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Contract Database Metadata Elements

Title: **Marcellus Central School District and Marcellus Faculty Association (MFA) (1996) (MOA)**

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Union: **Marcellus Faculty Association (MFA)**

Local:

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APR 24 1998

EXECUTIVE DIRECTOR

This Memorandum of Agreement (the "Agreement") is made between the
MARCELLUS FACULTY ASSOCIATION ("MFA") and the MARCELLUS CENTRAL
SCHOOL DISTRICT (the "District").

RECITALS

A. In collective bargaining for its July 1, 1996 through June 30, 2000
agreement, the District and the MFA agreed to modify the observation year.

B. Accordingly, the parties agree as follows.

AGREEMENT

1. The current February to February observation year shall be changed to a
September to June observation year. Accordingly, Article 7:14 of the 1996-2000 collective
bargaining agreement is hereby rewritten as follows: "The observation year will be from
September 1 through June 1." In addition, the seventh line of the first narrative paragraph of
Appendix 7:13 ("Annual Estimate of Professional Service") shall be revised to provide:
"encompassing the period from September 1 through June 1 of the current year."

2. A new paragraph of the 1996-2000 collective bargaining agreement will
be added, as follows:

7:15 For any teacher whose employment may be in jeopardy due
to questionable professional service, written notification must be
received by the teacher and the MFA President by March 1 of
the current year.

3. The MFA membership and the Board of Education have each ratified these changes to the 1996-2000 collective bargaining agreement.

4. This represents the entire agreement and understanding between the parties, and the agreement may not be modified except in a written document that is signed by both parties.

Dated: September 12, 1997

MARCELLUS FACULTY ASSOCIATION

By: John Knauth

Dated: September 12, 1997

MARCELLUS CENTRAL SCHOOL DISTRICT

By: Paul J. Burt

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the "Agreement") is made between the MARCELLUS FACULTY ASSOCIATION ("MFA") and the MARCELLUS CENTRAL SCHOOL DISTRICT (the "District").

RECITALS

A. In collective bargaining for the July 1, 1996 through June 30, 2000 collective bargaining agreement, the District and the MFA agreed to establish a joint committee (the "Reagan Report Committee" or the "Committee") to study and address the role of department chairpersons. The parties' specific agreement and charge is set forth in a memorandum dated April 1, 1996 from Superintendent Bristol and MFA President Knowlton to the Reagan Report Committee (Exhibit 1, attached).

B. Accordingly, the parties agree as follows.

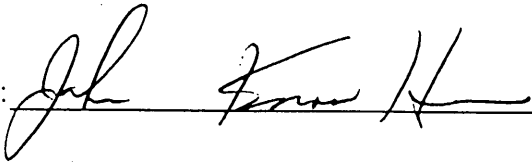
AGREEMENT

1. Following Committee meetings and discussion, the Committee recommended certain enumerated duties and responsibilities for department chairpersons. Those agreed-upon duties are set forth in Exhibit 2 to the Agreement and are incorporated herein by reference. The MFA membership and the Board of Education have approved the Committee's recommendations.

2. This represents the entire agreement and understanding between the parties, and this agreement may not be modified except in a written document that is signed by both parties.

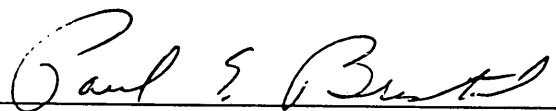
Dated: September 12, 1997

MARCELLUS FACULTY ASSOCIATION

By: 

Dated: September 12, 1997

MARCELLUS CENTRAL SCHOOL DISTRICT

By: 

MEMORANDUM

TO: Reagan Report Committee

FROM: Paul Bristol and John Knowlton

DATE: April 1, 1996

RE: Review and Modification of Reagan Report

As part of the contractual agreement reached by the Marcellus School District and the Marcellus Faculty Association, a committee will be formed to address the role of department chairpersons. The composition of this committee will be (1) the Superintendent or his designee, (2) the three building principals, (3) the MFA President or his designee, (4) three MFA members, one from each building, and (5) two department chairs selected by the department chairs.

The charge of this committee will be:

- (1) Review the job description of department chairpersons (as outlined in Appendix A (pp. 5-6) of the Reagan Report) for the purpose of making recommendations as to any needed changes in responsibilities outlined in the job description.
- (2) Formulate recommendations as to whether classroom observations will continue to be conducted by department chairpersons and, if so, for what purposes will the observations be used.

This committee shall perform the above-stated charge through a consensus mode of operation and shall report its recommendations to the Superintendent and the MFA President. Upon the agreement of the Superintendent and MFA President, any changes will be subject to approval by the Board of Education and MFA membership.

REAGAN REPORT COMMITTEE

CURRICULUM RELATED DUTIES:

- #1. Responsible for coordination, organization and improvement of department curriculum. Review current course offerings, discuss with department and submit recommendations for new courses or revisions to existing courses to: Building Principal, Superintendent, and Assistant Superintendent.
- #2. Coordinate different sections of the same course when taught by different staff (department members.) Coordination involves the review of course content and the sequence of instruction.
- #3. Work with staff to develop, grade, and interpret departmental midyear and final exams (if given).
- #4. Keep up-to-date on state proposals and mandates within the discipline and to disseminate that information to department members and administrators.
- #5. Coordinate a review of student sign-ups and make sure that recommendations are made to guidance and the parents.
- #6. Be knowledgeable of K-12 curriculum. Additionally, through participation in curriculum council and cooperation with K-6 curriculum committees and the Assistant Superintendent for Instruction, contribute to the continuity of K-12 program within the discipline.
- #7. Submit a brief annual report to immediate supervisors and Assistant Superintendent for Instruction at the end of each year.
- #8. Periodically attend workshops, seminars, and conferences relating to their academic areas. (Monies in addition to the amount normally budgeted for each building should be provided for these activities.)

ADMINISTRATIVE RELATED DUTIES:

- #1. Serve on District Curriculum Council.
- #2. Make recommendations to Building Principals with input from department concerning class assignments and class scheduling.
- #3. Assist the building administration in preparation of exam schedules.
- #4. Help supervise midyear, final and Regents exams.

- #5. Assist new teachers with routine department procedures.
- #6. Coordinate text selection, 7-12. and act as resource for K-6.
- #7. Conduct at least 8 departmental meetings per year. Prepare minutes to be distributed to Superintendent, Assistant Superintendent, and building level Administrator and department liaisons.
- #8. Assist substitutes in routine departmental procedures.
- #9. Assist in the interview of prospective teachers within the discipline.
- #10. Work with teachers "at risk" and assist principal in devising a plan to improve teachers' effectiveness in the areas "at risk."
- #11. Work in collaboration with administrators and teachers to plan strategies to assist students in order to increase all student performance, especially for those targeted "at risk."
- #12. Compile year-end exam data for department.
- #13. Keep inventory, with department input, of supplies, equipment, and books.
- #14. Classroom observations:
 - a. Department Chairs will observe, formally, all members of their department at least once per year. Observations forms are to be copied to Superintendent, Building Administrator, Department Chair and Teacher.
 - b. For any given year, the department chair's observations will not be the only observation, for the record, for any teacher in the department.
 - c. Mandatory training will be provided by the District for all Department Chairs each year following their appointment by the Board of Education. In-service credit will be awarded upon completion of training. (Details to be decided based on design and time commitment for training)

BUDGET RELATED DUTIES:

- #1. Assist building principal in developing departmental budgets for: supplies, equipment, purchase and maintenance of text books, workbooks, review books, field trips and conferences.

10 days

CONTRACTUAL AGREEMENT
BETWEEN
MARCELLUS CENTRAL SCHOOL DISTRICT
MARCELLUS, NEW YORK
COUNTY OF ONONDAGA
AND THE
MARCELLUS FACULTY ASSOCIATION
JULY 1, 1996 - JUNE 30, 2000

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**ARTICLE 1:00
PROCEDURAL AGREEMENT**

1:10 RECOGNITION

During the period of this agreement, the Marcellus Central School District Board of Education recognizes the Marcellus Faculty Association as the exclusive negotiating agent for all certified personnel, full-time and part-time (except Superintendent of Schools, Director of Instructional Services, Director of Non-Instructional Services, Administrators, and all teachers hired for less than thirty (30) consecutive school days).

1:20 AREAS FOR DISCUSSION AND AGREEMENT

This constitutes an agreement between the Marcellus Central School District Board of Education and the Marcellus Faculty Association to reach mutual understanding regarding matters related to terms and conditions of employment.

1:30 PROCEDURES FOR CONDUCTING NEGOTIATIONS

1:31 Negotiating Teams: The Superintendent and/or his designated representative(s) will meet with representatives designated by the Marcellus Faculty Association for the purpose of discussion and reaching mutually satisfactory agreements.

1:32 Opening Negotiations: The Marcellus Faculty Association and the Marcellus Central School District Board of Education agree to open negotiations no later than February 1 of each contract year upon written request by the Marcellus Faculty Association or the Superintendent of Schools. (All issues proposed for discussion shall be submitted in writing by the employee organization and the Superintendent or their designated representative at the first formal meeting following agreements on procedure for negotiations.)

1:33 Negotiation Meetings: The Board of Education and/or designated representative(s) shall meet at mutually agreed upon places and times with representatives of the Marcellus Faculty Association for the purpose of effecting a free exchange of facts, opinion, proposals, and counter-proposals in an effort to reach mutual understanding and agreement. All meetings will be executive meetings. Following the initial meetings as described in Section 1:32 above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s) or until an impasse is reached.

1:34 Exchange of Information:

1:341 Both parties and/or the Superintendent shall furnish each other, upon reasonable written request, all available information pertinent to the issue(s) under consideration.

1:342 Answers to proposals shall be submitted to the other party within a mutually determined time.

1:35 Consultants: The parties may call upon consultants to assist in preparing for negotiations and to advise them during conference sessions. The expense of such consultants shall be borne by the parties requesting them.

1:36 Release of Information: The parties agree that, during the period of negotiations and prior to reaching an agreement that any item to be released to the public concerning these negotiations will be first submitted to the opposite party for discussion between the chief negotiators. This should not be interpreted as a method of blocking the release of this information.

1:37 Reaching Agreement: When consensus is reached covering all areas under discussion, the proposed agreement shall be reduced to writing as a memorandum of understanding and submitted to the Marcellus Faculty Association and the Board of Education for approval. Following approval by a majority of the membership of the Marcellus Faculty Association and by a majority of the Board of Education, it shall be signed by the Superintendent and the President of the Marcellus Faculty Association and shall become a part of the official minutes of the Marcellus Central School Board of Education. When appropriate, provisions in the agreement shall be reflected in the individual certificated employee's salary notice. The agreement shall not discriminate against any certificated member of the staff, regardless of membership or nonmembership in any local professional organization.

ARTICLE 2:00 LEAVES

2:10 SICK LEAVE

2:11 Sick Days:

2:111 A certified staff member shall be advanced 1.2 days of sick leave for each month remaining in that school year. First year certified personnel are not eligible for current year's sick leave allowance until they report for duty and are physically capable of performing their duties.

2:112 Sick leave shall be earned:

10 month employee - 12 days

11 month employee - 13 days

12 month employee - 14 days

2:12 Accumulation: Individual sick leave days may accumulate to a maximum of two hundred (200) days.

2:13 Notification: At the beginning of each school year, each staff member may request, in writing, the total number of individual sick days which have been accumulated to date.

2:14 Maternity Leave: Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. Sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities. (See APPENDIX 2:14)

2:15 Sick Leave Bank:

2:151 The District will donate one hundred sixty (160) days per year to a sick bank. Unused sick leave bank days are non-cumulative.

2:152 These days are to be used after a teacher's accumulated sick leave has run out and will cease when the person dies, recovers, or Disability Insurance coverage takes over.

2:153 The maximum number of days from the bank that any individual may use in any school year is thirty (30).

2:154 Application for sick leave bank shall be made to the Superintendent on the form mutually agreed upon by the Superintendent and the Marcellus Faculty Association. (APPENDIX 2:154)

2:20 FAMILY ILLNESS

Absence occasioned by an illness in the certified staff member's immediate family shall be granted at full pay for a maximum of five (5) days per year. Immediate family includes spouse, children, parents, mother-in-law, father-in-law, grandparents, brothers, sisters, or a domestic partner of the employee living in the household of the employee, or others at the discretion of the Superintendent of Schools. Days can be taken beyond the five-day limit and shall be taken as sick leave.

2:30 FUNERAL LEAVE

2:31 Absence occasioned by attendance at a funeral in the immediate family (same definitions as in 2:20) shall not be construed as sick leave. Leaves for funerals of members of immediate families shall be granted at full pay for a maximum of five (5) days per funeral.

2:32 Any extension beyond these limits shall be deducted first from personal leave days and then from sick leave days. Leave for funerals of some other persons other than immediate family shall be deducted first from personal leave and then from sick days.

2:40 PERSONAL LEAVE

2:41 For the transaction of personal matters, there shall be an allotment of four (4) days at full pay. Reasonable notice of such leave shall be given as soon as possible. Permission must be granted by the Superintendent of Schools or his designated representative(s); i.e., Building Principal. (Items covered: own wedding; college graduation for self, spouse, son or daughter; taking son or daughter to college in freshman year; legal transaction; required court business; religious or other at the discretion of the Superintendent of Schools).

2:42 For three (3) of the personal days no reason need be given except when they fall prior to or subsequent to a holiday or vacation.

2:43 Any unused personal leave will be added to the individual staff member's accumulated sick leave in the next year.

- 2:44 Request for leave shall be made out on the attached form (APPENDIX 2:44) and except in the case of emergency situations submitted sufficiently in advance of the dates requested to be acted upon.

2:50 PROFESSIONAL LEAVE

- 2:51 Retirement System: Up to a maximum of three (3) officially authorized delegates and/or alternates as required will be given time off with pay to attend conferences of the New York State Retirement System. The District will assume responsibility for the delegates' and/or alternates' pay and for the payment of substitutes for them.
- 2:52 Marcellus Faculty Association Days: Up to a maximum of four (4) total days will be granted annually by the District to authorized delegates and/or alternates as required to attend conferences of State and National affiliates of the Marcellus Faculty Association. The District will assume responsibility for the delegates' and/or alternates' pay and for the payment of substitutes for them.
- 2:53 Educational Committees: Teachers may serve on educational committees or commissions such as those established by the state legislature, State Education Department, or others at the discretion of the Superintendent of Schools and when allowable expenses are paid by the sponsoring agency and are approved by the Superintendent of Schools.
- 2:54 Conferences: Institutes. Visitations:
- 2:541 Attendance: Teachers may attend conferences or institutes relating to their area of assignment or overall educational responsibilities as well as intra- and inter-school visitations upon advance approval of the building principal and Director of Instructional Services. The District will assume responsibility for the teachers' pay and the payment of the substitute.
- 2:542 Expenses: Reimbursement for expenses will be based on approved estimated expenses submitted prior to the attendance at the conference, institute, or visitation.
- 2:543 Procedures: (Conferences/Institutes)
- A. Teachers will make their initial requests for conferences between February 1 and February 28, or at appropriate budget time of the preceding school year. Requests made after the foregoing date

will be considered by the responsible administrator if funds are available. (See D)

- B. The Administration will seek budget support for all conference requests.
- C. Teachers will be notified no later than September 30 or within fifteen (15) days of the submission of their request (whichever is later) if their request is to be accepted and funded.
- D. By September 30 of each year, a statement of the total conference monies allocated for each building will be posted. That summary will include:
 - 1. amount of conference monies spent during the previous year;
 - 2. amount of conference monies allocated for the building for the current year; and
 - 3. amount of conference monies encumbered to date for the current year.

2.55 Chaperoning: Teachers assigned by the Administration to take part in, or chaperone, a school-sponsored trip will receive full pay and benefits with no loss of leave time.

2:60 LEAVES OF ABSENCE

2:61 Care of Sick Member of Immediate Family: Written request must be submitted to the Superintendent of Schools and Board of Education approval is required. Leave without pay may be granted for a maximum of two (2) semesters to staff members for the care of a sick member of the immediate family.

2:62 Work/Academic: Written request for work experience or academic leave must be submitted to the Superintendent, and, when approved by the Board of Education, such leave will be granted without full pay. No increment will be granted unless the experience is in the field of teaching or academic study.

2:63 Childrearing: Childrearing leave may be applied for and granted for the purpose of childrearing after the birth or adoption of a child.

- 2:631 The teacher must apply for the leave within six (6) weeks after the birth or adoption of the child. Teachers applying for childrearing leave are required to apply on the standard form approved by the Superintendent and Marcellus Faculty Association President. (APPENDIX 2:631)
- 2:632 The leave shall be extended for the remainder of the school semester in which the child is born or adopted and may be extended for the next two (2) semesters as agreed upon by the teacher and the Superintendent of Schools.
- 2:633 There shall be no compensation during this leave period.
- 2:634 During this leave, the teacher shall not engage in gainful employment, other than the approved occasional per diem substitute teaching, during hours that (s)he would normally be working as an employee of the Marcellus Central School District. If a violation is found, the District will have the option to cancel said leave and demand an immediate return to work of the employee in question.
- 2:635 If the teacher requests, in cases of extenuating circumstances, the teacher shall return to work following written notice of at least ten (10) school days.

2:64 Physical Examinations:

- 2:641 This Agreement does not abridge in any way the rights that the District has regarding physical or psychiatric examinations under Section 913 of the New York State Education Law.
- 2:642 It is agreed that the procedures set forth in this subparagraph will apply in only the following two circumstances: (i) where a bargaining unit employee seeks to begin or return from an extended leave of absence, and the District desires a doctor's assessment of the employee's physical or mental ability to perform in a satisfactory manner; and (ii) where a bargaining unit employee, who is absent due to illness or injury but who is not on an extended leave, seeks to return to work and the District desires a doctor's assessment of the employee's physical or mental ability to perform in a satisfactory manner. In such circumstances:
- (a) The Superintendent may request, at District expense, a physical examination from an employee's own physician to determine the physical and/or mental ability of said employee to perform work in a satisfactory manner;

- (b) If the Superintendent is not satisfied with the examination, he may request, at the District expense, that it be performed by a physician selected by the District;
- (c) If there is difference of opinion between employee's and the school's physician, the Superintendent will request at District expense the employee's and school's physicians to select a third (3rd) physician whose opinion would be binding on the parties concerning the health status or prognosis affecting the employee.

2:65 Military Service Leave:

- 2:651 Leave will be granted without pay for the duration of ordered military duty. The teacher is also entitled to receive thirty (30) days' pay. (Military Law Section 242)
- 2:652 The Board of Education will consider a leave if a person is drafted and subsequently enlists in the service. He will retain all job rights on his return to duty. Also, if the spouse is a member of the staff at the time of enlistment, the job rights will prevail.

2:66 Jury Duty and Court Appearance Leave:

- 2:661 Any certified staff member called to jury duty or subpoenaed to appear in court, shall notify the Superintendent of Schools as soon as notice is received.
- 2:662 If necessary, employees may request the court to defer jury duty or appearances before the court to a more appropriate time. The Superintendent of Schools will confirm and support such requests when necessary.
- 2:663 Employees attending jury duty, or having been subpoenaed to appear in the court, will receive full pay from the Marcellus Central School District and shall keep the normal per diem stipend paid to the employee by the court, to the extent permitted by applicable law.

2:67 Other Leaves of Absence: Requests for other leaves of absence will be considered for approval by the Board of Education on an individual basis upon written request to the Superintendent of Schools.

2:70 RETURN TO DUTY FROM LEAVE

2:71 Notification:

2:711 An express condition for the granting of long term leaves of absence without pay shall be the employee agreeing to notify the District in writing of his/her intent to return by May 1 and/or October 15 of the semester prior to the one in which the teacher plans to return.

2:712 If such notification is not received the District will notify the individual and Marcellus Faculty Association by certified mail of his/her obligation to notify the District and the individual will have thirty (30) days from the mailing of the notice to send a certified reply to the District.

2:713 If no reply is received by the District, the District will have the option to deem the position abandoned and the individual no longer in the employ of the District.

2:72 Extension: Unpaid, long term leaves of absence may be extended for up to twelve (12) months upon written application by the teacher to the Superintendent and approval of the Board of Education. (Childrearing leaves excepted as in 2:632)

2:73 During the Leave of Absence:

2:731 The teacher will retain all unused accumulated sick leave.

2:732 The teacher may remain a member of the group insurance policy provided that (s)he pays the full cost of the insurance involved.

2:733 Unless specified and agreed to in writing by the Board of Education in advance, an unpaid leave of absence will not entitle the teacher to the acquisition of any increment during the absence nor shall it be counted as service rendered for seniority or step placement purposes if the teacher works in the District less than five (5) months during the year in which leave is implemented.

**ARTICLE 3:00
RECRUITMENT, SPECIAL DUTY ASSIGNMENTS,
NOTICE OF INTENT**

3:10 TEACHER RECRUITMENT

3:11 Posting: Whenever any vacancy or new position shall occur in any professional position (certified and/or instructional) in the District, written notice of such vacancy or new position shall contain all pertinent information relative to the vacancy or new position. Such posting shall be for at least ten (10) school days. During the summer months, posting shall be for at least fourteen (14) calendar days. Bargaining unit members wishing to be notified of vacancies or new positions outside the bargaining unit during the summer months must file their names and summer address in the District Office. Copies of the posting will be sent to the MFA President as they become available. A teacher so notified must respond within fourteen (14) calendar days of such notification if (s)he wishes to be given any consideration.

3:12 Application: Any qualified teacher may apply in writing for such vacancy or new position, and in filling such vacancy or new position the Board or its authorized representatives agree to give due weight to the professional background and attainments of all applicants.

3:13 Notification: All employee applicants shall be formally notified when such a position is filled by the Superintendent of School or his agent.

3:20 SPECIAL DUTY ASSIGNMENTS

Notification of extra-curricular appointments such as club advisors, athletics, etc., will be sent to staff members concerned, at least two (2) weeks prior to the beginning of the school semester (except where extraordinary circumstances preclude compliance with the above stated criteria). These appointments are subject to acceptance by the teacher.

3:30 NOTICE OF INTENT

3:31 Reduction in Force:

3:311 The District will notify the Marcellus Faculty Association President of potential staff cuts by March 15 of each school year. The Association President will have the right to discuss the proposed cuts with the

Superintendent before the potential cuts are acted upon by the Board of Education.

3:312 Once the Board has adopted a preliminary budget it will notify in writing the Association President and all affected staff members of the potential cuts.

3:313 By June 15 of each school year the District will notify in writing the Association President and all affected staff members of the actual cuts enacted.

3:32 Continuation of Employment:

3:321 During the last year of a teacher's probation, the Superintendent will notify the probationary teacher whether or not he will recommend tenure by March 1. If the Board decides to question the Superintendent's positive recommendation, the Board will notify the teacher by April 1. These deadlines may be altered in special cases of teachers on leave of absence, whereby the deadline is extended an equivalent number of days to that of the leave grant in the current evaluation year, by the mutual agreement of the Superintendent and the Association.

3:322 The District will notify in writing the Association President and any staff member whose work it does not deem adequate for continued employment of its decision by May 1 of each school year.

3:33 Placement Verification: Prior to June 30 of each school year, the Marcellus Faculty Association may select a representative to meet with a representative of the District's Business Office for the purpose of verification of individual salary schedule step and column placement for the coming year. The information will be verified by June 30.

3:40 TRANSFER AND REASSIGNMENT

3:41 Definitions:

3:411 SENIORITY is defined as the length of continuous service in Marcellus Central Schools in a full-time probationary or tenured appointment since the date of most recent hire in a tenure area, less any time spent on unpaid leave. Credit for full-time, continuous employment (minimum of one [1] semester) within the same tenure area which immediately precedes a probationary appointment will be granted. This does not apply to credit towards probation or tenure. For individuals with equal

service, seniority will be determined by the following, in order of listing:

- (a) The date upon which employment commenced;
- (b) The date of Board appointment;
- (c) Placement order on Board minutes at time of appointment.

3:412 SENIORITY LIST is the document developed by the District indicating seniority status of teachers by tenure area(s).

3:413 VACANCY refers to any position created when a teacher leaves the District or a new position is created by the Board of Education. The Board of Education reserves the right to fill or not fill any vacancy.

3:42 Reassignment of Teachers:

3:421 In reassigning (transferring) teachers, the Superintendent shall follow the following procedures:

- (a) Keep reassignments to a minimum;
- (b) Seek and consider voluntary reassignments before any involuntary reassignments are made; and
- (c) In cases in which a voluntary transfer is desired, the Superintendent will meet with the teacher and, upon request, provide rationale in writing for the decision. A similar meeting will be held, upon request, with teachers who are involuntarily transferred.

3:422 Transfers and reassignments will be based upon the following criteria:

- (a) Instructional requirements;
- (b) Work performance and effects upon instruction;
- (c) The teacher's area of competence;
- (d) Major and/or minor field of study;
- (e) The preference of the teacher;
- (f) Seniority.

3:423 It is understood that any transfers, or reassignments, remain the final decision of the Superintendent of Schools.

ARTICLE 4:00
SCHOOL CALENDAR, DUTY FREE LUNCH
AND HOME OFFICE

4:10 SCHOOL CALENDAR

- 4:11** A tentative annual school calendar shall be conspicuously posted, ten (10) days prior to submission to the Board, in each of the building offices and faculty rooms to allow certified staff to review and the MFA President or his designee to recommend changes prior to its adoption by the Board of Education. The teacher work year shall not exceed one hundred eighty-three (183) days.
- 4:12** The District will have the right to schedule more days with the understanding that bargaining unit members will not be required to work any days in excess of contract maximums.

4:20 DUTY FREE LUNCH PERIOD

All teachers who supervise their students during lunch time shall receive a half hour (30 minutes) duty free period during the normal lunch hour. Teachers may leave the building during this time after signing out in the building office with the principal or his designated representative.

4:30 HOME OFFICE REQUIREMENT

The Marcellus Board of Education expects teachers in the normal conduct of their teaching duties to utilize home facilities to prepare instructional material, evaluate student work, and maintain a file of professional readings.

ARTICLE 5:00
CLASS SIZE

5:10 The Board of Education will continue its policy of keeping class sizes at the lowest possible level, within its financial ability.

ARTICLE 6:00
TEACHING HOURS AND ASSIGNMENTS

6:10 TEACHER WORKDAY

The teacher workday will not exceed seven (7) hours fifteen (15) minutes and shall be approximately the same in all buildings.

6:20 FRIDAYS AND DAYS PRIOR TO VACATION

On Fridays or days preceding a vacation, the teacher workday will conclude after pupil dismissal except at the K - 4 level where, in order to provide the same length day as 5-12, teachers may report to work not later than five (5) minutes before student arrival.

6:30 LEAVING THE BUILDING

Teachers may leave the building when they are not assigned a duty after signing out in the building office with the principal or his designated representative.

6:40 DEPARTURE FOR COURSES

A teacher who must meet state certification or university advanced degree requirements related to his teaching assignment, or so desires to improve his competencies in same, through university course attendance that cannot be scheduled other than immediately following stated teacher departure time, may upon written application to and approval by the building principal, arrange for departure prior to stated departure time.

6:50 RELIEF BREAKS

Teachers, K - 6, may request and will be granted a relief break not to exceed ten (10) minutes per day, when the teacher has no available non-student contact time scheduled for the morning or afternoon sessions.

6:60 SPECIAL AREA TEACHERS AND PART-TIME TEACHERS

Any full-time teacher of music, art, science, industrial arts, librarians, reading consultants, counselors and all other special area teachers shall be provided with relief and preparation time to the same extent as other teachers in the District. Part-time teachers will receive relief and preparation time in proportion to their schedules.

6:70 TEACHING ASSIGNMENTS

- 6:71 Student Contact Time: In the teacher workday (7-12), a bargaining unit member will be guaranteed a maximum pupil contact and/or supervisory contact time of three hundred twenty (320) minutes. At (K - 6), maximum student contact time is three hundred fifteen (315) minutes (average daily).
- 6:72 Non-Student Contact Time:
- 6:721 Each bargaining unit member will be guaranteed a duty-free period (approximately forty [40] minutes) within the student day, each day.
- 6:722 It is recognized that the remaining non-student contact time, duty free, is for various activities associated with the educational program, including those professional duties/activities scheduled reasonably in advance between the administrator and teacher, subject to mutual agreement or postponement by the teacher and administrator, unless an exceptional or unique condition exists. It is understood that curriculum writing and development is excluded from the professional duties/activities referred to above.
- 6:73 Faculty Meetings: One (1) hour (sixty [60] minutes) per week may be used for building and/or District meetings.
- 6:74 Periods and Preparations (7-12): No teacher (7-12) shall be assigned more than five (5) teaching periods per day. Whenever possible, no teacher (7-12) shall be assigned more than three (3) preparations.
- 6:75 Voluntary Teaching Duty: A teacher may volunteer for teaching duty in lieu of supervisory duty. If a teacher (7-12) volunteers for a (6th) teaching period, his/her schedule will be six (6) teaching periods, one (1) supervisory period, and one (1) duty-free period.
- 6:76 Non-Teaching Duties: Efforts will be made to assign non-teaching duties equitably to groups of teachers and to aid the teachers in sharing joint responsibilities of supervision time.
- 6:77 Supervisory Periods:
- 6:771 Homeroom periods of less than sixteen (16) minutes will not count as supervisory duty but will count as student contact time.

6:772 Teachers (7-12) will be assigned no more than two (2) non-teaching (supervisory) duty periods per day.

6:78 Academic Teachers: An academic classroom teacher (7-12) shall be assigned no more than one hundred forty (140) pupils for grading purposes.

6:80 DISTRICT COMMITTEES

All appointments of bargaining unit members to District committees shall be voluntary.

ARTICLE 7:00 EVALUATION

7:10 DEFINITIONS

- 7:11 Classroom Observation(s): A visit by an appropriate administrator or his/her designated representative to a teacher in the performance of his/her duties.
- 7:12 Classroom Observation Report: The written comments and observations on the overall quality of a teacher's work. This will be based on the "class observation" and other mutually agreed upon criteria. The criteria to be agreed upon by the administration and the Marcellus Faculty Association. (See APPENDIX 7:12)
- 7:13 Annual Estimate of Professional Service: The written comments by the Building Principal and/or Department Head or second (2nd) observer based on the criteria listed on the form in APPENDIX 7:13.
- 7:14 The observation year will be from February 1 to February 1.

7:20 PURPOSE

The purpose of having Teacher Evaluation is to improve the quality of education in the Marcellus Central School District and to help teachers improve their skills. A second purpose is to compile adequate information to validate decisions concerning continuation of employment or termination of employment.

7:30 PROCEDURES

- 7:31 Monitoring: All monitoring or observations of the working of a teacher shall be conducted openly.
- 7:32 Criteria:
- 7:321 Criteria: Classroom Observation Report (APPENDIX 7:12) and Annual Estimate of Professional Service (APPENDIX 7:13).
- 7:322 Notification of Criteria: Every teacher, upon his employment or at the beginning of the school year, whichever is later, shall be apprised of the criteria upon which (s)he will be evaluated. This notification shall be in writing and shall be reviewed at the annual orientation of new teachers.

- 7:33 Non-Interference: No observation shall cause a teacher to change his/her normal teaching-learning processes for the duration of a particular observation period unless such processes are perceived by the observer as a clear and present danger to health and safety.
- 7:34 Specification of Problem: Any statement by the evaluator which indicates that a teacher has a need to improve his/her skills in the learning situation being evaluated, will offer the evaluator's interpretation of the apparent need, and cooperatively, the evaluator and teacher will develop suggested procedures designed to allow for improvement. These suggestions for improvement will be part of the classroom report.
- 7:35 Conferences:
- 7:351 Pre-Evaluation Conference:
- A. Upon request of either party, a pre-observation conference will be held between the evaluator and the teacher.
 - B. The purpose of this meeting is to make the evaluator aware of the teaching-learning situation to be evaluated or to make the teacher aware of what is expected in the teaching-learning situation.
- 7:352 Follow-Up Conferences for Classroom Observation Reports: Each classroom observation of a teacher for the purpose of record will be followed by a personal conference (wherever possible within five [5] school days) between the teacher and the evaluator for the purpose of clarifying the written observation report unless waived by both parties.
- 7:36 Observations:
- 7:361 Observers: No person except the Department Chairperson in grades 7-12, Administrator, or those with District-wide responsibilities will be required to act as an observer for the purpose of making an observation report.
- 7:362 Duration of Observation: Each observation of a teacher for the purpose of record shall be for the major portion of that lesson (or class period).

7:363 Minimum Observations:

- A. The building principal or his representative will observe all probationary teachers at least two (2) times per school year.
- B. Whenever an observation is to be made for the purpose of record, the observer will, whenever possible, give the teacher at least two (2) days notice and the teacher will have the opportunity to request postponement of the observation.

7:37 Evaluations: An evaluation report on each probationary teacher will be completed by the appropriate administrator each school year.

7:38 Observation Reports and Evaluation Reports:

7:381 All observation reports and evaluation reports for the purpose of the record will be reduced to writing and a copy given to the teacher.

7:382 The Superintendent of Schools, building principal, or his representative will review these reports with the teacher within ten (10) school days from the date of the observation or evaluation. Failure to do so will make the reports invalid.

7:383 If the teacher disagrees with the observation reports or evaluation report, (s)he may submit a written answer which will be attached to the file copy of the observation report or evaluation report if submitted by the teacher within thirty (30) school days of the date of the report. The teacher's signature on the observation report or the evaluation report will be understood to indicate his/her awareness of the material but in no instance will said signature be interpreted to mean agreement with the content of the material.

7:384 A teacher may request in writing and will be granted a meeting with the Superintendent and/or building principal to review the written report in question. Association representation will be allowed.

7:40 PERSONNEL FILE

7:41 Review: The teacher shall have the right to review the contents of his/her personnel file originating after the original employment and to have a representative of the Association accompany him in such review.

7:42 Placement and Response: The teacher will be copied on any and all new material placed in his/her personnel file. The teacher may submit a written notation within thirty (30) school days of the date of which the teacher is notified that such material is to be placed in the file. These notations shall be attached to the file copy of the material in question. If any of the material in the file is subsequently cited in a disciplinary action or a tenure decision, the thirty (30) day period will be waived.

7:43 Awareness: If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material and shall not be interpreted to mean agreement with the content of the material.

7:50 NOTIFICATION

Any serious complaint made against a teacher by any person will promptly be called to the attention of the teacher. If said complaint is to be placed in the teacher's personnel file, the statute of limitations for this action will be thirty (30) school days after the administration receives notification of the complaint.

7:60 DISMISSAL

The decision for the further employment of a teacher by the District will be based on his classroom observation reports, annual evaluation reports, and/or other criteria as defined by law.

ARTICLE 8:00
FACULTY ADMINISTRATION COMMITTEE

8:10 PURPOSE

The purpose of this committee will be to serve in an advisory capacity to the building principal concerning all matters pertaining to the educational program and building working conditions in that particular school.

8:20 MEMBERSHIP

8:21 This committee shall be composed of at least the following members:

- (a) the Building Principal;
- (b) a Marcellus Faculty Association Building Representative; and
- (c) two (2) other from the building concerned; one (1) from the administrative staff appointed by the Building Principal and one (1) or two (2) teacher members elected by the building faculty to constitute a committee of at least four (4) members.

8:22 The size of the Faculty Administrative Committee may be enlarged by mutual agreement between the building administrator and the MFA Building Representative.

8:30 FIRST MEETING

The Marcellus Faculty Association Building Representative will call the first (1st) meeting of the committee during September of each school year.

8:40 MINUTES

Minutes of each building meeting shall be posted in each Teacher's Room in the building concerned, as soon as possible following each meeting, and a copy forwarded to the Superintendent of Schools, the Marcellus Faculty Association President, and the Building Representative.

ARTICLE 9:00
PROFESSIONAL DUTIES

9:10 DUTIES

- 9:11 In each building the Faculty Administration Committee shall be charged with making recommendations for the use of teacher aides to be considered by the appropriate building administrator.
- 9:12 No teacher aide will perform a duty usually associated with a teacher's professional duty (i.e., regular classroom instruction, lectures, internal substitution).
- 9:13 Non-professional duties of teachers will be kept to a minimum and will be equally distributed among the faculty of each building.

9:20 LUNCH DUTY

Teachers are specifically exempt from assigned lunch duty. If teacher coverage is needed, teachers may volunteer for cafeteria duty at the rate of 1996-1997 - \$16.30, 1997-1998 - \$16.95, 1998-1999 - \$16.95, 1999-2000 - \$17.67 per day's assignment (not longer than one [1] lunch period). A teacher may agree to be assigned lunch duty in lieu of one non-teaching (supervisory) duty period per day, or they may accept payment as per contract.

**ARTICLE 10:00
INSURANCE**

10:10 MEDICAL - SURGICAL, MAJOR MEDICAL, DISABILITY AND LIFE

10:11 Medical-Surgical, Major Medical:

10:111 The Insurance plan will contain the benefits currently provided by the Region-wide Blue Cross/Blue Shield II including the Regulations promulgated by the parties to the Plan except that the co-pay on the prescription drug rider shall be five dollars (\$5.00) for brand-name drugs and one dollar (\$1.00) for generic drugs.

10:112 Stop-Loss: A stop-loss clause will be included in the major medical insurance. The District will provide one hundred (100%) percent stop-loss benefit after two thousand five hundred (\$2,500.) dollars medical costs from claims that are covered by and have been partially paid by the insurance provider or after a covered employee has incurred five hundred dollars (\$500.00) or more of out-of-pocket cost from claims that are covered by, and have been partially paid by, the insurance provider. These out-of-pocket stop losses shall not be available for medical expenses from medical conditions or procedures no part of which are covered by the District's medical/surgical/major medical coverage.

10:12 Life:

10:121 The Life Insurance benefits will be the same as the plans in effect for the school year 1995-1996.

10:122 The Life Insurance benefit will be two (2) times the teacher's fiscal year salary.

10:13 Contributions: The Board of Education agrees to pay the following premium costs: ninety-five percent (95%) of employee coverage and eighty-five percent (85%) of dependent coverage for the base medical-surgical; one hundred percent (100%) of the major medical plan; and one hundred percent (100%) of the life insurance.

10:20 DENTAL INSURANCE

10:21 The Marcellus Central School District will provide one hundred fifty (\$150.00) dollars per participating bargaining unit member per school year.

10:30 RETIREES

Retirees of the Marcellus Central School District shall be permitted to participate in the Group Based Medical-Surgical, Major Medical, and Dental Plans. The retirees will be responsible for one hundred (100%) percent of the premiums involved, paid quarterly in advance.

10:40 OPEN ENROLLMENT

10:41 There will be a period of open enrollment for thirty (30) days following execution of this agreement for dental and health insurance.

10:42 Thereafter September 15 - October 15 will be an open enrollment period for dental and health insurance.

10:50 PART-TIME BARGAINING UNIT MEMBERS

Part-time bargaining unit members hired after July 1, 1996 shall not be eligible to receive health, dental, life, or any other contractual insurance coverages ("contractual insurance coverages") unless they are at least .5 FTE for pay purposes in each year of their service.

10:60 CHANGES

The District shall have the right to change health insurance plans and/or companies provided that any such change shall provide equivalent levels of benefits as defined in APPENDIX 10:11 and the existing plan. At least two (2) months prior to a change the Association shall be notified and may provide input on the proposed changes. The final decision shall be at the District's discretion based on the above criteria and any cost savings will be utilized as the District determines appropriate.

ARTICLE 11:00 MONETARY GRANTS

11:10 CRITERIA

Monetary grants will be awarded to certificated staff for taking college credit courses in areas of need. The criteria used will be the same as that used in determining graduate level courses to be applied for salary credit.

11:20 NATURE OF GRANTS

11:21 The grant will be paid at the credit-hour rate charged by SUNY, plus up to two-hundred dollars (\$200.00) if the actual cost incurred exceeds the SUNY credit-hour rate.

11:22 The District will only consider awarding tuition grants if the course is taken at Syracuse University, a SUNY school, LeMoyne College, or Cornell University.

11:23 Up to sixty (60) grants will be awarded each year during the life of this contract. Each course, regardless of the number of credit hours, will count as one grant.

11:30 ELIGIBILITY REQUIREMENTS

11:31 Preference will be given to tenure personnel.

11:32 Some priority will be given to personnel who have not received a previous grant of this nature.

11:33 Preference for additional grants will be given to those who have earned a grade of "B" or better.

11:40 APPLICATION PROCEDURES

11:41 Grants will be available to all K - 12 personnel.

11:42 Clear, objective, concise application procedures will be established. Written application is in duplicate. (See APPENDIX 11:42)

- 11:43 Each applicant will submit a brief statement to the committee through the District Office which will explain how the college course, or subject area course will benefit students, the school system, and himself or herself.

11:50 SELECTION PROCEDURE

- 11:51 An impartial committee will be established to review the applications and to select the recipients. The committee shall be composed of two (2) administrators (one [1] of whom is to be the Superintendent of Schools), and Association President or his designee, and one (1) faculty member designated by the Marcellus Faculty Association Representative Council.
- 11:52 Names of teachers receiving grants will be posted in each building within one (1) week of personal notification to each recipient.

11:60 REIMBURSEMENT PROCEDURES

The grant will be payable upon:

- 11:61 submitting substantiating proof of course completion to the District Office. (Any passing grade will be accepted as proof of course completion).
- 11:62 submitting a tuition receipt to the Business Office. Any proof of payment from the college will be accepted. A canceled check is not acceptable.
- 11:63 signing a claim form which may be obtained in the Business Office.

ARTICLE 12:00 GRIEVANCE PROCEDURE

12:10 DEFINITION

A grievance is a claim by a teacher or the Association that there has been misinterpretation, misapplication, or inequitable application of the terms and conditions of employment covered by this contract.

12:20 STAGES

12:21 Stage 1: Informal: A party or his representative having a complaint will discuss it with the building principal with the objective of resolving the matter informally.

12:22 Stage 2: Building Principal: If no consensus is reached, the aggrieved party will reduce the grievance to writing and transmit it to the building principal and the Association Grievance Chairman. The building principal shall render his decision in writing within seven (7) school days of the receipt of the written grievance.

12:23 Stage 3: Superintendent of Schools:

12:231 Any appeal of the Stage 2 decision must be submitted in writing to the Superintendent within ten (10) school days of the receipt of the Stage 2 decision.

12:232 The Superintendent will schedule a meeting with the disputants in an effort to resolve the grievance. Should this fail, the Superintendent will render a decision within fifteen (15) school days after receipt of the appeal.

12:24 Stage 4: Arbitration:

12:241 Any appeal of the Stage 3 decision must be submitted by the Association to the American Arbitration Association in accordance with its Voluntary Labor Arbitration Rules within fifteen (15) school days of its receipt of the Stage 3 decision.

12:242 Binding arbitration shall be limited to alleged violations, misinterpretations, misapplications, or inequitable applications of

the terms and conditions of employment covered by this contract and shall not be contrary to law. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement.

12:243 The decisions of the arbitrator shall be final and binding upon all parties.

12:244 The costs for the services of the arbitrator will be borne equally by both parties.

12:30 FILING

12:31 Time: A grievance must be filed within forty (40) school days of the time the aggrieved knew or should have known of the act or condition on which the grievance is based. Otherwise, the grievance will be deemed to have been waived.

12:32 Initiation: A grievance will be deemed initiated at the time of the written complaint at Stage 2.

12:33 Appeal: If a decision at one stage is not appealed to the next stage of the procedure within the specified time limit, the grievance will be deemed discontinued and further appeal under this agreement shall be barred.

12:34 Decision: Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and the Association within the specified time limit shall be cause for the grievance to advance to the next stage.

12:35 Change of Time Limit: If a grievance is filed after June 1, the time limits may be changed when the parties mutually agree to the alterations. Time limits may be changed at other times by written mutual agreement.

12:40 PROCEDURES

12:41 Information: All grievances shall include the following information:

12:411 The time when and the place where the alleged event or condition existed, if known.

- 12:412 The specific provisions of the contract which have been allegedly violated.
- 12:413 A specific statement of the nature of the grievance.
- 12:414 The remedy sought.
- 12:42 Appeals and Decisions: All appeals and decisions shall be in writing and shall be promptly transmitted to the aggrieved and to the Association President and Grievance Chairman.
- 12:43 System-wide Grievances: Grievances associated with system-wide policies may be submitted by the Association directly at Stage 3 if the aggrieved has not already availed himself of the procedures outlined above on the same grievance issue.
- 12:44 Interference: The preparation and processing of grievances shall not interfere with teacher duties and responsibilities.
- 12:45 Investigation: The Board and Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents which they are legally able to release and which concern the alleged grievance.
- 12:46 Reprisal: There will be no coercion, interference, restraint, discrimination, or reprisal by the District against any individual associated with the initiation, presentation, or processing of a grievance.

**ARTICLE 13:00
UNION RIGHTS**

13:10 RELEASE TIME

13:11 Daily Periods: The Association President shall be granted daily release time as follows. (Such time, when not in conflict with school duties and responsibilities, may be used for Association business).

- a). If the President is a secondary teacher, two (2) free periods per day, preferably the last periods of the day.
- b). If the President is a secondary teacher, and also Department Chairperson, three (3) free periods per day for Union President and Department Chairperson responsibilities. It is preferable that these periods be the last periods of the day.
- c). In the event that an elementary teacher in the District becomes MFA President, release time from teaching for that service as President shall be subject to the following terms and conditions:
 - 1). The elementary teacher/MFA President (the "regular classroom teacher") shall be released from sixty (60) minutes of instructional duties each day for MFA duties, it being understood that the regular classroom teacher shall not use such release time during the first fifteen (15) minutes of the students' school day. Beyond that limitation, the regular classroom teacher and the building principal shall mutually agree on the time during the day when the sixty (60) minutes of release time will be taken. If the regular classroom teacher and the building principal are unable to agree, the release time shall be the last sixty (60) minutes of the students' school day.
 - 2). The District will provide a certified teacher (the "substitute teacher") to provide instruction to the students during the sixty (60) minutes of release time. The substitute teacher shall not teach the core subjects of Reading, Language Arts, or Math. The substitute teacher shall be responsible for the entire instructional program in the agreed upon subject(s), including but not limited to, preparation of lessons, classroom instruction, assignments to children, testing, and grading. Nevertheless, the regular

classroom teacher will remain responsible for the overall educational program for the students and will undertake the necessary consultation and coordination with the substitute teacher to ensure that this responsibility is met. It is understood that neither the regular classroom teacher nor the substitute teacher will receive extra compensation for this consultation or coordination.

(It is further understood that a substitute teacher will not receive a full day's compensation for attendance at Superintendent's conference day programs. A substitute teacher would only be required to attend, and be paid for, sixty (60) minutes of any such programs. A substitute teacher could attend the balance of such programs on a voluntary basis.)

13:12 Days: The Association President and/or his representative will be granted relief from teaching duties for five (5) school days per year upon request by the President to the Superintendent. A substitute will be provided by the District.

13:20 MEETINGS

The President or Building Representatives of the Faculty Association may conduct meetings in any of the school buildings. Reasonable notice of the place, time, and purpose will be given to the Building Principal.

13:30 ORIENTATION

The President or his representative shall be allowed one half (1/2) hour for orientation of new teachers during the scheduled orientation time.

13:40 NON-STUDENT CONTACT TIME

When not in conflict with school duties and responsibilities, the Association Officers and Building Representatives may use their non-student contact time for Association business.

13:50 USE OF EQUIPMENT

The Marcellus Faculty Association may use office equipment (duplicators, Xerox, thermofax, etc.) as long as the Association bears the cost at the same rate paid by the District for materials.

13:60 MFA OFFICE

Office space will be provided for the Marcellus Faculty Association in the building in which the Association President is working if such space is available. A telephone will be installed at Association expense where physically and mechanically possible.

ARTICLE 14:00
COMPETENCY BASED TEACHER EDUCATION
(CBTE)

14:10 PARTICIPATION

The Association would have the right to participate on an equal footing with the District in planning and governing of any future CBTE program.

**ARTICLE 15:00
MAINSTREAMING**

15:10 ASSISTANCE

If a teacher has a PHC/PSEN mainstreamed child in his/her classroom, the following will be operative:

15:11 Consultation: Upon classroom teacher request, and if possible, time will be provided for consultation with resource teachers, parents, etc., within the teacher day.

15:12 Options:

15:121 Step I: Teachers will have the right to review with the Child Study Team what the teacher considers a need for help with a difficult situation or inaccessibility of resources. A written plan to alleviate the situation will be drawn up by the CST (and/or the CSE in the case of PHC students) with the knowledge of the building administrator. Assuming no financial impact on the District, and utilizing the existing resources, this plan is to be in effect within fifteen (15) working days of the initial written teacher request.

15:122 Step II: Teachers will have the right to request a review of the situation by the CST (and/or CSE) thirty (30) working days after the plan takes effect. Subsequent reviews will take place every thirty (30) working days for the remainder of the school year.

15:123 Step III: If the situation is not resolved within forty-five (45) working days of the original request, a teacher will have the right to appeal to the MFA/District committee for further review and recommendation. Within thirty (30) days, the committee recommendation will be forwarded to the MFA President and Superintendent and then to the Board of Education for consideration and final resolution.

15:13 Notification:

15:131 The District will notify each kindergarten through sixth (K - 6) grade classroom teacher of the placement of People with

Handicapping Conditions (PHC) students in his/her classroom by the end of the preceding school year where said student is already classified and enrolled in the District.

- 15:132 Teacher attendance will be permitted at Committee of Special Education (CSE) meetings for all teachers of newly referred students and attendance at Child Study Team (CST) meetings will be permitted by teachers of students who are identified as PHC.

15:20 JOINT MARCELLUS FACULTY ASSOCIATION/DISTRICT COMMITTEE

A continuing joint committee will be established to study and develop recommendations to reduce negative impact, if any, of mainstreamed students on the individual classroom teacher and remaining students.

15:21 Criteria for Committee Work:

- 15:211 Pupil placement
- 15:212 Class size
- 15:213 IEP's and Parent conferences
- 15:214 Pupil ratio
- 15:215 Scheduling of Special services
- 15:216 In-service training
- 15:217 Pre-placement procedures
- 15:218 Distribution (i.e., based on number of mainstreamed students and severity of handicapping.)
- 15:219 Others deemed necessary by the committee.

- 15:22 Procedures: The joint MFA/District Committee will be established and operated according to the procedures enumerated in APPENDIX 15:22 .

ARTICLE 16:00
BASIC TEACHER SALARY SCHEDULE

16:10 BASIC SALARY

- 16:11 Step: All teachers will be placed on step. (This means there will be no half steps.)
- 16:12 Vertical Steps: All vertical steps are automatic for the duration of this contract.
- 16:13 Masters Degree: All teachers who have earned a Masters Degree will receive 1996-97 - \$1,428, 1997-98 - \$1,485, 1998-99 - \$1,545, and 1999-2000 - \$1,610 in addition to the basic salary.
- 16:14 Schedules: The salary schedules for 1996-97, 1997-98, 1998-99, 1999-2000 are found in APPENDIX 16:14.
- 16:141 Salary increase will be 4.0% on July 1, 1996, 4.0% on July 1, 1997, 4.0% on July 1, 1998, and 4.25% on July 1, 1999.
- 16:142 The number of steps on the printed schedule will be twenty-six (26). Any reference to steps above Step 26 are for computational purposes only.
- 16:143 Each subsequent year's computational schedule will be based on the previous year's computational schedule.
- 16:144 On July 1 of 1996, 1997, 1998, and 1999, each cell of the existing computational salary schedule will be increased by the percentage specified in 16:141 for that year and then moved down one step. As in the past, a new first step will be created on each July 1 by subtracting an agreed-upon amount from step 2.

In each year of this Agreement, (i.e., 1996-97, 1997-98, 1998-99, 1999-2000) the percentage increase as specified in 16:141, will also be applied to the following:

- | | | | |
|-----|------------|---|-----------------------|
| (a) | Art. 16:13 | - | Masters |
| (b) | Art. 16:15 | - | Longevity |
| (c) | Art. 16:22 | - | Guidance Differential |

In 1997-98 and 1999-2000 only, the percentage increase, as specified in 16:141, will also be applied to the following:

- (a) Art. 9:20 - Lunch Duty
- (b) Art. 16:31 - Co-Curriculum
- (c) Art. 16:32 - Department Chairs
- (d) Art. 16:33 - Coaches
- (e) Art. 16:34 - Chaperones
- (f) Art. 16:35 - Internal Substitutes
- (g) Art. 16:36 - Driver Education
- (h) Art. 16:37 - Summer Curriculum
- (i) Side Letter - Geselle Testing

16:15 Longevity: All teachers on columns A-1 through A-13 receive 1996-97 - \$1,368, 1997-98 - \$1,423, 1998-99 - \$1,480, and 1999-2000 - \$1,543 longevity increment at the 20th and 25th year of service. Only those years of prior service granted at the time of the most recent employment will be applied toward obtaining the longevity increments.

16:16 Graduate Courses: Graduate level courses to be applied to salary purpose shall:

16:161 relate in some direct way to the employee's teaching assignment, or

16:162 be part of a degree program in the teacher's field or related field, and

16:163 have written approval of the Superintendent of Schools within the semester that the course is being taken, and,

16:164 be limited to six (6) hours of new course credits per year.

16:20 GUIDANCE

16:21 Year: The counselor's work year will be eleven (11) months.

16:22 Salary: Teacher's salary plus 1/10 for eleventh (11th) month and an additional stipend of 1996-97 - \$1,210, 1997-98 - \$1,258, 1998-99 - \$1,309, and 1999-2000 - \$1,364 for accepted extra duties and responsibilities.

16:30 EXTRA PAY SCHEDULE

16:31 Curricular, co-curricular and Interscholastic Duties: Salaries for these assignments will be found in APPENDIX 16:31.
Bargaining unit members will continue to be given first priority for extra-curricular duties (e.g. coaching, co-curricular activities, chaperoning) provided they are qualified. In the event that a non-bargaining unit member is selected to fill such a position, the District has the discretion to set the pay rate provided that the rate does not exceed the contractually established rate for bargaining unit members.

16:32 Grade Level Coordinators and Department Chairpersons: Department Chairpersons and Grade Level Coordinators' salaries are considered as part of the co-curricular extra pay scale (APPENDIX 16:32).

16:33 Coaching:

16:331 All head coaches will be paid based on a weekly salary for the number of weeks worked from the actual starting date (date when coach starts practices) through the last week of league play. (As per APPENDIX 16:33).

16:332 Any post-season competition (i.e., after the last week of league play) will add to the compensation of any coach directly involved in preparation and coaching for that post-season competition. Amount of additional compensation will be equal to the coach's weekly salary times the number of weeks of post-season play. (A half [1/2] week will be used for a part of a week up through Wednesday.)

Example 1. Girls soccer plays in sectionals for one (1) week and three (3) days (until Wednesday) after last week of league season. Coach is paid for season plus one and one half (1 1/2) times weekly salary for post-season competition. If sectionals had gone one (1) more day, coach would have received two (2) weeks additional pay.

Example 2. Jr. High Football coach coaches a nine (9) week season only. His weekly salary is seventy-five (75%) percent of head coach for football (.75 X \$157.50 = \$118.). Nine (9) weeks at one hundred eighteen (\$118) dollars per week gives Jr. High coach a total salary for football of one thousand sixty two (\$1,062) dollars.

- 16:333 All assistant coaches, Jr. Varsity, and Jr. High coaches will be paid seventy five (75%) percent of respective head coach's weekly salary for each week of work by that coach.
- 16:334 Any new sport will be recommended by the Athletic Director to the Superintendent. If approved by the Superintendent, salaries for new or unlisted sports will be negotiated by the MFA and the District.
- 16:335 A notification of any changes in seasonal length or necessary additions to pay for post-season competition will be submitted by the Athletic Director to the appropriate pay officer as soon as can be reasonably determined.
- 16:336 If for any reason there appears to be a change in a coach's responsibilities and a change in weekly salary seems justified, the coach will present concise evidence of the justification for the change to the Superintendent of Schools and the President of the MFA in order that the change can be negotiated. If the Superintendent and the President mutually agree that the change is justified, the change will be negotiated.
- 16:337 Pay for coaches shall be in two (2) payments. One (1) separate check for half the expected salary approximately half way through the season. A second (2nd) separate check for the balance of the coach's salary (including pay for post-season, if applicable) as soon after the season as is possible once the Athletic Director has certified that all of the coach's duties have been completed (includes end of the season reports, inventory, etc.). Also, coaches have the option to choose 28% Federal and 7.5% State Tax elective insofar as those percentages remain effective.
- 16:34 Chaperoning: Chaperoning to be paid at the rate of \$16.30 - 1996-97, \$16.95 - 1997-98, \$16.95 - 1998-99, and \$17.67 - 1999-2000 per hour with the approval of the Building Principal. This does not apply to coaches, club or activity advisors who are discharging their duties as listed in the above extra pay schedule.

- 16:35 Internal Substitution: Any teacher asked to do internal substitution will be compensated at the rate of \$16.30 - 1996-97, \$16.95 - 1997-98, \$16.95 - 1998-99, and \$17.67 - 1999-2000 per hour or major portion thereof.
- 16:36 Driver Education: Summer school Driver Education shall be paid \$18.98 - 1996-97, \$19.74 - 1997-98, \$19.74 - 1998-99, and \$20.58 - 1999-2000 per hour.
- 16:37 Summer Curriculum Writing: Summer Curriculum writing shall be paid at \$18.98 - 1996-97, \$19.74 - 1997-98, \$19.74 - 1998-99, and \$20.58 - 1999-2000 per hour.

16:40 PAY PROCEDURES

- 16:41 Dates: Pay dates for all certified employees will be based on a biweekly calendar in the following manner:

A. Ten (10) month employees - twenty one (21) approximately equal paychecks

or

twenty six (26) paychecks computed at the rate of twenty six (26) paychecks with the last six (6) paychecks being paid in the twenty first (21st) paycheck.

B. Eleven (11) month employees - twenty three (23) or twenty six (26) approximately equal checks.

C. Twelve (12) month employees - twenty six (26) approximately equal paychecks.

- 16:42 Number of Paychecks: The ten (10) month employee may choose either of the two (2) options available. This choice must be made within a reasonable time before the first (1st) paycheck in September of each school year and must be in writing.

- 16:43 Payments: When payments are to be made, all Co-Curricular Activity, Interscholastic, and Department and Grade Level Chairperson's stipends will be included in the regular biweekly paychecks. Recipients will be taxed at the rate of twenty-eight (28%) percent Federal and 7.5% percent State (insofar as those percentages remain effective), unless they request that the monies for the stipend will be taxed at the appropriate (and higher) federal and state tax.

16:50 PAYROLL SAVINGS PLAN

- 16:51 The Marcellus Central School Board of Education will allow individuals a payroll deduction to be deposited in a bank or credit union of the employee's choice. The number of banks participating will be limited to three (3). The number of credit unions participating shall be limited to one (1).
- 16:52 Employees must specify dollar amount deduction and the bank choice to the Business Office no later than the date of the second (2nd) scheduled payday in September. Changes can be made during the two (2) weeks prior to the first (1st) scheduled paycheck of the second (2nd) semester.
- 16:53 The dollar amount deduction in force in June of the preceding year will remain in force unless the teacher requests a change by the two (2) dates indicated in 16:52.

16:60 DUES DEDUCTION

The Marcellus Central School Board of Education agrees to deduct from the salaries of its employees dues for the Marcellus Faculty Association and its State and National affiliates as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association. Teachers' authorizations shall be in writing on the form attached to their association sign-up cards. The authorization for deduction shall be in effect indefinitely until canceled in writing.

ARTICLE 17:00
EARLY RETIREMENT INCENTIVE PROGRAM

17:10 INCENTIVES

For teachers who apply for retirement during the first (1st) school year in which they become eligible, the following incentives will apply, provided the teacher produces evidence of a service retirement under NYSTRS:

Twenty-two thousand (\$22,000) dollars to be paid as follows, at the election of the teacher:

- (a). Ten thousand (\$10,000) dollar one (1) time payment to be paid upon retirement **AND** twelve thousand (\$12,000) dollars to be used following retirement for the payment of monthly health insurance premiums for the plan in effect for other employees of the bargaining unit. In the event of the death of the retiree prior to the payment of said insurance money in monthly health insurance premiums, all payments will cease with no further liability on the part of the District; or
- (b). Twenty two thousand (\$22,000) dollar one (1) time payment to be paid upon retirement; or
- (c). Twenty-two thousand (\$22,000) dollars to be used following retirement for the payment of monthly health insurance premiums for the plan in effect for other employees of the bargaining unit. In the event of the death of the retiree prior to the payment of said insurance money in monthly health insurance premiums, all payments will cease with no further liability on the part of the District.

For teachers who apply for retirement during the second (2nd) school year after which they initially become eligible to retire the following incentive will apply, provided the teacher produces evidence of a service retirement under NYSTRS:

- (a). Five thousand (\$5,000) dollar one (1) time payment to be paid upon retirement **AND** six thousand (\$6,000) dollars to be used following retirement for the payment of monthly health insurance premiums for the plan in effect for other employees of the bargaining unit. In the event of the death of the retiree prior to the payment of said insurance money in monthly health insurance premiums, all payments will cease with no further liability on the part of District; or

- (b). Eleven thousand (\$11,000) dollar one (1) time payment to be paid upon retirement; or
- (c). Eleven thousand (\$11,000) dollars to be used following retirement for the payment of monthly health insurance premiums for the plan in effect for other employees of the bargaining unit. In the event of the death of the retiree prior to the payment of said insurance money in monthly health insurance premiums, all payments will cease with no further liability on the part of the District.

17:20 ADDITIONAL WINDOW PERIOD

In addition to bargaining unit members who are eligible to receive the incentive under 17:10, teachers who are eligible for a service retirement under the provisions of the NYSTRS, have given the advance notice agreed on by the District and the Association, and, in fact, retire in the period July 1, 1996 through July 1, 1997 only, will be eligible for the incentive even though they would not otherwise have been eligible.

17:30 LOCAL CONDITIONS FOR ELIGIBILITY

To be eligible for a retirement incentive, an employee must be earning in excess of \$40,625 for 1996-1997; \$42,318 for 1997-1998; \$44,081 for 1998-1999; and \$46,038 for 1999-2000.

17:40 NOTIFICATION OF RETIREMENT

Notification of intent to retire under this article must be submitted by January 1 of the year the individual intends to retire or if the retirement is not effective at the end of the school year, at least six (6) months in advance of the retirement date.

17:50 RETIREMENT OF PART-TIME EMPLOYEES

17:51 Persons whose part-time service fluctuates between more than .5 FTE and less than .5 FTE will be eligible for the incentive if their average FTE during their years of service with the District is .5 or more.

17.52 The incentive for eligible part-time teachers shall be prorated.

17:60 TEACHER RESPONSIBILITY

It is the responsibility of the teacher to meet all time lines required under the Early retirement Incentive Program. Failure to do so will forfeit an individual's right to receive payment under the program.

ARTICLE 18:00
BOARD MEETING INFORMATION

18:10 AGENDA

The District will provide the MFA with complete copies of the public and administrative agenda for all regular Board of Education meetings by the Friday prior to the Board meeting. In the case of special Board meetings, the agenda will be provided at least three (3) days in advance whenever possible.

18:20 MINUTES

The District will provide the MFA with complete copies of all public Board Minutes (public and executive sessions) with those attachments permitted bylaws as these become available.

ARTICLE 19:00
MANAGEMENT RIGHTS

19:10 Except as expressly limited by other provisions of this agreement, all of the authority, rights, and responsibilities possessed by the employer are retained by it, including but not limited to, the right to determine the mission, purpose, objectives and policies of the employer; the right to the facilities, methods, means (excluding academic issues), and the number of personnel for the conduct of the employer's programs.

ARTICLE 20:00
TERM OF THE AGREEMENT

20:10 TERM

This agreement shall be in effect from July 1, 1988, through June 30, 2000 or until replaced by a successor contract, except, that after June 30, 2000, no raises or increments will be paid until a new agreement is negotiated.

20:20 NEGOTIATIONS

Negotiations concerning any proposed items shall proceed in accordance with the provisions set forth in the Procedural Agreement for negotiations.

20:30 AMENDMENTS

Amendments resulting from such negotiations shall take effect the following July 1 or at such other time as may be mutually agreeable to both parties.

20:40 SIGNATURES

Marcellus Central School District

By: Paul E. Brust
Superintendent of Schools

Marcellus Faculty Association

By: John Brown
President

20:50 LEGISLATIVE ACTION

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.

APPENDIX 2:14
CHILDBIRTH/CHILDREARING; MATERNITY SICK LEAVE
INFORMATION FORM

Directions: Please check all boxes which apply and fill in all blank spaces - then send a copy to the Superintendent of Schools and your Principal.

_____ I am planning to take maternity sick leave effective _____
Date

_____ I wish to receive sick leave pay beginning with the first (1st) date of absence until my accumulated leave is exhausted or until my return to work.

_____ I wish to reserve my accumulated leave for when I return to work and therefore do NOT expect to be paid during the period of this leave.

_____ I expect my absence will be more than thirty (30) consecutive school days and thus a long-term contract substitute should be employed.

_____ I expect my absence will be less than thirty (30) consecutive school days and thus a short-term substitute should be employed.

_____ I expect my absence will be very brief involving a day-to-day decision and thus a per diem (day-to-day) substitute should be employed.

_____ I expect (provided clearance from my doctor) to return to work after the birth of my child about _____
(date)

_____ I expect to return to work after the birth of my child and I shall in the event apply for Childrearing Leave within six (6) weeks after the birth of my child via a letter to the Superintendent of Schools.

_____ I do NOT expect to return to work after the birth of my child and I shall probably resign sometime within the six (6) week period after the birth of my child.

I understand that this intention statement is to give some direction to the administration and that my expectations shall NOT be binding upon me.

(Teacher's Signature)

(Date)

APPENDIX 2:154
SICK LEAVE BANK

Application Form
(Prepare in Duplicate)

Directions: Under terms of the current contract, up to thirty (30) days of sick leave bank time is available to each employee, per year, on a first-come-first-served basis until all of the one hundred sixty (160) days in the bank are exhausted. To be eligible you must have exhausted your own accumulated sick leave.

This application is necessary in order that the District Business Office can properly account for "used" and "unused" days in the sick leave bank.

My sick leave was exhausted as of _____ and
(date)

I am applying for _____ days from the sick leave bank, effective _____
(number) (date)

Please submit both copies of this application
to the Superintendent's Secretary.

Teacher's Signature

Date of Signature

**APPENDIX 2:154
SICK LEAVE BANK**

Application Form
(Prepare in Duplicate)

Directions: Under terms of the current contract, up to thirty (30) days of sick leave bank time is available to each employee, per year, on a first-come-first-served basis until all of the one hundred sixty (160) days in the bank are exhausted. To be eligible you must have exhausted your own accumulated sick leave.

This application is necessary in order that the District Business Office can properly account for "used" and "unused" days in the sick leave bank.

My sick leave was exhausted as of _____ and
(date)

I am apply for _____ days from the sick leave bank, effective
(number)

(date)

Please submit both copies of this application
to the Superintendent's Secretary.

Teacher's Signature

Date of Signature

APPENDIX 2:44
MARCELLUS CENTRAL SCHOOL DISTRICT

PERSONAL LEAVE FORM

Name _____ Bldg. Assigned _____

Position _____ Date of Request _____

Date(s) for leave or personal day _____

- _____ No reason given (three [3] per year).
- _____ Marriage of teacher, or in teacher's immediate family.
- _____ College graduation for self, spouse, son, or daughter.
- _____ Taking son or daughter to college in freshman year.
- _____ Legal transactions.
- _____ Required court business.
- _____ Emergency (examples: fire, plumbing, or electrical difficulties, accident, weather conditions.)
- _____ Religious holiday

Signature of Building Principal

For any reason not specified above, the permission of the Superintendent of Schools is needed; therefore, state in writing the reason(s) for the request.

Approved
Approved without pay
Disapproval

Superintendent of Schools

APPENDIX 2:631
CHILDBREARING LEAVE STANDARD APPLICATION FORM
(To be submitted within six (6) weeks of birth or adoption of child)

In reference to Article 2:631 of the Marcellus Faculty Association Contract, it is recommended that the Association President be consulted before this form is completed and submitted.

_____ Employee Name	_____ Date of Birth or Adoption of Child
_____ Date	

1. During this leave, the teacher shall not engage in gainful employment other than occasional per diem substitute teaching (See Article 2:634).
2. The District has the right to invoke Article 2:64 in the Marcellus Faculty Association Contract whenever it deems it is necessary to do so.
3. Employees must provide the District with timely notice of intent to return from leave (Article 2:70) or employee might lose the right to future employment.
4. Childrearing leave is leave without pay.
5. This leave may be canceled by the employee for extenuating circumstances upon ten (10) days notice (2:635).
6. I, _____ fully understand and agree to items 1 - 5
Employee Name

above, and hereby apply for a childrearing leave to become effective

on _____ and to terminate such leave on _____
date date

_____ Date	_____ Employee Signature
_____ Date	_____ MFA President Signature
_____ Date	_____ Superintendent Signature

APPENDIX 7:12
MARCELLUS CENTRAL SCHOOL

CLASSROOM OBSERVATION REPORT

Date _____ Time Period _____ Class and Ability _____ Teacher _____
Observer _____ Class Enrollment _____

A conference between the observer and teacher is required unless herewith waived by both parties. _____ Teacher initials; _____ Observer initials.

Directions:

The observer will describe in narrative form below, in accordance with the four (4) headings, the highlight actions and interactions of pupils and teacher during the period of on-sight observation. A conference between the observer and the teacher shall occur as soon after the written report as is possible unless waived above. The teacher may attach a rebuttal statement concerning any perceived inaccuracies or distortions either prior to or subsequent to the conference. The original copy of this form is retained by the teacher; second copy to the principal; third copy to the Superintendent; fourth copy to the high school department chairman or curriculum coordinator.

- I **OBJECTIVE** (The teacher defines worthy learning purposes to illustrate why the pupils are doing what they are doing within the scope of their grade or subject. Purposes may be general and/or highly individualized.)
- II **DEVELOPMENT** (The actions of teacher and pupils are logical and related to objectives. Materials are appropriate. Tempo is efficient. There is adequate provision for active pupil involvement and feedback.)
- III **ATMOSPHERE** (Teacher and pupils demonstrate enthusiasm for and attention to their learning tasks under good control. The room is effectively managed.)
- IV **COMMENDATION AND/OR RECOMMENDATION** (Optional)

APPENDIX 7:13
MARCELLUS CENTRAL SCHOOL DISTRICT
Annual Estimate of Professional Service

School Year 19__ - 19__ Date_____ Teacher_____

Directions:

The space at the top is reserved for a narrative comment by the Department Head or second observer based on the criteria below. Every teacher evaluated must be given an opportunity to review this Annual Estimate of Professional Service (verify this review by signature below) prior to transmittal to the Superintendent. The building principal shall write a narrative estimate of the teacher's service below including comments on "teaching in the classroom service" (see Class Observation Reports) and "non-teaching service," comment optional, (see criteria below) encompassing the period from February 1 of the preceding year to February 1 of the current year. Both commendations and expected improvements should be written when they apply. The principal must make a concluding recommendation statement.

NON-TEACHING CRITERIA

1. The teacher arrives and departs from assignments on time (except under emergency circumstances beyond teacher control).
2. The teacher completes reports accurately and on time (e.g., grade reports, requisitions, etc.).
3. The teacher accepts supervisory responsibility on school property.
4. The teacher communicates effectively with pupils, parents, and colleagues.
5. The teacher works cooperatively with colleagues. (The teacher is commended for assuming shares responsibility, e.g., volunteer committee work, curriculum development).

(Optional)

This space reserved for Department Head or second observer.

Signature: _____

This space reserved for Building Principal

Recommend:

Signature of Teacher

Signature of Building Principal

APPENDIX 10:11 INSURANCE REGULATIONS

Types of Coverage

There are two types of coverage: Individual Coverage, which provides protection for the bargaining unit member only and Family Coverage, which provides protection for the bargaining unit member, his or her spouse, and any eligible children.

Employee Eligibility

All bargaining unit members are eligible for coverage.

New employees shall be covered from the first (1st) day of employment provided they elect coverage.

Thereafter, all employees who do not sign up at the commencement of the plan or at the commencement of their employment, may do so at any other time, without proof of insurability. Coverage will be effective on the first (1st) of the month following the ninetieth (90th) day after the application is received in the District Office.

If an enrollee wishes to change his/her type of coverage, such change will be effective the first (1st) of the month following notice provided notice is received by the fifteenth (15th) of the month. After the fifteenth (15th) of the month, change will become effective thirty (30) days after the first (1st) of the next month.

Dependent Eligibility

The following types of dependents are eligible for coverage under Family Coverage.

1. Your spouse (a legally separated spouse or former spouse is also eligible for coverage under the program as long as employee is not remarried).
2. Your unmarried children under 19 years of age added at this time or as born.
3. Your unmarried children 19 years of age or older, but under 25, who receive more than half of their support from you or who are full-time students who are added at this time or when they become eligible.
4. Your unmarried child 25 years of age or older who is incapable of self-support by reason of mental or physical disability and who became so incapable before reaching age 25. The eligibility of such a dependent should be established as early as possible.

INSURANCE REGULATIONS (contd)

This should be done at the time of your initial enrollment if the child is age 25 or older at that time. If the child is younger than age 25 when you first enroll in the program, eligibility (i.e., incapable of self-support, etc.) for continued coverage must be established at the time of the child's 25th birthday.

In this Plan the term "child or children" includes;

1. An employee's own unemancipated child or children, unemancipated legally adopted child, regardless of the child's place of residence or the degree of support provided.
2. Any stepchild of the employee who permanently resides in the employee's home.
3. Any other child supported by the employee or the spouse of the employee and permanently residing in the employee's home, provided the support and residence began before the child reached age 25.

An employee's parents are not eligible for coverage even though they may qualify as dependents for income tax purposes.

Leaves/Lay-offs/Termination

Enrollees who are off the payroll due to lay-off or who leave the employ of the district may continue in the group coverage at the group rate at own expense for up to one (1) year following cessation of paid coverage.

Enrollees who are off the payroll due to leaves of absence may continue in the group coverage at group rate at own expense while on said leave of absence.

For enrollees who have been employed by the District for at least five (5) years and (i) become disabled (ii) exhaust their sick leave, and (iii) are off payroll for a period of six (6) months, their health insurance premium will be waived.

The normal enrollment period for district employees will be September 1 through August 31. Because of this, paid coverage will continue for a proportional period of time once employment is terminated. For example, an employee who terminates employment in January would be entitled to paid coverage for an additional month and one who terminates employment in June would be entitled to paid coverage for two (2) additional months (July and August).

INSURANCE REGULATIONS (contd)

Enrollees may convert their coverage within thirty (30) days from date of cessation of group coverage to an individual plan without proof of insurability at his/her own cost.

Death of Employee or Retiree

In the event of the death of an employee enrolled for family coverage, the coverage of any surviving dependents shall be continued for at least three (3) months following the month of death.

The surviving dependent(s) of employees or retirees are entitled to continued coverage as dependent survivors at the group rate. The dependent(s) must pay the premium in full, quarterly, in advance.

Insurance Information

Each year this coverage is continued, the Insurer will provide the Union with information booklets for all employees, outlining the coverage and regulation of the plan.

NOTE:

In all instances where an eligible person carries this insurance at his/her own expense, it is understood that the school district has no liability and that premiums are to be paid in full, quarterly, in advance.

**APPENDIX 11:42
TUITION GRANT APPLICATION**

Please type or print and submit in duplicate

Name _____ Years at Marcellus _____

Date _____ Subject _____ Grade Level _____

Course Description:*

Month/Year course begins _____ College/University _____

Month/Year course ends _____ Credit Hours _____

Total grant requested\$ _____

Explain briefly reasons for taking this course.

-
- * If possible, give name, number, and briefly describe type of course. Ex., Reading Diagnosis 244 - Basic course in diagnosis of reading problems. Even if course name and/or number not available, you must describe type of course you intend to take.

_____ Grant approved. (You must submit evidence of satisfactory course completion for reimbursement.) ****(A TUITION RECEIPT IS ALSO REQUIRED See 11:60)****

_____ Grant rejected because:

APPENDIX 15:22
**JOINT MARCELLUS FACULTY ASSOCIATION/
DISTRICT COMMITTEES**

A. PURPOSE

These procedures are established in order to ensure consistent procedures and to provide for the efficient execution of committee tasks.

B. MEMBERSHIP

Committees will consist of an equal number of members appointed by each of the parties (i.e., three [3] by MFA and three [3] by the District). The specific number will be decided jointly by the Superintendent and the MFA President. A chairperson (i.e., a seventh [7th] member) who is mutually acceptable to both parties will be chosen by the Superintendent and MFA President. This chairperson will not vote except in the case of a tie vote.

C. MEETINGS

Notification of meetings will be given in advance to the MFA President and the Superintendent. Meetings may be requested by any committee member and will be called by the chairperson.

D. MINUTES

Minutes will be taken by the members on a rotating basis. The minutes will be subject to committee approval at the following meeting. Minutes will be distributed to the committee members, the MFA President, and the Superintendent.

E. AGENDA

An agenda will be prepared by the chairperson and will be distributed to the members, the MFA President, and the Superintendent prior to each meeting.

F. RECOMMENDATION

Committee recommendations (minority reports may be included) will be submitted within sixty (60) days to the MFA President and Superintendent and then to the Board of Education for consideration and action. If such recommendations include any changes in the contract, implementation will be subject to ratification by each party.

CO-CURRICULAR ACTIVITIES

I. LIST OF ACTIVE (paid) CLUBS AND ACTIVITIES

- A. The 1996-97 Co-curricular List of paid activities will establish the basis from which future additions or deletions are made.
- B. Any club or activity which is not active for a period of three years will be dropped from the list of paid activities and to be reinstated to the list must go through the process established for recognition of a "new" club or activity. The advisor of a previously listed group (which is currently defunct) may, however, petition the Superintendent to waive the unpaid first year (Part IIA below). The Superintendent's decision on the petition will be final and may not be grieved.

II. ADDITION OF "NEW" CLUBS OR ACTIVITIES TO THE ACTIVE LIST OF PAID CO-CURRICULAR ACTIVITIES

- A. A proposal for a new club or activity must be submitted, in writing, to the building principal. Included in this proposal must be the objectives of the activity (which must, at a minimum, include furtherance of a curricular objective), estimated membership, estimated time commitment, and extent and type of student involvement. This proposal must be approved by the building

EXTRA-PAY

	1996-97	1997-98	1998-99	1999-2000
LUNCH	\$16.30	\$16.95	\$16.95	\$17.67
MASTERS	\$1,428	\$1,485	\$1,545	\$1,610
LONGEVITY	\$1,368	\$1,423	\$1,480	\$1,543
GUIDANCE	\$1,210	\$1,258	\$1,309	\$1,364
DEPT. CHAIRPEOPLE	\$1,629	\$1,694	\$1,694	\$1,766
	\$349	\$363	\$363	\$378
CHAPERONES	\$16.30	\$16.95	\$16.95	\$17.67
INTERNAL SUBSTITUTES	\$16.30	\$16.95	\$16.95	\$17.67
DRIVER EDUCATION	\$18.98	\$19.74	\$19.74	\$20.58
SUMMER CURRIC.	\$18.98	\$19.74	\$19.74	\$20.58
GESELLE TESTING	\$18.98	\$19.74	\$19.74	\$20.58

**APPENDIX 16:31
CO-CURRICULAR ACTIVITIES**

NAME OF ACTIVITY	1996-97	1997-98	1998-99	1999-2000
YEARBOOK EDITOR	\$2111	\$2195	\$2195	\$2289
DRAMA DIRECTOR	\$2111	\$2195	\$2195	\$2289
SENIOR CLASS ADVISOR	\$2111	\$2195	\$2195	\$2289
INTRAMURAL BOYS HS**	\$2111	\$2195	\$2195	\$2289
INTRAMURAL GIRLS HS**	\$2111	\$2195	\$2195	\$2289
INTRAMURAL BOYS DMS**	\$2111	\$2195	\$2195	\$2289
INTRAMURAL GIRLS DMS**	\$2111	\$2195	\$2195	\$2289
STUDENT GOVERNMENT HS	\$2111	\$2195	\$2195	\$2289
CHEERLEADING DIRECTOR**	\$1752	\$1822	\$1822	\$1900
JUNIOR CLASS ADVISOR	\$1520	\$1581	\$1581	\$1648
SKI CLUB ADVISOR HS	\$1286	\$1337	\$1337	\$1394
SKI CLUB ADVISOR DMS	\$1286	\$1337	\$1337	\$1394
YEARBOOK ASST. - A	\$1286	\$1337	\$1337	\$1394
DRAMA ASST. - A	\$1286	\$1337	\$1337	\$1394
CHEERLEADING ASST. - A**	\$1286	\$1337	\$1337	\$1394
SCIENCE OLYMPIAD HS	\$1286	\$1337	\$1337	\$1394
INTERNATIONAL CLUB	\$1286	\$1337	\$1337	\$1394
NEWSPAPER HS	\$1286	\$1337	\$1337	\$1394
ECMUNC (MODEL U.N.)	\$1182	\$1229	\$1229	\$1282
MOCK TRIAL	\$1182	\$1229	\$1229	\$1282
DMS YEARBOOK	\$1182	\$1229	\$1229	\$1282
SOPHOMORE CLASS ADVISOR	\$697	\$725	\$725	\$756
FRESHMAN CLASS ADVISOR	\$697	\$725	\$725	\$756

NAME OF ACTIVITY	1996-97	1997-98	1998-99	1999-2000
STUDENT COMMITTEE DMS**	\$697	\$725	\$725	\$756
YEARBOOK ASST. - B	\$697	\$725	\$725	\$756
DRAMA ASST. - B	\$697	\$725	\$725	\$756
CHEERLEADING ASST. - B**	\$697	\$725	\$725	\$756
TEEN INSTITUTE	\$697	\$725	\$725	\$756
LITERARY MAGAZINE	\$697	\$725	\$725	\$756
SADD	\$697	\$725	\$725	\$756
WALKER EXCHANGE	\$697	\$725	\$725	\$756
ARROW CLUB (YEA) DMS	\$697	\$725	\$725	\$756
SCIENCE OLYMPIAD DMS	\$697	\$725	\$725	\$756
NATIONAL HONOR SOCIETY	\$360	\$374	\$374	\$390

A.** All intramurals will be ONE (1) position for the entire year. It is possible that two (2) individuals may share a position with their pay being prorated appropriately.

B. Any organization omitted by oversight, or any new organization formed during the duration of this contract will be added to the list by the Superintendent of Schools. This list is intended to include all organizations approved by the District.

C. Payment for activities that run for less than the entire academic year will be made by the District at the end of the activity.

Payment for activities that run for the entire academic year will, at the option of the advisor, be made either: a) in one (1) payment at the end of the school year; or b) in two (2) payments - one (1) in the middle and one (1) at the end of the school year.

D. Payment of stipend - see Article 16:43

APPENDIX 16:32
DEPARTMENT CHAIRPERSONS & GRADE COORDINATORS

NO POSITION TITLE

1	Business/Computers	7-12
2	English	7-12
3	Exceptional Ed	K-12
4	Fine Arts	K-12
5	Health	K-12
6	Language	7-12
7	Library	K-12
8	Mathematics	7-12
9	Phys. Ed.	K-12
10	Pupil Per. Serv.	K-12
11	Science/Health	7-12
12	Soc. Studies	7-12
13	Technology	7-12

- A. The base amount of remuneration for each Department's Chairperson appointed by the Board of Education shall be 1996-97 - \$1,629, 1997-98 - \$1,694, 1998-99 - \$1,694, 1999-2000 - \$1,766.
- B. For each teacher over four (4) in the Department, the District will pay an additional 1996-97 - \$349, 1997-98 - \$363, 1998-99 - \$363, 1999-2000 - \$378 over the base amount. The number of teachers in a given Department will be calculated at the time the appointment to a position is made.

- C. Where part-time teachers are in a Department, they shall be counted as half (.5) teachers.
- D. Payment of stipend - see Article 16:43.

COACHING SALARIES

SPORT	# WEEKS	SALARY/WEEK	SALARY/SEASON
-------	---------	-------------	---------------

FALL 1997-98 + 1998-99

VARSITY FOOTBALL	11	\$341.04	\$3,751
ASST. VARSITY FOOTBALL	11	\$255.78	\$2,814
J. V. FOOTBALL	11	\$255.78	\$2,814
J. V. FOOTBALL	11	\$255.78	\$2,814
JR. HIGH FOOTBALL	9	\$255.78	\$2,302
JR. HIGH FOOTBALL	9	\$255.78	\$2,302
VARSITY BOYS SOCCER	10	\$272.82	\$2,728
J. V. BOYS SOCCER	9	\$204.62	\$1,842
JR. HIGH BOYS SOCCER	9	\$204.62	\$1,842
VARSITY GIRLS SOCCER	12	\$272.82	\$3,274
J. V. GIRLS SOCCER	9	\$204.62	\$1,842
JR. HIGH GIRLS SOCCER	9	\$204.62	\$1,842
VARSITY CROSS COUNTRY	12	\$272.82	\$3,274
JR. HIGH CROSS COUNTRY	9	\$204.62	\$1,842
VARISTY GYMNASTICS	12	\$272.82	\$3,274
ASST. GYMNASTICS	12	\$204.62	\$2,455
GIRLS TENNIS	10	\$227.35	\$2,274

WINTER 1997-98 + 1998-99

VARSITY BOYS BASKETBALL	14	\$272.82	\$3,819
J. V. BOYS BASKETBALL	14	\$204.62	\$2,865
FRESHMAN BOYS BASKETBALL	10	\$204.62	\$2,046
JR. HIGH BOYS BASKETBALL	8	\$204.62	\$1,637
VARSITY WRESTLING	14	\$272.82	\$3,819
J. V. WRESTLING	14	\$204.62	\$2,865
JR. HIGH WRESTLING	8	\$204.62	\$1,637
VARSITY GIRLS BASKETBALL	14	\$272.82	\$3,819
J. V. GIRLS BASKETBALL	14	\$204.62	\$2,865
JR. HIGH GIRLS BASKETBALL	8	\$204.62	\$1,637
VARSITY VOLLEYBALL	14	\$272.82	\$3,819
J. V. VOLLEYBALL	14	\$204.62	\$2,865
JR. HIGH VOLLEYBALL	9	\$204.62	\$1,842

COACHING SALARIES

SPORT	# WEEKS	SALARY/WEEK	SALARY/SEASON
SPRING 1997-98 + 1998-99			
VARSITY LACROSSE	12	\$272.82	\$3,274
ASST. LACROSSE	12	\$204.62	\$2,455
J.V. LACROSSE	12	\$204.62	\$2,455
JR. HIGH LACROSSE	10	\$204.62	\$2,046
VARSITY BASEBALL	12	\$272.82	\$3,274
J. V. BASEBALL	12	\$204.62	\$2,455
JR. HIGH BASEBALL	10	\$204.62	\$2,046
VARSITY SOFTBALL	12	\$272.82	\$3,274
J. V. SOFTBALL	12	\$204.62	\$2,455
JR. HIGH SOFTBALL	10	\$204.62	\$2,046
BOYS TRACK	12	\$272.82	\$3,274
ASST. BOYS TRACK	12	\$204.62	\$2,455
GIRLS TRACK	12	\$272.82	\$3,274
ASST. GIRLS TRACK	12	\$204.62	\$2,455
JR. HIGH TRACK	10	\$204.62	\$2,046
GOLF	9	\$227.35	\$2,046
BOYS TENNIS	12	\$227.35	\$2,728

\$122,879

APPENDIX 16:33
COACHING SALARY SCHEDULE
(WEEKLY SALARIES)

<u>SPORT</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-2000</u>
Football	\$327.92	\$341.04	\$341.04	\$355.53
Basketball (boys and girls)	\$262.33	\$272.82	\$272.82	\$284.42
Girls Gymnastics	\$262.33	\$272.82	\$272.82	\$284.42
Wrestling	\$262.33	\$272.82	\$272.82	\$284.42
Baseball	\$262.33	\$272.82	\$272.82	\$284.42
Track (boys and girls)	\$262.33	\$272.82	\$272.82	\$284.42
Cross Country	\$262.33	\$272.82	\$272.82	\$284.42
Girls Softball	\$262.33	\$272.82	\$272.82	\$284.42
Volleyball	\$262.33	\$272.82	\$272.82	\$284.42
Soccer (boys and girls)	\$262.33	\$272.82	\$272.82	\$284.42
Lacrosse	\$262.33	\$272.82	\$272.82	\$284.42
Tennis (boys and girls)	\$218.61	\$227.35	\$227.35	\$237.02
Golf	\$218.61	\$227.35	\$227.35	\$237.02
Indoor Track	\$218.61	\$227.35	\$227.35	\$237.02
<u>Assistants @ 75%</u>				
Football	\$245.94	\$255.78	\$255.78	\$266.65
All Others	\$196.75	\$204.62	\$204.62	\$213.31

17 = 1428
 2 = 1365

1996-97 SALARY SCHEDULE

	A1 0	A2 6	A3 12	A4 18	A5 24	A6 30	A7 36	A8 42	A9 48	A10 54	A11 60	A12 66	A13 72
1	29,766	30,251	30,743	31,230	31,720	32,211	32,691	33,175	33,661	33,945	34,630	34,982	35,605
2	30,241	30,726	31,218	31,705	32,195	32,686	33,166	33,650	34,136	34,420	35,105	35,457	36,080
3	30,735	31,220	31,712	32,199	32,689	33,180	33,660	34,144	34,630	34,914	35,599	35,950	36,574
4	31,253	31,738	32,231	32,717	33,206	33,697	34,178	34,661	35,147	35,432	36,117	36,467	37,092
5	31,794	32,280	32,772	33,258	33,749	34,239	34,720	35,203	35,690	35,973	36,659	37,010	37,634
6	32,369	32,855	33,347	33,832	34,324	34,814	35,294	35,778	36,265	36,549	37,235	37,583	38,207
7	32,987	33,470	33,965	34,451	34,940	35,433	35,911	36,395	36,881	37,168	37,853	38,201	38,825
8	33,658	34,142	34,635	35,121	35,609	36,102	36,582	37,066	37,551	37,837	38,523	38,871	39,496
9	34,362	34,846	35,341	35,826	36,317	36,809	37,287	37,771	38,257	38,569	39,228	39,714	40,202
10	35,071	35,552	36,047	36,533	37,022	37,515	37,995	38,476	38,964	39,306	39,933	40,419	40,907
11	35,777	36,259	36,752	37,239	37,728	38,219	38,699	39,183	39,669	40,039	40,640	41,127	41,614
12	36,484	36,963	37,461	37,945	38,434	38,925	39,407	39,889	40,376	40,772	41,347	41,833	42,321
13	37,191	37,674	38,166	38,650	39,140	39,629	40,112	40,596	41,082	41,507	42,053	42,541	43,026
14	37,964	38,448	38,938	39,423	39,912	40,399	40,884	41,369	41,858	42,310	42,828	43,314	43,800
15	38,799	39,286	39,771	40,257	40,745	41,229	41,715	42,208	42,695	43,178	43,662	44,149	44,637
16	39,633	40,121	40,604	41,092	41,577	42,065	42,551	43,040	43,527	44,009	44,500	44,987	45,473
17	40,636	41,172	41,712	42,254	42,793	43,332	43,877	44,414	44,952	45,494	46,031	46,517	47,005
18	41,712	42,254	42,793	43,332	43,876	44,414	44,953	45,494	46,031	46,573	47,115	47,600	48,088
19	42,793	43,332	43,876	44,413	44,952	45,494	46,031	46,573	47,115	47,654	48,193	48,679	49,167
20	43,876	44,414	44,952	45,494	46,031	46,573	47,116	47,654	48,193	48,732	49,271	49,759	50,243
21	44,952	45,494	46,031	46,573	47,115	47,654	48,193	48,732	49,271	49,817	50,355	50,839	51,326
22	46,304	46,850	47,383	47,926	48,463	49,006	49,549	50,085	50,623	51,167	51,705	52,193	52,679
23	47,654	48,193	48,732	49,271	49,817	50,355	50,896	51,430	51,977	52,511	53,054	53,542	54,028
24	49,006	49,549	50,085	50,623	51,167	51,847	52,381	52,923	53,461	54,006	54,540	55,026	55,516
25	50,355	50,896	51,433	51,977	52,511	53,326	53,868	54,410	54,944	55,486	56,026	56,512	56,999
26	51,705	52,249	52,787	53,326	53,865	54,814	55,356	55,894	56,435	56,978	57,506	57,995	58,479
27	53,053	53,593	54,135	54,674	55,219	56,295	56,835	57,374	57,916	58,456	58,997	59,485	59,970
28	54,151	54,688	55,486	56,026	56,569	57,780	58,318	58,861	59,395	59,939	60,479	60,966	61,453
29	55,238	55,780	56,578	57,120	57,663	59,267	59,803	60,344	60,883	61,428	61,963	62,449	62,935
30	56,332	56,872	57,673	58,210	58,758	60,362	60,896	61,436	61,977	62,522	63,056	63,542	64,027
31	57,425	57,966	58,764	59,305	59,850	61,453	61,990	62,530	63,069	63,614	64,146	64,633	65,120
32	58,497	59,037	59,859	60,400	60,943	62,545	63,083	63,623	64,166	64,708	65,242	65,728	66,213
33	59,569	60,109	60,930	61,470	62,013	63,641	64,174	64,715	65,258	65,802	66,332	66,819	67,307
34	60,639	61,182	62,002	62,541	63,085	64,711	65,245	65,787	66,329	66,873	67,406	67,892	68,379
35			63,073	63,614	64,156	65,783	66,315	66,858	67,401	67,943	68,476	68,963	69,450
36						66,854	67,389	67,931	68,472	69,016	69,548	70,036	70,521

1997-98 SALARY SCHEDULE

M = 1,485

L = 1,423

	A1 0	A2 6	A3 12	A4 18	A5 24	A6 30	A7 36	A8 42	A9 48	A10 54	A11 60	A12 66	A13 72
1	30,482	30,986	31,498	32,004	32,514	33,024	33,524	34,027	34,532	34,828	35,540	35,906	36,554
2	30,957	31,461	31,973	32,479	32,989	33,499	33,999	34,502	35,007	35,303	36,015	36,381	37,029
3	31,451	31,955	32,467	32,973	33,483	33,993	34,493	34,996	35,501	35,797	36,509	36,875	37,523
4	31,964	32,469	32,980	33,487	33,997	34,507	35,006	35,510	36,015	36,311	37,023	37,388	38,037
5	32,503	33,008	33,520	34,026	34,534	35,045	35,545	36,047	36,553	36,849	37,562	37,926	38,576
6	33,066	33,571	34,083	34,588	35,099	35,609	36,109	36,611	37,118	37,412	38,125	38,492	39,139
7	33,664	34,169	34,681	35,185	35,697	36,207	36,706	37,209	37,716	38,011	38,724	39,086	39,735
8	34,306	34,809	35,324	35,829	36,338	36,850	37,347	37,851	38,356	38,655	39,367	39,729	40,378
9	35,004	35,508	36,020	36,526	37,033	37,546	38,045	38,548	39,053	39,350	40,064	40,426	41,076
10	35,736	36,240	36,755	37,259	37,770	38,281	38,778	39,282	39,787	40,112	40,797	41,303	41,810
11	36,474	36,974	37,489	37,994	38,503	39,016	39,515	40,015	40,523	40,878	41,530	42,036	42,543
12	37,208	37,709	38,222	38,729	39,237	39,748	40,247	40,750	41,256	41,641	42,266	42,772	43,279
13	37,943	38,442	38,959	39,463	39,971	40,482	40,983	41,485	41,991	42,403	43,001	43,506	44,014
14	38,679	39,181	39,693	40,196	40,706	41,214	41,716	42,220	42,725	43,167	43,735	44,243	44,747
15	39,483	39,986	40,496	41,000	41,508	42,015	42,519	43,024	43,532	44,002	44,541	45,047	45,553
16	40,351	40,857	41,362	41,867	42,375	42,878	43,384	43,896	44,403	44,905	45,408	45,915	46,422
17	41,218	41,726	42,228	42,736	43,240	43,748	44,253	44,762	45,268	45,769	46,280	46,786	47,292
18	42,261	42,819	43,380	43,944	44,505	45,065	45,632	46,191	46,750	47,314	47,872	48,378	48,885
19	43,380	43,944	44,505	45,065	45,631	46,191	46,751	47,314	47,872	48,436	49,000	49,504	50,012
20	44,505	45,065	45,631	46,190	46,750	47,315	47,872	48,436	49,000	49,560	50,121	50,626	51,134
21	45,631	46,191	46,750	47,314	47,872	48,436	49,001	49,560	50,121	50,681	51,242	51,749	52,253
22	46,750	47,314	47,872	48,436	49,000	49,560	50,121	50,681	51,242	51,810	52,369	52,873	53,379
23	48,156	48,724	49,278	49,843	50,402	50,966	51,531	52,088	52,648	53,214	53,773	54,281	54,786
24	49,560	50,121	50,681	51,242	51,810	52,369	52,932	53,487	54,056	54,611	55,176	55,684	56,189
25	50,966	51,531	52,088	52,648	53,214	53,921	54,476	55,040	55,599	56,166	56,722	57,227	57,737
26	52,369	52,932	53,490	54,056	54,611	55,459	56,023	56,586	57,142	57,705	58,267	58,772	59,279
27	53,773	54,339	54,898	55,459	56,020	57,007	57,570	58,130	58,692	59,257	59,806	60,315	60,818
28	55,175	55,737	56,300	56,861	57,428	58,547	59,108	59,669	60,233	60,794	61,357	61,864	62,369
29	56,317	56,876	57,705	58,267	58,832	60,091	60,651	61,215	61,771	62,337	62,898	63,405	63,911
30	57,448	58,011	58,841	59,405	59,970	61,638	62,195	62,758	63,318	63,885	64,442	64,947	65,452
31	58,585	59,147	59,980	60,538	61,108	62,776	63,332	63,893	64,456	65,023	65,578	66,084	66,588
32	59,722	60,285	61,115	61,677	62,244	63,911	64,470	65,031	65,592	66,159	66,712	67,218	67,725
33	60,837	61,398	62,253	62,816	63,381	65,047	65,606	66,168	66,733	67,296	67,852	68,357	68,862
34	61,952	62,513	63,367	63,929	64,494	66,187	66,741	67,304	67,868	68,434	68,985	69,492	69,999
35	63,065	63,629	64,482	65,043	65,608	67,299	67,855	68,418	68,982	69,548	70,102	70,608	71,114
36			65,596	66,159	66,722	68,414	68,968	69,532	70,097	70,661	71,215	71,722	72,228
37						69,528	70,085	70,648	71,211	71,777	72,330	72,837	73,342

M=1545

L=1480

1998-99 SALARY SCHEDULE

	A1 0	A2 6	A3 12	A4 18	A5 24	A6 30	A7 36	A8 42	A9 48	A10 54	A11 60	A12 66	A13 72
1	31,226	31,750	32,283	32,809	33,340	33,870	34,390	34,913	35,438	35,746	36,487	36,867	37,541
2	31,701	32,225	32,758	33,284	33,815	34,345	34,865	35,388	35,913	36,221	36,962	37,342	38,016
3	32,195	32,719	33,252	33,778	34,308	34,839	35,359	35,882	36,408	36,715	37,456	37,837	38,510
4	32,709	33,233	33,765	34,292	34,822	35,353	35,872	36,396	36,921	37,229	37,970	38,350	39,024
5	33,243	33,768	34,300	34,826	35,356	35,887	36,407	36,930	37,456	37,763	38,504	38,884	39,558
6	33,803	34,328	34,861	35,387	35,916	36,447	36,967	37,489	38,015	38,323	39,064	39,443	40,119
7	34,388	34,914	35,446	35,972	36,503	37,033	37,553	38,076	38,602	38,908	39,650	40,030	40,705
8	35,010	35,536	36,068	36,593	37,125	37,655	38,174	38,697	39,224	39,531	40,273	40,650	41,325
9	35,679	36,201	36,737	37,262	37,791	38,324	38,841	39,365	39,890	40,201	40,942	41,318	41,993
10	36,404	36,928	37,461	37,987	38,515	39,048	39,567	40,091	40,615	40,924	41,666	42,043	42,719
11	37,166	37,689	38,225	38,749	39,280	39,813	40,330	40,853	41,379	41,716	42,429	42,955	43,482
12	37,933	38,453	38,988	39,514	40,043	40,576	41,095	41,616	42,143	42,513	43,192	43,717	44,245
13	38,696	39,218	39,751	40,278	40,807	41,338	41,857	42,380	42,906	43,306	43,956	44,483	45,010
14	39,461	39,979	40,518	41,041	41,570	42,101	42,623	43,144	43,671	44,099	44,721	45,247	45,774
15	40,226	40,748	41,280	41,804	42,334	42,863	43,385	43,909	44,434	44,894	45,485	46,012	46,537
16	41,062	41,585	42,115	42,640	43,169	43,696	44,220	44,745	45,274	45,762	46,323	46,848	47,374
17	41,965	42,492	43,016	43,542	44,070	44,593	45,119	45,652	46,179	46,701	47,225	47,752	48,279
18	42,867	43,395	43,917	44,445	44,970	45,498	46,023	46,552	47,079	47,600	48,131	48,658	49,184
19	43,952	44,532	45,116	45,702	46,285	46,868	47,457	48,038	48,620	49,206	49,787	50,313	50,841
20	45,116	45,702	46,285	46,868	47,456	48,038	48,621	49,206	49,787	50,373	50,960	51,484	52,012
21	46,285	46,868	47,456	48,037	48,620	49,206	49,787	50,373	50,960	51,543	52,126	52,651	53,179
22	47,456	48,038	48,620	49,206	49,787	50,373	50,961	51,543	52,126	52,709	53,292	53,819	54,343
23	48,620	49,206	49,787	50,373	50,960	51,543	52,126	52,709	53,292	53,882	54,464	54,987	55,514
24	50,082	50,673	51,249	51,837	52,418	53,005	53,592	54,172	54,754	55,342	55,924	56,452	56,978
25	51,543	52,126	52,709	53,292	53,882	54,464	55,049	55,627	56,218	56,796	57,383	57,911	58,437
26	53,005	53,592	54,172	54,754	55,342	56,078	56,655	57,242	57,823	58,413	58,990	59,516	60,046
27	54,464	55,049	55,630	56,218	56,796	57,677	58,264	58,850	59,427	60,014	60,598	61,123	61,650
28	55,924	56,513	57,094	57,677	58,260	59,287	59,873	60,455	61,040	61,627	62,198	62,727	63,251
29	57,382	57,966	58,552	59,135	59,725	60,889	61,473	62,056	62,642	63,226	63,811	64,339	64,864
30	58,570	59,151	60,014	60,598	61,185	62,495	63,077	63,664	64,242	64,830	65,414	65,941	66,468
31	59,745	60,332	61,195	61,781	62,368	64,103	64,683	65,268	65,851	66,441	67,019	67,545	68,070
32	60,929	61,513	62,379	62,960	63,553	65,288	65,865	66,449	67,034	67,624	68,201	68,727	69,252
33	62,111	62,696	63,559	64,144	64,734	66,468	67,048	67,632	68,215	68,805	69,380	69,907	70,434
34	63,270	63,854	64,743	65,329	65,916	67,649	68,231	68,815	69,402	69,988	70,566	71,091	71,616
35	64,430	65,014	65,902	66,486	67,073	68,834	69,411	69,996	70,583	71,171	71,745	72,271	72,799
36	65,587	66,174	67,061	67,645	68,233	69,991	70,569	71,155	71,741	72,330	72,906	73,432	73,959
37			68,220	68,805	69,391	71,151	71,726	72,314	72,901	73,487	74,064	74,590	75,117
38						72,309	72,888	73,474	74,059	74,648	75,223	75,751	76,276

M = 1618
L = 1543

1999-00 SALARY SCHEDULE

	A1 0	A2 6	A3 12	A4 18	A5 24	A6 30	A7 36	A8 42	A9 48	A10 54	A11 60	A12 66	A13 72
1	32,078	32,624	33,180	33,728	34,282	34,834	35,377	35,922	36,469	36,790	37,563	37,959	38,661
2	32,553	33,099	33,655	34,203	34,757	35,309	35,852	36,397	36,944	37,265	38,038	38,434	39,136
3	33,049	33,595	34,150	34,699	35,252	35,805	36,347	36,892	37,440	37,761	38,532	38,929	39,632
4	33,563	34,110	34,665	35,214	35,766	36,320	36,861	37,407	37,955	38,275	39,048	39,445	40,147
5	34,099	34,646	35,200	35,750	36,302	36,856	37,397	37,943	38,491	38,811	39,583	39,980	40,683
6	34,656	35,203	35,757	36,307	36,859	37,413	37,954	38,500	39,048	39,368	40,140	40,536	41,240
7	35,240	35,787	36,343	36,891	37,442	37,996	38,538	39,083	39,631	39,952	40,724	41,119	41,824
8	35,850	36,398	36,953	37,501	38,054	38,607	39,149	39,694	40,243	40,562	41,336	41,731	42,435
9	36,498	37,046	37,601	38,148	38,703	39,255	39,796	40,342	40,891	41,211	41,985	42,377	43,081
10	37,195	37,740	38,298	38,846	39,397	39,953	40,492	41,038	41,586	41,909	42,682	43,074	43,778
11	37,952	38,497	39,053	39,601	40,152	40,707	41,249	41,794	42,341	42,664	43,437	43,830	44,534
12	38,745	39,291	39,849	40,396	40,950	41,505	42,044	42,589	43,137	43,489	44,232	44,780	45,330
13	39,545	40,087	40,645	41,193	41,745	42,301	42,842	43,384	43,935	44,320	45,027	45,575	46,125
14	40,341	40,884	41,440	41,990	42,541	43,095	43,636	44,181	44,729	45,147	45,824	46,373	46,923
15	41,138	41,678	42,240	42,786	43,337	43,891	44,434	44,978	45,527	45,973	46,622	47,170	47,720
16	41,935	42,480	43,035	43,581	44,133	44,684	45,229	45,775	46,323	46,802	47,418	47,968	48,515
17	42,807	43,353	43,905	44,452	45,003	45,553	46,099	46,646	47,198	47,707	48,291	48,839	49,387
18	43,749	44,298	44,845	45,393	45,943	46,489	47,036	47,592	48,142	48,686	49,232	49,781	50,331
19	44,689	45,239	45,784	46,334	46,881	47,431	47,979	48,531	49,080	49,623	50,177	50,726	51,274
20	45,820	46,424	47,033	47,644	48,252	48,860	49,474	50,080	50,686	51,298	51,903	52,451	53,001
21	47,033	47,644	48,252	48,860	49,473	50,080	50,688	51,298	51,903	52,514	53,125	53,672	54,222
22	48,252	48,860	49,473	50,079	50,686	51,298	51,903	52,514	53,125	53,733	54,341	54,889	55,439
23	49,473	50,080	50,686	51,298	51,903	52,514	53,126	53,733	54,341	54,949	55,556	56,107	56,652
24	50,686	51,298	51,903	52,514	53,125	53,733	54,341	54,949	55,556	56,172	56,779	57,324	57,874
25	52,211	52,827	53,428	54,040	54,645	55,258	55,870	56,474	57,081	57,694	58,301	58,851	59,399
26	53,733	54,341	54,949	55,556	56,172	56,779	57,389	57,991	58,608	59,210	59,822	60,372	60,920
27	55,258	55,870	56,474	57,081	57,694	58,461	59,063	59,674	60,281	60,895	61,498	62,046	62,598
28	56,779	57,389	57,994	58,608	59,210	60,129	60,740	61,351	61,953	62,564	63,173	63,721	64,270
29	58,301	58,914	59,521	60,129	60,736	61,807	62,418	63,024	63,634	64,247	64,842	65,393	65,939
30	59,821	60,430	61,041	61,649	62,263	63,476	64,085	64,693	65,304	65,913	66,523	67,073	67,620
31	61,059	61,664	62,564	63,173	63,785	65,151	65,758	66,370	66,972	67,585	68,194	68,743	69,292
32	62,285	62,896	63,796	64,407	65,019	66,828	67,432	68,042	68,650	69,264	69,867	70,415	70,963
33	63,518	64,127	65,030	65,636	66,254	68,062	68,664	69,273	69,883	70,498	71,100	71,648	72,195
34	64,751	65,361	66,260	66,870	67,485	69,292	69,898	70,507	71,115	71,729	72,329	72,878	73,427
35	65,959	66,568	67,495	68,105	68,717	70,524	71,130	71,739	72,352	72,963	73,565	74,113	74,660
36	67,168	67,777	68,703	69,312	69,924	71,760	72,361	72,971	73,583	74,196	74,794	75,343	75,893
37	68,375	68,987	69,911	70,519	71,133	72,966	73,568	74,179	74,790	75,404	76,005	76,553	77,102
38			71,119	71,729	72,340	74,175	74,775	75,387	75,999	76,610	77,211	77,760	78,310
39						75,382	75,986	76,597	77,207	77,820	78,420	78,970	79,517