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TA | 5340

Collective Bargaining Agreement



Between
Indian River Education Association (IREA)
and
Indian River Board of Education
July 1, 2016 – June 30, 2019

7/1/16 → 6/30/19

Important Dates for Unit Member Responsibilities:

Article 2: Grievance Procedure

- 10 school days after grievant knew of events or conditions on which grievance is based
 - initial grievance meeting must be requested (informal submission)
- 20 school days after grievant knew of events or conditions on which grievance is based
 - Submission of grievance to Superintendent (formal submission)

Article 3: Unit Member Rights

- Within fifteen (15) school days after receipt of written incident being placed in personnel file
 - Unit member must provide answer/response to written incident in file

Article 7: Professional Improvement

- October 15 – official college transcripts or grade cards due for first semester remuneration
- February 15 - official college transcripts or grade cards due for second semester remuneration

Article 8: Summer Sabbatical Program

- Before February 1 – application made to BOE

Article 9: Leaves

- July 15 - Sick bank application to the Clerk of the Board of Education
 - if a member wants to withdraw or a non-participating member wants to join
- 2 working days – advanced notification of a needed personal day

Article 10: Termination

- April 15 – unit members not intending to return must notify district of possibility if they wish to protect health insurance through the summer

Article 18: Lesson Planning, Evaluation & Counseling Memoranda

3 school days after conference – comments and acknowledgement must be made by the unit member using the District's software.

Article 21: Payroll & Deductions

- 3rd week in August, January and April – changes to Tax Deferred Annuities must be made.
 - First time enrollments may be made at any time during the year

Article 26: Miscellaneous Provisions

- July 1 – IREA must provide BOE with officer names and names of those who may receive legal papers

Appendix A: Classroom Observation and Summative Evaluation Procedure for Unit Members Covered by Education Law 3012-d

Appendix B: Classroom Observation and Summative Evaluation Procedure for Unit Members not Covered by Education Law 3012-d

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RECOGNITION

The Indian River Central School Board of Education hereby recognizes the Indian River Education Association as the exclusive negotiating agent for the teachers and teaching assistants in such unit.

The Board and the Association recognize that the Board is the legally constituted body responsible for the determination of policies covering all aspects of the Indian River Central School District. The Board recognizes that it must operate in accordance with all statutory provisions of the State, and such other rules and regulations as are promulgated by the Commissioner of Education in accordance with such statutes. The Board cannot reduce, negotiate or delegate its legal responsibilities.

ARTICLE 1

PROFESSIONAL NEGOTIATIONS

A. *Negotiating Teams*

Designated representatives of the Superintendent of Schools will meet with representatives designated by the Association for the purpose of discussing and reaching mutually satisfactory agreements.

B. *Opening Negotiations*

Upon the request of either party for a meeting to open negotiations in the year the contract expires, not more than fifteen (15) days following the request a mutually acceptable meeting date shall be set. Such meeting shall be held on or before February 15 unless a delay is mutually agreed upon. The party requesting the first meeting will present all its proposals in detail at that meeting. The proposals will be in such detail and in the form that the proposing party wishes them to be written in the contract. At the second meeting the other party will respond in the same manner. The second meeting and all necessary subsequent meetings shall be called at times mutually agreed to by the parties.

C. *Negotiating Procedures*

1. Designated representatives of the Superintendent of Schools shall meet at such mutually agreed upon places and times with representatives of the Association for the purpose of affecting a free exchange of facts, opinions, proposals and counter proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters under negotiations. Following the initial meeting, such additional meetings shall be held as the parties may require reaching an understanding or until an impasse is reached. Meetings shall not exceed four hours, unless an extension of time is mutually agreed upon. Meetings shall be held at a time other than the regular school day.
2. If the parties have not reached agreement by April 1, either party may request the State Public Employment Relations Board to assist in resolving the dispute.
 - a. The Board, the Superintendent of Schools, and the Association, in accordance with reasonable request, agree to furnish all available information concerning financial resources of the district, allocations, and such other information pertinent to matters under negotiations.
 - b. During negotiations, the Board and the Association shall present relevant data, exchange points of view, make proposals and counter proposals. Both parties shall make available to each other for inspection all records pertinent to matters being negotiated. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiation. If either the Board or the Association invites an outside consultant to attend a negotiating meeting,

advance notice will be given to the other party. Neither party in any negotiations shall have any control over the selection of the negotiating team or negotiating representatives of the other party. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and reach compromises in the course of negotiations.

- c. When the Board and Association reach a tentative agreement on individual items in the course of negotiations, a mutually acceptable statement on each item will be drafted by the chief spokesman for each party, and each will initial the draft as an indication of tentative agreement.

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

E. To avoid misunderstandings regarding contractual changes or changes involving mandatory terms and conditions of employment, the parties agree that any agreement to such change will be reduced to writing and signed by the Superintendent of Schools. The change will not (except in a case of necessity) be implemented until signed by the President of the Indian River Education Association.

If a bona-fide emergency requires an immediate change, the assent of the union will be negotiated as soon as possible.

ARTICLE 2

GRIEVANCE PROCEDURE

A. Purpose

It is the policy of the Board and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of discrimination because of its use. Informal settlements at any stage shall bind the immediate parties to the settlement, but shall not be precedents in a later grievance proceeding.

B. Definitions

1. A "grievance" is any alleged:
 - a. violation of this agreement or dispute with respect to its meaning or application, or
 - b. unilateral change of any term or condition of employment subject to mandatory negotiations.
2. A "unit member" is any person in the unit covered by this agreement.
3. An "aggrieved party" is:
 - a. the affected unit member or group of members who submit a grievance or on whose behalf it is submitted, and
 - b. the Indian River Education Association.
4. Throughout this Agreement, a "school day" or "school days" shall mean a day or days when school is in session for instructional staff.
5. For the purpose of this Article, the "immediate supervisor" is the person who initiated the act being grieved. The immediate supervisor cannot be a member of the teacher's bargaining unit. The immediate supervisor can be, but is not limited to, the Building Principal; the Director of Health, Physical Education, Recreation and Athletics; or the Supervisor of Pupil Personnel Services/Special Education.

C. Submission of Grievances

1. Informal Submission: The aggrieved party must first attempt to resolve the grievance with the appropriate immediate supervisor. The initial meeting with the immediate supervisor shall be made orally by the grievant, in the company of a union representative if so elected by the grievant. Such meeting must take place within ten (10) school days after the grievant knew of the events or conditions on which it is based. At such meeting, the grievant or the union representative shall explicitly notify the immediate supervisor that the meeting is in relation to a possible grievance. The immediate supervisor shall respond in writing within five (5) school days of such meeting; failure to respond within such time shall be deemed a denial of the grievance.
2. Formal Submission: If not resolved informally, the aggrieved party will provide the superintendent with information in writing which is required by Section C.2.a.

below. Such submission shall be made within twenty (20) school days after the aggrieved knew of the events or conditions on which it is based.

- a. Each formal grievance shall be submitted in writing to the Superintendent of Schools on a form (Appendix "G") approved by the Board and the Association and shall identify the aggrieved party, the provision(s) of this Agreement, or unilateral change as outlined in B.1.b. above, involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, specific statement of the grievance, names of witnesses to the event known to the grievant, relevant documents and records in possession of the grievant or the IREA concerning the alleged grievance and the redress sought by the aggrieved party.
- b. A grievance shall be deemed waived unless it is submitted within twenty (20) school days after the aggrieved party knew of the events or conditions on which it is based. If the events giving rise to the grievance occur between July 1 and August 31, the time for bringing the grievance will not begin until September 1, unless mutually agreed upon by the IREA President and the Superintendent of Schools.
- c. In the event that during the course of its investigation of the grievance the District and/or the IREA discovers the names of witnesses to the grievance, or records or documents relative to the grievance, such party shall provide a copy of such names and/or information to the other party within ten (10) school days of obtaining such information.

D. Grievance Procedure

1. The immediate supervisor shall respond in writing to each informal grievance received. If an aggrieved party is not satisfied with the response of the immediate supervisor or if no response is received within five (5) school days after the submission of a grievance, such aggrieved party may submit a formal grievance to the Superintendent of Schools within five (5) school days after the response was or should have been received.
2. The Superintendent of Schools or his/her designated representative shall, upon request, confer with the aggrieved parties and/or a representative of the Association with respect to the grievance and shall deliver to the aggrieved party a written statement of his/her position with respect to it no later than ten (10) school days after it is received by him or her.
3. In the event that the immediate supervisor or the Superintendent meets with a witness who is a member of the IREA, such administrator shall advise the witness of his/her right to have an IREA representative present during such interview.

E. Arbitration

1. If the Association is not satisfied with the decision of the Superintendent of Schools it may pursue the grievance to arbitration by forwarding a Demand for Arbitration to the American Arbitration Association within fifteen (15) school days of receipt of the written decision. The parties will be bound by the rules of the American Arbitration Association.

2. The arbitrator's decision will be in writing and will set forth his findings, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. The decision of the arbitrator shall be binding.
3. The cost for the services of the arbitration will be shared equally by both parties to the dispute.
4. Submission of a grievance to arbitration shall automatically be a waiver of all other remedies or forums which otherwise could be available.
5. It shall be a condition precedent to arbitration that all persons reasonably known to be necessary (and willing to participate) for a full resolution of the dispute be parties to the arbitration.

ARTICLE 3

UNIT MEMBER RIGHTS

A. Member Rights

Members of this negotiating unit are insured the right to the following:

1. Join and participate in any representative organization which complies with Article 14, The Public Employees' Fair Employment Act, without reprisal from the Board of Education or any of its representatives.
2. Attend any regular or special Board of Education Meeting.
3. Receive an up-to-date electronic copy of the negotiated contract or, in the case of a multiple-year agreement, an electronic copy of pertinent revisions annually.
4. Any written laws, rules, regulations, or policies which are adopted following the effective date of this agreement and which affect members in the exercise of their assigned duties will be forwarded as follows: nine (9) copies to the Association President: eight (8) copies for distribution to each of the building representatives, and one (1) copy to be retained by the Association President.)
5. Any written complaint made to supervisory personnel about a member will be reported to the member involved.
6. Dependent children of IREA members in grades K through 12 shall attend the Indian River Central School District tuition free. Dependent children will, upon the unit member's request, attend the building where the unit member is assigned, at the Superintendent's discretion.

B. Personnel File

1. No material derogatory to a member's conduct, service, character, or personality shall be placed in the "official personnel file" maintained in the district office unless the member has had an opportunity to examine the material. A member will be considered to have had the opportunity to examine the material when either he or she has been shown the material in person or a copy has been sent by certified mail, return receipt requested, directed to the member's last address on file in the district office. When a member is shown the material in person, he/she shall acknowledge that he/she has examined such material by immediately affixing his/her signature on the actual copy to be filed with the understanding that such signature does not necessarily indicate agreement with its content. However, an incident which has not been reduced to writing by an administrator within forty (40) school days of its discovery or its occurrence, whichever is later, exclusive of the summer vacation period, may not later be added to the file.
2. The member shall have the right to answer, within fifteen (15) school days, any material filed, and his/her answer shall be attached to the file copy. Prior to the filing, the appropriate administrator shall acknowledge that he/she has examined such material by immediately affixing the date and his/her signature on the member's answer. Such signature does not necessarily indicate agreement with the member's

reply. Inaccurate and/or incorrect material will be immediately removed from the file.

3. Upon the request by the member, he/she shall be permitted to examine material in his/her personnel file and have copies made. This shall be done by the member or by the member and his/her authorized representative at the district office during regular working hours that office is open. The right to examine and copy material in a "personnel file" does not include the right to examine and/or copy pre-employment recommendations or pre-employment evaluations.
4. Only material in the official personnel file may be used in any disciplinary action by the District. The only exception shall be where the material is relevant and where there is a reasonable explanation as to why such material was not included in the file previously; for example, when a single specific incident has just occurred and is the basis for the action taken.
5. No written material from a unit member's official personnel file shall be forwarded to a prospective employer without the member's permission. This is not intended to limit candid references requested of the District.
6. Any essential material requested from or by the employee for addition to their personnel file must be hand-delivered to the district office or sent via certified mail addressed to the superintendent.

C. *IREA Rights*

Indian River Education Association is insured the right to:

1. After coordinating with the Building Principal, hold meetings in the school buildings of the district whenever necessary, other than regular school hours.
2. Use duplicating facilities of the Indian River Central School District to reproduce whatever materials the Association finds necessary in the process of negotiations. The District must be reimbursed by the Association for all materials, supplies and personal services required during the process of negotiations. Facilities and equipment such as duplicating machines may be used without reimbursement provided there are no additional costs to the District. However, where there is added cost (such as Xerox copies or long distance telephone calls) the Association will reimburse the District for actual charges and expenses.
3. Information related to the district, its policies, or employees that is distributed by the IREA to IREA members, administration, parents, members of the Board of Education or other district-related personnel shall be clearly identified as material prepared and/or distributed by the IREA.
4. Receive, through its President, notice of Special Board of Education Meetings that would pertain to the welfare of the members.
5. Receive, through its President, copies of any correspondence to unit members that relate to initial assignment, salary, credit hours, degrees, salary step, certification, and any changes which thereafter occur.

ARTICLE 4

STUDENT DISCIPLINE AND UNIT MEMBER PROTECTION

The Board of Education shall save harmless and protect all members from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other acts resulting in accidental bodily injury to any person, provided such member at the time of the accident or injury was acting in the discharge of duties within the scope of employment and/or under the direction of the Board of Education.

Further, the Board of Education shall provide an attorney or attorneys for, and pay for such attorneys' fees and expenses necessarily incurred in the defense of, a member in any civil or criminal action or proceeding arising out of the disciplinary action taken against any pupil of the District while in the discharge of assigned duties within the scope of his/her employment, provided the member shall, within ten (10) days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the Board of Education (Sections 3023 and 3028 of the Education Law).

Whenever a member is absent from school as a result of a personal injury caused by an accident or an assault occurring in or directly related to the course of employment, he or she will be paid the full salary but will repay to the District the amount of Worker's Compensation, if there is any, for the period not to exceed sixty (60) days and no part of such absence will be charged to the individual's annual or accumulated sick leave.

After the first sixty (60) days, the Board of Education will pay to a member receiving Worker's Compensation, the difference between such Worker's Compensation payment and 75 percent of their regular salary for a period of time measured by the individual's accumulated sick leave but not to exceed sixty (60) days. Such amounts are in place of all other payments and shall not be deducted from sick leave. When this benefit has been exhausted, the individual may use sick leave.

ARTICLE 5

SCHOOL CALENDAR

- A. The instructional calendar for the Indian River Central School District will be no more than 186 days. At the first Board of Education meeting in May, the Superintendent will deliver the tentative schedule for the remainder of the school year, taking into consideration the Friday before Memorial Day to be used as an unused emergency closing day.
- B. The Superintendent's Conference Day shall be held no earlier than the Wednesday before Labor Day. All members are required to attend the day designated as Orientation Day and to remain until all official school business has been concluded.
- C. Wednesday prior to Thanksgiving
- If the BOCES calendar considers this a full workday, IREA members will be scheduled for ½ day of work,
 - If the BOCES calendar considers this a ½ day of work, IREA members will be scheduled for ½ day of work.
 - If the BOCES calendar considers this a vacation day, IREA members will not be required to work.
- D. All teachers are required to remain at their assigned stations through Regents Week(s).
- E. The work year for teaching assistants (excluding student mediation/safety and fine arts) will be the same as the work year for teachers. Salaries will be annualized on that basis. Should a teaching assistant be called to act as a per diem substitute, (s)he shall be paid the higher of his/her regular teaching assistant rate of pay or the applicable per diem substitute Teacher rate of pay.
- F. Attendance at regularly scheduled faculty meetings is considered a professional responsibility of all members. Members will try to avoid scheduling any activity or appointment at a time that conflicts with a regularly scheduled faculty meeting. Absence from meetings may be granted at the discretion of the administrator involved.
- G. The school year shall run from the first day of staff development (*i.e.* a Superintendent's Conference Day, which shall occur no earlier than the last week in August) through June 30th. If the Superintendent's Conference Day is held in the last week of August, a four day weekend on Labor Day shall be preserved.

ARTICLE 6

CURRICULUM DEVELOPMENT

A. Curriculum

Curriculum is an important phase in the educational development of our children. The Board of Education has the power to prescribe the courses of study, subject however, to certain statutory requirements. However, curriculum today is of such a nature that it demands that teachers play a major role in its development and implementation.

Consequently, it is recognized that the teachers of the Indian River Central School system should be given both the opportunity and the responsibility of helping to keep curricula of their school system updated and commensurate with changing times under the leadership of the supervisory and administrative personnel.

Summary minutes of committee meetings shall be prepared and distributed to committee members with one copy to the IREA President.

ARTICLE 7

PROFESSIONAL IMPROVEMENT

A. Graduate Study:

1. In order to receive credit in the salary program, graduate or undergraduate study must be approved in advance on a form supplied by the district office, except for courses in a pre-approved Master's program necessary to maintain appropriate certification. Additional graduate study must be in the teacher's major field of assignment or meet specific certification requirements. The course must also be taken from an accredited college or university. Official college transcripts or grade cards verifying successful course completion must be submitted to the district office by October 15 for additional remuneration in the first semester and by February 15 for additional remuneration to begin in the second semester.
2. Tuition waiver cards (for sponsoring student teachers) shall be used only by members of this bargaining unit. Cards will be first offered to the teacher serving as the Master teacher, or his/her immediate family (spouse, child, parent, sibling), if such family member is a bargaining unit member. In the event that the card is not used by the member or a member of the teacher's immediate family, such cards will be distributed by a committee established by the IREA. Guidelines for the distribution of such cards by the committee shall be developed by the IREA and submitted to the Superintendent of Schools and the IREA President, for their mutual agreement. Such guidelines shall include at least consideration of the teachers' certification status and particular circumstances.

B. In-Service Credit:

The following areas will be considered for in-service credit:

1. In-service courses taught at local, State and supervisory district level. (This includes undergraduate courses.)
 - a. These in-service courses will be limited to a maximum of 24 credits in the first block of 60 credits.
 - b. In the event that a teacher has 24 hours of in-service credit, such teacher shall be eligible to obtain additional in-service hours but only for an in-service program designated by the District as a program for which such extra hours will be paid.
 - c. The following criteria will be used in considering in-service credit for courses taught at the local, State and district-sponsored levels:
 - i. 15 hours of work equals one hour in-service credit
 - ii. Attendance at classes is to be taken
 - iii. Absenteeism - A "cut" shall be defined as an hour of scheduled attendance. Cuts allowed:
 1. 4 credit hours, 4 cuts allowed
 2. 3 credit hours, 3 cuts allowed
 3. 2 credit hours, 2 cuts allowed

4. 1 credit hour, 1 cut allowed
 5. (cuts in excess of above, and credits assigned to be at the discretion of the Superintendent of Schools)
2. Master Teachers (for sponsoring student teachers and practicum students)
Allowable in-service credits (master teacher, student teacher assignment)
- a. Limit of ten (10) credits out of first 30 credits
 - b. Limit of ten (10) credits out of second 30 credits amounting to a total of 20 credits of the first 60 credits
 - c. Each full-time student teacher assignment receives two (2) in-service credits
 - d. This in-service credit will be prorated in the event that the student teacher is assigned to more than one teacher.
 - e. Each 100 hour practicum supervising teacher receives $\frac{1}{2}$ in-service credit per assignment; such credit shall be pro-rated if less than or greater than 100 hours is spent on such supervision.

NOTE: Adjustments in salaries for extra credits will be made in the last paycheck in the months of November and March of each school year.

C. *Attendance at Conferences:*

1. Unit members desiring to attend conferences must submit requests electronically on the District software forms for approval by the supervisor, building principal, and District Office. Following processing of such form, the unit member can check the status of their application on the District software.
2. Conference money for teachers and for teaching assistants will be approved to a limit of \$40,000. In addition, \$4,000 of such amount will be set aside for coaches' conferences.
3. The money allocated for teachers and for teaching assistants will be allocated as follows:
 - 20% for summer conferences
 - 50% for September through January conferences plus any summer carry-over
 - 30% for February through June conferences plus any fall carry-over

Any money not used in one allocation will be carried over to the next allocation and will accrue to the category where it was originally assigned (see next item for categories). No money will be carried forward from one fiscal year to the next.

Available conference monies in each of the three allocations will be categorically assigned as follows:

- 10% for pupil personnel services
- 45% for elementary (K-5) teachers and teaching assistants
- 20% for middle school teachers (6-8) and teaching assistants
- 25 % for high school teachers (9-12) and teaching assistants

Of the fund category allocated to elementary school teachers, 85% of available funds shall be distributed on a pro-rata basis based on the number of elementary

school teachers and teaching assistants assigned to each building, with the remaining 15% being apportioned to elementary school teachers at the discretion of the Superintendent of Schools, or his designee.

4. Members approved for conference attendance must submit itemized statements of expenses substantiated by vouchers and limited to lodging, meals, registration fees and mileage. Expenses will be approved to the limits outlined by the Board of Education in its policy statements covering these topics. Mileage shall be the maximum non-taxable rate allowed by the Internal Revenue Service. Mileage will be back-charged to the District in the event that a District vehicle is used in connection with the conference attendance. Membership dues in organizations will not be allowed for reimbursement. Conference reimbursement will be approved to a maximum of \$650. Expenses exceeding these limits will be borne by the individual teacher or teaching assistant attending the conference.
5. To the extent possible and practical, members will share their conference experiences and lessons learned with colleagues at appropriate staff development or teaching team meetings.
6. Upon request, unit members may be approved to attend conferences at their own expense.
7. Reports of conference requests and expenditures will be sent to the President of the IREA on or about September 1st, February 1st and July 1st of each year.
8. Conferences and training directed by the District Office will not be counted against the amount designated in paragraph two above. The reimbursement limits stated in paragraph four above also do not apply.

D. Professional Visitation Days

Professional personnel will be granted one (1) paid professional visitation day per year upon notice to the Building Principal at least 10 days in advance. Within five (5) school days of return, a brief written report shall be submitted to the Building Principal. Upon application, the Superintendent of Schools may grant additional days.

ARTICLE 8
SUMMER SABBATICAL PROGRAM

- A.** A summer sabbatical program will be provided to pay an eleventh and twelfth month salary (based on the previous year's salary) to partially defray the cost of graduate study undertaken by selected teachers. Approved undergraduate study will also be considered.
- B.** To be eligible for a summer sabbatical, a teacher must be permanently or professionally certified and must have received tenure in the district. Further, if an applicant has had one summer sabbatical leave, such teacher is not eligible to reapply until at least five years have passed since the original utilization of the leave.
- C.** During the time that a teacher is enrolled in summer school, the teacher must agree to engage in no other employment unless specific written approval is given in advance by the Superintendent of Schools.
- D.** Applications must be made in writing to the Board of Education before February 1 in the year for which a sabbatical is sought. The application shall be made on the form that is attached to this contract as Appendix "D". The district shall establish and distribute such criteria by no later than January 1. Such criteria shall be the criteria utilized for evaluating applicants for two out of the three sabbaticals available. The third sabbatical shall be considered on its value to the school district in areas independent of the criteria utilized with respect to the other sabbaticals.
- E.** The Board of Education will review the proposed study to determine whether it is appropriate to the teacher's current or anticipated assignment in the District. The Board of Education will forward all applications to the Indian River Education Association by March 1 with their comments on the appropriateness of the proposed program.
- F.** Candidates will have fifteen (15) days from notification to submit a suitable modified program.
- G.** The IREA will develop comprehensive review procedures to ensure that all candidates for a sabbatical leave receive an objective appraisal. The recommendations of the IREA will be forwarded to the Superintendent and the Board of Education by April 1. If the Board of Education does not agree with one or more of the recommendations of the IREA, additional recommendations will be forwarded by the IREA with the understanding of both parties that three (3) sabbaticals will be awarded each summer.
- H.** Any teacher granted a sabbatical leave will sign an agreement with the Board which will obligate said teacher not to voluntarily leave the school system for a period of two (2) years following the expiration of such leave. A teacher desiring to leave the system in less than the required two (2) years will repay the Board at a rate of 1/20 of the sabbatical pay for each school month of the unexpired term of such agreement.
- I.** If enough qualified candidates apply, three (3) summer sabbaticals will be awarded. Teachers who are awarded a summer sabbatical will take a minimum of eight (8) academic credits of study at an accredited institution. Failure to complete the required number of credit hours may result in a pro-rata diminution of the stipend. In the event that a teacher receives a grade of incomplete in a course, the teacher will have ninety (90) days to complete the course or the District may require that a pro-rata amount be repaid.

ARTICLE 9

LEAVES

Bargaining unit members are expected to report for work on each day when work is scheduled; however, the district and the IREA recognize that there may be circumstances that require an employee to be absent. Leave time, as set forth hereafter, is provided for those instances.

A. Sick Leave:

Bargaining unit members shall be granted leaves of absence with pay for a maximum of thirteen (13) days in any one school year for personal and family illness (i.e.: parent, children, spouse where personal presence of the staff member is required). The thirteen (13) days may also be used for purposes of adoption at the time the adoption takes place. A member absent for three (3) consecutive days or more must present, if requested, a physician's statement to the superintendent's office substantiating the illness.

1. If less than thirteen (13) school days of approved personal and family illness is required in any one (1) school year, the number of days not used shall be allowed to accumulate to a maximum of two-hundred (200) days for personal illness. If an employee has accumulated 200 sick days, he/she will still be credited 13 additional sick days at the start of the school year. However, if such additional 13 days(s) are not utilized during the course of the school year, such teacher shall not be permitted to add any unused days to his/her 200 day sick leave accumulation.
2. A day of absence shall be charged against a member whether or not a substitute is hired.
3. The amount to be deducted if sick leave totals are exceeded shall amount to 1/200 of the member's annual salary for each day of absence.
4. All unit members who are full time (more than .7 FTE) twelve (12) month employees will be granted a total of fifteen (15) sick days annually.
5. Upon retirement, all unit members will be paid for unused sick leave days (not to exceed 200) that they have accumulated through the date of retirement at the following daily rates:

\$35 for the first 100 unused sick leave days,

\$50 for the 101st through the 150th unused sick day, and

\$80 for the 151st through the 200th unused sick leave day

The member may elect (a) to be paid on the first working day of the calendar year following the date of retirement, or, (b) to have the money paid as part of his/her final year's salary.

B. Sick Leave Bank:

The sole purpose of the Sick Leave Bank is to provide additional sick leave to bank members who have exhausted their own sick leave and have suffered a prolonged illness or disabling condition. The sick leave bank is only available for the period of actual disability as certified by a physician's statement. The Sick Leave Bank will be administered according to the guidelines below.

Recommendations for changes and/or interpretations will be made by the Sick Leave Bank Committee, subject to the approval of the Superintendent of Schools.

1. All unit members of the staff represented by IREA and employed by the Board of Education are eligible for membership.
2. Application for membership must be made in writing and to the Clerk of the Board of Education. Returning employees must apply on or before July 15, to be eligible for the following school year. New employees must apply on or before the end of the first full week of school to be eligible in that school year. These times will be strictly interpreted.
3. An annual contribution of one (1) day per school year must be made from a member's accumulated sick leave in order to begin or retain membership in the bank. Any employee who has reached the maximum sick leave accumulation of 200 days shall be permitted to contribute one (1) additional day of sick leave to the bank for each year that s/he is at the 200 day maximum level accumulation.
 - a. If there are 3,000 or more days accumulated in the Sick Leave Bank as of June 30th, any employee who has previously contributed 10 or more days shall not be required to contribute any further days, but such employee shall be permitted to remain a member of the Sick Leave Bank.
 - b. If the Sick Leave Bank falls below 3000 days as of June 30th, all sick bank members need to start contributing again.
4. Days contributed to the Sick Leave Bank are non-refundable.
5. Persons wishing to terminate membership in the Sick Leave Bank must notify the Clerk of the Board of Education in writing before July 15 or they will continue to be members for the following school year.
6. Each member shall not be eligible for benefits from the Sick Leave Bank until four (4) days for each year of service in the District, up to a maximum waiting period of sixty (60) days have elapsed after the beginning of the continuous absence; i.e.:
 - a member with four (4) years of service and ten (10) days of accumulated sick leave would have six (6) days of leave without pay covering the period between the time his/her sick leave had been exhausted and the expiration of the sixteen (16) day waiting period before becoming eligible for Sick Leave Bank benefits and would not be able to draw from this Sick Leave Bank until after sixteen (16) days;
 - a member with twenty-two (22) years of service and 48 days of accumulated sick leave would have twelve (12) days of leave without pay covering the period between the 48 sick days and the 60 day maximum waiting period;
 - a member with eight (8) years of service and 50 days of accumulated sick leave would have zero (0) days of leave without pay because the waiting period for that number of years of service is 32 days, and as soon as the member had used all of his/her 50 sick days, the sick bank days would begin.

7. Benefits received from the Bank will not have to be repaid.
8. Benefits can be granted only for personal illness of the employee.
9. Maximum cumulative benefits for any one individual application shall not exceed:

YEARS OF SERVICE IN THE DISTRICT	WORKDAYS
0 – 5	20
6 – 10	40
11 or more	60

Benefits will be granted only as long as computed days remain available in the Bank.

10. Benefits will apply only to days on which the member would have normally worked.
11. Applications for benefits submitted to the Clerk of the Board of Education must be accompanied by a detailed doctor's statement including such things as expected duration, physical limitations, etc.
12. Benefit may be drawn from the bank by any one member only once during a given fiscal year.
13. Before forwarding all applications for benefits to the Superintendent of Schools for processing, they will be reviewed by a Sick Leave Bank Committee, who will vote on the application and make a recommendation to the Superintendent. The committee will be convened as necessary, and composed of the following:
 - a. 2 members of the Central Office Staff
 - b. 2 IREA Members
 - c. 1 neutral party (to be agreed upon, if needed, to break a tie vote)
14. The Superintendent of Schools may require a member requesting and/or receiving benefits to submit to a medical examination by a doctor of the District's choice.
15. Finally it is understood that should the Superintendent of Schools require a member requesting and or receiving benefits to submit to a medical examination by a school medical examiner and, upon such medical examiner's examination and consultation with the private physician, should such medical examiner be of the opinion that the member requesting and or receiving benefits is not disabled, then the Superintendent of Schools will forward the school medical examiner's report to the Sick Leave Bank Committee for its determination as to eligibility of the requesting member to receive the benefit.
16. If undue and severe personal medical hardship results in the need for additional sick leave bank days in addition to those days originally granted, an individual may petition the Association for more days. The Association may forward such request to the Sick Leave Bank Committee, who will vote on the application and upon unanimous approval, make a recommendation to the Superintendent for the extension of sick leave for no more than thirty (30) additional days for the same disability or continuation of life threatening illness, injury or treatment. In such cases the decision of the Superintendent is final. If the Superintendent grants such

additional days, the provisions of subsection 12 shall be inapplicable to such extension.

C. *Death in the Family*

1. Absence for death in the immediate family (viz. parents, children, husband, wife, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law (current in-laws) shall be allowed for a total of up to five (5) days per occurrence.
2. Absence for death of a long-time companion is considered to be a death in the immediate family. The definition of long-time companion is someone who currently lives as a partner in the same home, who shares household expenses and responsibilities and has done so for one (1) year or more.
3. An absence of up to two (2) days will also be allowed to attend the funeral of other relatives (viz. niece, nephew, uncle, aunt, cousins, current grandparent-in-law). These days shall not be charged against sick leave time. Additional days may be granted by the Superintendent of Schools.

D. *Miscellaneous Absences*

Absences due to quarantine, court order, impassable roads, or for unusual or unforeseen conditions shall be excusable at the discretion of the Superintendent of Schools.

E. *Personal Business Days*

1. Unit members may use three (3) days yearly for personal business. These days shall not be used as vacation or recreation time. No reason need be given for personal business days other than that it is personal business that cannot be scheduled other than during the contractual work day. Notification shall be given two (2) working days in advance, barring unforeseen circumstances. Personal business days will not be taken the day before or after vacation or an extended holiday weekend unless approved by the Superintendent of Schools, after submission of the reason(s) why such day is required immediately before or after such vacation. Unused personal days shall accumulate as sick leave days.
2. All unit members who are full time (more than .7 FTE) twelve (12) month employees will be granted a total of four (4) personal days annually.
3. Unit members in need of additional personal business days shall be allowed to apply in writing to the Superintendent of Schools, to convert sick days to personal days, stating the reason for the request of additional personal business days. The award of such personal days is solely at the discretion of the Superintendent or his/her designee.

F. *President's Business Days*

A total of twenty-five (25) days per year of paid leave for Association business will be available to the President of the Indian River Education Association or any member of the Association designated by the President. Such leave days will be in non-cumulative annual installments. In the event that release time in excess of the allotted twenty-five (25) days is required for the President of the IREA, or any member thereof, the IREA will reimburse the District an amount equivalent to 1/200 of the BA Step 1 rate of the salary schedule, pro-rated when applicable, for each day, or part thereof, utilized in excess of the allotted twenty-five (25).

G. *Extended Leave of Absence*

1. The Board of Education, upon written request from the bargaining unit member and upon the recommendation of the Superintendent of Schools, may grant an extended leave of absence for up to one (1) year without pay for personal health, travel associated with teacher assignment, study or child care. Upon written request, no sooner than 3 months prior to the expiration of such leave, and no later than 2 months prior to the expiration of such leave, the bargaining unit member may submit a written request to the Superintendent to extend such leave for an additional one (1) year period. Such extension shall be subject to approval by the Board of Education.
2. Under no circumstances may any employee be out on leave for more than two (2) consecutive school years, nor more than any four (4) years out of any ten (10) consecutive year period. Nothing set forth herein shall be deemed to abridge any rights provided under the Family Medical Leave Act (FMLA).
3. Employees on a leave of absence of one or more years must notify the district of their intent to return (or not return) 60 calendar days prior to the end of the school year or the end of the leave of absence if for other than the school year. Information about failure to provide notification or to follow through with notification given may be provided to individuals or potential employers requesting reference information.

H. *Extended Military Leave*

Upon exhaustion of paid military leave as required by Section 242 of the New York State Military Law, the Indian River Central School District will provide the following enhanced benefits for employees involuntarily ordered to military duty in connection with the attacks on September 11, 2001. These enhanced benefits will be for one year from the time the employee exhausts their paid military leave as provided under the law, or is ordered to military duty in connection with the attacks of September 11, 2001, whichever is later. In the event an employee's tour of duty extends beyond one year, the employee may make written application to the Board of Education for an extension of these benefits. Said extension can only be granted by a majority vote of the Board of Education.

1. Employees will receive the difference between the pay/wages that would have been paid by the district and their total entitlements paid by the military in connection with their ordered military service. The determination of District pay will be based only on base pay entitlement with any additional compensation (e.g., coordinator pay, and counselor, psychologist, and social worker pay). No other additional pay for additional duties shall be included.
2. As a condition of payment, the employee shall provide via registered/certified mail or personal delivery, a copy of his/her monthly military leave and earnings statement. This shall be used to determine the correct payment due to the employee.
3. In computing the pay level, steps and raises shall be applied at the same time they are contractually applied to all other employees.
4. This program is valid only for involuntary activations. No compensation beyond that required by law shall be paid to employees who volunteer for active duty.

5. Employees enrolled in Family/Dependent option of health insurance plans shall be continued in that plan with the understanding that the plan is the secondary provider to any coverage provided by the military for family members.

I. *Other Absence*

If the member's absence is not one of those allowed under leave of absence or professional improvement, 1/200 of the yearly salary will be deducted.

J. *Vacation*

1. All unit members who are full time (more than .7 FTE) twelve (12) month employees will be granted a total of fifteen (15) vacation days annually.
2. In cases of conflicts where too many employees, as determined by the Superintendent or his/her designee, request the same vacation periods, seniority will apply.
3. All vacations will be approved or denied, by the Superintendent or his/her designee, subject to availability of staff to maintain required operations.

ARTICLE 10

TERMINATION

A. On or before May 15, those unit members whose employment the Superintendent recommends be terminated because of unsatisfactory service shall be notified, in writing, of the Superintendent's recommendation.

B. For those unit members whose probationary period expires the following August 31, written notice of the Superintendent's recommendation to grant or not to grant tenure shall be made on or before May 15.

C. If an employee commences employment any time other than at the commencement of the school year, such employee shall be notified, in writing, by the Superintendent of any determination to grant or not to grant tenure no later than 60 days prior to the end of the probationary period.

D. Whenever possible, those members who do not intend to return shall notify the Superintendent of Schools in writing prior to April 15. If a member, including a member who is on an unpaid leave of absence, notifies the district that there is a possibility that he or she will not return, and if that member notifies the district on or before April 15, then the district will cover the expense of health insurance for the summer preceding the school year for which the member does not return. On the other hand, if a member fails to timely notify the district of the possibility of his/her not returning, he/she will be billed and required to submit payment for health insurance during this period of time.

E. These provisions shall not apply to members employed in the District for less than four (4) months as of April 15.

F. Written notice shall be given of any budget-related cuts at least ten (10) days prior to the Annual Budget Hearing. If cuts become necessary because of a defeated budget, the incumbents in positions which may be eliminated as a result of the defeated budget will be notified within three (3) days after any proposal is made by the Superintendent or any action taken by the Board of Education to eliminate such positions(s). If cuts become necessary due to changes in enrollment, written notice shall be given 30 days in advance to the individuals who will be placed on layoff. The district agrees to appoint up to ten (10) individuals laid off due to enrollment changes, by order of district service seniority, as long-term substitutes for the remainder of the school semester or four months, whichever is greater. As a long-term substitute, all benefits, including health insurance, will remain in force and effect and the rate of pay will be the current rate of pay for a long-term substitute (1/200th of the base teacher rate per day worked).

G. The general intent is to give as much notice as possible of layoffs, resignations and terminations.

ARTICLE 11

WORK CONDITIONS AND DRESS CODE

Work Conditions

Unit members will perform their duties in a physical plant that is clean, safe, well-maintained, properly ventilated, adequately lighted and equipped within reasonable limits.

A reasonable attempt will be made to maintain such conditions and to eliminate as quickly as practicable defects in the physical plant that may arise.

Dress Code

Teachers are expected to present themselves in a manner consistent with their professional responsibilities. Absent unusual circumstances, (such as field trips, charitable fund raising, and similar activities), shorts, halter tops, jeans, fatigues, clothing or other items with inappropriate statements, would be considered unsuitable.

ARTICLE 12

UNIT MEMBER CERTIFICATION AND ASSIGNMENT

A. Only qualified, fully certified staff will be employed by the Board of Education. If a certified teacher is unavailable, the district must adhere to provisions of NCLB and SED for employment of uncertified teachers.

B. Teachers will be assigned to teach in an area in which they are fully qualified. In the event that there are more sections than the employed teachers can handle, the extra sections will be handled by department chairperson and/or the utilization of part-time teachers who are qualified. If these methods are not possible or do not alleviate the situation, other teachers may teach one (1) class outside their area, if they meet minimum New York State requirements.

C. Unit members are required to maintain appropriate certification and to fulfill continuing education requirements (hours).

D. When the Board hires a teacher or a teaching assistant to fill a part-time position and that position is later converted to a full-time position:

1. The unit member will be given pro-rata seniority for purposes of layoff and recall for all prior continuous part-time service.
2. The part-time service will be accrued as time towards tenure (on a pro-rata basis) provided, however, that the unit member must serve at least one year as a full-time teacher or teacher assistant immediately before being granted tenure.
3. The part-time unit member will move one step on the salary schedule each school year and be paid pro-rata on such adjusted placement.
4. The provisions of this article will apply to all service of current unit members.

E. When a full-time position is involuntarily reduced to less than full-time:

1. The unit member will accrue seniority as if employed on a full time basis for purposes of layoff and recall.
2. The unit member will accrue time toward tenure (on a pro-rata basis).
3. The unit member will move one step on the salary schedule each school year and be paid pro-rata on such adjusted placement.

ARTICLE 13

VACANCIES, PROMOTIONS AND TRANSFERS

A. Vacancies

A vacancy is defined as an opening in a paid position within the bargaining unit as a result of retirement, resignation, death, creation of a new position or other act which results in a position without an incumbent. Vacancies also occur annually for each of the positions set forth in Article 22, Section D. E. I., J.1. and J.5.

All vacancies shall be announced to the bargaining unit by posting in all school buildings within five (5) days after they are authorized by the Board of Education. The job to be filled shall be posted on a designated bulletin board in each school building for a period of five (5) business days. Likewise the vacancy shall be scanned and posted on the district's website and copies of the vacancy notice will be e-mailed to the IREA President and Vice President.

1. Certified unit members will have first choice of vacancies, when deemed best qualified by the Superintendent of Schools.
2. Interested unit members shall apply for such vacancies within the time specified in the notice. In the case of vacancies occurring during the summer vacation, notices shall be posted in the administrative offices of the District and shall be e-mailed to the Association President and his/her designee.
3. Action taken in filling a vacancy shall be transmitted to the President of the Association.

B. Transfers

Transfers are defined as a change in tenure area and/or building assignment.

1. *Voluntary*
 - a. Unit members who desire a transfer into a vacancy may make a request on a form agreed upon by both parties (the form is available electronically on the District's software and in Appendix "H"). The member shall be granted an interview with the Superintendent of Schools or his/her designee upon request. When making the decision upon requested transfers, the Superintendent of Schools shall take into consideration the qualifications and experience of the member. The operational needs of the School District shall be controlling.
 - b. Unit members being transferred within the school district from one tenure area to another shall retain the rights, privileges and tenure of the previous position held. When a member voluntarily transfers from one tenure area to another, such member commences a new probationary appointment in the tenure area to which the transfer is made.
 - c. A transferred unit member will receive notification in writing from the Superintendent of Schools or his/her designee. A copy of each transfer notice shall be provided to the President of the Association.

2. *Involuntary*

- a. When involuntary transfers become necessary, the resulting vacancy will be offered to all qualified staff members.
 - b. Unit members will be informed, by posting, as soon as reasonably possible, when any transfer is determined to be necessary. Advance notice of any probable transfer commencing at the beginning of the following school year shall be given no later than May 15 if such a need is known on or before this date. Advanced notice of probable involuntary transfers which may occur during the school year shall be given four (4) weeks in advance of the transfer, or such lesser time as may be reasonably available.
 - c. An involuntary assignment or transfer shall be made only after the person involved has been offered a conference with the Superintendent of Schools or his/her designee. At the meeting, reasons for the assignment or transfer will be given. The member may be accompanied by a representative of IREA. During vacation periods, the conference may be by telephone.
3. In the event that any employee transfers from one bargaining unit position to another bargaining unit position during the course of the school year, whether such transfer be a voluntary or an involuntary transfer, such teacher shall have up to three (3) school days free of other duties to facilitate the transition between positions.

ARTICLE 14

HOURS AND CLASS LOAD

- A. The Board of Education and the Administration will, to the best of their ability, make the teaching load of all teachers as even as possible.
- B. The Board of Education and the Administration in making teacher assignments will keep in mind:
1. Preparation required
 2. Differences in subjects
 3. Paperwork involved
 4. Other items pertinent to that assignment
- C. Duty hours shall be:
1. Seven (7) hours and thirty (30) minutes continuous beginning no earlier than 7:15 AM and ending no later than 4:15 PM for all teachers.
 2. Full-time teaching assistants (other than student mediators) will work a minimum of seven (7) hours and thirty (30) minutes per day within the seven (7) hours and thirty (30) minute day.
 3. The guidance staff, social workers, school psychologist and coordinators may be expected to work beyond seven (7) hours and thirty (30) minutes continuous hours to perform their duties.
 4. Inasmuch one Student Mediator Teaching Assistant will work as a 12 month employee in order to have a flexible work schedule and to provide support during July and August and will be compensated at the rate of pay stipulated in the collective bargaining agreement in addition to the regular work year as indicated in Article 14, paragraph C. 4.
 - a. Only one Student Mediator Teaching Assistant will serve in a 12 month capacity. In the event that additional Student Mediator Teaching Assistants are necessitated due to district growth subsequent Mediator Teaching Assistant positions will be declared 10 month employees.
 5. Bargaining unit members are permitted to leave school following student dismissal on Fridays and on the eve of vacations.
 6. The Superintendent shall have the discretion, consistent with the existing number of evenings per grade level, to determine the dates for open houses, parent-teacher nights and concerts at the primary level (5 nights) and for open houses and parent teacher conferences in grades 4-12 (3 nights for grades 4 – 8 and 2 nights for grades 9 – 12). If classroom teachers are required to supervise concerts at the intermediate level, or if itinerant staff are required to appear at more than four (4) evening events at their various assignments, such staff members shall be paid for such additional activities at the appropriate rate of pay for chaperoning duties. The dates of these

evening assignments shall be determined by the District and shall be published to staff as part of the overall school calendar for the year.

D. Exceptions and additional duties and hours may be prescribed by the Building Principal or department head within reason.

E. Provided that there are late buses, teachers will be available two (2) days per week, for up to thirty (30) minutes per day, for providing academic assistance upon the one-day advance request of a student, parent or when, in the teacher's professional judgment, assistance is required. Teachers will not be expected to transport students home. As an alternative, upon mutual agreement between a parent and a teacher, such academic assistance may, for students in grades K-5, be provided for a short time before the start of the student day. If a teacher believes that a student or a parent is abusing the right to have a teacher provide academic assistance, the teacher shall discuss the specific circumstances with the building principal and jointly determine what, if any, action should be taken.

ARTICLE 15

CLASS SIZE, PREPARATION, AND UNASSIGNED TIME

A. Elementary (K-5)

1. Class size, including common branch and self-contained classes, should be held to a maximum of twenty-five (25) students. If a class reaches thirty (30), it will be divided.
2. All classroom and special area teachers will have an average of at least 360 minutes of unassigned time per six (6) day cycle. This is in addition to a one-half hour duty free lunch each day. For classroom teachers, the unassigned time shall be in blocks of no less than forty (40) minutes of unassigned time within the course of the instructional day.¹ Classroom teachers shall have at least one forty (40) minute block each day. For special area teachers, the unassigned time shall be within the course of the student day,² with at least a forty (40) minute block daily during the course of the instructional day.
3. A portion of such unassigned time, if schedules permit, should be utilized for joint planning with other teachers. Where possible, reasonable efforts will be made by the building principal to incorporate planning time preferences of the staff as obtained through a survey of teachers undertaken by the building principal.
4. Special area teachers assigned to elementary buildings will have a maximum of eight (8) assignments in any day, and shall have at least five (5) minutes between the conclusion of one assignment and the commencement of the next assignment.
5. The Superintendent of Schools will provide the IREA President, by no later than June 15, a listing setting forth the anticipated teaching assignment(s) for the following school year for all elementary (K-5) classroom and special area teachers.
6. The principal, or his/her designee, will provide the President of the IREA with a master schedule for teachers in each elementary building, including all anticipated enrollment numbers known for each teacher, no later than August 15th of each year. If there are any significant changes made in Master Schedules subsequent to such date, the appropriate building principal shall notify the IREA President as soon thereafter as is reasonable.
7. For the purposes of this Section, “unassigned time” means time generally utilized for self-directed professional activities, which may include individual or group planning, or other educationally related activities. On infrequent occasions (up to two (2) times per school year) such time may also be utilized in an appropriate professional manner designated by the building principal. Such activities will

¹ The instructional day currently runs from 9:00 a.m. to 3:30 p.m. and is that portion of the day in which the formal delivery of instruction to students takes place. It is understood that the length of the instructional day may be extended so long as there is no violation of the length of the teacher day set forth in Article 14, Section C.1.

² The student day shall be 30 minutes longer than the instructional day. During the student day, teachers will be responsible for the supervision of students assigned to their classes. Examples of activities that take place during the 30 minutes included, but are not limited to, recording attendance, taking lunch counts, lining up for dismissal, and assisting students with their outdoor clothing.

generally be related to in-service/training type activities and shall generally be scheduled with at least two (2) weeks' notice to the affected staff members.

8. When events are scheduled (which include those events which have been an accepted part of the elementary program such as concert practices, performing arts assemblies, field days, field trips, and building assemblies) and such events diminish the scheduled unassigned time of an elementary classroom or special area teacher, as per Article 15., above, the affected teachers may try to regain planning time by rearranging special classes, where agreed upon in advance by all teachers affected, with written notification given to the principal.

9. **Procedures for Requesting Professional Development/Collaborative Staff Meetings for K-5 Teachers.**

Teachers in grades K-5 may submit a written request for approval for professional development/collaborative staff meetings and associated activities by following the procedures outlined in this section. A maximum of one-half day per semester, or one full day per school year, may be granted for this purpose. These activities shall be in addition to attendance at conferences as described in Article 7, paragraph C.

Such written request will be initiated by the staff members completing a form specifying the building, the staff members from that building participating in such activity, and a brief, yet thorough, description of the planned activities and the expected outcome from such activities.

Such request shall also include possible day(s) to be utilized for such training realizing that alternative dates need to be provided to aid in scheduling. The written request will be made by October 1 for activities contemplated in the first semester and February 1 for activities contemplated in the second semester. Requests made that do not adhere to these submission deadlines will not be considered.

The application shall be made on the form that is attached to this contract as Appendix "F" and shall be available on the District website.

The request will be submitted to the building principal(s) who, if he/she approves, will forward such request to the Assistant Superintendent for final approval. However, if the content of the initial request is insufficient, the members will have the opportunity to adjust/edit and resubmit the request. Requests shall not be unreasonably denied by either the Principal or Assistant Superintendent. However, the availability of coverage for the teachers' classrooms shall be a consideration in the approval process.

Upon the granting of final approval by the Assistant Superintendent, the District shall then be responsible for arranging coverage for the teachers' classrooms during the time that will be available for the professional development/collaborative staff meeting or associated activities.

The group of teachers utilizing such professional development/collaborative staff meeting time shall, individually or collectively, submit a report of activities and goals accomplished to the building principal, with copy to the Assistant Superintendent, within 10 working days of the activity.

B. Middle School (6 - 8)

1. For 6th grade common branch, self-contained classes, class size should be held to a maximum of 25. If a class reaches 30 it will be divided.
2. Each middle school teacher shall have a maximum student instructional load of 150 per day.
3. Each middle school teacher, excluding common branch teachers, shall have a maximum of three instructional preparations per day. ("Preparation" would be defined as a different set of lesson plans as a result of a course's content and/or grouping. Labs, viewed as extensions of classes, are not separate preparations.)
4. Each middle school teacher shall have within the instructional day a total of no less than seventy-six (76) minutes but no more than eighty-two (82) minutes per day of time free from instructional or supervisory responsibilities. This time will be equally divided between joint planning with other teachers and unassigned time. This is in addition to a one-half hour duty-free lunch each day.
5. The principal, or his/her designee, of the Middle School will provide the President of the IREA with a master schedule for teachers, including all enrollment numbers known for each teacher, no later than August 15 of each year. If there are any significant changes made in the Master Schedule(s) subsequent to that date, the building principal shall notify the IREA President as soon thereafter as is reasonable.
6. For the purposes of this Section, "unassigned time" means time generally utilized for self-directed professional activities, which may include individual or group planning, or other educationally related activities. On infrequent occasions (up to two (2) times per school year) such time may also be utilized in an appropriate professional manner designated by the building principal. Such activities will generally be related to in-service/training type activities and shall generally be scheduled with at least two (2) weeks' notice to the affected staff members.

The Indian River Central School District, having qualified under regulations of Commissioner of Education 80.2(h), "General Provisions and Requirements," Part 9, "Extension of Certificate Validity," allows that a teacher may be requested to teach one or more periods per day outside his/her area of certification or that a teacher may volunteer to teach one or more periods per day outside his/her area of certification.

It is the intent of the District to apply for Extension of Certificate Validity under Regulations of Commissioner of Education 80.2(h), Part 9, as cited above, prior to the end of each 5-year period for which such extension is granted by the State Education Department. In the event that such special status is no longer available under 80.2(h), Part 9, or any other Regulations of the Commissioner, then all assignments shall be governed by the then existing Regulations of the Commissioner of Education.

Such teaching may occur provided that the teacher volunteers or voluntarily accepts the requested assignment and that the procedures of paragraph D.2. below are followed.

C. High School (9 - 12)

1. Each high school teacher should not have more than the recommended teaching load of five classes per day. Any teacher who has more than five classes per day will have two unassigned periods per day. High school teachers who are assigned to teach 75 or fewer students each day may be given up to a seventh instructional assignment. Lab period students for teachers who meet this criteria will be calculated as part of this formula without any application of subparagraph C.3.
2. Each unassigned period will come within the instructional day.
3. Teachers having five classes plus a lab period will have two unassigned periods on the day the lab is taught.
4. Each instructional or unassigned period in the high school shall not be less than 42 minutes nor more than 45 minutes.
5. The Principal of the High School, or his/her designee, will provide the President of the IREA with a master schedule which identifies each teacher and his/her assigned classes and department, if applicable, no later than August 15 of each year. If there are any changes made in the Master Schedule(s) subsequent to that date, the Building Principal shall notify the IREA President as soon thereafter as is reasonable.
6. For the purposes of this Section, "unassigned time" means time generally utilized for self-directed professional activities, which may include individual or group planning, or other educationally related activities. On infrequent occasions (up to two (2) times per school year) such time may also be utilized in an appropriate professional manner designated by the building principal. Such activities will generally be related to in-service/training type activities and shall generally be scheduled with at least two (2) weeks' notice to the affected staff members.

D. Itinerant Teacher

Itinerant teacher is defined as a certified teacher whose assignment is in more than one school building during any one school day.

1. Each itinerant teacher shall be afforded a reasonable time for travel between buildings.
2. When an itinerant teacher is assigned to more than one building, the unassigned time and lunch time shall be determined by the level in which he/she has the greater portion of instructional time.
3. The District will make every reasonable effort to avoid the assignment of classroom or special area teachers to more than two (2) buildings.
4. Itinerant Teachers will be expected to attend parent-teacher conferences at all schools assigned to. If this results in more than four (4) evening activities (Article 14.C.6), compensation will be provided.
5. For the purposes of this Section, "unassigned time" means time generally utilized for self-directed professional activities, which may include individual or group planning, or other educationally related activities. On infrequent occasions (up to two (2) times per school year) such time may also be utilized in an appropriate

professional manner designated by the building principal. Such activities will generally be related to in-service/training type activities and shall generally be scheduled with at least two (2) weeks' notice to the affected staff members.

Note: Exceptions to A, B, C, or D above would include physical education classes and others where the teacher or principal requests an exception to the above policy. When exceptions are made, the principal will consult with the teacher and make such recommendations regarding the additional assignment, to be acted upon by the Superintendent and Association President.

E. Teaching Assistants

All teaching assistants shall have at least thirty (30) minutes of unassigned time each day in addition to a thirty (30) minute lunch period. Unless otherwise mutually agreed upon between the teaching assistant and the building principal, such thirty (30) minutes shall be a continuous thirty (30) minute block.

ARTICLE 16

SUB-CONTRACTING

No work presently performed by teachers in the bargaining unit shall be performed by teaching assistants or by any non-member of the unit or sub-contracted to any other party without prior consultation with the Association.

ARTICLE 17

INSURANCE PROTECTION

A. Health Plan

The Jefferson-Lewis et al School Employees' Health Plan is available to unit members with the District. The District shall contribute 92% of the premium for employees and their dependents. June 1st through June 30th is the open enrollment period, barring any qualifying events, and is effective July 1.

B. Dental Plan

1. The District will provide up to seventy-five (\$75) per participating member for dental insurance premiums. In those cases where two members of the same family are employed by the District, each will be provided with up to \$75 per insurance premium. Such payments will be made:
 - a. for coverage for the individual employee, and
 - b. for employees in pay status and only during such time that they remain in such status.
2. A permanent Dental Health Plan Committee will be formed to provide a policy-making board. This committee shall be composed of one (1) representative for each twenty (20) members (or fraction thereof if less than 20 members) of each participating employee group. All regularly scheduled meetings shall be announced two weeks in advance; special meetings, one week in advance.
3. June 1st through June 30th is the open enrollment period, barring any qualifying events, and is effective July 1.

C. IRS 125 Plan

The District shall institute a Flexible Spending (IRS 125) Plan as follows:

1. An IRS 125 Plan will be provided for unit members. Members may utilize this Plan for the payment of health or dental insurance premiums, un-reimbursed medical, vision and dental expenses, dependent care and any other allowed expenditures.
2. The administrator for the Plan and the specific terms of the Plan will be mutually agreed upon by the Superintendent and the President of IREA.
3. The terms of the Plan will be reviewed by the Superintendent and President.
4. No changes in the Plan or in the Plan Administrator will be made except by the mutual agreement of the Superintendent and President.

Participants in the IRS 125 Plan will be allowed to contribute the maximum allowable by law.

ARTICLE 18

LESSON PLANNING, EVALUATION, & COUNSELING MEMORANDA

A. Lesson Plans

1. Lesson plans will be prepared three (3) days in advance and will be readily available to substitutes.
2. Lesson plans shall include a standardized referencing system linking lesson plans to the current New York State Common Core Learning Standards (NYS CCLS) or Learning Targets/"I Can" statements (if directly linked to the NYS CCLS).

B. Classroom Observation & Summative Evaluation Procedures for Unit Members

Classroom Observation and Summative Evaluation Procedures for unit members covered by education law 3012-d are set forth in this contract between the District and the IREA and are incorporated in Appendix "A".

C. Classroom Observation & Summative Evaluation Procedure for Unit Members not covered by Education Law 3012-d

Classroom Observation & Summative Evaluation Procedure for Unit Members not covered by Education Law 3012-d are set forth in this contract between the District and the IREA and are incorporated in Appendix "B".

D. Counseling Memoranda

1. The parties recognize that from time to time administrators in the District may write counseling memoranda to unit members.
2. The purposes of counseling memoranda are to set forth the specific factual events and to:
 - a. help a member to grow and develop professionally;
 - b. improve communication between administrators and members;
 - c. reinforce and/or improve specific skill areas;
 - d. identify specific areas which need to be improved.
3. Unit members receiving a counseling memorandum may either: (1) submit a written statement setting forth their position with regard to any disputed matter contained in the memorandum; or (2) convert the disputed memorandum into a disciplinary letter subject to the grievance procedure. A disciplinary letter is a notice containing a warning to the unit member that he/she has committed an act specified in Article 24 and that further acts, events or situations may lead to stronger disciplinary measures. Written statements submitted by unit members must be attached to the counseling memorandum and remain a part of the member's personnel file for so long as the file contains the counseling memorandum.
4. Counseling memoranda received by unit members in probationary status shall remain in the member's personnel file until the member receives tenure.

Counseling memoranda received by unit members in tenured status shall be withdrawn from the personnel file four (4) years after the date of such counseling memorandum.

The President of the Indian River Education Association shall receive copies of all counseling memoranda issued to unit members

ARTICLE 19

CONTINUING EDUCATION PROGRAM

The District and the Association jointly support the continuation and improvement of a Continuing Education Program in our District, contingent upon the District's ability to support such a program.

Instructors in the Continuing Education Program will be paid \$18 per hour of direct instructional contact, except that instructors of courses on computer usage and five-hour pre-licensing driver instruction will be paid at the rate of \$25 per hour. If determined appropriate by either party, a change in the prescribed hourly rate for instructors may be mutually agreed upon by the Superintendent of Schools and President of the Indian River Education Association.

ARTICLE 20

ASSOCIATION'S & SUPERINTENDENT'S EDUCATIONAL ADVISORY COMMITTEE

A. The Association's & Superintendent's Advisory Committee of the IREA shall include the President or his designee and seventeen (17) IREA members appointed by the President. Of the seventeen (17), nine (9) shall be appointed to represent kindergarten-fifth grade (one from each primary building and four from the intermediate school), four (4) shall be appointed to represent sixth-eighth grade, and four (4) shall be appointed to represent ninth grade-twelfth grade.

B. Each area level group shall meet with the Superintendent, or his/her designee, at least three (3) times per year. The first meeting of each area level will be held in October. Grade level meetings may be canceled by mutual agreement of the Superintendent and IREA President.

C. General meetings involving all three grade levels will be held if requested by the Superintendent or the IREA President for good reason.

D. The purpose of this Committee and area levels shall be to discuss and make advisory recommendations concerning matters not specifically covered by this agreement. At the discretion of an area level, any item may be reported to the Board once each semester. The report shall be placed on the agenda for the next regularly scheduled Board meeting. Advanced agenda must be provided to the superintendent at least one week in advance of the meeting. Such agenda should include enough detail to ensure appropriate personnel are present to answer questions and address issues.

E. Additionally, the Indian River Education Association through its representatives serving on the Committee shall assume the responsibility for developing, with the Superintendent of Schools and his/her staff, the design and delivery of activities for the initial Superintendent's Conference Day on the first day of school.

F. Minutes of area level and general meetings may be reported in written form to the Association and to the Board of Education after each meeting.

G. Attendance at area level and general meetings by members of the Board of Education is encouraged.

ARTICLE 21

PAYROLL & DEDUCTIONS

A. Pay Date Schedule

1. A pay date schedule will be published prior to September 10 of each school year.
2. The schedule will provide for pay every other Friday starting no later than Friday of the first full week of school in September and ending no sooner than the last day of the school calendar. This does not preclude the possibility of paying unit members on the eve of a vacation.

B. Pay Options

Members will have the option of 21 (equal) or 25 (big check in June) installments (pays) and will designate their choice of option by the end of June of the preceding school year (unless a first-time employee). Also an opportunity will be given after the first payday in September to make a final choice for 21 equal or 25 (big check in June) installments (pays).

C. Payroll Deductions:

1. Dues Deductions

- a. The District agrees to deduct, through paychecks of its unit members, dues specified by the Indian River Education Association.
- b. The Association will certify to the District, in writing, the current rate of the membership dues of the Association named in Section C.1.a. above by September 1 of each year.
- c. Deductions, referred to in Section 1.a. above will be in seventeen (17) equal installments (pays) commencing with payroll No. 7. In the case of a new member hired after the commencement of the IREA dues deductions, the amount will be prorated over the remaining withholding periods.

2. Agency Fee:

- a. The Indian River Central School District shall deduct from employees in the bargaining unit who are not members of the Indian River Education Association, through paychecks, the amount equivalent to the dues levied by the Indian River Education Association and shall transmit the sum so deducted to the Association in accordance with Chapter 677 and 678 of the Laws of 1977 of the State of New York.
- b. The Indian River Education Association affirms that it has adopted such procedure for refund of agency shop fee deductions required in Section 3 of Chapter 677 and 678 of the Laws of 1977 of the State of New York. This provision for agency shop fee deduction shall continue in effect so long as the Association maintains such procedure.
- c. The agency shop fee deduction shall be made following the same procedures as are applicable for dues check off except as otherwise mandated by the law or this Article of the Agreement.

3. *NYSUT Benefit Trust*

- a. The District will deduct through paychecks of those unit members participating in the Trust an amount authorized by said unit members on Benefit Trust forms.
- b. The deductions will commence on the first pay period of the school year and will continue for twenty (20) consecutive pay periods (payroll Nos. 6 – 25) in a school year. Changes can be made at any time through NYSUT Benefit Trust.
- c. The authorization may be withdrawn at the discretion of the unit member at any time.
- d. The monies deducted will be forwarded by the District to the NYSUT Benefit Trust each payroll.

4. *Payroll Deduction*

- a. The District shall make available payroll deduction for approved financial institutions.
- b. Changes in deductions can be made at any time by unit members by using the appropriate deduction authorization form.
- c. The monies deducted shall be forwarded by the District to the approved financial institutions.

5. *VOTE/COPE*

- a. The District shall deduct monies for VOTE-COPE from the payroll checks of participating unit members. Each member who voluntarily elects to have such deduction shall sign an appropriate authorization card to be developed by the association, subject to the approval of the District. Funds so collected shall be forwarded directly to VOTE-COPE by the district and shall be accompanied by reporting information required by applicable state or federal laws.
- b. Individual requests for deductions shall be provided to the District Payroll Office at least twenty (20) school days before the deduction is to be taken during the school year and no later than August 1 if it is for the beginning of the school year. Deductions shall be for a single school year and must be renewed annually. Each annual deduction shall continue in force for that school year unless withdrawn, in writing, by the individual employee. Deductions must be for a minimum of \$1.00 (one dollar) per pay period.

6. *Tax Deferred Annuities*

- a. Changes may be made three (3) times a year. The contracts must be submitted to the Payroll Office during the third week in August, the third week in January or the third week in April.
- b. All unit members may enroll at any time.
- c. In the event a member wishes to discontinue an annuity, it can be done at any time.

7. ***Direct Deposit Option***

The District shall make available direct deposit of paychecks. Changes in deductions can be made at any time by unit members by using the appropriate deduction authorization form.

ARTICLE 22

PAY SCALES

A. Teacher Salaries

The salaries of teacher members will be made according the following schedule:

SALARY SCHEDULES:

	2016-17	2017-18	2018-19
BASE	\$38,000	\$38,500	\$39,200
CREDIT HOURS (Paid in Blocks of 6)	\$515	\$515	\$515
MASTERS	\$700	\$700	\$700
ADDITIONAL CERTIFICATION **	\$400	\$400	\$400

(Salary Schedule shown on Page 48, 49 & 50; Step Salary Schedule shown on Page 46-47)

** Paid to any teacher with two or more permanent or professional teaching certifications.

Whenever a unit member is employed by the District to fill a vacancy in any given school year, he/she will be placed on a step agreeable to the District and the unit member. In the next school year, he/she will advance to the next step on the salary schedule, regardless of his/her first day of employment in the preceding school year.

	2016-2017	2017-2018	2018-2019
STEP	AMOUNT	AMOUNT	AMOUNT
1	38,000	38,500	39,200
2	39,395	39,865	40,595
3	40,790	41,290	41,990
4	42,185	42,685	43,385
5	43,580	44,080	44,780
6	44,975	45,475	46,175
7	46,370	46,870	47,570
8	47,765	48,265	48,965
9	49,160	49,660	50,360
10	50,555	51,055	51,755
11	51,950	52,450	53,150
12	53,345	53,845	54,545
13	54,740	55,240	55,940
14	56,135	56,635	57,335
15	57,530	58,030	58,730
16	58,925	59,425	60,125
17	60,320	60,820	61,520
18	61,715	62,215	62,915
19	63,110	63,610	64,310
20	64,505	65,005	65,705
21	65,900	66,400	67,100
22	67,295	67,795	68,495
23	68,690	69,190	69,890
24	70,590	71,590	72,590
25	71,985	72,985	73,985
26	73,380	74,380	75,380
27	75,330	76,880	78,130
28	76,725	78,275	79,525
29	78,120	79,670	80,920
30	80,120	82,170	83,670
31	81,515	83,565	85,065
32	82,910	84,960	86,460
33	84,305	86,355	87,855
34	85,700	87,750	89,250
35	87,095	89,145	90,645
36	88,490	90,540	92,040
37	89,885	91,935	93,435
38	91,280	93,330	94,830
39	92,675	94,725	96,225
40	94,070	96,120	97,620

	2016-2017	2017-2018	2018-2019
STEP	AMOUNT	AMOUNT	AMOUNT
43	98,255	100,305	101,805
44	99,650	101,700	103,200
45	101,045	103,095	104,595
46	102,440	104,490	105,990
47	103,835	105,885	107,385
48	104,485	106,535	108,035
49	105,135	107,185	108,685
50	105,685	107,735	109,235
51	106,235	108,285	109,785
52	106,785	108,835	110,335
53	107,335	109,385	110,885
54	107,885	109,935	111,435
55	108,435	110,485	111,985
56	108,985	111,035	112,535

F2017	BLOCKS	BLOCKS																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
STEP	BA	BA+6	BA+12	BA+18	BA+24	BA+30	BA+36	BA+42	BA+48	BA+54	BA+60	BA+66	BA+72	BA+78	BA+84	BA+90	BA+96	BA+102	BA+108	BA+114	BA+120	BA+126
1	38,000	38,515	39,030	39,545	40,060	40,575	41,090	41,605	42,120	42,635	43,150	43,665	44,180	44,695	45,210	45,725	46,240	46,755	47,270	47,785	48,300	48,815
2	39,395	39,910	40,425	40,940	41,455	41,970	42,485	43,000	43,515	44,030	44,545	45,060	45,575	46,090	46,605	47,120	47,635	48,150	48,665	49,180	49,695	50,210
3	40,790	41,305	41,820	42,335	42,850	43,365	43,880	44,395	44,910	45,425	45,940	46,455	46,970	47,485	48,000	48,515	49,030	49,545	50,060	50,575	51,090	51,605
4	42,185	42,700	43,215	43,730	44,245	44,760	45,275	45,790	46,305	46,820	47,335	47,850	48,365	48,880	49,395	49,910	50,425	50,940	51,455	51,970	52,485	53,000
5	43,580	44,095	44,610	45,125	45,640	46,155	46,670	47,185	47,700	48,215	48,730	49,245	49,760	50,275	50,790	51,305	51,820	52,335	52,850	53,365	53,880	54,395
6	44,975	45,490	46,005	46,520	47,035	47,550	48,065	48,580	49,095	49,610	50,125	50,640	51,155	51,670	52,185	52,700	53,215	53,730	54,245	54,760	55,275	55,790
7	46,370	46,885	47,400	47,915	48,430	48,945	49,460	49,975	50,490	51,005	51,520	52,035	52,550	53,065	53,580	54,095	54,610	55,125	55,640	56,155	56,670	57,185
8	47,765	48,280	48,795	49,310	49,825	50,340	50,855	51,370	51,885	52,400	52,915	53,430	53,945	54,460	54,975	55,490	56,005	56,520	57,035	57,550	58,065	58,580
9	49,160	49,675	50,190	50,705	51,220	51,735	52,250	52,765	53,280	53,795	54,310	54,825	55,340	55,855	56,370	56,885	57,400	57,915	58,430	58,945	59,460	59,975
10	50,555	51,070	51,585	52,100	52,615	53,130	53,645	54,160	54,675	55,190	55,705	56,220	56,735	57,250	57,765	58,280	58,795	59,310	59,825	60,340	60,855	61,370
11	51,950	52,465	52,980	53,495	54,010	54,525	55,040	55,555	56,070	56,585	57,100	57,615	58,130	58,645	59,160	59,675	60,190	60,705	61,220	61,735	62,250	62,765
12	53,345	53,860	54,375	54,890	55,405	55,920	56,435	56,950	57,465	57,980	58,495	59,010	59,525	60,040	60,555	61,070	61,585	62,100	62,615	63,130	63,645	64,160
13	54,740	55,255	55,770	56,285	56,800	57,315	57,830	58,345	58,860	59,375	59,890	60,405	60,920	61,435	61,950	62,465	62,980	63,495	64,010	64,525	65,040	65,555
14	56,135	56,650	57,165	57,680	58,195	58,710	59,225	59,740	60,255	60,770	61,285	61,800	62,315	62,830	63,345	63,860	64,375	64,890	65,405	65,920	66,435	66,950
15	57,530	58,045	58,560	59,075	59,590	60,105	60,620	61,135	61,650	62,165	62,680	63,195	63,710	64,225	64,740	65,255	65,770	66,285	66,800	67,315	67,830	68,345
16	58,925	59,440	59,955	60,470	60,985	61,500	62,015	62,530	63,045	63,560	64,075	64,590	65,105	65,620	66,135	66,650	67,165	67,680	68,195	68,710	69,225	69,740
17	60,320	60,835	61,350	61,865	62,380	62,895	63,410	63,925	64,440	64,955	65,470	65,985	66,500	67,015	67,530	68,045	68,560	69,075	69,590	70,105	70,620	71,135
18	61,715	62,230	62,745	63,260	63,775	64,290	64,805	65,320	65,835	66,350	66,865	67,380	67,895	68,410	68,925	69,440	69,955	70,470	70,985	71,500	72,015	72,530
19	63,110	63,625	64,140	64,655	65,170	65,685	66,200	66,715	67,230	67,745	68,260	68,775	69,290	69,805	70,320	70,835	71,350	71,865	72,380	72,895	73,410	73,925
20	64,505	65,020	65,535	66,050	66,565	67,080	67,595	68,110	68,625	69,140	69,655	70,170	70,685	71,200	71,715	72,230	72,745	73,260	73,775	74,290	74,805	75,320
21	65,900	66,415	66,930	67,445	67,960	68,475	68,990	69,505	70,020	70,535	71,050	71,565	72,080	72,595	73,110	73,625	74,140	74,655	75,170	75,685	76,200	76,715
22	67,295	67,810	68,325	68,840	69,355	69,870	70,385	70,900	71,415	71,930	72,445	72,960	73,475	73,990	74,505	75,020	75,535	76,050	76,565	77,080	77,595	78,110
23	68,690	69,205	69,720	70,235	70,750	71,265	71,780	72,295	72,810	73,325	73,840	74,355	74,870	75,385	75,900	76,415	76,930	77,445	77,960	78,475	78,990	79,505
24	70,085	70,600	71,115	71,630	72,145	72,660	73,175	73,690	74,205	74,720	75,235	75,750	76,265	76,780	77,295	77,810	78,325	78,840	79,355	79,870	80,385	80,900
25	71,480	71,995	72,510	73,025	73,540	74,055	74,570	75,085	75,600	76,115	76,630	77,145	77,660	78,175	78,690	79,205	79,720	80,235	80,750	81,265	81,780	82,295
26	72,875	73,390	73,905	74,420	74,935	75,450	75,965	76,480	76,995	77,510	78,025	78,540	79,055	79,570	80,085	80,600	81,115	81,630	82,145	82,660	83,175	83,690
27	74,270	74,785	75,300	75,815	76,330	76,845	77,360	77,875	78,390	78,905	79,420	79,935	80,450	80,965	81,480	81,995	82,510	83,025	83,540	84,055	84,570	85,085
28	75,665	76,180	76,695	77,210	77,725	78,240	78,755	79,270	79,785	80,300	80,815	81,330	81,845	82,360	82,875	83,390	83,905	84,420	84,935	85,450	85,965	86,480
29	77,060	77,575	78,090	78,605	79,120	79,635	80,150	80,665	81,180	81,695	82,210	82,725	83,240	83,755	84,270	84,785	85,300	85,815	86,330	86,845	87,360	87,875
30	78,455	78,970	79,485	79,995	80,510	81,025	81,540	82,055	82,570	83,085	83,600	84,115	84,630	85,145	85,660	86,175	86,690	87,205	87,720	88,235	88,750	89,265
31	79,850	80,365	80,880	81,395	81,910	82,425	82,940	83,455	83,970	84,485	85,000	85,515	86,030	86,545	87,060	87,575	88,090	88,605	89,120	89,635	90,150	90,665
32	81,245	81,760	82,275	82,790	83,305	83,820	84,335	84,850	85,365	85,880	86,395	86,910	87,425	87,940	88,455	88,970	89,485	89,995	90,510	91,025	91,540	92,055
33	82,640	83,155	83,670	84,185	84,700	85,215	85,730	86,245	86,760	87,275	87,790	88,305	88,820	89,335	89,850	90,365	90,880	91,395	91,910	92,425	92,940	93,455
34	84,035	84,550	85,065	85,580	86,095	86,610	87,125	87,640	88,155	88,670	89,185	89,700	90,215	90,730	91,245	91,760	92,275	92,790	93,305	93,820	94,335	94,850
35	85,430	85,945	86,460	86,975	87,490	88,005	88,520	89,035	89,550	90,065	90,580	91,095	91,610	92,125	92,640	93,155	93,670	94,185	94,700	95,215	95,730	96,245
36	86,825	87,340	87,855	88,370	88,885	89,400	89,915	90,430	90,945	91,460	91,975	92,490	93,005	93,520	94,035	94,550	95,065	95,580	96,095	96,610	97,125	97,640
37	88,220	88,735	89,250	89,765	90,280	90,795	91,310	91,825	92,340	92,855	93,370	93,885	94,400	94,915	95,430	95,945	96,460	96,975	97,490	98,005	98,520	99,035
38	89,615	90,130	90,645	91,160	91,675	92,190	92,705	93,220	93,735	94,250	94,765	95,280	95,795	96,310	96,825	97,340	97,855	98,370	98,885	99,400	99,915	100,430
39	91,010	91,525	92,040	92,555	93,070	93,585	94,100	94,615	95,130	95,645	96,160	96,675	97,190	97,705	98,220	98,735	99,250	99,765	100,280	100,795	101,310	101,825
40	92,405	92,920	93,435	93,950	94,465	94,980	95,495	96,010	96,525	97,040	97,555	98,070	98,585	99,100	99,615	100,130	100,645	101,160	101,675	102,190	102,705	103,220
41	93,800	94,315	94,830	95,345	95,860	96,375	96,890	97,405	97,920	98,435	98,950	99,465	99,980	100,495	101,010	101,525	102,040	102,555	103,070	103,585	104,100	104,615
42	95,195	95,710	96,225	96,740	97,255	97,770	98,285	98,800	99,315	99,830	100,345	100,860	101,375	101,890	102,405	102,920	103,435	103,950	104,465	104,980	105,495	106,010
43	96,590	97,105	97,620	98,135	98,650	99,165	99,680	100,195	100,710	101,225	101,740	102,255	102,770	103,285	103,800	104,315	104,830	105,345	105,860	106,375	106,890	107,405
44	97,985	98,500	99,015	99,530	100,045	100,560	101,075	101,590	102,105	102,620	103,135	103,650	104,165	104,680	105,195	105,710	106,225	106,740	107,255	107,770	108,285	108,800
45	99,380	99,895	100,410	100,925	101,440	101,955	102,470	102,985	103,500	104,015	104,530	105,045	105,560	106,075	106,590	107,105	107,620	108,135	108,650	109,165	109,680	110,195
46	100,775	101,290	101,805	102,320	102,835	103,350	103,865	104,380	104,895	105,410	105,925	106,440	106,955	107,470	107,985	108,500	109,015	109,530	110,045	110,560	111,075	111,590
47	102,170	102,685	103,200	103,715	104,230	104,745	105,260	105,775	106,290	106,805	107,320	107,835</										

F2018	BLOCKS																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
STEP	BA	BA+6	BA+12	BA+18	BA+24	BA+30	BA+36	BA+42	BA+48	BA+54	BA+60	BA+66	BA+72	BA+78	BA+84	BA+90	BA+96	BA+102	BA+108	BA+114	BA+120	BA+126
1	38,500	39,015	39,530	40,045	40,560	41,075	41,590	42,105	42,620	43,135	43,650	44,165	44,680	45,195	45,710	46,225	46,740	47,255	47,770	48,285	48,800	49,315
2	39,895	40,410	40,925	41,440	41,955	42,470	42,985	43,500	44,015	44,530	45,045	45,560	46,075	46,590	47,105	47,620	48,135	48,650	49,165	49,680	50,195	50,710
3	41,290	41,805	42,320	42,835	43,350	43,865	44,380	44,895	45,410	45,925	46,440	46,955	47,470	47,985	48,500	49,015	49,530	50,045	50,560	51,075	51,590	52,105
4	42,685	43,200	43,715	44,230	44,745	45,260	45,775	46,290	46,805	47,320	47,835	48,350	48,865	49,380	49,895	50,410	50,925	51,440	51,955	52,470	52,985	53,500
5	44,080	44,595	45,110	45,625	46,140	46,655	47,170	47,685	48,200	48,715	49,230	49,745	50,260	50,775	51,290	51,805	52,320	52,835	53,350	53,865	54,380	54,895
6	45,475	45,990	46,505	47,020	47,535	48,050	48,565	49,080	49,595	50,110	50,625	51,140	51,655	52,170	52,685	53,200	53,715	54,230	54,745	55,260	55,775	56,290
7	46,870	47,385	47,900	48,415	48,930	49,445	49,960	50,475	50,990	51,505	52,020	52,535	53,050	53,565	54,080	54,595	55,110	55,625	56,140	56,655	57,170	57,685
8	48,265	48,780	49,295	49,810	50,325	50,840	51,355	51,870	52,385	52,900	53,415	53,930	54,445	54,960	55,475	55,990	56,505	57,020	57,535	58,050	58,565	59,080
9	49,660	50,175	50,690	51,205	51,720	52,235	52,750	53,265	53,780	54,295	54,810	55,325	55,840	56,355	56,870	57,385	57,900	58,415	58,930	59,445	59,960	60,475
10	51,055	51,570	52,085	52,600	53,115	53,630	54,145	54,660	55,175	55,690	56,205	56,720	57,235	57,750	58,265	58,780	59,295	59,810	60,325	60,840	61,355	61,870
11	52,450	52,965	53,480	53,995	54,510	55,025	55,540	56,055	56,570	57,085	57,600	58,115	58,630	59,145	59,660	60,175	60,690	61,205	61,720	62,235	62,750	63,265
12	53,845	54,360	54,875	55,390	55,905	56,420	56,935	57,450	57,965	58,480	58,995	59,510	60,025	60,540	61,055	61,570	62,085	62,600	63,115	63,630	64,145	64,660
13	55,240	55,755	56,270	56,785	57,300	57,815	58,330	58,845	59,360	59,875	60,390	60,905	61,420	61,935	62,450	62,965	63,480	63,995	64,510	65,025	65,540	66,055
14	56,635	57,150	57,665	58,180	58,695	59,210	59,725	60,240	60,755	61,270	61,785	62,300	62,815	63,330	63,845	64,360	64,875	65,390	65,905	66,420	66,935	67,450
15	58,030	58,545	59,060	59,575	60,090	60,605	61,120	61,635	62,150	62,665	63,180	63,695	64,210	64,725	65,240	65,755	66,270	66,785	67,300	67,815	68,330	68,845
16	59,425	59,940	60,455	60,970	61,485	62,000	62,515	63,030	63,545	64,060	64,575	65,090	65,605	66,120	66,635	67,150	67,665	68,180	68,695	69,210	69,725	70,240
17	60,820	61,335	61,850	62,365	62,880	63,395	63,910	64,425	64,940	65,455	65,970	66,485	67,000	67,515	68,030	68,545	69,060	69,575	70,090	70,605	71,120	71,635
18	62,215	62,730	63,245	63,760	64,275	64,790	65,305	65,820	66,335	66,850	67,365	67,880	68,395	68,910	69,425	69,940	70,455	70,970	71,485	72,000	72,515	73,030
19	63,610	64,125	64,640	65,155	65,670	66,185	66,700	67,215	67,730	68,245	68,760	69,275	69,790	70,305	70,820	71,335	71,850	72,365	72,880	73,395	73,910	74,425
20	65,005	65,520	66,035	66,550	67,065	67,580	68,095	68,610	69,125	69,640	70,155	70,670	71,185	71,700	72,215	72,730	73,245	73,760	74,275	74,790	75,305	75,820
21	66,400	66,915	67,430	67,945	68,460	68,975	69,490	70,005	70,520	71,035	71,550	72,065	72,580	73,095	73,610	74,125	74,640	75,155	75,670	76,185	76,700	77,215
22	67,795	68,310	68,825	69,340	69,855	70,370	70,885	71,400	71,915	72,430	72,945	73,460	73,975	74,490	75,005	75,520	76,035	76,550	77,065	77,580	78,095	78,610
23	69,190	69,705	70,220	70,735	71,250	71,765	72,280	72,795	73,310	73,825	74,340	74,855	75,370	75,885	76,400	76,915	77,430	77,945	78,460	78,975	79,490	80,005
24	71,590	72,105	72,620	73,135	73,650	74,165	74,680	75,195	75,710	76,225	76,740	77,255	77,770	78,285	78,800	79,315	79,830	80,345	80,860	81,375	81,890	82,405
25	72,985	73,500	74,015	74,530	75,045	75,560	76,075	76,590	77,105	77,620	78,135	78,650	79,165	79,680	80,195	80,710	81,225	81,740	82,255	82,770	83,285	83,800
26	74,380	74,895	75,410	75,925	76,440	76,955	77,470	77,985	78,500	79,015	79,530	80,045	80,560	81,075	81,590	82,105	82,620	83,135	83,650	84,165	84,680	85,195
27	76,880	77,395	77,910	78,425	78,940	79,455	79,970	80,485	81,000	81,515	82,030	82,545	83,060	83,575	84,090	84,605	85,120	85,635	86,150	86,665	87,180	87,695
28	78,275	78,790	79,305	79,820	80,335	80,850	81,365	81,880	82,395	82,910	83,425	83,940	84,455	84,970	85,485	86,000	86,515	87,030	87,545	88,060	88,575	89,090
29	79,670	80,185	80,700	81,215	81,730	82,245	82,760	83,275	83,790	84,305	84,820	85,335	85,850	86,365	86,880	87,395	87,910	88,425	88,940	89,455	89,970	90,485
30	82,170	82,685	83,200	83,715	84,230	84,745	85,260	85,775	86,290	86,805	87,320	87,835	88,350	88,865	89,380	89,895	90,410	90,925	91,440	91,955	92,470	92,985
31	83,565	84,080	84,595	85,110	85,625	86,140	86,655	87,170	87,685	88,200	88,715	89,230	89,745	90,260	90,775	91,290	91,805	92,320	92,835	93,350	93,865	94,380
32	84,960	85,475	85,990	86,505	87,020	87,535	88,050	88,565	89,080	89,595	90,110	90,625	91,140	91,655	92,170	92,685	93,200	93,715	94,230	94,745	95,260	95,775
33	86,355	86,870	87,385	87,900	88,415	88,930	89,445	89,960	90,475	90,990	91,505	92,020	92,535	93,050	93,565	94,080	94,595	95,110	95,625	96,140	96,655	97,170
34	87,750	88,265	88,780	89,295	89,810	90,325	90,840	91,355	91,870	92,385	92,900	93,415	93,930	94,445	94,960	95,475	95,990	96,505	97,020	97,535	98,050	98,565
35	89,145	89,660	90,175	90,690	91,205	91,720	92,235	92,750	93,265	93,780	94,295	94,810	95,325	95,840	96,355	96,870	97,385	97,900	98,415	98,930	99,445	99,960
36	90,540	91,055	91,570	92,085	92,600	93,115	93,630	94,145	94,660	95,175	95,690	96,205	96,720	97,235	97,750	98,265	98,780	99,295	99,810	100,325	100,840	101,355
37	91,935	92,450	92,965	93,480	93,995	94,510	95,025	95,540	96,055	96,570	97,085	97,600	98,115	98,630	99,145	99,660	100,175	100,690	101,205	101,720	102,235	102,750
38	93,330	93,845	94,360	94,875	95,390	95,905	96,420	96,935	97,450	97,965	98,480	98,995	99,510	100,025	100,540	101,055	101,570	102,085	102,600	103,115	103,630	104,145
39	94,725	95,240	95,755	96,270	96,785	97,300	97,815	98,330	98,845	99,360	99,875	100,390	100,905	101,420	101,935	102,450	102,965	103,480	103,995	104,510	105,025	105,540
40	96,120	96,635	97,150	97,665	98,180	98,695	99,210	99,725	100,240	100,755	101,270	101,785	102,300	102,815	103,330	103,845	104,360	104,875	105,390	105,905	106,420	106,935
41	97,515	98,030	98,545	99,060	99,575	100,090	100,605	101,120	101,635	102,150	102,665	103,180	103,695	104,210	104,725	105,240	105,755	106,270	106,785	107,300	107,815	108,330
42	98,910	99,425	99,940	100,455	100,970	101,485	102,000	102,515	103,030	103,545	104,060	104,575	105,090	105,605	106,120	106,635	107,150	107,665	108,180	108,695	109,210	109,725
43	100,305	100,820	101,335	101,850	102,365	102,880	103,395	103,910	104,425	104,940	105,455	105,970	106,485	107,000	107,515	108,030	108,545	109,060	109,575	110,090	110,605	111,120
44	101,700	102,215	102,730	103,245	103,760	104,275	104,790	105,305	105,820	106,335	106,850	107,365	107,880	108,395	108,910	109,425	109,940	110,455	110,970	111,485	112,000	112,515
45	103,095	103,610	104,125	104,640	105,155	105,670	106,185	106,700	107,215	107,730	108,245	108,760	109,275	109,790	110,305	110,820	111,335	111,850	112,365	112,880	113,395	113,910
46	104,490	105,005	105,520	106,035	106,550	107,065	107,580	108,095	108,610	109,125	109,640	110,155	110,670	111,185	111,700	112,215	112,730	113,245	113,760	114,275	114,790	115,305
47	105,885	106,400	106,915	107,430	107,945	108,460	108,975	109,490														

F2019	BLOCKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
		515	1,030	1,545	2,060	2,575	3,090	3,605	4,120	4,635	5,150	5,665	6,180	6,695	7,210	7,725	8,240	8,755	9,270	9,785	10,300	10,815
STEP	BA	BA+6	BA+12	BA+18	BA+24	BA+30	BA+36	BA+42	BA+48	BA+54	BA+60	BA+66	BA+72	BA+78	BA+84	BA+90	BA+96	BA+102	BA+108	BA+114	BA+120	BA+126
1	39,200	39,715	40,230	40,745	41,260	41,775	42,290	42,805	43,320	43,835	44,350	44,865	45,380	45,895	46,410	46,925	47,440	47,955	48,470	48,985	49,500	50,015
2	40,595	41,110	41,625	42,140	42,655	43,170	43,685	44,200	44,715	45,230	45,745	46,260	46,775	47,290	47,805	48,320	48,835	49,350	49,865	50,380	50,895	51,410
3	41,990	42,505	43,020	43,535	44,050	44,565	45,080	45,595	46,110	46,625	47,140	47,655	48,170	48,685	49,200	49,715	50,230	50,745	51,260	51,775	52,290	52,805
4	43,385	43,900	44,415	44,930	45,445	45,960	46,475	46,990	47,505	48,020	48,535	49,050	49,565	50,080	50,595	51,110	51,625	52,140	52,655	53,170	53,685	54,200
5	44,780	45,295	45,810	46,325	46,840	47,355	47,870	48,385	48,900	49,415	49,930	50,445	50,960	51,475	51,990	52,505	53,020	53,535	54,050	54,565	55,080	55,595
6	46,175	46,690	47,205	47,720	48,235	48,750	49,265	49,780	50,295	50,810	51,325	51,840	52,355	52,870	53,385	53,900	54,415	54,930	55,445	55,960	56,475	56,990
7	47,570	48,085	48,600	49,115	49,630	50,145	50,660	51,175	51,690	52,205	52,720	53,235	53,750	54,265	54,780	55,295	55,810	56,325	56,840	57,355	57,870	58,385
8	48,965	49,480	49,995	50,510	51,025	51,540	52,055	52,570	53,085	53,600	54,115	54,630	55,145	55,660	56,175	56,690	57,205	57,720	58,235	58,750	59,265	59,780
9	50,360	50,875	51,390	51,905	52,420	52,935	53,450	53,965	54,480	54,995	55,510	56,025	56,540	57,055	57,570	58,085	58,600	59,115	59,630	60,145	60,660	61,175
10	51,755	52,270	52,785	53,300	53,815	54,330	54,845	55,360	55,875	56,390	56,905	57,420	57,935	58,450	58,965	59,480	59,995	60,510	61,025	61,540	62,055	62,570
11	53,150	53,665	54,180	54,695	55,210	55,725	56,240	56,755	57,270	57,785	58,300	58,815	59,330	59,845	60,360	60,875	61,390	61,905	62,420	62,935	63,450	63,965
12	54,545	55,060	55,575	56,090	56,605	57,120	57,635	58,150	58,665	59,180	59,695	60,210	60,725	61,240	61,755	62,270	62,785	63,300	63,815	64,330	64,845	65,360
13	55,940	56,455	56,970	57,485	58,000	58,515	59,030	59,545	60,060	60,575	61,090	61,605	62,120	62,635	63,150	63,665	64,180	64,695	65,210	65,725	66,240	66,755
14	57,335	57,850	58,365	58,880	59,395	59,910	60,425	60,940	61,455	61,970	62,485	63,000	63,515	64,030	64,545	65,060	65,575	66,090	66,605	67,120	67,635	68,150
15	58,730	59,245	59,760	60,275	60,790	61,305	61,820	62,335	62,850	63,365	63,880	64,395	64,910	65,425	65,940	66,455	66,970	67,485	68,000	68,515	69,030	69,545
16	60,125	60,640	61,155	61,670	62,185	62,700	63,215	63,730	64,245	64,760	65,275	65,790	66,305	66,820	67,335	67,850	68,365	68,880	69,395	69,910	70,425	70,940
17	61,520	62,035	62,550	63,065	63,580	64,095	64,610	65,125	65,640	66,155	66,670	67,185	67,700	68,215	68,730	69,245	69,760	70,275	70,790	71,305	71,820	72,335
18	62,915	63,430	63,945	64,460	64,975	65,490	66,005	66,520	67,035	67,550	68,065	68,580	69,095	69,610	70,125	70,640	71,155	71,670	72,185	72,700	73,215	73,730
19	64,310	64,825	65,340	65,855	66,370	66,885	67,400	67,915	68,430	68,945	69,460	69,975	70,490	71,005	71,520	72,035	72,550	73,065	73,580	74,095	74,610	75,125
20	65,705	66,220	66,735	67,250	67,765	68,280	68,795	69,310	69,825	70,340	70,855	71,370	71,885	72,400	72,915	73,430	73,945	74,460	74,975	75,490	76,005	76,520
21	67,100	67,615	68,130	68,645	69,160	69,675	70,190	70,705	71,220	71,735	72,250	72,765	73,280	73,795	74,310	74,825	75,340	75,855	76,370	76,885	77,400	77,915
22	68,495	69,010	69,525	70,040	70,555	71,070	71,585	72,100	72,615	73,130	73,645	74,160	74,675	75,190	75,705	76,220	76,735	77,250	77,765	78,280	78,795	79,310
23	69,890	70,405	70,920	71,435	71,950	72,465	72,980	73,495	74,010	74,525	75,040	75,555	76,070	76,585	77,100	77,615	78,130	78,645	79,160	79,675	80,190	80,705
24	72,590	73,105	73,620	74,135	74,650	75,165	75,680	76,195	76,710	77,225	77,740	78,255	78,770	79,285	79,800	80,315	80,830	81,345	81,860	82,375	82,890	83,405
25	73,985	74,500	75,015	75,530	76,045	76,560	77,075	77,590	78,105	78,620	79,135	79,650	80,165	80,680	81,195	81,710	82,225	82,740	83,255	83,770	84,285	84,800
26	75,380	75,895	76,410	76,925	77,440	77,955	78,470	78,985	79,500	80,015	80,530	81,045	81,560	82,075	82,590	83,105	83,620	84,135	84,650	85,165	85,680	86,195
27	78,130	78,645	79,160	79,675	80,190	80,705	81,220	81,735	82,250	82,765	83,280	83,795	84,310	84,825	85,340	85,855	86,370	86,885	87,400	87,915	88,430	88,945
28	79,525	80,040	80,555	81,070	81,585	82,100	82,615	83,130	83,645	84,160	84,675	85,190	85,705	86,220	86,735	87,250	87,765	88,280	88,795	89,310	89,825	90,340
29	80,920	81,435	81,950	82,465	82,980	83,495	84,010	84,525	85,040	85,555	86,070	86,585	87,100	87,615	88,130	88,645	89,160	89,675	90,190	90,705	91,220	91,735
30	83,670	84,185	84,700	85,215	85,730	86,245	86,760	87,275	87,790	88,305	88,820	89,335	89,850	90,365	90,880	91,395	91,910	92,425	92,940	93,455	93,970	94,485
31	85,065	85,580	86,095	86,610	87,125	87,640	88,155	88,670	89,185	89,700	90,215	90,730	91,245	91,760	92,275	92,790	93,305	93,820	94,335	94,850	95,365	95,880
32	86,460	86,975	87,490	88,005	88,520	89,035	89,550	90,065	90,580	91,095	91,610	92,125	92,640	93,155	93,670	94,185	94,700	95,215	95,730	96,245	96,760	97,275
33	87,855	88,370	88,885	89,400	89,915	90,430	90,945	91,460	91,975	92,490	93,005	93,520	94,035	94,550	95,065	95,580	96,095	96,610	97,125	97,640	98,155	98,670
34	89,250	89,765	90,280	90,795	91,310	91,825	92,340	92,855	93,370	93,885	94,400	94,915	95,430	95,945	96,460	96,975	97,490	98,005	98,520	99,035	99,550	100,065
35	90,645	91,160	91,675	92,190	92,705	93,220	93,735	94,250	94,765	95,280	95,795	96,310	96,825	97,340	97,855	98,370	98,885	99,400	99,915	100,430	100,945	101,460
36	92,040	92,555	93,070	93,585	94,100	94,615	95,130	95,645	96,160	96,675	97,190	97,705	98,220	98,735	99,250	99,765	100,280	100,795	101,310	101,825	102,340	102,855
37	93,435	93,950	94,465	94,980	95,495	96,010	96,525	97,040	97,555	98,070	98,585	99,100	99,615	100,130	100,645	101,160	101,675	102,190	102,705	103,220	103,735	104,250
38	94,830	95,345	95,860	96,375	96,890	97,405	97,920	98,435	98,950	99,465	99,980	100,495	101,010	101,525	102,040	102,555	103,070	103,585	104,100	104,615	105,130	105,645
39	96,225	96,740	97,255	97,770	98,285	98,800	99,315	99,830	100,345	100,860	101,375	101,890	102,405	102,920	103,435	103,950	104,465	104,980	105,495	106,010	106,525	107,040
40	97,620	98,135	98,650	99,165	99,680	100,195	100,710	101,225	101,740	102,255	102,770	103,285	103,800	104,315	104,830	105,345	105,860	106,375	106,890	107,405	107,920	108,435
41	99,015	99,530	100,045	100,560	101,075	101,590	102,105	102,620	103,135	103,650	104,165	104,680	105,195	105,710	106,225	106,740	107,255	107,770	108,285	108,800	109,315	109,830
42	100,410	100,925	101,440	101,955	102,470	102,985	103,500	104,015	104,530	105,045	105,560	106,075	106,590	107,105	107,620	108,135	108,650	109,165	109,680	110,195	110,710	111,225
43	101,805	102,320	102,835	103,350	103,865	104,380	104,895	105,410	105,925	106,440	106,955	107,470	107,985	108,500	109,015	109,530	110,045	110,560	111,075	111,590	112,105	112,620
44	103,200	103,715	104,230	104,745	105,260	105,775	106,290	106,805	107,320	107,835	108,350	108,865	109,380	109,895	110,410	110,925	111,440	111,955	112,470	112,985	113,500	114,015
45	104,595	105,110	105,625	106,140	106,655	107,170	107,685	108,200	108,715	109,230	109,745	110,260	110,775	111,290	111,805	112,320	112,835	113,350	113,865	114,380	114,895	115,410
46	105,990	106,505	107,020	107,535	108,050	108,565	109,080	109,595	110,110	110,625	111,140	11										

B. Teaching Assistant Salaries

The Teaching Assistants' salary schedule is indexed at (.55 times Teachers' Salary Schedule, BA column, divided by 200 days, divided by 7 hours and 30 minutes) for each year.

	2016-17	2017-18	2018-19
	Additional hourly stipends		
Associate's Degree	\$1.50	\$1.55	\$1.60
Bachelor's Degree	\$2.15	\$2.23	\$2.31
NYS Certification (or equivalent)	\$2.50	\$2.59	\$2.68
Master's Degree	\$3.25	\$3.36	\$3.48
Student Mediators	\$1.28	\$1.32	\$1.36
Data Analysis / Testing	\$2.21	\$2.29	\$2.37

1. Teaching assistants will receive \$548 in 2016-17; \$567 in 2017-18; and \$587 in 2018-19 above regular salary beginning in their eighth year of credited service; this adjustment will only be made at the start of the school year.
2. In the event that any teaching assistant terminates employment prior to commitment under this agreement, that teaching assistant will be expected to reimburse the school district for any and all overpayment of monies as may be determined by the Business Office.
3. Teaching assistants shall not be penalized through salary deduction or extension of work year for services not rendered on such days when school is not in session as a result of emergency, school closing, or Superintendent's Conference Day.
4. Teaching assistants will be paid at his/her hourly rate of pay for each hour of assigned work up to 40 hours per week during any week of the calendar year. Any work in excess of 40 hours in any week shall be paid at one and one-half (1 1/2) times the regular hourly rate of pay.

	55.00%	55.00%	55.00%
STEP	2017	2018	2019
1	13.93	14.12	14.37
2	14.44	14.63	14.88
3	14.96	15.14	15.40
4	15.47	15.65	15.91
5	15.98	16.16	16.42
6	16.49	16.67	16.93
7	17.00	17.19	17.44
8	17.51	17.70	17.95
9	18.03	18.21	18.47
10	18.54	18.72	18.98
11	19.05	19.23	19.49
12	19.56	19.74	20.00
13	20.07	20.25	20.51
14	20.58	20.77	21.02
15	21.09	21.28	21.53
16	21.61	21.79	22.05
17	22.12	22.30	22.56
18	22.63	22.81	23.07
19	23.14	23.32	23.58
20	23.65	23.84	24.09
21	24.16	24.35	24.60
22	24.67	24.86	25.11
23	25.19	25.37	25.63
24	25.88	26.25	26.62
25	26.39	26.76	27.13
26	26.91	27.27	27.64
27	27.62	28.19	28.65
28	28.13	28.70	29.16
29	28.64	29.21	29.67
30	29.38	30.13	30.68

*** Teacher Assistants are hourly employees. Annualized salary has been calculated assuming a 7 ½ hour day, for illustration purposes only. While the hourly rate is guaranteed, the annualized salary may vary.*

C. *Counselors, Psychologists, and Social Workers*

1. Guidance counselors, school psychologists, and social workers will work a basic extended 10-month school year from September 1 to June 30 as defined in Article 5 of this Agreement.
2. Guidance counselors, school psychologists, and social workers shall receive a differential for the extended work year of \$5,695 for 2016-17, \$5,894 for 2016-18, and \$6,100 in 2018-19.

D. *Coordinators*

1. Coordinators will work a basic extended 10-month school year from September 1 to June 30 as defined in Article 5 of this Agreement.
2. All coordinators shall be paid a differential of \$ 5,695 for 2016-17, \$5,894 for 2017-18, and \$6,100 in 2018-19. Such employees shall not be eligible for any additional monies September 1 to June 30.
3. Coordinators shall be relieved of all supervisory duties.

E. *Elementary Dean of Students*

1. Unit members who act in the capacity of Elementary Dean of Students shall retain seniority and tenure in his/her area(s) of certification.
2. The unit member will retain the position until either he/she, or the District, wishes to make a change.
3. The position shall be a ten month position in which unit members will be paid on the appropriate salary step. Unit members in this position will be paid 1/200th of their appropriate salary for each day of extra work beyond the school year.
4. Unit members agreeing to act in this position will retain all protections afforded them by the collective bargaining agreement.
5. The position of Elementary Dean of Students will be filled by unit members who volunteer to do so. It shall not be filled by appointment or mandate.
6. Nothing set forth herein shall preclude the District from:
 - a. Changing the scope and responsibilities of the position into an administrative position filled by a member of the Indian River Association of Professional Administrators, or
 - b. Filling the position with a person participating in an administrative internship as part of his/her academic program in administration through a duly recognized college or university.
7. The Indian River Education Association acknowledges the right of the District to assign work. Notwithstanding same, the parties hereto agree that the duties of the Elementary Dean of Students will not include supervisory authority over bargaining unit members.
8. The stipend for such position shall be the same as the Primary Head Teacher.

F. Summer Employment

Each unit member holding any of the following positions shall receive 1/200 of his/her salary for each day worked in July and August:

- 1) Coordinator
- 2) School Psychologist
- 3) Guidance Counselor
- 4) Social Worker
- 5) Agricultural Instructor
- 6) Unit members assigned to screen, test, or assess students (pro-rata)

G. Extra-Curricular Activities

Required duties may not include non-teaching service such as janitorial, police, or bus driving, not normally performed by unit members, but may include supervision of extra-curricular functions. Such supervision will be assigned using a volunteer roster. When there are no volunteers, supervisors will be assigned using a rotating alphabetical roster that shall be continued from year to year. Such a roster will be developed in cooperation with the Association and managed by the Association. Teachers may switch assignments when mutually agreed and with the approval of the Building Principal or, for Music Department activities, the Superintendent of Schools. In the case of chaperoning events, the numbers of chaperones will be determined by the Director of H.P.E.R.A. or the appropriate building principal.

H. Extra-Curricular Activities

Extra-Curricular Activities	Rate of Compensation		
Estimate three-hour block	2016-17	2017-18	2018-19
Play	\$62	\$64	\$66
Dance	\$97	\$100	\$104
Prom	\$97	\$100	\$104
Concert	\$53	\$55	\$57
Athletic Event	\$62	\$64	\$66

Any duty beyond 4 hours will be paid at one-third per hour for each fifteen minutes.

After School Music

Department Activities -- Per Hour	2016-17	2017-18	2018-19
All-State	\$32	\$33	\$34
Bi-County	\$32	\$33	\$34
Solo Festival	\$32	\$33	\$34

After School Music

Department Activities -- Full Day	2016-17	2017-18	2018-19
All-State	\$228	\$236	\$244
Bi-County	\$228	\$236	\$244
Solo Festival	\$228	\$236	\$244

After School Art Shows

	2016-17	2017-18	2018-19
On-campus (2 per building)	\$32	\$33	\$34
Off-Campus (State Office Building, Salmon Run Mall, Syracuse)	\$64	\$66	\$68

I.

Extra Pay for Extra Duty	2016-17	2017-18	2018-19
Head Teacher, Primary	\$2,891	\$2,992	\$3,097
Head, Department	\$2,891	\$2,992	\$3,097
Advisors	2016-17	2017-18	2018-19
Senior Class	\$2,333	\$2,415	\$2,500
Junior Class	\$1,435	\$1,485	\$1,537
Sophomore Class	\$541	\$560	\$580
Freshman Class	\$541	\$560	\$580
Eighth Grade	\$473	\$490	\$507
Seventh Grade	\$473	\$490	\$507
Sixth Grade	\$473	\$490	\$507
Student Council, High	\$1,428	\$1,478	\$1,530
Student Council, Middle	\$1,199	\$1,241	\$1,284
AFS	\$738	\$764	\$791
Art Club, High	\$678	\$702	\$727
Art Club, Middle	\$678	\$702	\$727
Chess Club	\$541	\$560	\$580
Drama Club Advisor	\$738	\$764	\$791
Drama Production Director	\$1,279	\$1,324	\$1,370
Drama Production Assistant Director	\$853	\$883	\$914
Drug Quiz	\$1,356	\$1,403	\$1,452
FFA	\$2,048	\$2,120	\$2,194
Forensic	\$738	\$764	\$791
French Club	\$541	\$560	\$580
Gay-Straight Alliance	\$541	\$560	\$580
German Club	\$541	\$560	\$580
History, High	\$541	\$560	\$580
Human Rights Club	\$541	\$560	\$580
Junior Classical League	\$541	\$560	\$580
Key club	\$738	\$764	\$791
Lego League Coach, Grades K-3	\$575	\$595	\$616
Lego League Coach, Grades 4-12	\$925	\$957	\$990
Literary, High	\$541	\$560	\$580
Math Club	\$541	\$560	\$580
Marching Band Leader	\$2,460	\$2,546	\$2,635
Asst. Marching Band Leader (Spring(3))	\$1,139	\$1,179	\$1,220
Asst. Marching Band Leader (Summer(3))	\$1,139	\$1,179	\$1,220

Pep Band Leader (Fall Season)	\$1,139	\$1,179	\$1,220
Pep Band Leader (Winter Season)	\$1,139	\$1,179	\$1,220
National Honor Society	\$1,080	\$1,118	\$1,157
Newspaper, High	\$1,428	\$1,478	\$1,530
SADD	\$738	\$764	\$791
Science Club, High	\$541	\$560	\$580
Science Fair, Primary	\$233	\$241	\$249
Science Fair, Middle and High School	\$1,174	\$1,215	\$1,258
Ski Club, High	\$738	\$764	\$791
Ski Club, Middle	\$738	\$764	\$791
Spanish Club	\$541	\$560	\$580
Spelling Bee	\$1,279	\$1,324	\$1,370
Stageband	\$753	\$779	\$806
Stage Crew	\$738	\$764	\$791
Student2Student	\$1,428	\$1,478	\$1,530
TAG, Middle	\$541	\$560	\$580
Talent Show, Building Level	\$233	\$241	\$249
Teen AIDS Task Force, High School	\$541	\$560	\$580
Whiz Quiz	\$1,356	\$1,403	\$1,452
Yearbook, High School	\$2,048	\$2,120	\$2,194
Yearbook, Middle School	\$1,025	\$1,061	\$1,098
Yearbook, Large Primary and IRIS	\$738	\$764	\$791
Yearbook, Small Primary	\$541	\$560	\$580

Musical

Musical Director(s) - max. 3 (ea)	\$1,859	\$1,924	\$1,991
Artistic Director(s) - max. 2 (ea)	\$1,859	\$1,924	\$1,991
Accompanist	\$1,859	\$1,924	\$1,991
Choreographer	\$932	\$965	\$999
Pit Musicians - max. 10 (ea)	\$233	\$241	\$249
Play, Junior/Senior	\$1,279	\$1,324	\$1,370

In cases where more than one individual shares one of the above, an additional \$200 will be shared equally by the individuals.

J. 1. Coaching Stipends

Coaching Stipends	2016-17	2017-18	2018-19
Baseball			
Head Varsity, Boys	\$4,059	\$4,201	\$4,348
JV, Boys	\$3,240	\$3,353	\$3,470
Modified (7th Grade and 8th Grade)	\$2,178	\$2,254	\$2,333
Basketball			
Head Varsity, Boys	\$4,059	\$4,201	\$4,348
JV, Boys	\$3,240	\$3,353	\$3,470
Modified (7th Grade and 8th Grade)	\$2,178	\$2,254	\$2,333
Head Varsity, Girls	\$4,059	\$4,201	\$4,348
JV, Girls	\$3,240	\$3,353	\$3,470
Modified (7th Grade and 8th Grade)	\$2,178	\$2,254	\$2,333
Bowling, Varsity	\$2,082	\$2,155	\$2,230
Cheerleading			
Varsity, Fall	\$4,059	\$4,201	\$4,348
Varsity, Winter	\$4,059	\$4,201	\$4,348
Football			
Varsity, Head	\$4,402	\$4,556	\$4,715
Varsity Asst. I	\$3,992	\$4,132	\$4,277
Varsity Asst. II	\$3,992	\$4,132	\$4,277
JV Head	\$3,992	\$4,132	\$4,277
JV Asst.	\$2,741	\$2,837	\$2,936
Modified, Head (7th and 8th Grade)	\$2,903	\$3,005	\$3,110
Modified, Asst. (7th and 8th Grade)	\$2,741	\$2,837	\$2,936
Modified, Head (9th Grade)	\$2,903	\$3,005	\$3,110
Modified, Asst. (9th Grade)	\$2,741	\$2,837	\$2,936
Golf	\$2,741	\$2,837	\$2,936
Lacrosse			
Varsity, Head (Boys)	\$4,402	\$4,556	\$4,715
Varsity Asst. (Boys)	\$3,992	\$4,132	\$4,277
JV Head (Boys)	\$3,992	\$4,132	\$4,277
JV Asst. (Boys)	\$2,741	\$2,837	\$2,936
Modified, Head (Boys)	\$2,903	\$3,005	\$3,110
Modified, Asst. (Boys)	\$2,741	\$2,837	\$2,936
Varsity, Head (Girls)	\$4,059	\$4,201	\$4,348
Varsity Asst. (Girls)	\$3,240	\$3,353	\$3,470
Modified, Head (Girls)	\$2,178	\$2,254	\$2,333
Modified, Asst. (Girls)	\$2,038	\$2,109	\$2,183
Soccer			
Varsity, Head (Boys)	\$4,059	\$4,201	\$4,348
JV Head (Boys)	\$3,240	\$3,353	\$3,470

Modified (7th Grade and 8th Grade Boys)	\$2,178	\$2,254	\$2,333
Varsity, Head (Girls)	\$4,059	\$4,201	\$4,348
JV Head (Girls)	\$3,240	\$3,353	\$3,470
Modified (7th Grade and 8th Grade Girls)	\$2,178	\$2,254	\$2,333
Softball			
Varsity, Head	\$4,059	\$4,201	\$4,348
JV Head	\$3,240	\$3,353	\$3,470
Modified, Head (7th and 8th Grade)	\$2,178	\$2,254	\$2,333
Swimming			
Varsity, Head (Boys)	\$4,059	\$4,201	\$4,348
Modified, Head (7th and 8th Grade Boys)	\$2,178	\$2,254	\$2,333
Varsity, Head (Girls)	\$4,059	\$4,201	\$4,348
Modified (7th Grade and 8th Grade Girls)	\$2,178	\$2,254	\$2,333
Tennis			
Girls	\$3,067	\$3,174	\$3,285
Boys	\$3,067	\$3,174	\$3,285
Track			
Outdoor Varsity, Head (Boys)	\$4,059	\$4,201	\$4,348
Outdoor Varsity, Asst. (Boys)	\$3,240	\$3,353	\$3,470
Outdoor Modified	\$2,178	\$2,254	\$2,333
Outdoor Varsity, Head (Girls)	\$4,059	\$4,201	\$4,348
Outdoor Varsity, Asst. (Girls)	\$3,240	\$3,353	\$3,470
Outdoor Modified, Head	\$2,178	\$2,254	\$2,333
Outdoor Modified, Asst.	\$2,038	\$2,109	\$2,183
Indoor Varsity, Head (Boys)	\$4,059	\$4,201	\$4,348
Indoor Varsity, Head (Girls)	\$4,059	\$4,201	\$4,348
Cross Country			
Varsity, Head	\$4,059	\$4,201	\$4,348
Modified	\$2,178	\$2,254	\$2,333
Volleyball			
Varsity, Head	\$4,059	\$4,201	\$4,348
JV	\$2,903	\$3,005	\$3,110
Modified (7th Grade and 8th Grade)	\$2,178	\$2,254	\$2,333
Wrestling			
Varsity, Head	\$4,059	\$4,201	\$4,348
JV	\$3,474	\$3,596	\$3,722
Modified	\$2,178	\$2,254	\$2,333
Longevity (experience)	\$61	\$63	\$65
Intramurals, Coaching	\$440	\$455	\$471
Intramurals, Coordinating	\$520	\$538	\$557

2. For longevity, coaches will receive one year of credited service for each season of coaching excluding the first year.
 - a. Unit members with coaching experience in the same sport in the District will be given full credit for experience at any level and will be given fifty percent experience credit for coaching in another sport.
 - b. Unit members with coaching experience in another district will be given credit for experience up to their full experience if in the same sport at any level they are coaching in this District and up to fifty percent experience credit for coaching in another sport.
3. In the event that a Varsity or Assistant Varsity Coaches' coaching duties extend beyond the scheduled season as a result of his/her team qualifying for playoffs, league tournaments, class, sectional or intersectional competition, such coach(es) shall receive 10% of the base stipend for each contest played beyond the regular season.
4. Coaches' salaries of new sports, as might be approved by the Board of Education, will be mutually agreed upon by the District and IREA.
5. Extra pay for coaching or coordinating intramurals:
 - a. Unit members with coaching a minimum of ten (10) one-hour sessions, or their equivalent, will be paid a maximum of \$ 440 in 2016-17, \$ 455 in 2017-18, and \$ 471 in 2018-19.
 - b. If ten (10) one-hour sessions, or their equivalent, are not completed, a pro rata amount to be agreed upon by the Superintendent of Schools and the President of the IREA will be paid.
 - c. The Organizer of Middle School & IRIS Intramurals will be paid a stipend of \$ 520 in 2016-17, \$ 538 in 2017-18 and \$ 557 in 2018-19 for each of three intramural seasons: Fall, Winter, and Spring.
6. Coaching salaries will be paid upon completion of all coaching duties, including any necessary year end paperwork and return of equipment.
7. Evaluation of Coaches
 - a. The District shall have the right to evaluate the performance of employees hired for coaching positions. Evaluation shall be consistent with Coaching Evaluation Philosophy/Purpose and completed on forms specified in Appendix "E".
 - b. Such evaluation shall be used by the District to determine the employee's performance as a coach and may be considered by the District for any further appointments.
 - c. In the event that other events occur during the course of an employee's performance as a coach that the District believes should be considered in relation to the employee's overall performance with the District, the District reserves the right to comment upon such incident(s) through the use of counseling memoranda and/or letters of reprimand.
 - d. A copy of the coaching evaluation is annexed hereto as Appendix "E".
 - e. If either party deems it necessary to revise the coaching evaluation found in Appendix "E", a committee comprised of four (4) members shall be established to review and update Appendix "E". Two (2) members shall be appointed by the IREA president and

two (2) members shall be appointed by the Superintendent of Schools. The committee, if formed during the term of this contract, shall meet regularly and shall make its recommendations, in a timely manner, to the IREA membership and the Board of Education. Such recommendations must be approved by the IREA membership and the Board of Education prior to implementation.

8. Qualified members of the bargaining unit shall be given priority for coaching vacancies except for non-bargaining unit members who have coached at Indian River in the same sport for three years or more and have the appropriate certification from the Commissioner of Education. In this case they will be treated as equivalent to unit members. For the purposes of this clause “qualified” shall mean
- Meeting the requirements set forth in Section 135.4 of the Regulations of the Commissioner of Education, and
 - Having received a satisfactory coaching evaluation(s) in the prior school year, or being otherwise a member of the bargaining unit and not having coached in the prior school year.
 - In the event that no qualified members of the bargaining unit applies for a coaching vacancy, non-bargaining unit members may be appointed to such coaching vacancy.

K. *Summer and Vacation Curriculum Work*

1. Unit members participating in summer and vacation curriculum work shall be paid at the rate of \$34.24 per hour in 2016-17, \$35.44 in 2017-18, and \$36.68 in 2018-19. All curriculum work done by unit members shall be performed on a voluntary basis.
2. In addition, unit members participating in the interview or orientation process shall be paid at the rate of \$34.24 per hour in 2016-17, \$35.44 in 2017-18, and \$36.68 in 2018-19.

L. *Extended Work*

The following positions shall be paid at one two-hundredth (1/200) of their salary for days worked during times other than the regular school calendar year:

- District-wide Interactive Technology Specialists,
- School-to-Work Teacher,
- Other work for which the district and the IREA deems this the appropriate rate.

Such workdays shall be prescribed in number and with prior written approval of the Superintendent or Assistant Superintendent regarding the nature of work to be done.

ARTICLE 23

RETIREMENT INCENTIVE

Unit members who meet the following criteria will be eligible for a deferred income payment, as follows. The teacher may elect (a) to be paid on the first working day of the calendar year following the year of retirement, or, (b) to have the money paid as part of their final year's salary.

Teachers: A teacher will receive \$500 per full year of service (no proration or partial years considered) at Indian River if the employee retires at the end of the school year in which the employee is first eligible to draw retirement benefits without any reduction for age or service. Such payments shall not exceed \$15,000 regardless of the calculated amount.

Teaching Assistants: A teaching assistant will receive \$250 per full year of service (no proration or partial years considered) at Indian River if the employee retires at the end of the school year in which the employee is first eligible to draw retirement benefits without any reduction for age or service. Such payments shall not exceed \$7,500 regardless of the calculated amount.

1. To qualify for the incentive, the unit member must be in his/her first school year of eligibility to draw benefits from the TRS without any diminution of benefits due to age or service. The unit member must have completed at least 15 years of full-time service in the District by the date of retirement.
2. The unit member must submit his/her resignation to the Superintendent by April 15 of the school year of retirement with an effective date of June 30.
 - Ex 1: DOB July 5 (turning 55 with 30 YOS)
 - Retirement date of June 30 of the next calendar year, if submitted by April 15 of the year of retirement.
 - Ex 2: DOB Nov 5 (turning 55 with 33 YOS)
 - Retirement date of June 30 of the next calendar year, if submitted by April 15 of the year of retirement.
 - Ex 3: DOB Jan 5 (turning 62 w 27 YOS)
 - Retirement date of June 30 of the same calendar year, if submitted by April 15 of the year of retirement.
 - Ex 4: DOB May 20 (turning 55 w 30 YOS)
 - Retirement date of June 30 of the same calendar year, if submitted by April 15 of the year of retirement.
3. If the retirement is a disability retirement, the age restriction of 55 and advance notice shall be waived, provided the member has at least ten (10) years of full-time service in the District on the effective date of retirement.
4. The unit member must have (obtain) an approved retirement from the New York State Teachers' Retirement System.
5. Any Unit member(s) who give(s) notice of retirement, but are requested by the District to stay in service for additional years, will continue to be eligible for the amount they were eligible for on date of original retirement notice.
6. Members who have not yet retired but have a letter of resignation for purposes of retirement approved by the Board of Education by May 18, 2016 shall be eligible for Retirement Incentive amount outlined above.

ARTICLE 24

JUST CAUSE CLAUSE

No tenured member shall be dismissed, disciplined, reduced in rank or compensation except for:

1. Persistent tardiness,
2. Serious or continued failure to complete required reports on time,
3. Serious or continued failure to meet acceptable standards of teaching performance in the classroom, as established by the District,
4. Inability to control student behavior,
5. Inadequate command of subject matter,
6. Repeated poor language usage in the classroom,
7. Serious or repeated failure to comply with administrative directives,
8. Use of alcohol or illegal drugs while on the job,
9. Immorality,
10. Dishonesty,
11. Serious or continued failure to accept assigned duties,
12. Unwarranted abusive criticism of fellow employees in the media, PTO meetings, or other public forums,
13. Serious or repeated misuse of sick leave or other leave,
14. Conviction of a crime involving drugs,
15. Such other just cause as may be shown.

ARTICLE 25

DUE PROCESS FOR PROBATIONARY MEMBERS

A. Dismissal and/or discipline for non-tenured members employed in the Indian River School District will be governed by due process as follows:

1. Members will be advised of performance standards to be met in classroom performance, paid extra-curricular activities and other assigned duties.
2. Evaluation techniques will be utilized as outlined in this contract. The employee will be warned in writing of the failure to meet the standards of the District regarding classroom performance. Specific suggestions for improvement in classroom performance will be made in deficient areas. The member will be advised of the possibility of non-renewal or denial of tenure, if such is the case.
3. Substantiation will be given that, despite the warning, the employee has failed to correct the deficiency through presentation of relevant evidence.
4. When a particular incident or occurrence is, in and of itself, extremely serious or the employee may reasonably have been expected to know that his or her conduct was seriously inappropriate, then in such an instance, action may be taken by the District without regard of #1, #2, or #3 above.

B. In the case of a grievance over employee dismissal, either the Association or the District may request arbitration by a third party, whose decision shall be binding. In such a grievance, the arbitrator shall be limited solely to questions of procedure and shall be constrained from ruling on questions of administrative judgment.

ARTICLE 26

MISCELLANEOUS PROVISIONS

- A. All terms and conditions of employment not covered or abridged by this agreement shall continue to be subject to the Board's exclusive direction and control during the life of the agreement.
- B. This agreement shall supersede any rules, regulations or practices of the Board that shall be contrary to or inconsistent with its terms. The provisions of this agreement shall be incorporated into and be considered part of the established policies of the Board.
- C. **Contract Integrity**
1. Any individual arrangement, agreement or contract between the Board and an individual unit member, heretofore executed, shall be subject to and consistent with the terms and conditions of this agreement and any individual arrangement, agreement or contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual arrangement, agreement or contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.
 2. In order to protect the rights of each member of the Indian River Education Association under the Contract and to protect the integrity of the document itself, any exceptions to the Agreement deemed necessary to address a specific individual circumstance or need must be approved by a majority vote of the members of the Executive Council of the Indian River Education Association and the Indian River Board of Education. Exceptions approved shall be only for a specified length of time, not to exceed the duration of the Agreement.
- D. If any provision of this agreement or any application of the agreement to any member or group of members shall be found contrary to law, then such provision or application shall not to 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.
- E. Copies of this agreement shall be printed at the expense of the Board and distributed to all current members upon request. This agreement will be available electronically through the Association.
- F. The Association, on or before July 1 of each year, or within five (5) days of the change in any item of information, shall furnish to the Board a listing of each and every officer of the Association.
- G. On or before July 1 of each year, the Association shall furnish the Board the name of those persons designated to receive any and all legal papers on behalf of the Association.
- H. The following articles will be considered not applicable to teaching assistants:
- | | |
|----|---|
| 6 | Curriculum Development |
| 8 | Summer Sabbatical |
| 14 | Hours and Load: A, B, C.1, E |
| 15 | Class Size |
| 18 | Lesson Planning, Evaluation & Counseling Memoranda: A: (lesson plans) |
| 22 | Pay Scales: A, C, D, E, F and L |

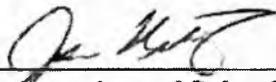
I. When the swimming pool and the auditorium are used for community activities, the District shall determine the procedures to be followed for insuring that adequate supervision is available and such supervision and/or lifeguard duty shall not be deemed IREA bargaining unit work.

DURATION OF AGREEMENT

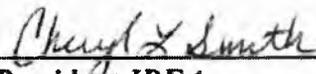
The contract shall be a three-year contract from July 1, 2016 through June 30, 2019.

In the event either party wishes to amend this agreement, notice may be given in accordance with Article 1, Section B. Negotiations concerning such proposed amendments shall proceed in accordance with the provisions of Article 1, Section C, of this agreement. The successor agreements resulting from such negotiations shall take effect beginning the following July 1 or at such time as they may be mutually agreeable to the parties.

INDIAN RIVER CENTRAL SCHOOL BOARD OF EDUCATION

By  Nov 4, 2016
Superintendent of Schools Date

INDIAN RIVER EDUCATION ASSOCIATION

By  11/4/16
President IREA Date

APPENDIX A

CLASSROOM OBSERVATION AND SUMMATIVE EVALUATION PROCEDURE FOR UNIT MEMBERS COVERED BY EDUCATION LAW 3012-D

In compliance with Education Law §3012-d, as enacted by Chapter 56 of the Laws of 2015, Subparts D and E of Part EE., the parties agree to modify their Collective Bargaining Agreement regarding the mandatory topics of negotiation in accordance with a revised teacher evaluation procedure, the components of which are outlined below. These components represent the parties' mutual understanding regarding both mandatory and non-mandatory topics of negotiation. It is expressly agreed to by the parties that the District maintains the right to change/modify/add/delete any provision of this agreement that is determined by the NYS Public Employment Relations Board or a court to be a non-mandatory topic of bargaining. Both parties agree to meet as needed and at least annually for the purposes of ongoing review and possible adjustment of these components. Either party may re-open negotiations if it deems it necessary to refine or alter these components. Doing so will reopen only this section of the contract and not the entire collective bargaining agreement. However, until any modifications are agreed upon, the terms of this section of the contract shall continue in full force and effect.

Glossary of Terms

Formal Observation – an evaluation by a properly certified administrator who is not an IREA member serving his/her internship, utilizing Danielson's 2007 *Enhancing Professional Practice: A Framework for Teaching* rubric (henceforth referred to as *Danielson 2007*), of an instructional block, which will include a pre-observation conference and a post-observation conference for an announced observation.

Informal Observation – an evaluation by a properly certified administrator who is not an IREA member serving his/her internship, utilizing *Danielson 2007*, of all/part of an instructional block (minimum of 15 minutes), which will include an unannounced observation with a post-observation conference.

Walk-Through - an unannounced short visit with no post-conference required unless requested by the administrator or unit member.

Overall Transition Rating - a rating assigned to a unit member based on the HEDI matrix.

A. Definition of Covered Teachers

For the 2016-17 school year and beyond, these revisions will apply to all classroom teachers as defined in 3012-d. All other unit members will be evaluated according to the collective bargaining agreement and New York State Education Law.

B. Ensuring Accurate Teacher and Student Data

The District shall provide accurate data to the State Education Department (the "SED") in a format and timeline prescribed by the Commissioner. The District shall also provide an opportunity for every covered teacher to verify the subjects and/or student rosters assigned to him/her. The District shall designate a Data Coordinator(s) who shall be in charge of collecting the required data, overseeing changes in and maintenance of the local data management systems and ensuring accuracy of the data.

C. Reporting Individual Subcomponent Scores

The Data Coordinator(s), who shall not be a unit member, shall be responsible for reporting to the SED the individual subcomponent scores and the total composite effectiveness score for each covered classroom teacher in the District, and shall do so in a format and timeline prescribed by the Commissioner. Covered teachers will be afforded the opportunity to verify the final data attributed to them.

D. Development, Security, and Scoring of Assessments

The Data Coordinator(s) shall be responsible for overseeing the assessment development, security, and scoring

processes utilized by the District and shall take steps to ensure that any assessments and/or measures used to evaluate teachers are not disseminated to students before administration.

E. Student Performance Subcomponent Determination

The parties agree to forego the use of a second optional SLO measure for student performance. All growth scores and required SLOs will be created and determined in accordance with the Commissioner’s regulations and Section 3012-d of the education law (for specifics, consult the IREA website).

F. Details of the District’s Evaluation System

1. The performance of teachers will be assessed using multiple measures as defined in the New York State Teaching Standards. The Danielson 2007 rubric will be used to assess teachers’ professional practice. Evidence for evaluations will come from teacher self-evaluation, formal classroom observations, informal classroom observations, walk-throughs, pre-observation conference, post-observation conference or other natural conversations between the teacher and the evaluator and will be incorporated into the observation score. The responsibility for gathering evidence of the teacher’s performance is shared by the administration and the teacher. Both must demonstrate a commitment to providing a complete and accurate picture of a teacher’s professional performance.

2. Article 18, B. of the Collective Bargaining Agreement

Per this MOA, Article 18, Sections A. & B. of the Collective Bargaining Agreement between the IREA and the District are revised as follows:

ARTICLE 18

LESSON PLANNING, EVALUATION, & COUNSELING MEMORANDA

A. Lesson Plans

1. Lesson plans will be prepared three (3) days in advance and will be readily available to substitutes.
2. Lesson plans shall include a standardized referencing system linking lesson plans to the current New York State Common Core Learning Standards (NYS CCLS) or Learning Targets / “I Can” statements (if directly linked to the NYS CCLS).

G. Negotiated Overall Observation Scoring Ranges and Ratings - Pursuant to the Rules of the Commissioner of Education, the Parties have negotiated the following scoring ranges and rating for the overall observation category.

Overall Observation Category Score & Rating

	Minimum Value	Maximum Value
H	3.5	4.0
E	2.5	3.49
D	1.5	2.49
I	0	1.49

H. Teacher Effectiveness-Annual Professional Performance Reviews shall differentiate teacher effectiveness using a composite effectiveness score. Based on such a composite effectiveness score, a classroom teacher shall be rated as *Highly Effective, Effective, Developing, or Ineffective*. (HEDI)

1. Non-tenured unit members will receive at least two formal and one informal observation per year. The first formal classroom observation will be completed no later than the end of the first semester; the second, no later than

April 15. The formal observations shall be completed by the unit member's supervisor(s) and shall be worth 90% of the member's observation rating. The informal observation shall be worth 10% of the member's observation rating and will be completed no later than the end of the first semester by an independent evaluator. Every reasonable effort shall be made to avoid observations on the day before a vacation or on days when other events occur which have a significant impact on classroom routine and instruction.

2. Tenured unit members will receive at least one formal and one informal observation per year. The formal observation shall be completed by the unit member's supervisor(s) and shall be worth 90% of the member's observation rating. The informal observation shall be conducted by an independent evaluator and shall be worth 10% of the member's observation rating. Every reasonable effort shall be made to avoid observations on the day before a vacation or on days when other events occur which have a significant impact on classroom routine and instruction. The first classroom observation will be completed no later than the end of the first semester; the second, no later than June 1.

A tenured bargaining unit member who previously received either a Developing or Ineffective evaluation during that school year shall have their request honored for an additional formal observation. The additional evaluation shall be completed prior to June 15th.

3. The required observations set forth in H.1 and H.2. above will occur in the unit member's certification area(s). This will not preclude such additional observations as may be desirable in other areas assigned to the unit member.

4. The supervisor will schedule the pre-conference and will make the pre-observation conference form (electronically available through MLP) available to the unit member no less than five school days in advance of the pre-conference. A pre-observation conference will be held at least 24 hours prior to a formal observation. The agreed-upon pre-observation conference form (which can be found electronically on MyLearningPlan) will be utilized for this conference.

5. Each time a unit member is formally or informally observed, a post-observation conference will be held with the member. A completed *Classroom Observation Form* must be shared with the unit member and discussed during the post-observation conference. The conference must be held within five (5) school days or at a time mutually agreed upon by the administrator and unit member. The unit member and the administrator shall review the *Classroom Observation Form*, completed by the administrator, using the District's software used to manage the evaluation process, at the conference. The unit member and the administrator shall indicate when the post-observation conference took place using the comments section on the completed *Classroom Observation Form*, using the District's software used to manage the evaluation process, verifying that a conference was held. Such verification of the conference does not necessarily indicate agreement with the completed *Classroom Observation Form*. Each unit member will have the opportunity to comment on the completed *Classroom Observation Form* using the District's software for management of the evaluation process. This comment will become a part of the completed *Classroom Observation Form*, housed in the District's software used to manage the evaluation process. Any comment must be completed by the unit member using the District's software to manage the evaluation process within three (3) school days after the conference. In addition, the unit member must acknowledge the completed *Classroom Observation Form* within the same time frame. Unit members will be given the option, by the administrator observing them, of whether or not they want to be provided with a printed copy of their evaluation form at the time of the conference. If this option is selected by the unit member, established procedures for both parties initialing that a conference was held, signing and dating the document, commenting by the unit member (within three (3) school days of the conference) and filing of the *Classroom Observation Form* in the unit member's personnel file will be followed. Please refer to the Teacher Observation Steps in the OASYS document found at the end of this document.

6. Administrators are encouraged to conduct frequent walk-throughs of each classroom. Any documentation which follows such a walk-through will be forthcoming during a post-conference with the unit member. Such a post-conference appointment will be scheduled by the administrator no later than the end of the following school day.

7. Each unit member will also have access to an electronic Summative Form for use in the Summative Evaluation Report, which will be provided by the unit member's Supervisor(s) by June 15th each year.

8. Each covered unit member will also receive a HEDI rating (for the prior school year) by September 1st, provided the required data has been forthcoming from the NYS Education Department. Such rating will include all measures of teacher effectiveness, as indicated in the *Glossary of Terms*.

I. Professional Development

The District will support each teacher's professional development and ensure that individuals receive appropriate opportunities for professional development. Everyone within the system should focus on the goal of student achievement (as per APPR regulations). The District will identify, in a timely manner, standard areas for professional development.

J. Teacher Improvement Plan (TIP)

1. The Teacher Improvement Plan (TIP) is designed to provide support through communication, discussion and collaboration in identified areas of significant concern. When a teacher receives a "developing" or "ineffective" rating through an annual professional performance evaluation, a Teacher Improvement Plan will be developed and implemented by the District, with input from the teacher and the Association. As the IREA had, in their existing contract, a provision for teacher improvement through "Technical Assistance" and "Intervention" it is the intent of the IREA and the District to make the TIP plan process available to teachers who are struggling to meet standards prior to receipt of a developing or ineffective HEDI rating. The procedures indicated in Appendix B of the existing Collective Bargaining Agreement between the IREA and District that pertain to "Intervention" and "Technical Assistance" will be followed and the agreed upon TIP form will be utilized.

2. A TIP must be implemented as soon as possible following receipt of the teacher of a HEDI rating of developing or ineffective but no later than 10 school days from the opening of classes in the school year following the performance year. The procedures indicated in Appendix B of the existing Collective Bargaining Agreement between the IREA and District that pertain to "Intervention" and "Technical Assistance" will be followed.

3. The TIP plan shall include: identification of needed areas of improvement, a timeline for achieving improvement, the manner in which the improvement will be assessed, and, where appropriate, differentiated activities to support a teacher's improvement in those areas. The agreed upon TIP form (see attached) will be utilized in implementation of a TIP.

K. Appeals of Annual Professional Performance Reviews

1. What May Be Challenged in an Appeal

Pursuant to Education Law Section 3012-d, a teacher may only challenge the following in an appeal:

(a) the substance of the annual professional performance review

(b) the school district's adherence to the standards and methodologies required for such reviews, pursuant to Education Law Section 3012-d.

(c) the adherence to the regulations of the Commissioner and compliance with any applicable locally negotiated procedures, as well as the school district's issuance and/or implementation of the terms of the teacher improvement plan, as required under Education Law Section 3012-d.

2. Procedures for Appeals

Each teacher will receive at least one observation-formal or informal-by the end of the first semester in the school year. In the case of a non-tenured teacher or a tenured teacher whose last HEDI rating was ineffective, the teacher will receive a formal observation within the first 10 weeks of the school year. A teacher who receives an observation in the developing or ineffective range, based solely on the 2007 Danielson rubric, may request another observation by a supervisor.

A teacher who receives a HEDI rating of ineffective or developing will be placed on a Teacher Improvement Plan (TIP) according to the procedures outlined above in Section I of this MOA.

To the extent that a teacher wishes to issue an appeal of the HEDI rating, the following appeals procedure is established.

I. Appeals will be limited to the following situations:

- a. A non-tenured teacher may appeal only an ineffective HEDI rating;
- b. A tenured teacher may appeal only an ineffective or a developing HEDI rating;
- c. Any teacher may appeal an improvement plan if and only if the plan was generated as the result of an ineffective or developing HEDI rating.

II. Appeal to Supervisor (in all cases noted in this step, this is an appeal to the supervisor who provided the teacher with the HEDI rating):

- a. A non-tenured teacher who receives a HEDI rating of ineffective may appeal the rating to the appropriate supervisor in writing no later than 15 school days after receiving the ineffective or developing rating.
- b. A tenured teacher who receives a HEDI rating of ineffective or developing may appeal the rating to the appropriate supervisor in writing no later than 15 school days after receiving the ineffective or developing rating.
- c. The time frame for TIP appeals is no later than 15 school days after receipt of the TIP.
- d. Within 5 school days of receiving an appeal, the supervisor will schedule an initial meeting with the teacher making the appeal. The teacher may bring a union representative to any meetings related to an appeal. The initial meeting will be held within 10 school days of the filing of the appeal unless it is mutually agreed upon between the teacher and the supervisor to meet outside the 10- school day requirement. Since the HEDI rating may not be finalized prior to the end of the school year, allowances will be made for approved vacation time which will not count toward the 10-school day requirement. The purpose of the initial meeting is to discuss the reasons for the rating, the appeal of the rating, evidence needed to support the appeal, and to schedule a follow-up meeting. A follow-up meeting will occur in a timely and expeditious manner and no later than 30 school days after the filing of the appeal. The purpose of the follow-up meeting is to present and discuss the evidence for the appeal for consideration.
- e. After the follow-up meeting, the supervisor will consider all information received and review all observation reports and other evidence used to determine the rating (if the appeal relates to the substance of the HEDI rating) before rendering a final decision on the appeal. The supervisor's decision will be rendered within 10 school days after the follow-up meeting with the teacher.

III. Appeal to Review Team (in all cases noted in this step, references to the supervisor indicate the supervisor who provided the teacher with the HEDI rating):

- a. If the appeal to an supervisor is not resolved, within 5 school days of the response from the supervisor in II, the teacher may submit the documentation presented in the first appeal to the superintendent or his/her designee.
- b. Within 5 school days, the superintendent or his/her designee will convene a review team consisting of two mutually agreed upon teachers and two mutually agreed upon administrators chosen from prospective IREA and IRAPA pools (excluding the supervisor and the evaluated teacher). The role of the review team will be to evaluate facts and evidence submitted by the teacher and the evaluating

supervisor. The teacher and the supervisor will be given the opportunity to be interviewed by the review team, prior to the review team's discussion. All discussion will remain confidential.

- c. Once convened, the review team will have 10 school days to come to a final decision. Having reached a final decision, the review team will notify the teacher, evaluating supervisor, superintendent, and IREA President of their decision in writing within 5 school days of their final decision. If the review team is unable to reach a resolution, the review team will inform the teacher, evaluating supervisor, superintendent and IREA President in writing within 5 school days.

IV. Appeal to the Superintendent (in all cases noted in this step, references to the supervisor indicate the evaluating supervisor who provided the teacher with the HEDI rating):

- a. If the appeal is not resolved, within 5 school days of the response from the review team, the teacher may re-submit the documentation to the superintendent or his/her designee.
- b. The superintendent or his/her designee will then convene a hearing within 5 school days of receiving the documentation. Attendees at the hearing may include: the teacher, the evaluating supervisor, members of the review team, and the IREA President or his/her designee.
- c. The superintendent or his/her designee will render a final decision and notify the teacher, evaluating supervisor, and IREA President in writing within 5 school days of the conclusion of the hearing.

V. Rebuttal to the Final Decision

- a. The teacher may submit a written rebuttal to the final decision within 5 school days.
- b. The rebuttal will be placed with the performance evaluation in the teacher's personnel file.

Note: The District assures that the appeals process will be timely and expeditious in compliance with Education Law 3012-d. The District ensures the adherence to the regulations of the Commissioner and compliance with any applicable locally negotiated procedures, as well as the school district's issuance and/or implementation of the terms of the teacher improvement plan, as required under Education Law 3012-d.

3. What May Be Challenged in a Grievance

Pursuant to the grievance procedure in the collective bargaining agreement, a grievance may be filed, within ten (10) school days of the Superintendent's determination, for claimed violations relating to:

- a. the school district's adherence to the standards and methodologies required by Education Law 3012-d;
- b. the adherence to the Commissioner's Regulations, as applicable to such reviews
- c. compliance with any applicable locally negotiated APPR procedures or improvement plans; and
- d. proper implementation of the terms of a teacher improvement plan in connection with an ineffective or developing rating under Education Law 3012-d.

A grievance may not be filed to challenge the evaluating supervisor's substantive judgment as embodied in the evaluation, and the resulting ineffective or developing rating, or the placement on a teacher improvement plan resulting from the evaluating supervisor's substantive judgment.

The grievance must set forth explicitly the alleged violation by noting the procedure that was violated and how such procedure was violated.

4. Miscellaneous

The Regulations of the NYS Commissioner of Education state, tenured teachers with a pattern of ineffective

teaching or performance – defined by law as two consecutive annual “ineffective” ratings – may be charged and considered for termination through an expedited hearing process. The entire appeals record will be part of the teacher’s APPR.

5. Right for Future Appeal Amendments

The details of the District’s procedure for resolving appeals of annual professional performance review are determined through collective negotiations with the bargaining agent of the covered teachers. Upon the completion of future negotiations, the District’s APPR Appeals language may be amended by mutual agreement to reflect changes to the procedure of resolving appeals of annual professional performance review.

L. Savings Clause

If any provision of this MOA is held to be a violation of law and therefore unenforceable, then such provision will be modified to reflect the parties’ intention. All remaining provisions of this MOA shall remain in full force and effect.

M. Effect on Existing Collective Bargaining Agreement

Unless specifically revised or modified by this Memorandum of Agreement, nothing herein shall be construed to abrogate any provisions of the parties’ collective bargaining agreement. However, no grievance challenging the substance of the evaluation may be filed. No grievance challenging the fulfillment of procedural requirements may be filed until after completion of the appeal process.

PRE-OBSERVATION CONFERENCE FORM

DIRECTIONS: Please complete the following information and return to the supervisor on or before a formally scheduled observation. This information will serve for teachers to have input with their overall evaluation. It will be completed by the teacher in accordance with Article 18, as part of *Danielson 2007* Domain I.

Class Taught	Grade	Time
--------------	-------	------

Teacher's Name	Supervisor's Name	Date
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*Please refer to Danielson (2007) for details and provide evidence of Domain I: **PLANNING and PREPARATION.***

A. Demonstrating Knowledge of Content and Pedagogy

(For example: Where are you in the course or curriculum—unit, lesson, introductory, middle or culminating activity? How does the lesson/topic relate to important concepts in your discipline and possibly to other disciplines? What pedagogical approaches will be evident in the lesson?)

B. Demonstrating Knowledge of Students

(For example: Are there any group or individual characteristics or circumstances which will impact the lesson—unusual behaviors, interactions, special needs related to learning, language, medical/psychological conditions, cultural considerations etc...?)

C. Setting Instructional Outcomes

(For example: What are the objectives of the lesson? How do these objectives relate to the sequence of learning in your discipline? How do the objectives reflect varying needs among students and maintain rigor?)

D. Demonstrating Knowledge of Resources

(For example: How is the lesson enhanced by resources available in the school, district, community, professional organizations, or internet?)

E. Designing Coherent Instruction

(For example: What teaching activities will be observed, and what materials will be used? How will the lesson engage students, be cognitively challenging, and result in meaningful learning? How are the materials designed to be suitable for differentiation of students? If instructional groups are used, what factors were considered in the groupings?)

F. Designing Student Assessments

(For example: What will demonstrate that the students have learned? How is this aligned with instructional outcomes in content and process? Will the assessment be adapted for individual students? How will assessment results inform future instruction for individual students?)

Teacher's Notes

Supervisor's Notes

**Indian River Central School District
Annual Professional Performance Review
Teacher Improvement Plan (TIP)**

Name _____ School/Building _____ Initial Conference Date ___/___/___

Tenured: Yes No Probationary Period: (From) ___/___/___ (To) ___/___/___ Observation Date ___/___/___

Evaluation Conference Date ___/___/___ TIP Timeline: (From) ___/___/___ (To) ___/___/___

Team Members: _____

Areas for Improvement: Identify specific areas in need of improvement. Develop specific behaviorally written goals for the teacher to accomplish during the period of the TIP.

Expected Outcomes: Identify specific recommendations for what the teacher is expected to do to improve in the identified areas. Delineate specific, realistic and achievable activities for the teacher.

Resources: Identify specific resources and support systems available to assist the teacher to improve performance.

Responsibilities: Identify responsibilities and steps to be taken by team members throughout the TIP.

Evidence of Achievement: Identify how progress will be measured and assessed. Specify next steps to be taken based upon whether the teacher is successful, partially successful or unsuccessful in efforts to improve performance.

Next Scheduled Observation ___/___/___

Teacher's Signature: _____ Date: ___/___/___

Supervisor's Signature: _____ Date: ___/___/___

Teacher Improvement Plan Chart

Area to be Improved	Objectives for Improvement	Self-Improvement Plan	Supervisor/ Team Plan to Assist Teacher	Improvement Measurement Criteria	Plan Evaluation Timeline

Teacher's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

School: _____

Summative Practice – Teacher

Directions: This form will be distributed at the beginning of each school year and will service in an advisory capacity for teachers and teaching assistants to have input with their overall evaluation. It will be completed by administrators in accordance with Article 18, as part of *Danielson 2007* Domain IV. For non-tenured staff, this form will be completed no sooner than the fourth quarter of each of the probationary years.

Instructor:

Date:

Status:

1 2 3 Tenure

Evaluator:

Please provide evidence of the following Professional Responsibilities

A. Reflecting on Teaching

ASCD 4a. Reflecting on Teaching				
Criteria	INEFFECTIVE	DEVELOPING	EFFECTIVE	HIGHLY EFFECTIVE
Accuracy	Teacher does not know whether a lesson was effective or achieved its instructional outcomes, or teacher profoundly misjudges the success of a lesson.	Teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met.	Teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment.	Teacher makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strengths of each.
Use in future teaching	Teacher has no suggestions for how a lesson could be improved another time the less is taught.	Teacher makes general suggestions about how a lesson could be improved another time the lesson is taught.	Teacher makes a few specific suggestions of what could be tried another time the lesson is taught.	Drawing on an extensive repertoire of skills, teacher offers specific alternative actions, complete with the probable success of different courses of action.
Rubric Score: 0/0				

B. Maintaining Accurate Records

ASCD 4b. Maintaining Accurate Records				
Criteria	INEFFECTIVE	DEVELOPING	EFFECTIVE	HIGHLY EFFECTIVE
Student Completion of assignments	Teacher's system for maintaining information on student completion of assignments is in disarray.	Teacher's system for maintaining information on student completion of assignments is rudimentary and only partially effective.	Teacher's system for maintaining information on student completion of assignments is fully effective.	Teacher's system for maintaining information on student completion of assignments is fully effective. Students participate in maintaining the records.

Student progress in learning	Teacher has no system for maintaining information on student progress in learning, or the system is in disarray.	Teacher's system for maintaining information on student progress in learning is rudimentary and only partially effective.	Teacher's system for maintaining information on student progress is fully effective.	Teacher's system for maintaining information on student progress is fully effective. Students contribute information and participate in interpreting the records.
Non-instructional records	Teacher's records for non-instructional activities are in disarray, resulting in errors and confusion.	Teacher's records for non-instructional activities are adequate, but they require frequent monitoring to avoid errors.	Teacher's system for maintaining information on non-instructional activities is fully effective.	Teacher's system for maintaining information on non-instructional activities is highly effective, and students contribute to its maintenance.
Rubric Score: 0/0				

C. Communicating with Families

ASCD 4c. Communicating with Families				
Criteria	INEFFECTIVE	DEVELOPING	EFFECTIVE	HIGHLY EFFECTIVE
Information about the instructional program	Teacher provides little or no information about the instructional program to families.	Teacher participates in the school's activities for family communication but offers little additional information.	Teacher provides frequent information to families, as appropriate, about the instructional program.	Teacher provides frequent information to families, as appropriate, about the instructional program. Students participate in preparing materials for their families.
Information about individual students	Teacher provides minimal information to families about individual students, or the communication is inappropriate to the cultures of the families. Teacher does not respond, or responds insensitively, to family concerns about students.	Teacher adheres to the school's required procedures for communicating with families. Responses to family concerns are minimal or may reflect occasional insensitivity to cultural concerns.	Teacher communicates with families about students' progress on a regular basis, respecting cultural norms, and is available as needed to respond to family concerns.	Teacher provides information to families frequently on student progress, with students contributing to the design of the system. Response to family concerns is handled with great professional and cultural sensitivity.
Engagement of families in the instructional program	Teacher makes no attempt to engage families in the instructional program, or such efforts are inappropriate.	Teacher makes modest and partially successful attempts to engage families in the instructional program.	Teacher's efforts to engage families in the instructional program are frequent and successful.	Teacher's efforts to engage families in the instructional program are frequent and successful. Students contribute ideas for projects that could be enhanced by family participation.
Rubric Score: 0/0				

D. Participating in Professional Community

ASCD 4d. Participating in Professional Community				
Criteria	INEFFECTIVE	DEVELOPING	EFFECTIVE	HIGHLY EFFECTIVE
Relationships with colleagues	Teacher's relationships with colleagues are negative or self-serving.	Teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires.	Relationships with colleagues are characterized by mutual support and cooperation.	Relationships with colleagues are characterized by mutual support and cooperation. Teacher takes initiative in

				assuming leadership among the faculty.
Involving in a culture of professional inquiry	Teacher avoids participation in a culture of inquiry, resisting opportunities to become involved.	Teacher becomes involved in the school's culture of inquiry when invited to do so.	Teacher actively participates in a culture of professional inquiry.	Teacher takes leadership role in promoting a culture of professional inquiry.
Service to the school	Teacher avoids becoming involved in school events.	Teacher participates in school events when specifically asked.	Teacher volunteers to participate in school events, making a substantial contribution.	Teacher volunteers to participate in school events, making a substantial contribution, and assumes a leadership role in at least one aspect of school life.
Participation in school and district projects	Teacher avoids becoming involved in school and district projects.	Teacher participates in school and district projects when specifically asked.	Teacher volunteers to participate in school and district projects, making a substantial contribution.	Teacher volunteers to participate in school and district projects, making a substantial contribution, and assumes a leadership role in a major school or district project.
Rubric Score: 0/0				

E. Growing and Developing Professionally

ASCD 4e. Growing and Developing Professionally				
Criteria	INEFFECTIVE	DEVELOPING	EFFECTIVE	HIGHLY EFFECTIVE
Enhancement of content and knowledge and pedagogical skill	Teacher engages in no professional development activities to enhance knowledge or skill.	Teacher participates in professional activities to a limited extent when they are convenient.	Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.	Teacher seeks out opportunity for professional development and makes a systematic effort to conduct action research.
Receptivity to feedback from colleagues	Teacher resists feedback on teacher performance from either supervisors or more experienced colleagues.	Teacher accepts, with some reluctance, feedback on teaching performance from both supervisors and professional colleagues.	Teacher welcomes feedback from colleagues when made by supervisors or when opportunities arise through professional collaboration.	Teacher seeks out feedback on teaching from both supervisors and colleagues.
Service to the profession	Teacher makes no effort to share knowledge with others or to assume professional responsibilities.	Teacher finds limited ways to contribute to the profession.	Teacher participates actively in assisting other educators.	Teacher initiates important activities to contribute to the profession.
Rubric Score: 0/0				

F. Showing Professionalism

ASCD 4f. Showing Professionalism				
Criteria	INEFFECTIVE	DEVELOPING	EFFECTIVE	HIGHLY EFFECTIVE
Integrity and ethical conduct	Teacher displays dishonesty in interactions with colleagues, students, and the public.	Teacher is honest in interactions with colleagues, students and the public.	Teacher displays high standards of honesty, integrity, and confidentiality in interactions with colleagues,	Teacher can be counted on to hold the highest standards of honesty, integrity, and confidentiality and takes a

			students, and the public.	leadership role with colleagues.
Service to Students	Teacher is not alert to students' needs.	Teacher's attempts to serve students are inconsistent.	Teacher is active in serving students.	Teacher is highly proactive in serving students, seeking out resources when needed.
Advocacy	Teacher contributes to school practices that result in some students being ill served by the school.	Teacher does not knowingly contribute to some students being ill served by the school.	Teacher works to ensure that all students receive a fair opportunity to succeed.	Teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school.
Decision Making	Teacher makes decisions and recommendations based on self-serving interests.	Teacher's decisions and recommendations are based on limited though genuinely professional considerations.	Teacher maintains an open mind and participates in team or departmental decision making.	Teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards.
Compliance with school and district regulations	Teacher does not comply with school and district regulations.	Teacher complies minimally with school and district regulations, doing just enough to get by.	Teacher complies fully with school and district regulations.	Teacher complies fully with school and district regulations, taking a leadership role with colleagues.
Rubric Score: 0/0				

Teacher Observation Steps Using OASYS

- Once observation is scheduled, the supervisor will activate the pre-conference form.
- Teacher submits the pre-conference form to the supervisor.
- The pre-conference takes place and at that time, any comments that come about from the pre-conference **should be noted by the supervisor using the comments section.**
- The observation takes place. Information that the teacher has completed on the pre-conference migrates automatically into the observation form. The supervisor enters evidence in all three domains for a formal observation. He/she completes it and submits it to the teacher. **Anytime an observation document is submitted to the teacher, he/she receives an e-mail.**
- Once the document is submitted to the teacher, the supervisor **cannot** make any further comments or changes to the document **without re-submitting it to the teacher** and the teacher has to re-acknowledge the document. **Teachers and supervisors should utilize the comments section to track any changes made to any of the observation forms.** A suggestion would be to highlight and copy into the **comments section** any changes made to the text of the document. Also, highlighting on the document and/or separate e-mails could be used. **A further suggestion would be for the teacher to save any version of an observation document that is submitted to him/her as a PDF so that he/she could review and identify any changes made during the process.**
- When edits to observation forms take place, if the teacher is not satisfied or comfortable with such changes, he/she should meet again with his/her supervisor to resolve the matter. Again, the **comments section** of the document **shall** be used to cite the specific language or changes to be discussed.
- Following the post-conference and any resolution to edits/changes to the observation document, the teacher **shall acknowledge** the document.
- Everyone **shall** keep in mind the time lines associated with the observation process per the terms and conditions of the contract.

APPENDIX B

CLASSROOM OBSERVATION AND SUMMATIVE EVALUATION PROCEDURE FOR UNIT MEMBERS NOT COVERED BY EDUCATION LAW 3012-D

Non-tenure unit members are to be observed at least twice a year by a properly certified administrator who is not an IREA member serving his/her internship. The first Classroom Observation Report will be completed no later than the end of the first semester; the second, no later than April 15.

1. Tenure track (APPR) unit members are to be observed at least once a year by properly designated supervisors. This Classroom Observation Report must be completed no later than June 1 of each school year.
2. The observations required to complete the minimum Classroom Observation Reports set forth in B.1. or B.2. above will include observation of the unit member's performance in the member's certification area.
3. This will not preclude such additional observations as may be desirable in other areas assigned to the unit member. The initial observation for the year will be made in the unit member's certification area.
4. Each bargaining unit member shall also receive a summative evaluation each school year. Such summative evaluation report will be completed by no later than September 15th and such evaluation shall not include evaluative information resulting after June 30th of the past school year to which the summative pertains.
5. Each time a unit member is formally observed or evaluated by properly designated supervisors, a conference will be held with the member. After a unit member is observed or evaluated, a written report must be submitted to the unit member and a conference must be held within five (5) school days to discuss the report or at a time mutually agreed upon by the supervisor and unit member. At such conference, the unit member and the properly designated supervisor shall date and initial the report verifying that a conference was held. Each unit member will have an opportunity to react in writing to the report. This response will be attached to the written report when it is included in the personnel file. Any written response must be submitted within three (3) school days after the conference. Each unit member must sign the report to acknowledge having had the opportunity to review the report, and such signature does not necessarily indicate agreement with the report.
6. Administrators are encouraged to make frequent short visits to the classroom at the administrator's discretion. Any documentation which may follow such a visit should be forthcoming after discussion with the unit member, appointment for such discussion to be made no later than the end of the following school day.
7. A pre-conference will be held prior to a formal previously announced classroom observation upon the request of the administrator or unit member, with such pre-conference being arranged at least 24 hours prior to the scheduled observation. This does not, however, preclude an informal (unannounced) evaluation documented by the Classroom Observation Report. For probationary teachers, at least one of the two required observations shall be a formal, previously announced, classroom observation.

8. The agreed-upon pre-observation conference form (that follows) will only be used if a pre-observation conference is requested by the unit member or administrator.
9. Such pre-observation form will not become part of unit member's personnel file.
10. A committee comprised of six (6) members shall be established to review and recommend revisions to the observation/evaluation procedures (including appropriate forms). The goals of the new observation/evaluation process shall be to establish criteria, including objective measures where possible, which, among other items, evaluate the implementation of national, state, and school district initiatives. Three (3) members shall be appointed by the IREA president and three (3) members shall be appointed by the Superintendent of Schools. The committee shall meet regularly and shall make its recommendations to the IREA membership and the Board of Education by no later than June 30th. Such recommendations must be approved by the IREA membership and the Board of Education prior to implementation.

INDIAN RIVER CENTRAL SCHOOL DISTRICT CLASSROOM OBSERVATION FORM

Name of Instructor _____

School _____

Status 1 2 3 Tenure _____ Date of Observation _____ Time In/Out _____

Subject and Grade _____ Name of Observer _____

Overall Assessment:	Satisfactory	Needs to Demonstrate Progress	Unsatisfactory
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Not Applicable	Lesson Objectives and classroom activities:	Exemplary Evaluator will Comment	Very Good	Good Demonstrates Standard	Needs to Demonstrate Progress Evaluator will comment.	Unsatisfactory Evaluator will comment.
	A. Instructor Characteristics					
	1. Poise: The instructor exhibits composure and self-assuredness.					
	2. Communication Skills: The instructor's verbal, written, and non-verbal communications are clear and appropriate.					
	3. Demeanor: The instructor is enthusiastic, shows a concern for students, and demonstrates an interest in learning which is conveyed to the students.					
	B. Lesson Preparation					
	1. Planning: There is evidence of pre-planning; (i.e., lesson plans, materials, course outline or developmental sequence).					
	2. Method of Presentation:					
	a. The instructor teaches to the objectives and communicates their importance to the students.					
	b. The instructor meets the individual needs of the students by using appropriate materials and methods.					

Not Applicable	Name of the Instructor: <hr/> Name of the Evaluator: <hr/> Date _____	Exemplary Evaluator will comment	Very Good	Good Demonstrates Standard	Needs to Demonstrate Progress Evaluator will comment.	Unsatisfactory Evaluator will comment.
	B2. Lesson Presentation: Method of Presentation):					
	c. The instructor provides timely and specific evaluative feedback to student responses.					
	d. The instructor uses a variety of teaching strategies and activities in the lesson to actively involve the students.					
	e. The instructor checks for understanding and monitors student progress.					
	f. The lesson evidences organization in terms of an anticipatory set, logical development, and closure.					
	C. Instructional Setting:					
	1. The instructional setting is conducive to learning.					
	2. Learning materials appropriate to the lesson are readily available to the students.					
	D. Classroom Atmosphere:					
	1. Procedures and rules are well-defined and understood by the class.					
	2. The instructor keeps the students actively engaged and on task.					
	3. The instructor encourages and capitalizes upon appropriate student ideas.					

1. Observer's Comments: Reactions to Classroom Situations

2. Recommendations

3. Exemplary Practices

4. Instructor Comments

Conference was held on: _____

Administrator Initial: _____

Unit Member Initial: _____

Instructor's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

Summative Evaluation

DIRECTIONS: This form will be distributed at the beginning of each school year and will serve in an advisory capacity for teachers and teaching assistants to have input with their overall evaluation. It will be completed by administrators in accordance with Article 18, Section B5., either as part of, or separate from the classroom observation. For non-tenured staff, this form will be completed no sooner than the fourth quarter of each of the probationary years.

INSTRUCTOR: _____

DATE: _____

BUILDING: _____

EVALUATOR: _____

STATUS: 1 2 3 TENURE OTHER: _____

1. PROFESSIONAL QUALITIES:

2. CONTRIBUTION TO TOTAL PROGRAM:

3. INSTRUCTOR'S COMMENTS:

Conference was held on: _____

Administrator Initial: _____

Unit Member Initial: _____

Instructor's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES EVALUATION FORM**

Name of Instructor _____

School _____

Status 1 2 3 Tenure _____ Date of Observation _____ Time In/Out _____

Subject and Grade _____ Name of Observer _____

	Exemplary Evaluator will Comment	Very Good	Good Demonstrates Standard	Needs to Demonstrate Progress Evaluator Will Comment	Unsatisfactory Evaluator Will comment
A. Assessment					
Psychologist					
1. Knowledge and proficiency in administering and interpreting psychoeducational instruments.					
School Counselor and Psychologist					
1. Knowledge and proficiency in administering and interpreting standardized testing instruments.					
2. Knowledge and proficiency in administering and interpreting intellectual instruments.					
3. Knowledge and proficiency in behavioral assessments.					
4. Level of knowledge and understanding of learning disorders.					
5. Level of knowledge and understanding of emotional and/or behavioral disorders.					
6. Knowledge and proficiency in conducting family histories. *					

* This item will apply only to those psychologists and counselors who conduct family histories as a part of their regular job duties.

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES EVALUATION FORM**

	Exemplary Evaluator will Comment	Very Good	Good Demonstrates Standard	Needs to Demonstrate Progress Evaluator Will	Unsatisfactory Evaluator Will comment
Social Worker					
1. Knowledge and proficiency in assessing family and social factors affecting education.					
2. Knowledge and proficiency in conducting family histories.					
B. Crisis Intervention					
1. Knowledge and proficiency in dealing with crisis.					
2. Knowledge and proficiency in obtaining outside intervention.					
C. Professional Development					
1. Willingness to develop administration and inter-interpretation skills with new assessment methods.					
2. Willingness to participate in workshops and conferences in order to increase knowledge and to enhance specific skills.					
D. Professional Relationships					
1. Ability to interact effectively with students.					
2. Ability to communicate effectively with teachers.					
3. Ability to communicate effectively with parents.					
4. Ability to communicate effectively with administrators.					
5. Ability to communicate effectively with other school personnel.					

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES EVALUATION FORM**

	Exemplary Evaluator will Comment	Very Good	Good Demonstrates Standard	Needs to Demonstrate Progress Evaluator Will	Unsatisfactory Evaluator Will comment
E. Professionalism					
1. Quality of recommendations for intervention.					
2. Quality of written reports.					
3. Efficiency of processing referrals.					
4. Follow-up procedures, i.e. teacher conferences, student counseling, consultation with teachers and parents involved in intervention techniques.					
5. Ability to advocate effectively for students.					



**INDIAN RIVER CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES EVALUATION FORM**

Overall Evaluation of _____ School _____

Status _____ Area _____ Date _____

I. Job Description Fulfillment:

II. Contribution to Total Program:

III. Exemplary Practices:

IV. Staff Member's Comments:

Staff Member

Evaluator

Date

Date

Comparison of Evaluation Tracks for Unit Members not Covered by Education Law 3012-d

Indian River Central School District Comparison of Evaluation Tracks				
	Apprentice		Mastery	Tenured
	1st Year	2nd/3rd Year		
Who	Teachers in first year in district	All other non-tenured teachers	Two-thirds of tenured teachers at option of principal	One-third of tenured teachers
General Description	Orientation program and Evaluation program as stated in contract	Evaluation program as stated in contract (previously tenured teachers must attend orientation programs)	Non-traditional; emphasis on options, and peer observation and assistance and research projects. Little or no involvement with the principal	Evaluation program as in contract
Primary Evaluator	Principal/Supervisor	Assistant Superintendent/Principal	Principal/Supervisor	Principal/Supervisor
Observation (minimum)	As per contract with Pre-conference. Unannounced observations need no pre-conference	As per contract with Pre-conference. Unannounced observations need no pre-conference	No observation from Principal. Select from five options listed	As per contract Post-observation conference and informal observations
Goal-Setting	Between 1 st day of school and one week after 1 st observation/evaluation prior to Summative evaluation conference.	Between 4/15 of the prior year & end of first month of school; assessment prior to summative evaluation conference (previously tenured teacher date to be set up with principal/supervisor)	See Mastery Track Option Form at the end of the Mastery section	Refer to Tenured Section
Parent-Student Input	May use survey; encouraged to share with principal and/or mentor; Principal/supervisor	May use survey; encouraged to share with principal and/or mentor; Principal/supervisor	May use survey; encouraged to share with peer-observer or Principal/supervisor	May use survey; encouraged to share with principal and/or mentor; Principal/supervisor may request survey be done

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
TEACHER EVALUATION PROGRAM**

APPRENTICE

PARTICIPANTS

This track is for teachers who are non-tenured in the Indian River Central School District.

EVALUATOR

The principal or director/supervisor/administrative designee of each school is the primary evaluator for the teacher. For itinerant teachers, a principal or administrative designee will be assigned as the primary evaluator for the teacher. The primary evaluator will conduct formal observations, informal observations, gather other data, and complete the summative evaluation form.

MEETING FOR EXPLANATION

Within two weeks of school, the principal or the designee will meet with all teachers to go over the evaluation process, which will include information relative to the evaluation.

DISTRICT STAFF DEVELOPMENT

All teachers on this track will be required to participate in Effective Teaching training. This is an integral part of the evaluative process. This training could be done before school starts for new employees.

CLASSROOM OBSERVATIONS

As per contract.

MENTORING

Set up a system that would allow the principal to appoint a teacher (volunteer from Tenured/Mastery) to serve as an apprentice mentor. The mentor will be responsible for visiting with the teacher on a regular basis to answer questions about rules and procedures, expectations, or similar information.

For Track 2 teachers with mentors, there will be at least two times during the year when the teacher is observed by the mentor and, in turn, visits the mentor's class to observe that teacher. There will be pre-and post-observation conferences between teachers. The first will occur during the first two months of the school year.

GOAL-SETTING

For first year teachers, between the beginning of the school year and the week after the principal conducts the first observation, the teacher will be responsible for completing at least two goal statements. For teachers that are non-tenured and not their first year, between April 15 of the prior school year and the end of the first month of the next school year, the teacher will be responsible for completing at least two goal statements. These statements are to come from any of the criteria on which teachers are evaluated. The principal has the right to require the teacher to write a goal to cover an area identified by the principal/supervisor. A principal may have each teacher in the school develop a goal related to an overall school emphasis (e.g. Use of strategies to improve reading, more visibility in the halls, writing across the curriculum, etc.) The principal/supervisor will review the goals, and modifications or changes will be made if deemed necessary by the principal.

SELF-EVALUATION

Prior to June 1 (for first year teachers) and February 15 (for teachers other than first year and non-tenured), the teacher is to conduct at least one self-evaluation by completing the “Teacher Summative Evaluation.” These forms will be shared with the principal.

As part of the self-evaluation process, teachers may survey parents and/or students to determine their perceptions of the teachers’ job performance. Teachers are encouraged to share the results with their principals (maybe mentors) and reflect this information in their self-evaluation. Principals may request teachers to survey parents and students and to share the results with the principal. Teachers may develop their own surveys, or they may use surveys that are already developed. Any teacher-developed survey should be reviewed and approved by the principal prior to its use.

SUMMATIVE EVALUATION

As per contract

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
TEACHER EVALUATION
MASTERY**

PARTICIPANTS

This track is for approximately two-thirds of the tenured teachers (this number is not a hard or fast number, as experience and skills will determine the actual number). Two out three years, a tenured teacher will be on this track, unless the principal chooses to remove the teacher from this track. A teacher's option cannot be changed for a period of one year except by mutual agreement.

EVALUATOR

The principal or administrative designee. For itinerant teachers, a principal or administrative designee will be assigned as the primary evaluator for the teacher. The primary evaluator will conduct formal observations and gather other data and will complete the summative evaluation.

OPTIONS FOR TEACHERS IN THIS TRACK

OPTION 1 -Teachers in a school who are on this track can work together to provide feedback to each other regarding teaching performance. Teachers who work with each other will observe each other's classroom for the purpose of providing feedback regarding teaching performance. The teachers will conduct pre-observation and post-observation conferences. At least twice each year, each teacher on this track will be observed a peer and, in turn, will be observed by a peer. A written summary of the observation will be given to the teacher.

In establishing peer observers, a list of a school's Mastery teachers will be made available to each Mastery Teacher who chooses this option at the beginning of the year. Each teacher will select a partner. The principal will assist Mastery teachers in arranging partners, if necessary.

Observations should be of sufficient length to watch a significant portion of the lesson (usually at least 30 minutes). Teachers are encouraged to be creative in finding time to observe their partner's classes. If a teacher cannot find time to observe, the teacher should contact the principal for assistance in covering the class. Use of videotape is encouraged for one of the two required observations.

OPTION 2

ACTION RESEARCH – Individual teachers or a group of teachers identify a problem with which they currently are dealing. For example: An analysis of scores on the ELA test in 4th grade; preventing dropouts or a unit in social studies that teacher critical thinking. Teachers who select the action research option meet with a committee of teachers and an administrator at the end of the year to report their findings.

OPTION 3

PORTFOLIOS – Under the portfolio option, teachers collect items that they will use to document and to assess their current skill levels. The plan must be approved by the principal. They could include student surveys to find out what feedback students give the teacher, parent surveys, videotapes of the teacher's instruction, examples of students' graded work and similar materials. An example might be a social studies teacher collecting materials he/she uses to teach a 20-week unit on government. When finished he/she reviews the materials, assessments of student achievement and revises the unit according to what was found. The principal and interested teachers will be given final reports at the end of the year.

OPTION 4

PERSONAL GROWTH PLANS – Teachers will select the area in which they wish to enhance their skills. A teacher who chooses this option might concentrate on using technology in their classroom such as an 8th grade teacher integrating a computer into his/her pre-algebra lessons.

The teacher puts their entire plan in writing, including where to obtain the knowledge, what workshops they will attend, what books and articles they expect to read and how they will set up practice activities. It also includes who will observe them as they begin to implement the new learning.

OPTION 5

Mentors for Apprentices.

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
MASTERY TRACK (YEARS 1 & 2) OPTION FORM**

NAME: _____

SCHOOL YEAR: _____

OPTION SELECTED (1 – 5 from contract):

In the space provided, please explain your objectives and activities for this option.

Do you have any other objectives for the year? If so, please provide information in space below. (OPTIONAL)

Teacher Signature

Date

Administrative Signature

Date

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
TEACHER EVALUATIONS
TENURED**

PARTICIPANTS

This track is for approximately one-third of the tenured teachers in the district (this number is not hard or fast, as the numbers will depend on experience and skill level).

EVALUATOR

The principal of the school, director/supervisor or administrative designee is the primary evaluator for the teacher. For itinerant teachers the same procedure for the other tracks will be used. The primary evaluator will conduct formal observations, gather other data, and complete the summative evaluation.

CLASSROOM OBSERVATIONS

Prior to the evaluator conducting a formal classroom observation, the evaluator and teacher will have a conference. During this conference, the teacher and evaluator will review the objectives for the lesson to be covered, where in the unit the lesson fits, and other specific items relevant to the observation.

As a minimum, the evaluator will conduct the following formal observation/s:

Prior to the end of May there will be one formal observation conducted with two or three short visitations of the same class period/subject area. The formal observation and the short visits will be over a period of ten school days. It is not required to have a conference prior to the short visitations.

After each formal evaluation, the principal will hold a conference with the teacher. A copy of the Evaluation Form, completed by the evaluator, will be shared with the teacher. The teacher will receive a copy of the completed form.

Nothing precludes an evaluator from visiting the classroom and writing more than one formal observation. This type of visit does not require pre and post observation conferences.

GOAL SETTING

Between April 15 of one school year and the end of the first month of the next school year, the teacher will be responsible for completing at least two goal statements. These statements are to come from any of the criteria on which teachers are evaluated. The principal has the right to require the teacher to write a goal to cover an area identified by the evaluator. An evaluator may have each teacher in this track develop a goal related to an overall school emphasis. The evaluator will review the goals, and modifications or changes will be made if deemed necessary by the evaluator.

SELF-EVALUATION

Prior to February 15, the teacher is to conduct at least one self-evaluation by completing the Teacher Summative Evaluation. These completed forms will be shared with the principal.

As part of the self-evaluation process, teachers may survey parents and/or students to determine their perceptions of the teachers' job performance. Teachers are encouraged to share the results with their principals and reflect this information in their self-evaluation. Principals may request teachers to survey parents or students and share the results with the principal. Teachers may develop their own surveys, or may use surveys already made. Any teacher-developed survey should be reviewed and approved by the principal prior to its use.

SUMMATIVE EVALUATION

As per contract

**INDIAN RIVER CENTRAL SCHOOL DISTRICT
TEACHER EVALUATIONS
INTERVENTION**

PARTICIPANTS

This track is for tenured teachers who are experiencing difficulty due to unsatisfactory performance. This track is designed primarily for those teachers who are demonstrating unsatisfactory performance in the area of instructional process, student relations, or classroom management.

Non-instructional/non-classroom problems (e.g. arrival/departure time violations or confidentiality problems) may or may not result in a teacher being placed on this track.

Teachers who are on this track must sign a statement saying that in the event the District chooses to start terminating their employment in the future, no assistance team member will be subpoenaed to testify in a termination or dismissal hearing. If the teacher refuses to agree not to subpoena assistance team members, then the teacher waives the right to be placed on this track. The District must also sign an agreement waiving their right to subpoena assistance team members.

PHILOSOPHY

Indian River Central School District feels a deep commitment to ensure that each student has the benefit of a quality instructional program. At the same time, the District feels a responsibility to provide intensive, prescriptive assistance to tenured teachers who have been evaluated as less than satisfactory by District standards. The Intervention step provides for a system whereby tenured teachers experiencing difficulty receive assistance for a ninety-day period from peers and continued support from administrators in an effort to assist them to improve their job performance.

INITIATION OF PLACEMENT ON INTERVENTION

If an evaluator determines, and has supporting documentation, that a tenured teacher's job performance does not meet district expectations, then the evaluator must meet with the teacher and inform the teacher that placement on the intervention step will be done. Upon request of the teacher, an IREA representative may be present at meetings.

NOTIFICATION OF RECOMMENDATION TO SUPERINTENDENT

The evaluator will submit to the Assistant Superintendent for Instruction and Personnel Director all documentation concerning the teacher being placed on intervention step. The Assistant Superintendent will notify the evaluator in writing of approval or disapproval of the intervention step placement. If the Assistant Superintendent concurs with the recommendation of the evaluator, the Assistant Superintendent will inform the evaluator to generate a list of five potential members for the assistance team from a pool of individuals who will have expertise in the area(s) in which the teacher is experiencing difficulty. An attempt will be made to have at least one member of the team be from the same subject-matter area as the teacher.

NOTIFICATION OF TEACHER OF INTERVENTION PLACEMENT

Upon receiving approval from the Assistant Superintendent for intervention placement, the evaluator will inform the teacher. The evaluator will provide the teacher rationale for the placement by reviewing the previously collected documentation. The evaluator will provide in writing the specific areas needing improvement and objectives, which must be accomplished for the teacher to attain satisfactory performance.

The Assistant Superintendent will attend this conference and review the intervention procedures and the list of five potential assistance team members. (Note: If the unsatisfactory performance is in "Relationship with Parents" or "Professional Relations and Responsibilities," the use of an assistance team may not be appropriate. Use of an

assistance team in this case will have been determined jointly by the assistant superintendent and the evaluator.)

The teacher will be asked to sign the "Intervention Placement Agreement" waiving his/her right to subpoena assistance team members if a termination or dismissal hearing is held in the future. If the teacher refuses to agree not to subpoena assistance team members, then the Intervention placement will not be made. If the teacher agrees not to subpoena assistance team members, then the placement will be made.

The evaluator and the teacher will select three of the five potential assistance team members to serve on the assistance team. If consensus cannot be reached, the evaluator and the teacher will each strike one name, and the three people whose names remain will serve on the team. (It is not imperative that this be done at the conference if the teacher desires time to think about this.)

NOTIFICATION OF ASSISTANCE TEAM

The Assistant Superintendent will notify the three-team members of their appointments and will select a chairman for the team. The teacher and evaluator will be notified in writing of who will serve as the chairman.

ASSISTANCE TEAM PROCEDURES (NON-EVALUATIVE)

The assistance team is designed to provide optimum support for a teacher in achieving required performance improvement. This team will participate in the development of activities for the remediation plan, observe the teacher's performance, provide direct assistance as outlined in the plan, suggest further improvement activities, and provide the Intervention teacher with feedback on progress.

TEACHERS ON THE ASSISTANCE TEAM WILL NOT EVALUATE THE INTERVENTION TEACHER

The following outlines the procedures, which will be followed in the Intervention step:

1. Within five days of notification that they have been selected to be team members, the team members will meet with the teacher and the evaluator to discuss areas in which improvement is required and review the performance objectives developed by the evaluator.
2. The assistance team members will arrange for times to conduct individual observations of the teacher. The observations are to be conducted within ten days of the notification of the team members.
3. Within fifteen days of notification of the team members, the team members will meet with the teacher and the evaluator to develop a remediation plan. The remediation plan must be based on the performance improvement objectives established by the evaluator and designed for completion within ninety working days. The plan will include specific improvement activities, timelines, and individual responsibilities of assistance team members, evaluator, and the teacher. All of these persons will sign and receive a copy of the completed remediation plan. The signatures indicate approval of the plan and its implementation.
4. The ninety-day period (school calendar workdays) will begin the day after the conference outlined in #3.
5. During the ninety-day period, the team members will record their efforts and complete their responsibilities.
6. If, in the process of implementing the plan, team members believe that a major modification of the plan needs to be made, the team chairperson will contact the evaluator to schedule a conference to review and revise the plan. This conference will involve the teacher, the evaluator, and the team.
7. At the end of the ninety-day period, the assistance team, the teacher, and the evaluator (if agreed to by the team and teacher) will meet to review progress related to the remediation plan. The Remediation Plan

Summary will be completed by the assistance team chairperson and will be signed by the team members, evaluator, and the teacher. This summary will serve as the team's final report. The teacher may add written comments, if desired, within ten (10) working days of signing the summary. Any and all documents written by the team and teacher cannot be used by either party in any hearing.

8. If teachers require additional time to fulfill number 2 and 3 above, the district shall arrange for such time to be made available.
9. If the teacher wants time away from students, it is the district's responsibility to provide time.

EVALUATOR'S RESPONSIBILITIES AND PROCEDURES (EVALUATIVE)

Throughout the implementation of the remediation plan, the performance of the teacher will be monitored and documented by the evaluator.

A minimum of three formal observations by the evaluator will be required during the ninety-day remediation period. Informal observations are not limited. Formal observations follow the identical procedures outlined in the contract. A post-conference is required for each formal observation.

SUMMATIVE EVALUATION CONFERENCE AND REPORT

At the end of the ninety-day period and after a final conference with the assistance team, a summative evaluation will be completed by the evaluator based on the teacher's progress toward remediation objectives, formal and informal observations. A conference with the teacher will be held to review the evaluation. A copy of the signed evaluations will be provided to the teacher. The originals including observations and the teacher's comments (if any), will be forwarded to the assistant superintendent and superintendent for review. After the review, the signed evaluation and all observations will be forwarded to the personnel department for inclusion in the teacher's personnel file.

The completed evaluation and placement within the evaluation system are final.

Using all the data collected during remediation period the evaluator will determine future placement of the teacher within the evaluation system.

Placement options include:

1. If the evaluations and collected data established that the teacher now meets District expectations, the evaluator will place the teacher on tenured program. Goals for the next evaluation cycle will be completed. The evaluator will continue to work closely with the teacher for a minimum of ninety days to provide on-going support through the transition after the intervention program placement.
2. If, in the judgment of the evaluator, sufficient progress toward meeting District expectations is being made, but performance does not yet meet these expectations, the intervention placement can be extended for ninety more days (optional). Only one consecutive ninety-day extension will be permitted.
3. If remediation efforts have resulted in insufficient progress toward meeting performance standards, then the Superintendent will make a determination as to what legal course to follow.

EXTENSION OF INTERVENTION FOR ANOTHER NINETY-DAY PERIOD

If the evaluator believes that continued placement on Intervention for a second ninety-day period is in the best interest of the teacher and the District, the evaluator may recommend to the Superintendent an extension of intervention track placement for the teacher.

If the Superintendent does not approve the extension, then the evaluator must make a decision to place the teacher on mastery track or recommend action by the superintendent.

If the Superintendent approves the extension, then these steps will be followed:

1. During the summative conference with the staff member, the evaluator will explain the extension.
2. The evaluator will revise the remediation objectives as necessary.
3. The evaluator will notify the Assistant Superintendent of the need for an assistance team. Members from the first assistance team may be requested to serve on the second team, or members with expertise in new areas indicated by revised objectives may be requested.
4. The selection/appointment of the team, development/revision of the remediation plan, etc., will proceed as detailed in the procedures for the initiation of Intervention.

TECHNICAL ASSISTANCE

PARTICIPANTS

This forty-five day program is for tenured teachers or non-tenured teachers who are experiencing difficulty in the areas of instructional process, student relations, or classroom management and may benefit by working with other teachers in solving the problems. The teacher receiving intervention will continue to be evaluated while Technical Assistance is provided.

INITIATION OF TECHNICAL ASSISTANCE

A teacher or a principal may initiate assistance. If an evaluator determines and has supporting documentation that a teacher's job performance does not meet district expectation in one or more of the areas listed above, then the evaluator will meet with the teacher and inform him/her that the principal would like the teacher to receive Technical Assistance. The evaluator will provide the teacher with a memorandum stating the areas in which the teacher is not meeting expectations and the specific goals for improvement (usually not more than three). If the teacher refuses Technical Assistance, then the principal will have the teacher sign a statement saying that the principal requested the teacher to receive Technical Assistance, but the teacher declined the offer. This statement will be placed in the teacher's personnel file. If the teacher agrees to receive Technical Assistance, the evaluator will notify the Assistant Superintendent and the Personnel Director that the placement is being made.

A teacher may request that s/he receive assistance. The principal will determine if placement is appropriate and provide approval or disapproval of the request in writing to the teacher. Together, the principal and teacher will determine objectives to be accomplished during the forty-five days of Intervention.

GENERALIZATION OF ASSISTANCE TEAM

The Assistant Superintendent will generate a list of five potential members for the assistance team from the pool of assistance team members. The potential team members will have expertise in the area/s in which the teacher is experiencing difficulty. An attempt will be made to have at least one member of the team be from the same subject-matter area as the teacher.

The evaluator and the teacher will select three of the five potential assistance team members to serve on the assistance team. If consensus cannot be reached, the evaluator and the teacher will each strike one name, and the three people whose names remain will serve on the team. (It is not imperative that this be done at the conference if the teacher desires time think about this.)

NOTIFICATION OF ASSISTANCE TEAM

Same as for intervention.

ASSISTANCE TEAM PROCEDURES (NON-EVALUATIVE)

The assistance team is designed to provide optimum support over a forty-five day period for a teacher as s/he strives to improve in the areas needing improvement. The team will participate in the development of a plan of activities, observe the teacher's performance, provide direct assistance as outlined in the plan, suggest further improvement activities, and provide the Technical Assistance teacher with feedback on progress. **TEACHERS ON THE ASSISTANCE TEAM WILL NOT EVALUATE THE TEACHER.**

ASSISTANCE TEACHER

The following outlines the procedures, which will be followed in Intervention:

1. Within five days of notification that they have been selected to be team members, the team members will meet with the teacher and the evaluator to discuss the areas in which improvement is required and review the

performance objectives developed by the principal.

2. The assistance team members will meet individually with the teacher and arrange for times to conduct individual observations of the teacher. The observations are to be conducted within ten days of the notification of the team members.
3. Within fifteen days of notification of the team members, the team members will meet with the teacher and the evaluator to develop a remediation plan. The remediation plan must be based on the performance improvement objectives established by the evaluator (and teacher, if teacher-initiated) and designed for completion within forty-five working days. The plan will include specific improvement activities, timelines, and individual responsibilities of assistance team members, evaluator, and the teacher. All of these persons will sign and receive a copy of the completed remediation plan. The signatures indicate approval of the plan and its implementation.
4. During the forty-five day period, the team members will record their efforts and complete their responsibilities. The teacher will keep a log of contacts with assistance team members and of activities conducted relevant to the remediation plan.
5. If, in the process of implementing the plan, team members believe that a major modification of the plan needs to be made, the team chairperson will contact the evaluator to schedule a conference to review and revise the plan. This conference will involve the teacher, the evaluator, and the team.
6. At the end of the forty-five day period, the assistance team chair will write a memorandum to the teacher and the principal summarizing the activities conducted during the forty-five days. The assistance team, evaluator, and the teacher will meet briefly to review the memorandum, and then all will sign it. This summary will serve as the team's final report. The teacher may add written comments, if desired, within seven working days of signing the summary.

EVALUATOR'S RESPONSIBILITIES AND PROCEDURES (EVALUATIVE)

Throughout the forty-five days, the performance of the teacher will be monitored and documented by the evaluator.

A minimum of one formal observation by the evaluator will be required during the forty-five day remediation period, and one formal observation will be required immediately following the forty-five day period. Informal observations are not limited. Formal observations follow the contract. A post-observation conference is required for each formal observation.

At the conclusion of Intervention, the teacher will continue on the regular evaluation track to which s/he is assigned that year.

EXTENSION OF TECHNICAL ASSISTANCE

If the evaluator chooses (or approves) an extension, then these steps will be followed:

1. During the final post-observation conference with the staff member, the evaluator will inform the teacher that an extension of Technical Assistance is being made and the length of time of the extension.
2. The evaluator (and teacher, if teacher-initiated) will revise the remediation objectives as necessary.
3. The evaluator and teacher will determine if the same assistance team should be used or if some or all-new members should be chosen. If new members are needed, the original process of selecting assistance team members will be used.
4. The assistance team, evaluator, and the teacher will meet briefly to review the goals and to discuss activities, which will be conducted during the extension.

NO MORE THAN 90 TOTAL DAYS IS ALLOWED FOR ANY TEACHER BEING ON TECHNICAL ASSISTANCE.

APPENDIX C
SUMMER SCHOOL

A. Employees hired as teachers in the summer school program shall be paid for each summer school course taught as follows: 2016-17, \$2,148; 2017-18, \$2,223; and 2018-19, \$2,301.

1. **Secondary (grades 7-12):** Bargaining unit members teaching summer school will be paid, based upon the above rate, per session (class) of instruction offered. This rate assumes instruction will be for either 21 (130 minutes per class), 22 (125 minutes per class) or 23 (120 minutes per class) days of instruction. These days do not include scheduled employee orientation, Regents examination, or scoring days. Bargaining unit members shall be paid based upon 1 day divided by the number of scheduled days of instruction times the number of days of per diem service. Bargaining unit members hired as teaching assistants in the secondary summer school program shall be paid .55 times the summer school rate received by teachers.
2. **Secondary (grades 7-8):** Bargaining unit members teaching summer school will be paid, at .5 of the above rate, per session of instruction offered. Each session will be 60 minutes or one hour with a day consisting of 4 sessions of instruction. This rate assumes instruction will be for either 21, 22, or 23 days of instruction. These days do not include scheduled employee orientation, Regents examinations, or scoring days. Bargaining unit members shall be paid based upon 1 day divided by the number of scheduled days of instruction times the number of days of per diem service. Bargaining unit members hired as teaching assistants in the secondary summer school program shall be paid .55 times the summer school rate received by teachers. In the event that there are not enough middle school students enrolled in secondary summer school to support the schedule of 4 sessions of 60 minutes each, the language and schedule in #1 above will be followed.
3. **Elementary (grades K-6):** Bargaining unit members teaching summer school will be paid, based upon the above rate, per session of instruction offered. Each session is 1 and ½ hours with a day consisting of a total of 3 hours (2 sessions) of instruction. This rate assumes 20 days of work for a total of 60 hours. These days and hours do not include the one day (3 hours) allowed for preparatory time by elementary summer school teachers.

B. Longevity: The District shall pay an additional \$55 for each year of summer school experience up to a cap of five (5) years. Up to five (5) years of retroactive experience will be granted.

C. The District shall post notices of the course that will be offered in summer school throughout the District with a deadline for applications.

1. (a) **SECONDARY TEACHERS:** First priority in summer school hiring will be given to District teachers who taught such course during the prior school year and are willing to teach a full class load and who hold permanent or professional certification in the subject/course to be assigned. In addition, the teacher's most recent APPR rating must be effective or highly effective to be eligible for a summer school teaching appointment. Second priority will be given to other teachers certified to teach such course(s) and are willing to teach a full class load. In all instances, attendance of teachers during the forthcoming summer school, as well as prior summer school assignments, will be considered as a valid basis to disqualify a teacher from such assignment. Absences for valid illnesses and/or deaths in the family shall not disqualify a candidate based upon attendance.

(b) ELEMENTARY TEACHERS: Selection of teachers for the elementary summer school program shall be based upon the District wide seniority of the applicants as well as the attendance, certification, and APPR rating as noted above.

2. TEACHING ASSISTANTS: First priority in hiring will be given to District teaching assistants who were assigned to the course or program during the preceding school year which is most similar to that being offered in summer school. Second priority will be given to District teaching assistants who are qualified for the summer school position.
3. In the event of multiple applicants who meet the first or second priority in A or B above, District seniority will be used as a tie-breaker with the most senior applicant being hired for the position.
4. In the event there are no District applicants who fulfill the requirements set forth in the first two levels of hiring, the District will then be free to hire any person it chooses.

- D. District teachers and teaching assistants hired for the summer school program will be permitted to utilize one (1) previously accumulated sick day. If a sick day is used, a .5 deduction shall be made from the employee's accumulated sick leave. Any absence in excess of the one (1) permitted absence shall result in a loss of salary equivalent to one (1) pro-rated day per course.
- E. District teachers and teaching assistants hired for summer school will be permitted to utilize one (1) Death in the Family Day for immediate family, long-time companion and other relatives as defined in Article 9. Section B. Additional days may be granted by the Superintendent of Schools.
- F. It is not intended that any formal evaluation procedures will be undertaken with respect to summer school teaching assignment
- G. In the event that there is a dispute with respect to the terms set forth herein, the IREA shall have the right to submit a grievance in accordance with the terms of Article 2 of this Agreement.
- H. It is expressly understood that all other terms of this Agreement shall not be applicable to the summer school program.

APPENDIX D

**APPLICATION FOR SUMMER SABBATICAL
INDIAN RIVER CENTRAL SCHOOL DISTRICT**

Name: _____

Teaching Assignment/Building: _____

Objective/Goals of Summer Course Work: _____

Courses (finalized upon availability)

Credits College

Courses (finalized upon availability)	Credits	College
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How will course work be of benefit to school district?

Signature: _____

Date: _____

APPENDIX E
INDIAN RIVER CENTRAL SCHOOL COACHING EVALUATION FORM

Name: _____ Observer: _____

Sport: _____ Date: _____

- E – Exemplary (Evaluator will Comment)
- V – Very Good
- G – Good (Demonstrates Standard)
- N – Need to Demonstrate Progress (Evaluator will comment)
- U – Unsatisfactory (Evaluator will comment)

Coaching Characteristics

E V G N U

- 1 Develops respect by example in appearance, behavior, language, and conduct during practice and games.
- 2 Provides supervision during practice, games, bus trips, locker room, and at other schools.
- 3 Follows the rules, regulations and policies set forth in the Coaches' Handbook, Board of Education, State, Section, and League guidelines and administers the policies in a fair and equitable manner.
- 4 Has a well-planned and organized practice schedule.
- 5 Shows patience, tolerance and understanding toward team members.
- 6 Encourages student sportsmanship.
- 7 Continues to be updated in C.P.R. and First Aide for Coaches.
- 8 Continues to be updated in coaching methods and techniques.
- 9 Develops sound public relations with parents, students, staff, community and media.
- 10 Communicates with parents and students concerning team and individual matters.
- 11 Works with all coaches within the program to develop a well-coordinated program.
- 12 Is concerned about care of equipment, including issue, collection, and inventory.
- 13 Keeps Athletic Director informed about program events.

1. Comments and Recommendations from Observer:

2. Comments from Coach:

Coach's Signature: _____

Date: _____

Observer's Signature: _____

Date: _____

COACHING EVALUATION FORM

Philosophy/Purpose:

The coaching evaluation form shall be used to deem a person “qualified” for reappointment as a coach, based upon satisfactory performance.

Procedures:

2. The Athletic Director will evaluate all coaches at least once a season based upon, but not limited to, observations made during practices and games.
3. The Head Varsity coaches will play an advisory role to the Athletics Director in regard to other coaches in that sport.
4. If any specific characteristic observed is deemed “needs to demonstrate progress” or “unsatisfactory”, it will be noted in writing, brought to the attention of the coach concerned within five (5) days of occurrence, acknowledged by signatures of both evaluator and coach, and attached to this evaluation form. Each coach will have an opportunity to react in writing to this matter. The coach will have three (3) school days to respond and his written statement will be attached to the evaluation form.
5. The written observation form will not be part of the teacher/coach’s official personnel file kept in the District Office, unless so requested by the teacher/coach.

APPENDIX F

INDIAN RIVER CENTRAL SCHOOL DISTRICT
K-5 Request Form for Professional Development/Collaborative Staff Meetings and
Associated Activities

Staff Member(s) involved: _____

Building: _____

Please provide, in the space below, a brief yet thorough description of the planned activities and the expected outcomes of such activities.

Potential Dates for such activity (please provide alternative dates): _____

Submit this form to your building administrator for approval.

Building Principal Signature/Approval Y or N

Date

K-5 Building administrators, please forward approved activity requests to the Assistant Superintendent.

K-5 Teachers: Please realize that this written request must be made by October 1 for activities in the first semester and by February 1 for activities in the second semester. A maximum of one half-day per semester, or one full day per school year may be granted for this purpose. Requests that do not adhere to these submittal deadlines will not be considered. Also, please note that the availability of coverage for the involved teachers' classrooms shall be a factor in the approval process.

Asst. Supt. Signature/Approval Y or N

Date

APPENDIX G
INDIAN RIVER CENTRAL SCHOOL DISTRICT
GRIEVANCE FORM

To: _____ Date: _____

____ Grievance does not have district-wide application and is submitted to Building Principal.

____ Grievance does have district-wide application and is submitted to the Superintendent of Schools.

Aggrieved party: _____

Contract provision(s) violated or in dispute: _____

Witnesses: _____

Documents: _____

Unilateral change(s) in terms and conditions of employment: _____

Date(s) grievance occurred (time when and place where alleged events or conditions constituting the grievance existed): _____

Provide a general statement of the grievance, (names of witnesses to event known to the grievant, relevant documents and records in possession of the grievant or the IREA concerning the alleged grievance.)

Use additional pages if necessary and attach all relevant documents.

What is the redress sought? _____

Date of informal attempt to resolve: _____

APPENDIX H
INDIAN RIVER CENTRAL SCHOOL DISTRICT
Transfer Request in Tenure Area and/or Building Assignment

Name: _____ Date: _____

Current Assignment... Building: _____ Subject/Grade: _____

Transfer To..... Building: _____ Subject/Grade: _____

Current Certifications / Licenses and Types (Permanent, Provisional):

List, beginning with the most recent experience, your teaching assignments:

School / District	Assignment: Subject/Grade:	From ---To / Year

Use the back of this form if more space is needed.

Do you request an interview for this vacancy? Yes ___ No ___

Other information or comments (optional):

Administrative Action

	Name	Date
Transfer Request Received by Building Principal:		
Transfer Request Received by District Office:		
Interviewed:		
Approved _____ Disapproved _____		