased by one step at \$1,000 per step. Accordingly, in 2012-2013 step 11 shall be added at \$1,000.00 above step 10. Effective July 1, 2013 step 12 shall be added at \$1,000 above step 11. Effective July 1, 2014 step 13 shall be added at \$1,000 above step 12. Effective July 1, 2015 step 14 shall be added at \$1,000 above step 13. A copy of the nurse salary schedule is annexed hereto.
- B. The work year for registered nurses shall be the same as for teachers. Registered nurses assigned to work over the summer shall be paid their appropriate per diem rate for each day worked.

Nurses who received a step increase in July 2011 shall receive a step increase in July 2012. Nurses that received a step increase in February 2012 shall receive a step increase in February 2013. In subsequent years of the agreement these individuals shall continue to receive their one annual step increase in their respective months. (No nurse may ever receive more than one step increase in any one year (12 month period)). However, a nurse on step 10 during the 2011-2012 school year that did not receive an increment in that school year shall move to step 11 on July 1, 2012.

- C. Nurses are not eligible for the off salary schedule payments provided to teachers in Article XXIV, Sections 1 and 2.
- D. Any nurse who has or obtains in the future a BA, BS, MA or MS degree in nursing prior to the school year and works the entire school year shall receive a \$500.00 stipend per school year. A nurse may not receive more than one payment under this provision regardless of the number of degrees earned, i.e., the nurse may receive a payment for obtaining a Bachelors or Masters degree but not both.

ARTICLE XXII. CO-CURRICULAR AND EXTRA-CURRICULAR TEACHING ACTIVITIES

Section 1. Compensation for extra- and co-curricular activities shall be as on attached Schedule A. The co-curricular activities schedule (i.e., coaches), shall be frozen for school years 2012-2013 and 2013-2014. In 2014-2015 and 2015-2016 the schedule shall be increased by 1.5% each year

Section 2. Upon written request of the teacher to the principal, salary for such activities shall be included in two (2) regular paychecks. Payment shall not be made in advance of services rendered.

Section 3. Coaches shall be informed of a recommendation for reappointment within sixty (60) days of the conclusion of their sport for the following year.

Section 4. Intramural sponsors shall be compensated at an hourly rate of:

2012-2013	2013-2014	2014-2015	2015-2016
\$26.29	\$26.29	\$26.68	\$27.08

Section 5. Effective during the 2013-2014 school year, coaches shall be eligible for playoff pay as follows:

1. Assistant Varsity Coaches shall receive \$50.00 per practice held after the conclusion of the regular season.
2. Varsity Head Coaches shall receive \$60.00 per practice held after the conclusion of the regular season.
3. Assistant Varsity Coaches and Head Coaches shall each receive \$100.00 per playoff contest held after the conclusion of the regular season.
4. If less than 10 team members attend the post-regular season practice, the rates shall be 50% of the amounts set forth in 1 and 2 above. (This shall not be applicable to the boy's and girl's golf teams or the co-ed bowling team).
5. Playoffs begin when only the selected teams or eligible individuals on the team are permitted to compete after the regular season has ended as scheduled by Section XI.
6. No more than 6 practices may be held in one week in the post-season. Teams may practice on Saturday and Sunday but only one of these shall be considered a "practice" (only one of these may be compensated)
7. All coaches must submit schedules and timesheets to the Athletic Director in advance of the practice/s and contests for his/her prior approval.

ARTICLE XXIII. SUMMER SCHOOL

A. Salaries:

Section 1. Salaries for summer school teaching shall be paid in accordance with Schedule B as attached hereto.

B. Hiring:

Section 1. Preference for summer school teaching positions will be given to regularly employed Sayville teachers provided all other factors are equal. The Board retains the right to hire the best qualified teacher for the position.

Section 2. Notices for vacant summer school positions will be posted as soon as possible. Job descriptions will be provided upon request.

ARTICLE XXIV. COMPENSATION

A. - The regular teachers' salary schedules will be increased as follows (the following sections are not applicable to nurses):

Section 1 2012-2013 School Year

- a. There shall be no percentage increase in the salary schedule.
- b. Teachers who received a step increase on July 1, 2011 shall receive their step increase on July 1, 2012. Teachers who received a step increase on February 1, 2012 shall not receive any step increase during the 2012-2013 school year.
- c. Teachers who received a step increase in February 2012 and are not receiving a step increase in the 2012-2013 school year shall receive the following "off salary schedule" payments (pro-rated for part-time employees):
 - i. \$2,000 if on steps 2-15 (payable in their regular paychecks throughout the school year).
 - ii. \$1,000 if on Steps 16 and above (payable in their regular paychecks throughout the school year).
 - iii. Teachers receiving a step increase in the 2012-2013 school year are ineligible to receive the compensation provided in sections i. and ii. above.
 - iv. New teachers not on District payroll prior to July 1, 2012 are ineligible to receive the compensation set forth in i and ii above..
- d. Teachers who were on a leave of absence during the period July 1, 2010 – June 30, 2012 and return to their positions shall not receive any step increase but shall receive the appropriate payments set forth in paragraphs i or ii above, depending on their step on the salary schedule.

Section 2 2013-2014 School Year

- a. There shall be no percentage increase in the salary schedule.
- b. Teachers who received a step increase on February 1, 2012 shall receive their step increase on July 1, 2013.

- c. Teachers who received a step increase on July 1, 2012 shall receive their step increase on February 1, 2014 and one of the following “off salary schedule” payments (pro-rated for part-time employees):
 - i. \$2,000 if on steps 2-15 (payable in their regular paychecks throughout the school year).
 - ii. \$1,000 if on Steps 16 and above (payable in their regular paychecks throughout the school year).
 - iii. Teachers receiving a step increase on July 1, 2013 are ineligible to receive the compensation provided in sections i. and ii. above.
 - iv. New teachers not on District payroll prior to July 1, 2012 are ineligible to receive the compensation set forth in i and ii above.

Section 3 2014-2015 School Year

Teachers will receive a 1.5% salary increase effective July 1, 2014. Step increments for July and February shall continue as set forth above (2013-2014 school year) for this school year, i.e. teachers receiving a step increase in February 2014 shall receive their step increase in February 2015 and teachers receiving a step increase in July 2013 shall receive their step increase in July 2014). No “off salary schedule” payments shall be made to any unit members.

Section 4 2015-2016 School Year

Teachers will receive a 1.5% salary increase effective July 1, 2015. Step increments for July and February as set forth above (Section 3) shall continue for this school year. No “off salary schedule” payments shall be made to any unit members.

The parties acknowledge that no teacher may ever receive more than one step increase in any one year (12 month period).

The parties recognize that upon expiration of this agreement, any step increments due to employees under the “Triborough” Law shall continue to be paid in accordance with the above, i.e., teachers who received a step increase in February will receive step increases in the following February and teachers who received a step increase in July shall be paid their increases in the following July.

Section 5. The Health Insurance Declination amounts shall remain unchanged

Section 6 All “money items” in the collective bargaining agreement shall be frozen during the 2012-2013 and 2013-2014 school years. During the 2014-2015 and 2015-2016 school years money items shall be increased by 1.5% each year. Money items include the following items: Sixth Teaching Period, Leave Day Incentive, Intramural

Rate, Summer School, Doctoral Diff., Bachelor + 60, Longevity, Chairpersons, Driver Ed, Chaperones, Alternative High School, Coordinator in School Work Expe., sub teachers (Summer School) and Co-curricular and Trust Fund.

Section 7. Salaries shall be paid bi-weekly. The teacher shall have the option of receiving 1/21 of his/her salary on each payday for the first twenty (20) paydays and 1/21 on the final payday in June or 1/26 of his/her salary on each payday for the first twenty (20) paydays and 6/26 on the final payday in June.

Section 8. The following additional amounts shall be added to the teachers' salary schedule beyond the regular schedule:

(a) The amounts for the doctoral differential are as follows:

2012-2013	2013-2014	2014-2015	2015-2016
\$2,308	\$2,308	\$2,343	\$2,378

(b) Where a teacher has successfully completed sixty (60) approved credit hours beyond the bachelor's degree and has not been awarded a master's degree.

2012-2013	2013-2014	2014-2015	2015-2016
\$533	\$533	\$541	\$549

(c) In the 2012-2013 school year the teacher's salary after completion of 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27 years of service shall be increased by the following amount:

\$1,482.

Effective July 1, 2013 a "completion of a 28th year" shall be added. Accordingly, in the 2013-2014, 2014-2015 and 2015-2016 school years the teacher's salary after completion of 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 and 28 years of service shall be increased by the following schedule:

2013-2014	2014-2015	2015-2016
\$1,550	\$1,573	\$1,597

Note. These amounts are considered step payments under Sections 1 and 2 above and therefore are not paid when the teacher is not entitled to a "step."

Section 9. The work year for Guidance Counselors shall be September 1 through June 30. Guidance Counselors shall be paid at the rate of 1/200th of their regular teacher salary for days

worked beyond the regular teacher work year. Guidance Counselors may be assigned additional summer workdays at the discretion of the Superintendent of Schools at the rate of 1/200th of their regular teacher salary per day worked.

Guidance counselors utilizing leave days following the last day of the student school year and the last day in June will not be paid for the day/days. However, such counselors will have the option of making up the days they otherwise would have been obligated to work. Such make-up days will be at their discretion during the period of July 1' and August 31st . These make-up days will be compensated at the daily per diem rate in effect during the period in which such leave was taken.

Within each secondary building, summer work for Guidance Counselors will be divided equally among those counselors assigned to said building desiring such work.

Section 10.

(a) Department Chairpersons shall be paid a salary differential per year as set forth as follows:

	2012-2013	2013-2014	2014-2015	2015-2016
First Year	\$4,431	\$4,431	\$4,497	\$4,564
Second Year	\$5,342	\$5,342	\$5,422	\$5,503
Third Year	\$5,894	\$5,894	\$5,982	\$6,072
Fourth Year	\$7,210	\$7,210	\$7,318	\$7,428

(b) All Department Chairs will observe and participate in the evaluations of all teachers in their respective departments.

(c) All Department Chairs with fewer than ten (10) teachers in their department or who are not certified may be assigned to a maximum of four (4) teaching periods. All Department Chairs with ten (10) or more teachers in their respective departments may be assigned to a maximum of three (3) teaching periods.

(d) If requested in writing by the Superintendent of Schools or his/her designee to work beyond the regular teacher work year, department chairpersons shall be paid at the rate of 1/200th of their regular teacher salary and differential for a full day and 1/400th of their regular teacher salary and differential for a half-day (½) or less.

Section 11. Driver Education - Driver Education teachers shall be compensated as follows:

2012-2013	2013-2014	2014-2015	2015-2016
\$906	\$906	\$920	\$934

Section 12. The Board of Education may, upon the recommendation of the Administration, withhold any increment or hold a teacher on step, or both, in accordance with the provisions of the Education Law or the Commissioner's Regulations. Such action shall be reviewed annually by the Board of Education.

B. Professional Growth - Approval for Additional Study

Section 1. The Professional Growth Committee, consisting of one teacher elected from each school building and one administrator to be designated by the Superintendent of Schools, shall be continued for the purpose of reviewing all in-service and college courses for the purpose of advancement on the salary schedule, for which prior approval is required. This committee will make its recommendations of approval or disapproval of such study to the Superintendent of Schools.

Section 2.

(a) Prior approval of additional graduate college courses shall not be required if those courses lead to certification in the teacher's field or are a part of an approved master's degree program. Teachers may use a maximum of nine (9) in-service credits and a minimum of six (6) graduate credits for horizontal advancement on the salary schedule for each move of fifteen (15) credits. Teachers may use a maximum of eighteen (18) in-service credits and a minimum of twelve (12) graduate credits for horizontal advancement on the salary schedule for each move of thirty (30) credits.

(b) (1) Any teacher regularly employed by the District as of September 1, 1971, who successfully completed courses prior to or concurrent with taking an initial master's degree program provided such courses were not a part of or prerequisites of the degree program, may submit by January 15, 1972, a listing of such courses on approved forms for the purpose of receiving credit for same on the salary schedule. Credit will be given if prior approval was received or if approval for the course would be currently given by the Administration. Salary adjustments, if any, will be effective February 1, 1972.

(2) Thereafter, credit shall be granted for salary purposes for courses successfully completed prior to or concurrent with taking an initial master's degree program provided such courses are not a part of or prerequisites of the degree program and received the prior approval of the Administration.

Section 3. All college courses beyond the master's degree and all noncollege in-service courses must have prior approval for the purpose of advancement on the salary schedule.

Section 4. Board Policy (Professional Growth Policy and Administrative Procedures) shall be used by the Professional Growth Committee as an initial guide in the approval of course work and after review by the Committee, these procedures may be revised.

Section 5. Effective July 1 2006, column movement will be limited to two column movements per school year. One may take place in September, the other may take place in February. Effective July 1, 2007, and thereafter, column movement will be limited to one column movement per school year. This movement may take place either in September or in February of that school year. This limitation shall not include movement to the Masters Level.

Section 6 The District and the STA recognize the importance of streamlining the professional growth process. Accordingly, the District and Association agree to the following guidelines on professional growth:

a. All graduate courses within Category I, (*content or professional course in or closely related to present teaching assignment*), will not require written prior approval if taken at an institution accredited through the US Department of Education ***and*** the graduate course is contained in the institution's Graduate School of Studies catalogue. The district may require supporting documentation from the staff member that the above criteria has been met and it will be the responsibility of the staff person to provide such information at the time of column movement request. Teachers shall provide official transcripts of all completed courses.

b. All in-service and undergraduate courses within Category I (*content or professional course in or closely related to present teaching assignment*), will not require written prior approval if the course is offered through Sayville Public Schools, SCOPE, MESTRACT, NYSUT ET, BOCES (ESB, WSB, NB), LIIPS, LIGASE, Dellacave or local undergraduate college programs. At the time of column movement request, staff members may need to provide supporting documentation that the course taken meets Category 1 guidelines. Teachers shall provide official transcripts of all completed courses.

c. New programs/institutions can be added to the list by the district and/or by mutual consent of the district and the STA.

d. Current programs/institutions may be reviewed annually and any program/institution can be removed with mutual consent of STA and the district. In the event of an unforeseeable impropriety with any program or institution listed above, the district may unilaterally prospectively remove it from the list, while notifying STA and staff. Should a staff member be currently enrolled in a program that is removed from the list, that staff member will be permitted to complete their coursework and receive credit.

e. All other course work falling within category 2, category 3 ***and*** all other course work not paid for by the staff member ***will require a written prior form in order to receive credit towards column movement and be consistent with Board policy on Professional Growth.***

f. Notwithstanding anything noted above, any staff member wishing to receive written assurances that a course will be approved for column movement may submit a written prior approval form, with course description, to the Director of Personnel no later than 72 business hours prior to taking the course.

g. Any coursework denied approval by the Director of Personnel can be appealed to the Professional Growth Committee subject to the final decision of the Superintendent of Schools. This decision shall be final and binding.

h. This agreement will be for prospective coursework only, beginning with the first of year of the 2006-2010 contract.

i. Upon submission of the *Salary Schedule Move Request* form, the staff member will be required to attest, by signature, that the district has *not* paid for the coursework that they are submitting for column movement (or otherwise been previously approved by the District) .

ARTICLE XXV. INSURANCE PROGRAM

A. Health Insurance

Section 1.

(a) Health Insurance includes the Suffolk School Employees Health Plan or H.M.O. Plans now in effect in the Sayville School District. However, District may exercise its right to revert back to the Empire Plan or another plan that provides substantially similar or better benefits for active employees or retirees than the Suffolk Schools Employees Health Plan as permitted by this collective bargaining agreement. However, the District agrees to maintain the practice of providing individual health insurance contracts to retiring bargaining unit members provided same is not prohibited by the new plan or prohibited by law. Any particular plan's prohibition does not remove the District's obligation to provide health insurance to retirees.

(b) The District's share of the cost for health insurance for individuals shall be eighty-five percent (85%) of the Suffolk School Employees Health Plan (or any other plan implemented). The District's share of the cost for health insurance for family coverage shall be eighty five (85%) percent of the Suffolk School Employees Health Plan (or any other plan implemented), but the District shall not pay for family coverage for any teacher who is covered by a similar plan by any other employer, including the District, or carrier. Such individual may opt for individual coverage or decline such coverage under Article XXV, section 4. Any additional sums which may be required for H.M.O. shall be paid by the individual teacher. Insurance coverage for newly appointed part time teachers shall be prorated. A teacher with family or individual coverage shall contribute fifteen percent (15%) percent annually toward family or individual health insurance coverage and the District shall pay the balance.

(c) The provisions of paragraph (b) shall continue to apply in subsequent years of the agreement except the contribution rates shall be as follows for individual and family premiums: Effective July 1, 2014 the District shall contribute eighty two and one half percent (82.5%) towards the cost for health insurance and the employee shall contribute seventeen and one half percent (17.5%) towards the cost. Effective July 1, 2015 the District shall contribute

eighty percent (80%) towards the cost for health insurance and the employee shall contribute twenty percent (20%) towards the cost.

(d) Retirees will contribute a flat dollar amount equal to the amount they were paying in their final year of employment.

Section 2. This insurance shall continue upon retirement from the District provided the retired teacher meets the requirements for continuation in the program.

Section 3. Health Insurance Declination. On each January 1, a teacher may decline either family or individual health insurance coverage. On each anniversary date of this declination, the teacher will receive a bonus equal to one-half ($\frac{1}{2}$) the amount the Board saved as a result of that declination, but in no event shall such bonus exceed Two Thousand Three Hundred (\$2,300.00) Dollars for declining family health and One Thousand (\$1,000.00) Dollars for declining individual health coverage. The teacher may elect to reinstate coverage at any time subject to approval of the carrier, but the teacher shall not then be eligible for the bonus unless the declination is in effect for one (1) year. Notwithstanding the foregoing, a teacher who is hired by the District during the course of the calendar year or leaves the District's employ during the calendar year shall be eligible for pro rata payments for the months that he/she actually declined health insurance benefits during that calendar year. The calendar year shall coincide with the calendar year in the flexible benefits plan.

Section 4 Health Insurance Benefits and Leave Replacements

The parties recognize that for leave replacements health insurance benefits are only provided to individuals who work or are expected to work at least 90 consecutive days as a leave replacement in the District in a unit position. Employees who are anticipated to work less than 90 days as a leave replacement are not eligible for District sponsored health insurance benefits. However, if such an employee's work assignment is extended beyond 89 consecutive days, then such individual shall be eligible to participate in the District sponsored health insurance plan on the first day of the month following his/her 89th day of consecutive employment. The benefits shall cease upon the ending of the assignment.

Leave replacements who are expected to work less than 90 days are nonetheless entitled to receive compensation as a result of their ineligibility to receive health insurance benefits. The District and Association shall determine what rates shall be paid to such individuals. The amounts shall be prorated based on the number of days the leave replacement works during the school year. The amounts shall be the same as those set forth in Article XXV A, Section 3 of the current and any future collective bargaining agreements between the District and Association.. These pro-rated amounts shall be paid the first scheduled payroll after the 90 day period expires.

A leave replacement who at the end of the school year has (a) worked 90 or more consecutive days, (b) is on the payroll at the end of the school year and (c) is expected to return to the District in the beginning of the following school year shall remain eligible for health insurance benefits during the months of July and August. A leave replacement whose assignment ends at the end of the school year and is not expected to return shall not be eligible for health insurance benefits

during July and August. A leave replacement who receives health insurance benefits in a school year who is initially not appointed or expected to return to the District in the following school year but is subsequently appointed by the District as a leave replacement effective the beginning of the following school year shall be eligible to receive health insurance benefits effective on the first day of the month following his/her signing of a letter of intent. For example, a 2012-2013 leave replacement that was eligible for health benefits who was initially not expected to return as a leave replacement in 2013-2014 but is then offered a leave replacement position and signs the letter of intent would be eligible to receive health benefits effective the first day of the month following his/her signing of the letter.

B. Sayville Employees Trust Fund

Each party to this Agreement shall have equal voting power and representation in the Sayville Employees Trust Fund.

The District shall contribute the following amounts per full time equivalent to the Sayville Employees Trust Fund

2012-2013	2013-2014	2014-2015	2015-2016
\$1,309	\$1,309	\$1,329	\$1,349

The Sayville Employees Trust Fund shall utilize the monies contributed by the District for insurance for the health and welfare of the employees.

All employees of the District shall be eligible to participate in the Sayville Employees Trust Fund program benefits, provided they or the District pay the appropriate sum equal to the full-time equivalent teacher.

The Fund shall indemnify and save the District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Fund. Assets of the fund may be used directly or to purchase insurance for this purpose and other reasonable and necessary administrative costs.

C. Long-Term Disability

1. The District will provide long-term disability coverage under the following terms: The teacher shall have a ninety (90) consecutive day waiting period before becoming eligible.

a) An eligible teacher shall receive sixty (60%) percent of salary per month based on annual base salary divided by twelve (12) whether the District self-insures or if an insurance carrier is used.

b) Payments shall continue to a maximum of age sixty-five (65). The carrier and/or the District may deduct social security, retirement payments or disability payments.

c) If the District self-insures or if the insurance carrier so requires, the teacher must apply for a disability retirement under the New York State Teachers Retirement System and/or the Social Security System.

2. A person who returns from long-term disability leave pursuant to this section will be credited with thirty (30) annual leave days upon his/her return and fifteen (15) additional annual leave days on the second anniversary of the return with the provision that if the person leaves the employment of the District before completing three (3) full years of employment following the return from long term disability, those days utilized in excess of 1.5 days accumulation per month from the date of return will be charged to the individual at the full salary rate upon the cessation of employment.

D. Workers' Compensation

1. Employees injured on the job under an approved Workers' Compensation claim are to be paid full salary as outlined in "2" below without loss of sick leave as long as Workers' Compensation weekly benefits are in effect and the District shall receive the weekly benefits paid to the employee by the insurance carrier.

2. Salary payments to injured employees covered under Workers' Compensation shall not continue beyond six (6) months from the date of injury except that an employee injured during the academic year shall be paid full salary until the end of the academic year, whichever is longer.

3. The District may require a doctor's note verifying incapacity to work in fifteen (15)-day intervals before it pays the difference between Workers' Compensation and regular salary. The District may require a teacher to apply for a disability retirement pension where relevant.

4. Upon application a teacher out on a Workers' Compensation injury shall be granted a one (1) year leave of absence without pay, renewable for one (1) additional year. During the term of the leave, the teacher will retain Workers' Compensation payments.

E. Flexible Benefits Plan

1. The District agrees to the establishment of a flexible benefit plan in accordance with the Internal Revenue Code.

ARTICLE XXVI. EARLY END-OF-YEAR DISMISSAL FOR STUDY

Section 1. Upon advanced application to and approval by the Superintendent of Schools, a teacher who would not be able to arrive in time for the beginning of summer classes, may be granted permission to leave work prior to the end of the school year in order to take advanced study.

Section 2. Such absence and possible loss of pay shall be at the discretion of the Superintendent, depending on each individual case.

ARTICLE XXVII. BOARD POLICIES

Section 1. The Association shall continue to receive from the District, upon the execution of this Agreement, amendments to the Board Policy Manual. The Association shall receive copies of all subsequent Board policies, as the same are promulgated.

Section 2. The District agrees to place a Policy Manual in each school library and shall supply each school librarian with amendments as promulgated.

ARTICLE XXVIII. TERM OF AGREEMENT

A. This Agreement will begin July 1, 2012 and will continue in force and effect up to and including the 30th day of June, 2016.

B. Section 1. On or before the November 1st prior to the terminating date of the contract, either party may notify the other in writing that they request negotiations for a successor agreement for subsequent school years. The said notice shall set forth the items which are desired to be negotiated. Within ten (10) days after delivery of said notice, the other party may submit to the first party in writing those items which that party desires to be negotiated. Negotiations shall commence within fifteen (15) days of the notice initiating said negotiations (November 15th).

Section 2. Both parties shall designate committees for the purpose of conducting negotiations on their respective behalfs. The said committee shall be given authority to come to agreements on those items under negotiations, subject to the final approval by the Board and the members of the Association. The negotiating sessions shall be held at such places, dates, and times, outside the normal operation of the school day, as shall be mutually agreed upon between the parties, as may be required in a good faith effort to reach agreement. Negotiating sessions shall be reasonably continuous until agreement is reached or an impasse is declared. The negotiating committees for both parties will conduct negotiations on a confidential basis. It is understood by both parties that tentative agreements are subject to ratification by both parties on the entire agreement as a whole.

Section 3. In the event an impasse is reached, Article XIV of the Civil Service Law and the rules and regulations of the New York State Public Employment Relations Board shall apply. Said statute notwithstanding either party shall have the contractual right to declare impasse by January 15th.

ARTICLE XXIX. ASSOCIATION RIGHTS

A. The Association will be granted ten (10) days of leave to be utilized by teachers designated by the Association for the purpose of attending professional Association conferences. Teachers may not use personal days for Association business, except by mutual consent. The Association shall pay half the cost of any substitute required due to the use of an Association day.

B. Association membership meetings may commence fifteen (15) minutes after dismissal of students. Such meetings may be held in accordance with the schedule of Article IX, B-1.

C. A copy of the agenda of public Board of Education meetings and accompanying schedules, if any, relating to persons within the unit will be furnished to the Association. Upon request of the Association an unofficial action copy of the minutes of the Board of Education will also be furnished. The Association will pay for any extra expenses involved.

D. Section 1. The Association President, Executive Vice- President and one designated person in each building shall be allowed to use their preparation time to do Association work when necessary.

Section 2. The Association President and Executive Vice-President shall be released from nonteaching duties.

Section 3. The Association President shall be assigned to no more than three (3) teaching periods per day. Whenever possible, the teaching periods shall be the first three (3) periods of the school day.

ARTICLE XXX. CLASS SIZE

The Board agrees to maintain reasonable and equitable class size.

ARTICLE XXXI. DISTRICT BASED MENTORING

Section 1. Initiation of the relationship between the mentor(s) and mentee(s)

The mentor-mentee relationship is the key element of the program. Initial introductions are made during the annual orientation week in late August. All program participants are invited to participate in the week's activities. Mentors, mentees, program steering committee members, district administrators, and the Program Coordinator meet in an informal and collegial atmosphere. The objectives and philosophy of the program, roles and responsibilities of the mentor and intern, duties of the Program Coordinator, and the function of the steering committee are explained and discussed at this time.

During the program orientation mentor-mentee teams will begin work on a needs assessment. Each pair will meet privately to prepare a list of goals they wish to accomplish. It is understood by the participants that this document will be part of an ongoing process of assessment and self-evaluation. The individualized nature of the mentor-mentee relationship requires that ongoing evaluation not only be timely but also flexible, in order that it may respond to the changing needs of the participants.

In the unfortunate event that a mentor-mentee pairing is unsuitable, the following contingency plans are in place. The Program Coordinator will meet with the participants individually and/or jointly to act as a facilitator to assess problems and identify possible solutions. If need be, the matter can be brought to the Steering Committee for resolution. Ultimately, it may be necessary to dissolve the mentor-mentee team. If another mentor is needed, it will be the responsibility of the Mentor Selection Committee to secure a qualified mentor teacher for this position. If it is determined that a new pairing will not be created, appropriate changes in teaching assignments and schedules will be instituted by the Assistant Superintendent for instruction, building principal, and / or department chair.

Section 2. Setting Directions

a). Mentors and mentees will begin the needs assessment program in late August. As the year progresses the classroom experiences and the individualized needs of the mentee will dictate the direction of future activities. Reflection, self-evaluation, and planning are ongoing. As a mentor-mentee team develop their relationship and gain confidence and understanding of their relationship the focus of their activities will change to accommodate their expanding needs.

b). The primary component of the mentoring experience is a professional, non-threatening, and confidential relationship with a mentor. Each team is responsible for planning professional activities. These activities will include, but are not limited to: conferencing, lesson design, and observation, planning units of instruction, research, peer coaching, observation of other teachers, attending meetings, and budget preparation. Topics of discussion may include opening day, curriculum, homework, testing, grading, parent conferences, texts, field trips, student referrals, report cards, discipline, and scheduling.

Section 3. Training

The training needs of the participants are a priority. All project participants will be able to avail themselves of any in-service programs sponsored by the district.

Section 4. Selection of Mentors

Potential mentors maybe asked to prepare a narrative application and address the following areas: pedagogical skills, subject matter competence, teaching abilities, interpersonal skills, and willingness to participate in the program. The qualifications of the mentor, the

probability of a suitable match with a mentee, and maintenance of the educational programs are all considered in the selection process. Decisions are reached by consensus.

The Mentor Selection Committee is made up of the Steering Committee and two additional members, the Program Coordinator, and a building principal. It is the responsibility of the Mentor Selection Committee to develop a selection process and to interview all perspective mentors from a pool of tenured candidates.

Section 5. Role of the Mentor

a.) The role of the mentor will be to assist and coach the assigned mentee in the areas of content/curriculum, instructional process, and management skills necessary to deliver services and to successfully function within the organization. The mentor teacher is not an administrative adjunct of the organization and has no line/staff administrative or evaluative responsibilities.

The mentor-mentee relationship is confidential. Confidentiality is defined by the mentor and the mentee. Information, ideas, and activities may be transmitted to other persons with the concurrence of both the mentee and mentor. Professional development needs and other observations by the mentor and/or mentee, will remain confidential at the discretion of both parties.

Formal evaluation of the mentee's performance remains the responsibility of the building administrator and/or the appropriate supervisor.

When the mentor selection process is completed and mentor-mentee pairings are established, the Program Coordinator will meet with appropriate building principals and district administrators. The purpose and philosophy of the program, roles and responsibilities of all participants, and the confidential aspects of the program will be discussed.

It is imperative that building principals and district administrators realize the benefits of the program and extend their support. The Steering Committee is committed to the inclusion of these professionals in the program to the fullest extent allowed by the Commissioner's Regulations. This course of action has contributed to the success of our program and the maintenance of confidentiality.

b.) Various professional opportunities are available to educators as they assume the role of mentor.

It is expected that the mentor will attend scheduled program meetings, maintain a log of program experiences and activities, and participate in the evaluation process.

Section 6. Role of the Principal

Insofar as the principal is ultimately responsible for all instruction and activity in a building, the principal has an integral role in the program.

The role of the principal as a supervisor and advisor to a new teacher remains unchanged. This responsibility is not abdicated to the mentor. Evaluation, supervision, and the decision for continuance rest solely in the hands of the principal.

Section 7. Mentees

a.) All teachers eligible to serve as mentees, as defined by the Commissioner's Regulations, will participate in the program.

It is the intent of this program to provide for the professional growth of mentees. The role of the mentee is to cooperatively interact with the assigned mentor in a process of professional development. Toward that end, it is the responsibility of the mentee to develop a program of activities for the purpose of professional development and to access resources when appropriate.

Further responsibilities of the mentees include: maintenance of a log of all the program activities and participation in all orientation activities, training sessions, workshops, and program meetings planned and scheduled by the Steering Committee and Program Coordinator. It is expected that the intern will take full advantage of all opportunities offered by this program to grow professionally and enhance the teaching profession. To accomplish this, the intern must be willing to communicate clearly and honestly with the mentor, and program coordinator.

b.) Beyond the program, a mentee is expected to fulfill all of the contractual responsibilities as delineated in the collective bargaining agreement between the Sayville Teacher's Association and the school district.

Section 8. Program Management

a.) A program Steering Committee comprised of district teachers and administrators will be responsible for the effective implementation of the program. This committee is the decision making body for the program. Member's responsibilities include, but are not limited to, setting policy for the mentoring program and making a recommendation to the Superintendent for appointment of the Program Coordinator. In the event that the Superintendent of Schools does not accept the recommendation, the committee will reconvene and make another recommendation to the Superintendent of Schools. This Steering Committee is scheduled to meet every six weeks during the program.

The actual coordination of program activities is the responsibility of the Program Coordinator. The Program Coordinator works closely with the Assistant

Superintendent for Instruction to facilitate the implementation of the project. The activities of the Program Coordinator include but are not limited to:

- coordinate summer orientation
- chair meetings of the program participants and the Steering Committee
- monitor progress of the program and report to Steering Committee
- assist in program evaluation
- develop and facilitate ongoing in-service for participants
- report to Board of Education
- functions
- public relations

b.) Mentors and mentees will be required to keep a log of program meetings and activities to use when setting goals, assessing needs, and planning. This document will serve as a record of the mentoring experience and as a valuable resource during the evaluation process. .

c.) The program steering committee shall consist of the Assistant Superintendent for Instruction, the Director of Personnel, the President and Executive Vice-President of the STA (or designee), two additional teachers appointed by the STA and one building level administrator appointed by the District.

d.) During the 2004-2005 school year the Program Coordinator will be a recent retiree selected by the program steering committee.

e.) Beginning September 1, 2004 the Program Coordinator shall be compensated at the B-2 co-curricular salary; if the total number of mentor-mentee teams is 12 or more than the compensation for the coordinator shall be at the A-2 level.

f.) Beginning in the 2005-2006 school year the Program Coordinator, if a full time employee of the District, shall receive a minimum of 10% release time in addition to the compensation set forth above in paragraph e.).

g.) The District will fund up to \$4000 per year for conferences exclusively for the mentor program and in addition to other professional development offered by the District

h.) Teachers participating in the mentor program can be required to put in up to 15 hours per year outside of the school day for which mentees will receive 1 in-service credit and mentors would have the choice of \$500 or 1 in-service credit.

i.) All secondary teachers on a mentoring team shall be relieved of a duty at the secondary level on an alternating school day schedule.

j.) Each teacher on a mentoring team that meets a minimum of 15 times per quarter during his/her professional period shall receive 1 in-service credit per quarter. A teacher on the MA 75 schedule shall receive a payment of \$300 per quarter in lieu of the in-service credit.

ARTICLE XXXII. IRC SECTION 403(B)

1. It is agreed that the District shall adopt an eligible deferred compensation plan as described under Internal Revenue Code Section 457(b).

2. The parties agree that the purpose of this agreement is to lawfully maximize the tax sheltering benefits of members of the STA who are retiring in calendar year 2002 and thereafter.

3. No Cash Option No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-elective Contribution(s) described herein.

4. Separation Incentive- All payments due under Article XV of the collective bargaining agreement between the School District and the STA shall be made as an Employer Non-elective Contribution to the 403(b) account of each covered employee in accordance with the terms and conditions of this Agreement and Article XV of the CBA. The Employer Non-Elective Contribution in the calendar year of retirement shall be made within 30 days immediately following the members' effective date of separation from the district.

5. Contribution Limitations In any applicable year, the maximum Employer Contribution shall not cause an employee's 403(b) account to exceed the applicable contribution limit under Section 415(c)(1) of the Code, as adjusted for cost-of-living increases. For Employer Non-elective Contributions made post-employment to former employees' 403(b) account, the Contribution Limit shall be based on the employee's compensation, as determined under Section 403(b)(3) of the Code and in any event, no Employer Non-elective Contribution shall be made on behalf of such former employee after the fifth taxable year following the taxable year in which that employee terminated employment.

In the event that the calculation of the Employer Non-elective Contribution referenced in any of the preceding paragraphs exceed the applicable Contribution Limits, the excess amount shall be handled by the Employer as follows:

A. For all members in the New York State Teachers' Retirement System ("TRS") with a membership date before June 17, 1971¹, the Employer shall first make an Employer Non-elective Contribution up to the Contribution Limit of the Internal Revenue Code and then pay any excess amount as compensation directly to the Employee. In no instance shall the Employee have any rights to, including the ability to receive, any excess amount as compensation unless and until the Contribution Limit of the Internal Revenue Code are fully met through payment of the Employer's Non-Elective Contribution; and

B. For all members in the New York State Teachers Retirement System ("TRS") with a membership date in the TRS on or after June 17, 1971, and for all members in the New York State Employees' Retirement System regardless of their membership date, the Employer shall first make an Employer Non-elective Contribution up to the Contribution Limit of the Internal Revenue Code. To the extent that the Employer Non-elective Contribution exceeds the Contribution Limit, such excess shall be contributed to the Employee's 403(b) by January 15th of the following year as an Employer Non-elective Contribution (which Contribution shall not exceed the maximum amount permitted under the Code), and by January 15th of each subsequent year for up to five (5) years after the year of the Employee's employment severance, or until such time as the Employer Non-elective Contribution is fully deposited into the Employee's 403(b) account. In no case shall the Employer Non-elective Contribution exceed the Contribution Limit of the Internal Revenue Code.

6. 403(b) Accounts Employer contributions shall be deposited into the 403(b) account selected by employee to receive Employer contributions, provided such account will accept Employer Non-elective Contributions. If the employee does not designate a 403(b) account to receive Employer's contributions, or if the account designated will not accept Employer's Non-elective Contributions for any reason, then Employer shall deposit contributions, in the name of the employee, into the NYSUT endorsed 403(b) program.

7. Tier I Adjustments Tier I members with membership dates prior to June 17, 1971, Employer Non-elective Contribution hereunder will be reported as non-regular compensation to the New York State Teachers' Retirement System.

¹ Explanation for TRS Categories: Under Education Law § 501(11)(a), the calculation of a pre-June 17, 1971 TRS Tier I member's last five years final average salary (upon which a member's life-time pension is, in part, calculated) includes any non-ordinary income (such as termination pay) which is received as compensation prior to December 31st of the year of retirement. Thus, such a member would benefit from receiving, as compensation, in their final year of employment that portion of the Employer Non-elective contribution, which is in excess of the maximum Contribution Limits of IRC §415.

The final average salary of all other members of the TRS (i.e. all TRS members with a membership date on or after June 17, 1971) may not include any form of Termination Pay; therefore, the Employer's post-retirement payment into the employee's 403(b) account of that portion of the Employer Non-elective Contribution, which is in excess of the maximum Contribution Limits of IRC §415, is more advantageous for those members.

8. This agreement shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the STA and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closest as possible, to the original intent of the parties.

9. This agreement shall remain in full force and effect for the duration of the 2002 calendar year and shall remain in effect thereafter unless either party serves written notice upon the other that it wishes to terminate that agreement. The parties agree that they will continually meet both before and after the expiration of the agreement to consider additional tax sheltering plans for future retirees and seek to implement additional programs when further clarification on the legality of such programs is obtained.

10. The STA acknowledges that the District has made no representation to the Association or its members as to the position of the Internal Revenue Service (IRS) regarding the tax-deferred status of these contributions or as to the position of the New York State Teachers' Retirement System (TRS) regarding whether these contributions will be included in the member's final average salary (FAS).

11. The District and the STA will continue to research the possible implementation of a Roth 403(b) NYSUT endorsed plan, and other Providers that may offer Roth 403(b) plans.

12. Effective July 1, 2012 any unit member opening a new account outside of the Preferred Provider Program shall be responsible for any and all administrative fees associated with that particular account. (Current employees with existing accounts shall not be charged for the existing account).

ARTICLE XXXIII. IMPLEMENTATION OF CONTRACT TERMS AND MAINTENANCE OF STANDARDS

Section 1. The Board shall enact all necessary policies, by-laws and administrative procedures to implement all the terms of this Agreement requiring enactment. This Agreement shall supersede any policy, by-laws or administrative procedure with which it is inconsistent.

Section 2. 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.

Section 3. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found 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.

Section 4. All policy, by-laws or administrative procedures which affect compensation, hours, benefits and conditions of employment in effect prior to this Agreement and not referred to in this Agreement, shall not be changed, altered or modified during the term of this Agreement without the consent of the Association which consent shall not be unreasonably withheld.

Section 5. All usual and normal administrative functions and responsibilities of the employer shall be reserved to the Board of Education except where specifically limited by any of the provisions of this Agreement.

ARTICLE XXXIV. COMMITTEES

1. The Professional Liaison Committee shall be continued.
2. The parties agree to form a committee to discuss compensation for coaches, particularly varsity coaches. The parties shall exchange data relating to the payment of such coaches by comparable school districts in Suffolk County

ARTICLE XXXV. CIVIL SERVICE LAW, SECTION 204-a

IN ACCORDANCE WITH ARTICLE XIV OF THE CIVIL SERVICE LAW, SECTION 204-a, IT IS UNDERSTOOD AND 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 XXXVI. COPIES OF THIS AGREEMENT

Copies of this Agreement shall be prepared at the expense of the District and a copy shall be distributed by the District to each teacher now employed and to each new teacher employed during the term of this Agreement.

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

SAYVILLE UNION FREE
SCHOOL DISTRICT
TOWN OF ISLIP

SAYVILLE TEACHERS'
ASSOCIATION

Dr, Walter F. Schartner.
Superintendent of Schools

Tim Southerton
President

**SCHEDULE A
SAYVILLE SCHOOL DISTRICT
CO-CURRICULAR/AFTER SCHOOL ACTIVITIES
DISTRICT WIDE/ELEMENTARY SCHOOL**

<u>CO-CURRICULAR RATE</u> <u>SCHEDULE</u>	<i>ATHLETICS</i>		<i>CO-CURRICULAR</i>	
	2012-13		2012-13	
2012-13: Effective 7/1/12				
	A-1	\$7,821	A-2	\$7,768
	AA-1	\$8,615	B-2	\$6,413
	B-1	\$6,465	C-2	\$5,309
	BB-1	\$6,129	D-2	\$4,576
	C-1	\$5,359	E-2	\$4,165
	CC-1	\$5,084	F-2	\$3,767
	D-1	\$4,629	G-2	\$3,402
	E-1	\$4,443	H-2	\$2,703
	F-1	\$4,048	I-2	\$2,077
			J-2	\$1,840
			K-2	\$1,150
			L-2	\$475

<u>CO-CURRICULAR RATE</u> <u>SCHEDULE</u>	<i>ATHLETICS</i>		<i>CO-CURRICULAR</i>	
	2013-14		2013-14	
2013-14: Effective 7/1/13				
	A-1	\$7,821	A-2	\$7,768
	AA-1	\$8,615	B-2	\$6,413
	B-1	\$6,465	C-2	\$5,309
	BB-1	\$6,129	D-2	\$4,576
	C-1	\$5,359	E-2	\$4,165
	CC-1	\$5,084	F-2	\$3,767
	D-1	\$4,629	G-2	\$3,402
	E-1	\$4,443	H-2	\$2,703
	F-1	\$4,048	I-2	\$2,077
			J-2	\$1,840
			K-2	\$1,150
			L-2	\$475

<u>CO-CURRICULAR RATE SCHEDULE</u>		<i>ATHLETICS</i>	<i>CO-CURRICULAR</i>	
2014-15: +1.5% Effective 7/1/14		2014-15	2014-15	
A-1		\$7,938	A-2	\$7,885
AA-1		\$8,744	B-2	\$6,509
B-1		\$6,562	C-2	\$5,389
BB-1		\$6,221	D-2	\$4,645
C-1		\$5,439	E-2	\$4,227
CC-1		\$5,160	F-2	\$3,824
D-1		\$4,698	G-2	\$3,453
E-1		\$4,510	H-2	\$2,744
F-1		\$4,109	I-2	\$2,108
			J-2	\$1,868
			K-2	\$1,167
			L-2	\$482

<u>CO-CURRICULAR RATE SCHEDULE</u>		<i>ATHLETICS</i>	<i>CO-CURRICULAR</i>	
2015-16: +1.5% Effective 7/1/15		2015-16	2015-16	
A-1		\$8,057	A-2	\$8,003
AA-1		\$8,875	B-2	\$6,607
B-1		\$6,660	C-2	\$5,470
BB-1		\$6,314	D-2	\$4,715
C-1		\$5,521	E-2	\$4,290
CC-1		\$5,237	F-2	\$3,881
D-1		\$4,768	G-2	\$3,505
E-1		\$4,578	H-2	\$2,785
F-1		\$4,171	I-2	\$2,140
			J-2	\$1,896
			K-2	\$1,185
			L-2	\$489

**SAYVILLE SCHOOL DISTRICT
CO-CURRICULAR/AFTER SCHOOL ACTIVITIES
DISTRICT WIDE/ ELEMENTARY SCHOOL**

	POSITION	SCHOOL	CODE
1	Elem. Curr. Leadership – K	District	G-2
2	Elem. Curr. Leadership – 1	District	G-2
3	Elem. Curr. Leadership – 4	District	G-2
4	Elem. Curr. Leadership – 2	District	G-2
5	Elem. Curr. Leadership – 5	District	G-2
6	Elem. Curr. Leadership – 3	District	G-2
7	Elem. Curr. Leadership – Reading	District	G-2
8	Elem. Curr. Leadership – SE	District	G-2
9	Elem. Curr. Leadership – 6	District	G-2
10	Elem. Curr. Leadership - Math	District	G-2
11	Mentor Program Coord.	District	A-2
12	Performing Arts Coordinator	Elementary	L-2
13	Science Mentor-Elementary	Elementary	H-2
14	Science Mentor-Elementary	Elementary	H-2
15	Science Mentor-Elementary	Elementary	H-2
16	Science Mentor-Elementary	Elementary	H-2
17	Science Mentor-Elementary	Elementary	H-2
18	Science Mentor-Elementary	Elementary	H-2
19	Word Masters	Elementary	H-2
20	Word Masters	Elementary	H-2
21	Word Masters	Elementary	H-2
22	Word Masters	Elementary	H-2
23	Word Masters	Elementary	H-2
24	Word Masters	Elementary	H-2

**SAYVILLE SCHOOL DISTRICT
CO-CURRICULAR ACTIVITIES
MIDDLE SCHOOL**

	POSITION	SCHOOL	CODE
1	Art Club	MS	J-2
2	Band Director - 7 & 8	MS	H-2
3	Band Director - Sixth Grade	MS	J-2
4	Chamber Orchestra	MS	I-2
5	Choral Director 7 & 8	MS	I-2
6	Choral Director-Sixth Grade	MS	J-2
7	Choreographer	MS	J-2
8	Computer Club Advisor	MS	E-2
9	CPR Club Advisor	MS	H-2
10	History League Advisor	MS	J-2
11	Honor Society Advisor	MS	I-2
12	Jazz Ensemble Director	MS	H-2
13	Jazz Ensemble II	MS	I-2
14	Lego/Engineer	MS	C-2
15	Literary Magazine Advisor	MS	J-2
16	Mathletes Advisor	MS	K-2
17	Musical Accompanist	MS	K-2
18	Musical Director/Advisor	MS	D-2
19	Musical Director - Asst.	MS	H-2
20	Musical Lighting Technician	MS	H-2(.5)
21	Musical Sound Technician	MS	H-2(.5)
22	Newspaper Advisor	MS	G-2
23	Orchestra Director - 7 & 8	MS	I-2
24	Orchestra Director- Sixth Grade	MS	J-2
25	Productions Director	MS	J-2
26	Science Olympiad	MS	K-2
27	Select Chorus Director	MS	H-2
28	Store Director	MS	I-2
29	Student Account Activities Adv.	MS	I-2
30	Student Council Advisor	MS	F-2
31	Technicians Advisor	MS	J-2
32	Technology Advisor	MS	H-2
33	Wind Ensemble	MS	H-2

34	Yearbook Advisor	MS	E-2
35	Young Researchers Advisor 6 & 7	MS	G-2
36	Youth Against Cyber Bullying	MS	J-2

**SAYVILLE SCHOOL DISTRICT
CO-CURRICULAR ACTIVITIES
HIGH SCHOOL**

	POSITION	SCHOOL	CODE
1	Anchor Club Advisor	HS	G-2
2	Answerwise	HS	K-2
3	Art Club	HS	H-2
4	Art Honor Society	HS	H-2
5	Band Director	HS	B-2
6	Band Director – 9th Grade	HS	G-2
7	Chamber Orchestra	HS	I-2
8	Choral Director	HS	G-2
9	Dramatics Director	HS	C-2
10	Freshman Class Advisor	HS	G-2
11	Geology Mentor	HS	F-2
12	History Club	HS	I-2
13	Honor Society Advisor	HS	G-2
14	Interact Club	HS	G-2
15	Jazz Band Director	HS	I-2
16	Jazz Choir Director/Advisor	HS	G-2
17	Jazz Ensemble Director/Advisor	HS	G-2
18	Junior Class Advisor	HS	E-2
19	Key Club Advisor	HS	G-2
20	Literary Magazine Advisor	HS	G-2
21	Mathletes	HS	I-2
22	Musical Accompanist	HS	J-2
23	Musical Director	HS	B-2
24	Musical Lighting Technician	HS	H-2(.5)
25	Musical Sound Technician	HS	H-2(.5)
26	Orchestra Director/Advisor	HS	G-2
27	Photographer – Basketball	HS	K-2
28	Photographer – Football	HS	K-2
29	Productions – Costume	HS	H-2
30	Productions – Dance	HS	H-2
31	Productions- Orchestra	HS	H-2
32	Publications- Photo Advisor	HS	F-2

33	Publications-Business Manager	HS	F-2
34	Radio Station Advisor	HS	A-2
35	Robotics	HS	A-2
36	SADD Advisor	HS	I-2
37	School Store Advisor	HS	I-2
38	Science Mentor	HS	H-2
39	Science Olympiad	HS	I-2
40	Senior Class Advisor	HS	E-2
41	Sophomore Class Advisor	HS	G-2
42	Student Account Activities Adv.	HS	D-2
43	Student Government Advisor	HS	B-2
44	SWEEP Director	HS	G-2
45	Technicians Advisor	HS	F-2
46	TriM Advisor	HS	G-2
47	Westinghouse (Intel) Advisor	HS	H-2
48	Yearbook Advisor	HS	A-2

**SAYVILLE SCHOOL DISTRICT
CO-CURRICULAR ATHLETICS
MIDDLE SCHOOL**

	POSITION	SCHOOL	CODE
1	Baseball 7	MS	E-1
2	Baseball 8	MS	E-1
3	Basketball (B) - Winter I	MS	E-1
4	Basketball (B) - Winter II	MS	E-1
5	Basketball (G) - Winter I	MS	E-1
6	Basketball (G) - Winter II	MS	E-1
7	Cheerleading – Fall	MS	F-1
8	Cheerleading – Winter	MS	F-1
9	Cross Country (Co-coach - Coed)	MS	E-1
10	Cross Country (Co-coach - Coed)	MS	E-1
11	Field Hockey	MS	E-1
12	Football	MS	E-1
13	Football	MS	E-1
14	Football - Asst - MS	MS	F-1
15	Football - Asst - MS	MS	F-1
16	Lacrosse - (B)	MS	E-1
17	Lacrosse Assistant (B)	MS	F-1
18	Lacrosse - (G)	MS	E-1
19	Lacrosse Asst - (G)	MS	F-1
20	Soccer (B)	MS	E-1
21	Soccer (G)	MS	E-1
22	Softball 8	MS	E-1
23	Softball 7	MS	E-1
24	Swimming – Co-Coach – Coed	MS	E-1
25	Swimming – Co-Coach – Coed	MS	E-1
26	Tennis (B)	MS	E-1
27	Tennis (G)	MS	E-1
28	Track (B)	MS	E-1
29	Track (G)	MS	E-1
30	Track – Assistant (B)	MS	F-1
31	Track – Assistant (G)	MS	F-1

32	Volleyball (B) - Winter I	MS	E-1
33	Volleyball (B) - Winter II	MS	E-1
34	Volleyball (G) - Winter I	MS	E-1
35	Volleyball (G) - Winter II	MS	E-1
36	Wrestling – Head Coach	MS	E-1
37	Wrestling – Head Coach	MS	E-1
38	Wrestling - Assistant	MS	F-1
39	Wrestling – Assistant	MS	F-1
40	AED Assistant – Fall	MS	F-1
41	AED Assistant – Spring	MS	F-1

**SAYVILLE SCHOOL DISTRICT
CO-CURRICULAR ATHLETICS
HIGH SCHOOL**

	POSITION	SCHOOL	CODE
1	Baseball - Varsity	HS	B-1
2	Baseball - Varsity Ass't	HS	D-1
3	Baseball – JV	HS	CC-1
4	Basketball - Varsity (B)	HS	A-1
5	Basketball Ass't Varsity (B)	HS	C-1
6	Basketball - JV (B)	HS	BB-1
7	Basketball - Varsity (G)	HS	A-1
8	Basketball Ass't Varsity (G)	HS	C-1
9	Basketball - JV (G)	HS	BB-1
10	Bowling – Varsity – (B)	HS	C-1
11	Bowling – Varsity – (G)	HS	C-2
12	Cheerleading - Fall - Varsity	HS	C-1
13	Cheerleading - Fall - Varsity Ass't	HS	E-1
14	Cheerleading - Fall – JV	HS	E-1
15	Cheerleading - Winter - Varsity	HS	C-1
16	Cheerleading - Winter - Varsity Ass't	HS	E-1
17	Cheerleading - Winter – JV	HS	E-1
18	Cross Country - Boys - Varsity	HS	C-1
19	Cross County – Girls - Varsity	HS	C-1
20	Field Hockey – Varsity	HS	B-1
21	Field Hockey - Varsity Ass't	HS	D-1
22	Field Hockey – JV	HS	CC-1
23	Football – Varsity	HS	AA-1
24	Football - Varsity Ass't	HS	B-1
25	Football - Varsity Ass't	HS	B-1
26	Football – JV	HS	BB-1
27	Football - JV Ass't	HS	D-1
28	Football –JV (Grade 9)	HS	BB-1
29	Football – JV (Assistant) (Grade 9)	HS	D-1
30	Golf - Varsity (B)	HS	C-1
31	Golf - JV (B)	HS	D-1

32	Golf - Varsity (G)	HS	C-1
33	Golf - JV (G)	HS	D-1
34	Lacrosse - Varsity (B)	HS	A-1
35	Lacrosse - Varsity Ass't (B)	HS	C-1
36	Lacrosse - JV (B)	HS	BB-1
37	Lacrosse - JV Asst (B)	HS	D-1
38	Lacrosse - Varsity (G)	HS	A-1
39	Lacrosse - Varsity Ass't (G)	HS	C-1
40	Lacrosse - JV (G)	HS	BB-1
41	Soccer - Varsity (B)	HS	B-1
42	Soccer - Varsity Ass't (B)	HS	D-1
43	Soccer - JV (B)	HS	CC-1
44	Soccer - Varsity (G)	HS	B-1
45	Soccer - Varsity Ass't (G)	HS	D-1
46	Soccer - JV (G)	HS	CC-1
47	Softball – Varsity	HS	B-1
48	Softball - Varsity Ass't	HS	D-1
49	Softball – JV	HS	CC-1
50	Swimming - Varsity (B)	HS	A-1
51	Swimming - Varsity Ass't (B)	HS	C-1
52	Swimming - Varsity (G)	HS	B-1
53	Swimming - Varsity Ass't (G)	HS	D-1
54	Tennis - Varsity (B)	HS	C-1
55	Tennis - JV (B)	HS	D-1
56	Tennis - Varsity (G)	HS	C-1
57	Tennis - JV (G)	HS	D-1
58	Track - Spring - Varsity (B)	HS	B-1
59	Track - Spring - Var Ass't (B)	HS	D-1
60	Track - Spring - Varsity (G)	HS	B-1
61	Track - Spring - Var Ass't (G)	HS	D-1
62	Track - Winter - Varsity (B)	HS	A-1
63	Track - Winter - Var Ass't (B)	HS	C-1
64	Track - Winter - Varsity (G)	HS	A-1
65	Track - Winter - Var Ass't (G)	HS	C-1
66	Volleyball - Varsity (B)	HS	B-1
67	Volleyball - JV (B)	HS	CC-1
68	Volleyball - Varsity (G)	HS	B-1

69	Volleyball - JV (G)	HS	CC-1
70	Wrestling – Varsity	HS	A-1
71	Wrestling – Ass't Varsity	HS	C-1
72	Wrestling JV	HS	BB-1

CHAPERONES

Chaperones will be compensated as follows:

	2012-2013	2013-2014	2014-2015	2015-2016
After school events - less than 2 ½ hours duration	\$60.00	\$60.00	\$61.00	\$62.00
Saturday, Sunday or evening events	\$90.00	\$90.00	\$91.00	\$92.00
After school events - 2 ½ hours or more duration	\$105.00	\$105.00	\$107.00	\$108.00
Overnight events	\$176.00	\$176.00	\$179.00	\$181.00
Overnight events - 2 or more nights	\$355.00	\$355.00	\$360.00	\$366.00

Note: The above does not include events for which the teacher is otherwise compensated. Unit members shall have priority for all chaperone assignments.

ALTERNATIVE HIGH SCHOOL

Salaries:

- 2012-13: \$6,918 per class
- 2013-14: \$6,918 per class
- 2014-15: \$7,022 per class
- 2015-16: \$7,127 per class

SCHEDULE OF PAY FOR SUBSTITUTE TEACHERS (Summer):

2012-2013	2 periods	\$39.00
	1 period	\$37.00
2013-2014	2 periods	\$39.00
	1 period	\$37.00
2014-2015	2 periods	\$40.00
	1 period	\$38.00
2015-2016	2 periods	\$41.00
	1 period	\$39.00

SCHEDULE B

SUMMER SCHOOL SALARIES

2012-2013

<u>Step</u>	<u>1 Period</u>	<u>2 Periods</u>
1	\$2,134	\$4,122
2	\$2,246	\$4,323
3	\$2,342	\$4,597

2013-2014

<u>Step</u>	<u>1 Period</u>	<u>2 Periods</u>
1	\$2,134	\$4,122
2	\$2,246	\$4,323
3	\$2,342	\$4,597

2014-2015

<u>Step</u>	<u>1 Period</u>	<u>2 Periods</u>
1	\$2,166	\$4,184
2	\$2,280	\$4,388
3	\$2,377	\$4,666

2015-2016

<u>Step</u>	<u>1 Period</u>	<u>2 Periods</u>
1	\$2,198	\$4,247
2	\$2,314	\$4,454
3	\$2,413	\$4,736

Coordinator of the In-School Work Experience Program:

2012-13: \$1,369
2013-14: \$1,369
2014-15: \$1,390
2015-16: \$1,411

SCHEDULE C

NURSES' SALARY SCHEDULE

	2012-13 (7/1/12)	2013-2014 (7/1/13)	2014-15 (7/1/14)	2015-16 (7/1/15)
Step 1	44,531	44,531	45,199	45,877
Step 2	46,617	46,617	47,316	48,026
Step 3	48,705	48,705	49,436	50,178
Step 4	50,792	50,792	51,554	52,327
Step 5	52,880	52,880	53,673	54,478
Step 6	54,965	54,965	55,789	56,626
Step 7	57,054	57,054	57,910	58,779
Step 8	59,142	59,142	60,029	60,929
Step 9	61,230	61,230	62,148	63,080
Step 10	63,319	63,319	64,269	65,233
Step 11	64,319	64,319	65,284	66,263
Step 12		65,319	66,299	67,293
Step 13			67,299	68,308
Step 14				69,308

Additional Compensation:

Uniforms Allowance: Any nurse who works the full school year shall receive a \$250 uniform allowance on or before June 30th, but prior to the last paycheck. This payment shall be considered a taxable fringe benefit.

Nursing Degree:, A nurse who has, or obtains in the future a BA, BS, MA, or MS degree in nursing prior to the school year and works the entire school year shall receive a \$500 stipend per school year.

SCHEDULE D

SALARY SCHEDULES

SALARY SCHEDULE -1ST & 2ND HALF FOR 2012-13

Step	1	2	3	5	6	7	8	9	10	11
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	DOCT
1	49,467	51,942	54,414	56,888	59,362	61,833	64,306	66,781	69,254	71,562
2	52,436	54,909	57,383	59,856	62,329	64,802	67,274	69,749	72,223	74,531
3	55,404	57,877	60,350	62,823	65,298	67,771	70,243	72,717	75,190	77,498
4	57,877	60,846	63,319	65,791	68,266	70,739	73,212	75,686	78,159	80,467
5	60,350	63,813	66,285	68,758	71,233	73,708	76,181	78,655	81,127	83,435
6	62,329	65,791	69,254	71,727	74,201	76,675	79,146	81,620	84,095	86,403
7	64,306	67,771	72,223	74,697	77,169	79,641	82,115	84,588	87,063	89,371
8	66,285	69,749	75,190	77,665	80,136	82,610	85,084	87,557	90,030	92,338
9	68,266	71,727	78,159	80,631	83,106	85,579	88,052	90,525	92,998	95,306
10	70,243	73,708	81,127	83,599	86,073	88,547	91,021	93,494	95,968	98,276
11	72,717	76,181	84,095	86,568	89,042	91,515	93,989	96,462	98,934	101,242
12	75,190	78,655	87,063	89,536	92,011	94,484	96,955	99,430	101,903	104,211
13	77,665	81,127	90,030	92,504	94,977	97,450	99,923	102,398	104,872	107,180
14	80,136	83,599	92,998	95,472	97,945	100,419	102,892	105,364	107,838	110,146
15	82,610	86,073	95,968	98,440	100,912	103,387	105,861	108,333	110,807	113,115
16	85,579	89,041	98,933	101,407	103,880	106,353	108,829	111,301	113,773	116,081
17	87,062	90,523	100,416	102,889	105,362	107,836	110,310	112,783	115,256	117,564
18	88,544	92,005	101,899	104,371	106,845	109,318	111,792	114,264	116,738	119,046
19	90,025	93,487	103,380	105,855	108,327	110,800	113,274	115,746	118,221	120,529
20	91,508	94,969	104,863	107,337	109,809	112,282	114,756	117,229	119,702	122,010
21	92,989	96,451	106,345	108,819	111,292	113,764	116,239	118,711	121,185	123,493
22	94,472	97,934	107,826	110,301	112,773	115,248	117,721	120,194	122,667	124,975
23	95,954	99,416	109,309	111,783	114,256	116,729	119,205	121,676	124,148	126,456
24	97,437	100,899	110,791	113,266	115,738	118,211	120,687	123,160	125,631	127,939
25	98,920	102,381	112,274	114,748	117,220	119,694	122,168	124,642	127,114	129,422
26	100,401	103,862	113,756	116,230	118,703	121,175	123,650	126,123	128,596	130,904
27	101,883	105,345	115,238	117,713	120,185	122,658	125,132	127,605	130,079	132,387
28	103,366	106,827	116,721	119,196	121,667	124,140	126,614	129,088	131,560	133,868

SALARY SCHEDULE - 1st & 2nd Half 2013-14

Step	1	2	3	5	6	7	8	9	10	11
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	DOCT
1	49,467	51,942	54,414	56,888	59,362	61,833	64,306	66,781	69,254	71,562
2	52,436	54,909	57,383	59,856	62,329	64,802	67,274	69,749	72,223	74,531
3	55,404	57,877	60,350	62,823	65,298	67,771	70,243	72,717	75,190	77,498
4	57,877	60,846	63,319	65,791	68,266	70,739	73,212	75,686	78,159	80,467
5	60,350	63,813	66,285	68,758	71,233	73,708	76,181	78,655	81,127	83,435
6	62,329	65,791	69,254	71,727	74,201	76,675	79,146	81,620	84,095	86,403
7	64,306	67,771	72,223	74,697	77,169	79,641	82,115	84,588	87,063	89,371
8	66,285	69,749	75,190	77,665	80,136	82,610	85,084	87,557	90,030	92,338
9	68,266	71,727	78,159	80,631	83,106	85,579	88,052	90,525	92,998	95,306
10	70,243	73,708	81,127	83,599	86,073	88,547	91,021	93,494	95,968	98,276
11	72,717	76,181	84,095	86,568	89,042	91,515	93,989	96,462	98,934	101,242
12	75,190	78,655	87,063	89,536	92,011	94,484	96,955	99,430	101,903	104,211
13	77,665	81,127	90,030	92,504	94,977	97,450	99,923	102,398	104,872	107,180
14	80,136	83,599	92,998	95,472	97,945	100,419	102,892	105,364	107,838	110,146
15	82,610	86,073	95,968	98,440	100,912	103,387	105,861	108,333	110,807	113,115
16	85,579	89,041	98,933	101,407	103,880	106,353	108,829	111,301	113,773	116,081
17	87,129	90,591	100,483	102,957	105,430	107,903	110,379	112,851	115,323	117,631
18	88,679	92,141	102,033	104,507	106,980	109,453	111,929	114,401	116,873	119,181
19	90,229	93,691	103,583	106,057	108,530	111,003	113,479	115,951	118,423	120,731
20	91,779	95,241	105,133	107,607	110,080	112,553	115,029	117,501	119,973	122,281
21	93,329	96,791	106,683	109,157	111,630	114,103	116,579	119,051	121,523	123,831
22	94,879	98,341	108,233	110,707	113,180	115,653	118,129	120,601	123,073	125,381
23	96,429	99,891	109,783	112,257	114,730	117,203	119,679	122,151	124,623	126,931
24	97,979	101,441	111,333	113,807	116,280	118,753	121,229	123,701	126,173	128,481
25	99,529	102,991	112,883	115,357	117,830	120,303	122,779	125,251	127,723	130,031
26	101,079	104,541	114,433	116,907	119,380	121,853	124,329	126,801	129,273	131,581
27	102,629	106,091	115,983	118,457	120,930	123,403	125,879	128,351	130,823	133,131
28	104,179	107,641	117,533	120,007	122,480	124,953	127,429	129,901	132,373	134,681
29	105,729	109,191	119,083	121,557	124,030	126,503	128,979	131,451	133,923	136,231

SALARY SCHEDULE - 1st & 2nd Half 2014-15

Step	1	2	3	5	6	7	8	9	10	11
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	DOCT
1	50,209	52,721	55,230	57,741	60,252	62,760	65,271	67,783	70,293	72,636
2	53,223	55,733	58,244	60,754	63,264	65,774	68,283	70,795	73,306	75,649
3	56,235	58,745	61,255	63,765	66,277	68,788	71,297	73,808	76,318	78,661
4	58,745	61,759	64,269	66,778	69,290	71,800	74,310	76,821	79,331	81,674
5	61,255	64,770	67,279	69,789	72,301	74,814	77,324	79,835	82,344	84,687
6	63,264	66,778	70,293	72,803	75,314	77,825	80,333	82,844	85,356	87,699
7	65,271	68,788	73,306	75,817	78,327	80,836	83,347	85,857	88,369	90,712
8	67,279	70,795	76,318	78,830	81,338	83,849	86,360	88,870	91,380	93,723
9	69,290	72,803	79,331	81,840	84,353	86,863	89,373	91,883	94,393	96,736
10	71,297	74,814	82,344	84,853	87,364	89,875	92,386	94,896	97,408	99,751
11	73,808	77,324	85,356	87,867	90,378	92,888	95,399	97,909	100,418	102,761
12	76,318	79,835	88,369	90,879	93,391	95,901	98,409	100,921	103,432	105,775
13	78,830	82,344	91,380	93,892	96,402	98,912	101,422	103,934	106,445	108,788
14	81,338	84,853	94,393	96,904	99,414	101,925	104,435	106,944	109,456	111,799
15	83,849	87,364	97,408	99,917	102,426	104,938	107,449	109,958	112,469	114,812
16	86,863	90,377	100,417	102,928	105,438	107,948	110,461	112,971	115,480	117,823
17	88,436	91,950	101,990	104,501	107,011	109,521	112,034	114,544	117,053	119,396
18	90,009	93,523	103,563	106,074	108,584	111,094	113,607	116,117	118,626	120,969
19	91,582	95,096	105,136	107,647	110,157	112,667	115,180	117,690	120,199	122,542
20	93,155	96,669	106,709	109,220	111,730	114,240	116,753	119,263	121,772	124,115
21	94,728	98,242	108,282	110,793	113,303	115,813	118,326	120,836	123,345	125,688
22	96,301	99,815	109,855	112,366	114,876	117,386	119,899	122,409	124,918	127,261
23	97,874	101,388	111,428	113,939	116,449	118,959	121,472	123,982	126,491	128,834
24	99,447	102,961	113,001	115,512	118,022	120,532	123,045	125,555	128,064	130,407
25	101,020	104,534	114,574	117,085	119,595	122,105	124,618	127,128	129,637	131,980
26	102,593	106,107	116,147	118,658	121,168	123,678	126,191	128,701	131,210	133,553
27	104,166	107,680	117,720	120,231	122,741	125,251	127,764	130,274	132,783	135,126
28	105,739	109,253	119,293	121,804	124,314	126,824	129,337	131,847	134,356	136,699
29	107,312	110,826	120,866	123,377	125,887	128,397	130,910	133,420	135,929	138,272

SALARY SCHEDULE - 1st & 2nd Half 2015-16

Step	1	2	3	5	6	7	8	9	10	11
	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	MA+75	DOCT
1	50,962	53,512	56,058	58,607	61,156	63,701	66,250	68,800	71,347	73,725
2	54,021	56,569	59,118	61,665	64,213	66,761	69,307	71,857	74,406	76,784
3	57,079	59,626	62,174	64,721	67,271	69,820	72,366	74,915	77,463	79,841
4	59,626	62,685	65,233	67,780	70,329	72,877	75,425	77,973	80,521	82,899
5	62,174	65,742	68,288	70,836	73,386	75,936	78,484	81,033	83,579	85,957
6	64,213	67,780	71,347	73,895	76,444	78,992	81,538	84,087	86,636	89,014
7	66,250	69,820	74,406	76,954	79,502	82,049	84,597	87,145	89,695	92,073
8	68,288	71,857	77,463	80,012	82,558	85,107	87,655	90,203	92,751	95,129
9	70,329	73,895	80,521	83,068	85,618	88,166	90,714	93,261	95,809	98,187
10	72,366	75,936	83,579	86,126	88,674	91,223	93,772	96,319	98,869	101,247
11	74,915	78,484	86,636	89,185	91,734	94,281	96,830	99,378	101,924	104,302
12	77,463	81,033	89,695	92,242	94,792	97,340	99,885	102,435	104,983	107,361
13	80,012	83,579	92,751	95,300	97,848	100,396	102,943	105,493	108,042	110,420
14	82,558	86,126	95,809	98,358	100,905	103,454	106,002	108,548	111,098	113,476
15	85,107	88,674	98,869	101,416	103,962	106,512	109,061	111,607	114,156	116,534
16	88,166	91,733	101,923	104,472	107,020	109,567	112,118	114,666	117,212	119,590
17	89,763	93,330	103,520	106,069	108,617	111,164	113,715	116,263	118,809	121,187
18	91,360	94,927	105,117	107,666	110,214	112,761	115,312	117,860	120,406	122,784
19	92,957	96,524	106,714	109,263	111,811	114,358	116,909	119,457	122,003	124,381
20	94,554	98,121	108,311	110,860	113,408	115,955	118,506	121,054	123,600	125,978
21	96,151	99,718	109,908	112,457	115,005	117,552	120,103	122,651	125,197	127,575
22	97,748	101,315	111,505	114,054	116,602	119,149	121,700	124,248	126,794	129,172
23	99,345	102,912	113,102	115,651	118,199	120,746	123,297	125,845	128,391	130,769
24	100,942	104,509	114,699	117,248	119,796	122,343	124,894	127,442	129,988	132,366
25	102,539	106,106	116,296	118,845	121,393	123,940	126,491	129,039	131,585	133,963
26	104,136	107,703	117,893	120,442	122,990	125,537	128,088	130,636	133,182	135,560
27	105,733	109,300	119,490	122,039	124,587	127,134	129,685	132,233	134,779	137,157
28	107,330	110,897	121,087	123,636	126,184	128,731	131,282	133,830	136,376	138,754
29	108,927	112,494	122,684	125,233	127,781	130,328	132,879	135,427	137,973	140,351