



## Cornell University ILR School

### NYS PERB Contract Collection – Metadata Header

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

For more information about the PERB Contract Collection, see  
<http://digitalcommons.ilr.cornell.edu/perbcontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853  
607-254-5370 [ilrref@cornell.edu](mailto:ilrref@cornell.edu)

#### Contract Database Metadata Elements

Title: **St. Regis Falls Central School District and St. Regis Falls United Teachers Association (2014) (MOA)**

Employer Name: **St. Regis Falls Central School District**

Union: **St. Regis Falls United Teachers Association**

Local:

Effective Date: **07/01/2014**

Expiration Date: **06/30/2018**

PERB ID Number: **6273**

Unit Size: **37**

Number of Pages: **46**

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

**Agreement Between**

**Superintendent of the**

**St. Regis Falls Central School**

**And**

**St. Regis Falls United Teachers Association**

**July 1<sup>st</sup>, 2014- June 30<sup>th</sup>, 2018**

# of Employees  
Covered By  
Agreement  
37

## TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	1
I	Recognition	1
II	Negotiation Procedures	1
III	Deductions	1-2
IV	Grievance Procedure	2-3
	A. Declaration of Purpose	2
	B. Definition of a Grievance	2
	C. Procedures	2-3
V	Professional Development Grant	3
VI	In-Service Training	4
VII	Leaves	4-7
	A. Sick Leave	4-5
	B. Family Leave	5
	C. Personal Leave	5
	D. Professional Visitation Leave	6
	E. Child Rearing Leave	6
	F. Sabbatical leave	6
	G. Leave of Absence	6-7
	H. Professional Leave	7

## TABLE OF CONTENTS (cont'd)

VIII	Working Conditions	7-13
	A. Hours of Duty	7
	B. Teaching Load	7-8
	C. Distance Learning	8-9
	D. Tutoring	9
	E. Reduction of Staff	9
	F. Health Insurance	9-10
	G. Extra-Curricular Activities, Duties, and Pay	10-11
	H. Athletic Director	11
	I. Teacher Aides	11
	J. Professional Vacancies	12
	K. Class Size Impact	12
	L. Mentor/Intern	11-13
	M. Maintenance and Upgrade of Teachers's Room	13
IX	Retirement	13
X	Teacher Association Rights	13-14
XI	Probation and Tenure	14
XII	Teacher Assignment And Qualification	15
XIII	Student Discipline	15-16
XIV	School Calendar	16
XV	Payroll Policy	16
XVI	Professional Standards Advisory Committee	17

**TABLE OF CONTENTS**  
**(cont'd)**

XVII	Duration of Agreement	17
	Appendix A – Application for Additional Sick Leave	18
	Appendix A-1 – Sick Pool Committee	19
	Appendix A-2 – Physician’s Statement	20
	Appendix B – Personal Leave Form	21
	Appendix C – Professional Development Grant Application Form	22
	Appendix D – Salary Schedule	23-26
	Appendix E – Coaching Salary Schedule	27
	Appendix F – Advisor Salary Schedule	28
	Appendix G – Advisor Evaluation Forms	29-31
	Appendix H – Coaching Evaluation Forms	32-34
	Appendix I- “MOU” Journalism Course	35
	Appendix J- “MOU” FEH Health Benefits Consortium	36-42

## **PREAMBLE**

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (THE PUBLIC EMPLOYEES FAIR EMPLOYMENT ACT), and to encourage and increase effective and harmonious working relationships between the St. Regis Falls Central Board of Education (hereafter referred to as the "Board") and its Professional Employees represented by the St. Regis Falls United Teacher's Association (hereafter referred to as the "Association") and to enable the Professional Employees more fully to participate in and contribute to the development of policies for the school district so that the cause of public education may be best served in the St. Regis Falls Central School District.

## **ARTICLE 1 RECOGNITION**

The St. Regis Falls Central School Board of Education, having determined that the St. Regis Falls United Teacher's Association is supported by a majority of the teachers in a unit composed of all Professional Personnel except the Chief Executive Officer and The Building Principal hereby recognizes the St. Regis Falls Central United Teacher's Association as the exclusive negotiating agent for the teachers in such unit. Such recognition shall be the maximum allowed by law. For the purpose of this agreement the word "teacher" shall mean bargaining unit member.

The Board agrees not to negotiate with any other teacher organization other than the Association for the duration of this agreement.

## **ARTICLE II NEGOTIATION PROCEDURES**

- A. Upon request of either the Board or the Association, a mutually agreed upon date to open negotiations will be set within fifteen days following the request. Issues proposed for negotiations by the parties shall be submitted in writing before the first meeting. All necessary subsequent meetings will be called at times mutually agreed to by the parties.
- B. Both parties shall have the right to select its own representatives. Both parties agree to conduct such negotiations in good faith and deal openly and fairly on all items.
- C. It is agreed that when the Board of Education deems it reasonable it will furnish all available information pertinent to the issues under consideration.

## **ARTICLE III DEDUCTIONS**

- A. The Board of Education agrees to deduct from the salaries of its employees dues for the St. Regis Falls United Teachers Association or Associations.
- B. Deductions referred to in Section A above shall be made in the following manner:  
The total annual membership dues for those designated Professional Associations, certified as mentioned above, shall be deducted in twenty (20) equal installments beginning with the first period in September. No later than one week prior to the scheduled first paycheck in September, the Association shall (1) provide the Board with a list of those employees who have voluntarily authorized the Board to deduct dues for the Association named in Section A above and (2) forward at the same time to the respective associations, a list

of the members and their addresses who have elected payroll deductions for such associations.

- C. The Board of Education shall, following each pay period from which dues deduction is made, transmit the amount so deducted to the St. Regis Falls Central United Teacher's Association treasurer.
- D. The Board of Education agrees to deduct from the checks of those who so desire:
  - a. Credit Union Deductions
  - b. Government Bonds
  - c. Tax Sheltered Annuities
  - d. VOTE/COPE Funds from the 21st Paycheck

These deductions shall start with the second paycheck in September upon authorization of the teacher. Authorization must be given at least five days prior to the date of the first deduction. Authorized deductions may be canceled or added five days prior to the 1st of any month. Money so deducted will be paid when due.

- E. Each member of the bargaining unit who does not join the Association including its affiliates, shall be required to pay an agency fee for services rendered by the Association for negotiations and contract administration. The agency fee shall be equal to Association and affiliate dues. The Association shall provide the district with a list of all non-members no later than one week prior to the scheduled first paycheck in September of each school year. Agency fee deductions shall be made in the same manner as dues deductions except that written authorizations by non-members is not necessary.
- F. Credit union/banking transfers are deposited so that all monies will be available to members of the Association on the day of scheduled payroll. Deposit instructions will be established at the initial payroll of the year and may be changed once per year.

#### ARTICLE IV GRIEVANCE PROCEDURE

- A. Declaration of Purpose - WHEREAS, the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its teachers is essential to the operation of the school, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of teachers.
- B. Definition of a Grievance - A grievance is a claim by any teacher or group of teachers, or the Association represented by the St. Regis Falls Central United Teacher's Association that the Board of Education or its representatives, has not fulfilled or has violated any of the provisions of this agreement or terms and conditions of employment as the same or construed under the Taylor Law.
- C. Procedures:
  - 1) Stage One – There will be a discussion between the aggrieved teacher and the teacher's immediate supervisor where every reasonable effort will be made to settle the matter informally. An association representative will be present if so requested by the aggrieved teacher. The grievance shall be presented no later than 20 working days after occurrence and the supervisor shall give their reply to the grievance within 20 working days of the date of discussion.

If the grievance is not settled to the satisfaction of the Association and the teacher informally, it will be reduced to writing and presented to the Superintendent within ten (10) working days from the time the answer is received regarding the informal meeting with the immediate supervisor.
  - 2) Stage Two - Meeting between the aggrieved teacher and the superintendent within ten (10) working days from the date the superintendent received the written grievance. At this discussion the teacher's immediate supervisor, and Association representative, and the appropriate witness may be present. The Superintendent shall have ten (10) working days to provide a written reply.

- 3) Stage Three - If the grievance remains unsettled following the written reply from the Superintendent, the Association shall have ten (10) working days from the date of the written reply in which to appeal to the Board for a formal hearing, in executive session, at the option of the grievant. This appeal shall be in writing and the Board shall schedule the hearing for the earliest possible time, and in any case, no later than the next regularly scheduled board meeting. The Board shall notify the Association of its decision in writing within ten (10) working days of the date of the hearing.
- 4) Stage Four - If the grievance remains unsettled, the Association shall have ten (10) working days from the date of the Board's written reply in which to submit the grievance to arbitration. This request will be in writing to the Board. Within ten (10) working days, following the request for arbitration, either party may request a list of arbitrators from the American Arbitration Association. Both parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. Arrangements will be made by both parties and the arbitrator to hold the hearing as promptly as possible.

The decision of the arbitrator shall be final and binding and the expense thereof to be equally divided.

- D. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

## **ARTICLE V PROFESSIONAL DEVELOPMENT GRANT**

The St. Regis Falls Central School Board of Education will provide \$2,000 annually (from September through August) to qualifying, full-time Union members for professional advancement grants that are above and beyond anything else the District might provide during the school year.

This grant will be used for the purchase of materials, equipment, training, and related expenses (fees, travel, lodging) which enhance teaching in District as described in the grant application. Grants will be considered on an individual basis, and will be processed by the St. Regis Falls Board of Education members or appointees, as per state law. The Board will determine the amount to be granted to each applicant, and reserves the right to limit the number of successive grants awarded to any specific Union member.

Applicants will be asked to provide an explanation of the project and a description of the benefit(s) to the district. After project completion, recipients will present acquired project or material at a Board of Education meeting.

These grants may not be used to obtain an advanced degree in teaching or administration.

The amount of each grant will be dependent upon anticipated costs and the needs of the district. Upon the recommendation of the Superintendent, the Board of Education will have the final authorization to approve or disapprove any professional development grant. It is understood that the decision of the Board is final, and that it cannot be an issue of a grievance.

Union members involved in these projects outside of regular school hours shall be paid at a rate of \$15.00 per hour, as itemized in the grant application.

The Professional Development Grant application form will be available to all Union members throughout the year,



and will be of the format exhibited as attached. (See Appendix C) Applications must be submitted to the Superintendent's office by either of the two deadline dates: November 18 or April 6

## ARTICLE VI IN-SERVICE TRAINING

- A. Definition of "In-Service Training" - a program for advancement while actively engaged in teaching.
- B. In order to implement an in-service program, the following will be the policy of the St. Regis Falls Central School District:
  - 1. A program of in-service training will consist of any one or combination of:
    - a. New curriculum ideas
    - b. Methods and materials for more effective teaching in subject areas
    - c. Over-all views of subjects involving K-12 continuity
  - 2. The program selected will be mandatory for all teachers involved in the subject area with the exception of those teachers taking a comparable course for certification of post-Bachelor credit during the semester the in-service course is offered.
  - 3. The student-teacher program will be considered as part of the in-service program of St. Regis Falls Central School. Teachers will not be assigned a student teacher unless they do so desire.
  - 4. Stipend for approved workshops during non-school hours is \$15.00 per hour.
  - 5. St. Regis Falls Central School District will provide four mandated half day Superintendent Conference Days to implement curriculum goals and provide time for in-service training.

## ARTICLE VII LEAVES

### A. Sick Leave

Each employee is credited with fifteen (15) days of sick leave at the beginning of the school year. Unused sick leave will accumulate to 225 days. Absence on sick leave results in no loss of pay. Such leave is to be granted for personal illness or injury.

- 1. No statements or certificates shall be required for illness except the District may, at its discretion, require a physician's or *certified authority's* statement after three (3) consecutive days of claimed illness.
- 2. If at all possible, teachers will notify the District the morning of or the evening before an absence in a timely fashion as prescribed by the district.
- 3. The District may monitor the employee's leave records from time to time to determine that patterns of improper use of leave do not develop. Unauthorized or inappropriate use of sick time may be subject to disciplinary action.
- 4. The St. Regis Falls Teacher's Association shall have the right to establish a sick leave pool. The Committee shall consist of three (3) Association members, two (2) BOE members and one (1) Administrator. It is the sole responsibility of the St. Regis Falls Teacher's Association to organize the Sick Pool. *All tenured* teachers will be guaranteed teaching positions after such illness.

**In case of serious/prolonged illness or injury, the Committee may grant to a teacher who has exhausted his or her current and accumulated sick leave, additional sick leave with full pay, subject to the following:**

- a.) A bank shall be established by the Association and shall contain at least one hundred (100) days.
- b.) No more than 360 days may be used in one year. This can be waived by the St. Regis Falls BOE.
- c.) No more than fifty (50) days may be initially granted to an individual in a particular school year. The individual may apply for additional 40 day blocks at the expiration

of the first 50 days, up to 180 days.

- d.) If 50% of the committee agrees to the request, the sick days are granted.
- e.) Sick days will be added to the pool at the first Association meeting of the school year. Additional days can be added if needed to replenish the sick pool. **If the pool goes below 100 days one (1) day will be deducted from each teacher in the Pool by the Business office.** Only teachers who have given days (at least one) are eligible for the Sick Pool.
- f.) Teachers can give between one (1) and 100 days per person, but no more.
- g.) The Business office will keep a file on the teachers involved and total number of sick days. A copy will be forwarded on a yearly basis to the Association Secretary as of October 15<sup>th</sup> of that school year.

#### B. Family Leave

- 1. At the beginning of every school year, each teacher shall be credited with eight (8) days to be used for serious illness in the immediate family. Three days will also be granted for each death in the immediate family. Immediate family is defined as spouse, parents, son, daughter, brother, sister, father-in-law, mother-in-law, grandfather, grandmother, or anyone living under the same roof. Additional days may be granted with the approval of the Superintendent.
- 2. The leave provided under family leave shall be non-cumulative.
- 3. The Sick Leave Committee will oversee the Family Leave Pool.
  - a.) The Family Leave pool was started with an initial bank of 117 days as of the 2007-2008 school year. The pool will be replenished every June with unused Family days of the Association members. The members and the amounts will be forwarded by the Business office to the Association Secretary. **Individuals applying for days from the family Leave Pool must have exhausted all accrued family leave days and 75% of their sick days.**
  - b.) No more than 180 days per person/per year will be awarded. If the bank is exhausted of days the District may add days at their discretion. The amount awarded to each individual may be adjusted due to the size of the Family Leave Pool.
  - c.) No more than fifty (50) days may be initially granted to an individual in a particular school year. The individual may apply for additional forty day blocks up to 180 days.
  - d.) If 50% of the Committee agrees to the request, Family Leave days are granted.

#### C. Personal Leave

Each teacher may use up to four (4) days of personal leave per year for personal business that cannot be accomplished outside regular school hours. Personal leave cannot be used to engage in other employment. No reason need be given for the use of a personal day, except if it is used on a staff development day.

Personal days may be used to extend a vacation. This will only be granted to five (5) teachers by a lottery and on a rotating basis. A teacher can use it only once every five (5) years or when fewer than five (5) teachers apply. Neither seniority nor priority will be taken into account.

- 1. If at all possible, a teacher must notify their immediate supervisor in writing on personal leave request forms at least 5 days prior to the time they desire personal leave.
- 2. The leave provided by personal leave will accumulate as sick leave at the conclusion of each school year in the event it is not used for such personal leave.
- 3. Where a true emergency exists, the Superintendent may grant a personal day or days beyond the 4 credited at the beginning of the school year.
- 4. See Appendix B for the personal leave form.

**D. Professional Visitation Days**

Professional visitation days: 2 days-approved by the Superintendent to visit approved classroom or school which would be a learning situation for teachers or to attend a conference in the teacher's area of concentration.

**E. Child Rearing Leave**

1. Upon request, a unit member shall be granted a child rearing leave up to one year at the time of the birth or adoption of a child. Longer period of leave may be granted upon mutual agreement.

Child rearing will be treated as a temporary disability with all accumulated sick leave and privileges. The employee may choose either/or use a combination of both sick leave and unpaid extended leave.

**F. Sabbatical Leave**

1. A full time professional employee who has completed eight years of satisfactory service in the School District may apply for a sabbatical leave. The Association may make a recommendation, positive or negative, concerning the request to the Superintendent for his consideration. Upon the recommendation of the Superintendent, the Board may, in its sole discretion, grant the sabbatical leave request. Neither the Association's nor the Superintendent's recommendation is binding on the Board; rather, the Board will have the final authority to approve or disapprove any sabbatical leave request.

Sabbatical leaves may be granted by the Board for any of the following reasons:

- a. Enrollment in any continental United States university or college as a resident student, taking a minimum of 1/2 year's load.
  - b. Enrollment in any foreign university or college as a student, taking a course or courses, which shall have the approval of the Board.
  - c. Any other reason agreed upon by the board and the teacher.
2. No more than one full year or two (1/2) year sabbatical leaves may be granted during a single school year.
  3. Applications must be made in writing by January 1, eight months prior to the September when the sabbatical is to become effective.
  4. The final action taken by the Board on a teacher's request for sabbatical leave will be forwarded to such teacher in writing no later than March 1st, following submission of application.
  5. This leave may be taken for one (1) year at one half pay, or one half (1/2) year at full pay.
  6. If more than one (1) teacher applies for a full year sabbatical leave, or more than two (2) teachers for (1/2) year sabbatical leave, the teacher with the greatest number of years of service in this school system will have priority.
  7. Personnel granted sabbatical leave are expected, under contract, to return and to serve the school district for a minimum of two years. If a person desires not to return, their full remunerative restitution of salary paid must be made to the school district immediately upon resignation. If a person desires not to return the second year after a sabbatical leave, 1/2 of their full remunerative restitution of salary paid must be made to the school district immediately upon resignation.

**G. Leave of Absence**

Leave, for absence without pay, may be granted to teachers on tenure for a period not to exceed one year for professional study, travel or other approved reasons. Upon return from such leave, it is understood that teachers will be placed in an equivalent position.

H. Professional Leave

1. The Association shall be granted, upon written request to the Superintendent, up to 6 days per year to be used by members to attend national, state, or regional union meetings and activities. No individual deduction will take place for this leave.
2. Other absences to attend meetings of professional organizations will be permitted without loss of salary or deduction from accumulated sick leave or personal leave at the discretion of the Superintendent.

**ARTICLE VIII  
WORKING CONDITIONS**

A. Hours of Duty

1. All faculty members of the St. Regis Falls Central School will be on duty in their homerooms or at their teaching stations from 7:45 a.m. to 2:55 p.m. each day unless other arrangements are made with their respective supervisors. The period from 2:15 p.m. to 2:55 p.m. will be known as the Consultation and Remediation Period. Teachers will utilize this time for remediation of students or consultation with peers. All faculty meetings shall take place during the Consultation and Remediation Period. Two days are for consultation and three days are for remediation.
2. One evening Open House and two afternoon and evening parent conferences may be scheduled by the administration. Any additional evening conferences or meetings must be mutually agreed upon and scheduled.
3. At the district's option, if there exists any unused snow days, these days will be added to the Memorial Day vacation. Elementary students will have two one half days prior to the day they pick up their report cards. Dismissal time on these two days will be approximately 12 p.m.

B. Teaching Load

Elementary and High School consisting of Pre-K-6 and 7-12

1. Each teacher is guaranteed the equivalent of one preparation period per day based on the current time schedule, plus a thirty-minute lunch period.
2. All extra-curricular duties including Athletic practices will be secondary to the teacher's primary assignment.
3. Content area teachers will administer and correct or evaluate all state required or mandated tests. The District will provide the necessary time between 8:00 a.m. and 2:55 p.m. for holistically scored tests exclusive of the preparation period.

Full-Time Employees:

The teaching load will not exceed six (6) periods for teachers in grades seven through twelve. Any teacher teaching more than six periods will be compensated at the rate of \$2,500.00 for each course above six.

Part-time Employees:

One-half position

Maximum of four assignments. All periods must be consecutive. Part-time teachers will receive tenure based on the calendar year. (e.g. a half-time teacher will be eligible for tenure after four calendar years). If a teacher is involuntarily reduced, seniority rights continue. If reduction is voluntary, seniority freezes.

Elementary Grades

1. When at all possible, a substitute teacher will be employed for special teachers who are absent.
2. Teachers will receive a thirty minute lunch period free of all duties and/or supervision between the hours of 11:00 a.m. and 1:00 p.m.

3. Elementary teachers will be free, whenever possible, when a special teacher takes over their class.

## C. Distance Learning

### 1. General

- a. The parties acknowledge and confirm that participation in the Distance Learning Program shall not be used by the District to argue that the Association has waived any rights that exist to the exclusivity of bargaining unit work. The parties agree that the Distance Learning Program, in whole or in part, involves bargaining unit work in the provision of educational services to the children of the district.
- b. No member of the bargaining unit shall be subject to a reduction in force, in whole or in part, as a result of the District sending/receiving courses through the Distance Learning Program.
- c. Training for bargaining unit participants may be provided. The cost(s) of appropriate training shall be established and borne by the district. Compensation, if any, for such training for the participants shall be subject to the applicable provisions of this agreement.
- d. A bipartisan task force made up of District and Association representatives will meet prior to July 1<sup>st</sup> each year to review, dialogue, and report and make recommendations for the modification of the Distance Learning procedure. Both parties must ratify all such modifications.
- e. Teachers creating a new course, which has been requested and approved in advance by the Superintendent, will be paid a "development fee" of \$2,000.00 to develop the new course syllabus. Teachers of any distance learning course taught outside the regular school day will be paid at the rate of 1/7 of the teacher's regular salary to teach the distance learning course. Teachers of any distance learning course taught during the school day will be paid \$2,500.00 to teach the course only if they are currently teaching six (6) periods such that the distance learning course would constitute the 7<sup>th</sup> or greater period taught by the teacher. Those who are teaching less than six periods, and agree to teach a distance learning class, will receive no payment to teach, but are eligible to receive a development fee if they create a new class and develop a new course syllabus.

### 2. Transmitting

- a. Any program delivered from this district, for the purpose of educating children, shall be taught by a volunteer from the bargaining unit.
- b. The time of the transmission will be determined by the district, within normal confines (starting and ending time) of the daily schedule of classes and will coincide with the starting and ending times of the class schedule in effect.
- c. The number of students in a class, including those at receiving sites, shall not exceed 22-28 with no more than four receiving sites.
- d. The teacher shall not have responsibility to maintain or repair any equipment used in transmitting the lesson or any equipment used in responding to the inquiries of those receiving the broadcast. Operational responsibilities shall be minimal and appropriate training provided.
- e. The transmitting teacher who will cooperate with a designated person in the receiving school for these purposes shall do all grading of schoolwork and tests in this district. If the grades need to be translated into a different system to agree with the receiving school's system, that shall not be the responsibility of the transmitting teacher. The transmitting teacher will send grades to the receiving school at the time, and in the manner used by this district, when he/she turns in grades to this district.
- f. The teacher shall not be expected or required to attend any functions in the receiving school district(s), but will be available to receiving school students and their parents in the same manner that he/she is available to students and parents in this district. The transmitting teacher and the receiving district may make mutually acceptable arrangements for compensation, if necessary, for attendance at such functions beyond the limits described above.
- g. Evaluation of the transmitting teacher will be done in accordance with the provisions of the Teacher's Association contract. Any complaint with respect to the transmitting teacher's

performance originating in a receiving district will be made known to the transmitting teacher. No evaluation of the teacher will be made except in the normal manner in the classroom.

- h. Any audio-visual tapes of the classes made in this district are the property of the district. The district, in its discretion, shall make such tapes available for the teacher's personal, professional, non-commercial use only upon the teacher's specific advance written request. Said request must specifically set forth the purpose for which the tapes are being requested and the tapes must only be used in the manner set forth in the request and according to all applicable laws and regulations. District approval for the release of the teacher's tapes shall not be unreasonably withheld.
- i. The calendar of this district shall be used for each course being taught.
- j. Textbooks for Distance Learning courses being transmitted shall be determined by this district in accordance with normal practices.

### 3. Receiving

- a. A course may not be offered if it falls within the tenure area of a qualified employee on a recall list unless said individual declines the offer of part-time employment.
- b. Transmissions shall originate within New York State.
- c. Bargaining unit members shall not be responsible for grading, extra help, or lesson planning of any received classes.

## D. Tutoring

Tutoring is a confidential matter between student and teacher. Intimacy is assured by a climate that provides for the educational, social, and emotional needs of the participants. Therefore a ratio of one or two students per teacher is most effective. Tutors are assigned on a volunteer basis paid at the rate of \$20.00 per hour for each child tutored. Maximum rate is forty dollars (\$40.00). Groups will not exceed two students and must be authorized by the administration.

## E. Reduction in Staff

In the event there is a reduction in staff, teachers reduced shall be according to Education Law.

## F. Health and Accident Insurance

Bargaining unit members hired before July 1, 2014 have the option of the Classic Blue or the PPO-J Health Insurance plan. There will be a chance to switch two times in the school year directly following the signing of a new agreement, and one time per calendar year following the initial year of the agreement.

Bargaining unit members hired after July 1, 2015 will only have the option of the PPO-J plan.

Bargaining unit members will contribute the following amount toward the annual premium:

YEAR	CLASSIC BLUE	PPO-J
2014-2015	FAMILY \$700.00 INDIVIDUAL \$350.00	0
2015-2016	FAMILY \$900.00 INDIVIDUAL \$450.00	1%

2016-2017	5%	2%
2017-2018	6%	3%

The district will pay 100% of the cost of the retiree's health insurance, to include spouses and lawful dependents of the retirees. For retirees over and under age 65 one of the following conditions will need to be met by the retirees:

1. The retiree was hired before July 1, 2015 and
  - a. They have 15 years of service in the district or
  - b. They are eligible for medicare upon retirement or
  - c. They are drawing disability retirement from the NYS teacher's retirement system.
2. The retiree was hired after June 30, 2015 and they have 20 years of service in the district.

A unit member electing not to participate in the health insurance plan shall receive an annual buyout equal to \$3,500.00 payable in two payments; one in December & one in June of each year. Unit members must provide documentation of alternative health coverage, and unit members who receive coverage within the consortium as part of a Super-family, shall not be eligible. Unit members who elect to receive a buyout shall not contribute to the health insurance plan.

#### G. Extra-curricular Activities, Duties, and Pay

1. Extra-curricular activities shall be divided into two categories. These shall be designated as supervisory and advisory activities.
2. All bargaining unit members will be notified of all unoccupied positions, or positions held by non-bargaining unit members.
3. Seniority rights to all positions will apply unless unsatisfactory performance has been documented by the administration.
4. Advisors
  - a. The Advisory Activities are those which compromise additional duties such as club, class, and organizational advisors. These will be assigned by the Administration.
  - b. Class Advisors, Student Council Advisor, and Clubs may meet one 10<sup>th</sup> period per month.
  - c. Years of experience will accumulate within each specific club advisor assignment. Years of experience for class advisors will increase regardless of class grade level assignment.
5. Coaches
  - a. Steps to be accumulated only within an individual sport.
  - b. Anyone moving from JV or Modified position to a Varsity level position will be placed on a step of at least equal salary.
  - c. Credit for previous coaching experience may be granted by the Board of Education in placing a new individual on the schedule.
  - d. Coaches who are coaching two sports during the same season will be paid in the following manner. The varsity coach or higher level team coach will be paid at full salary from the extra-curricular pay schedule, while the same coach will receive 2/3 the pay for the second team or lower level team from the pay schedule. This section applies to situations where a coach is holding practice simultaneously.
6. Chaperone/other
  - a. Each teacher shall chaperone one activity and thereafter is to be paid \$20.00 per hour. Chaperone assignment will be on a voluntary basis first. If no one volunteers, assignments will be made by the Superintendent on a rotating basis.

- b. List of dates requiring chaperones will be posted to members of the Teachers' Association. If all dates are not covered, then the posting will again be circulated to members of the Teachers' Association as well as non-members of the Association. Members of the Teachers' Association will receive appointment to any requested dates in preference over non-members.
- c. Scorekeepers and timers, who are bargaining unit members, will be paid on the same scale as chaperones.
- d. With the permission and at the sole discretion of the administration, unit members who are athletic officials may be permitted to leave school early.

Separate checks for extra-curricular duties will be written, if requested, during the month of October (fall activities), February (winter activities), and May (spring activities).

#### Extra-Curricular Timeline

**MAY**- Association members will be informed of the extra-curricular activities. After the initial posting to the Teacher's Association, the teachers will receive a second posting. After 10 school days, the extra-curricular openings will be open to the non-instructional staff. The posting dates will be prominently displayed on the two Association extra-curricular postings.

**JULY** –Appointments for the Soccer program and advisor openings will be made by the SRF Board of Education.

**OCTOBER** – All winter and spring appointments will be made by the SRF Board of Education.

Representatives from both Administration and the Union will agree to meet during the month of May to discuss the assignment of Extra-Curricular Positions for the upcoming school year. All vacant positions will be subject to a formal written application process. These representatives will develop recommendations for appointments for consideration by the Superintendent of Schools by May 31<sup>st</sup>. The Board will consider the Superintendent's recommendation for appointment at their July meeting. As stated above individuals with seniority rights (subject to positive evaluations) will prevail if proper application has been submitted. Every effort will be made to adhere to the philosophy of developing continuity and leadership (coaching) stability in each interscholastic athletic program.

Performance documentation consists of yearly evaluations of all extra-curricular positions by administration using a format mutually agreed upon by the Board of Education and the Association.

#### H.. Athletic Director

The St. Regis Falls Central School District has the right to assign the duties of Athletic Director to an administrator. At any time, if the duties are not assigned to an administrator the position will be open to the St. Regis Falls Teacher's Association members. If no one from the Association applies for the position, the district may fill the position as necessary.

- 1. The duties will be given to the director before the first athletic season begins.
- 2. The Association member will not be responsible for coaches' observations unless they have an administrative certification.
- 3. The salary will be \$5,200.00.
- 4. The Athletic Director will be evaluated using the Advisor's Evaluation form.

#### I. Teacher Aides

The Association recognizes the need for and the value of teacher aides in our school system. Their duties shall be assigned by the Board or its representatives.

The Board of Education shall not replace any teacher with a paraprofessional or teacher aide for instructional purposes.



J. Professional Vacancies

The Association President shall be informed, at least 10 days prior to the date for close of applications, of any teaching, advisor, or coaching positions that open in the district. During the school year the open position will also be posted at least 10 days prior to the closing date for applications on the daily attendance list.

The Superintendent shall maintain a list of those staff members wishing to change teaching or coaching assignments. During the summer, individuals on the list will be notified of appropriate opening prior to the closing date.

K. Class Size Impact

1. The district will provide impact relief for the teachers (K-12) of academic classes greater than 24 pupils, and in the special areas of art, physical education, music, and typing the classes would not exceed 35 beginning with the 2003—2004 school year. This does not include the co-curricular areas of band and chorus.
  - a. The development of class sizes will be determined on the basis of known pupil enrollment as of June 1st (preliminary) and then finalized as of August 1st.
  - b. The maximum limits will not be considered violated if pupils enroll in the district after August 1st and who, therefore, may cause some class sections to exceed the foregoing maximums.
2. A committee will be formed to suggest appropriate impact alternatives for classes which exceed the stated maximum.
  - a. The Superintendent and the President of the Association will meet to determine the size and membership of the committee.
  - b. The committee will meet at least once the first year of the agreement and at least three times for the duration of the agreement. Otherwise, the committee will meet as often as mutually agreeable.
  - c. Teachers of classes with fewer than 24 students scheduled may utilize the same committee to achieve some mutually satisfying relief. (This would not be subject to the grievance procedure).
  - d. If the impact recommendations of the committee are not accepted by the district or the teacher, or if the committee cannot agree on a recommendation, the teacher involved and/or the association may initiate a grievance on the impact concern at the Board of Education stage of the grievance procedure.
  - e. If the grievance proceeds to arbitration, the arbitrator will be limited to a determination of the appropriate impact remedy.

L. Mentor-Intern

- a. Mentors must volunteer to apply and be approved for the purpose of assisting new teachers prior to being recommended by the Superintendent for appointment by the Board of Education.
- b. Mentors will be assigned after volunteering to apply by recommendation of the Superintendent for appointment by the Board of Education with preference given by expertise and/or area of certification where possible.
- c. Whenever possible, mentors will be required to attend all orientation meetings held by the principal and or the Superintendent to inform new teachers assigned to them of their responsibilities.
- d. Mentors will be paid an honorarium of \$1,000.00/year for service to the appointed new teacher in the role of mentor.
- e. The Association and administration will develop a mutually agreeable document prior to

- f. assigning mentors.  
The new teacher will have a mentor for one year.

**M. Maintenance & Upgrade of Teacher's Room**

The district will allocate up to \$500.00 per year (for the duration of the contract) to provide funding for the upkeep of the teachers' room. This allocation will be spent by the mutual agreement of the Superintendent and the President of Association. This part of the contract will be null and void, if the school district is in a contingency budget year.

**ARTICLE IX  
RETIREMENT**

- A.** Upon retirement and subject to the stipulations, limitations, and provisions of this article, unit members shall be paid a benefit according to the following schedule and conditions:

<u>Service Length</u>	<u>Incentive</u>
10-14 years	\$50 per day of accumulated sick leave
15-19 years	40% of final salary
20+ years	50% of final salary

- B.** To be eligible for this benefit upon retirement, a member must meet the following criteria and stipulations:

1. All years listed above must be years of full service in the district.
2. In order to be eligible for this benefit, teachers who are to retire in any school year must notify the district by January 1 of the last full school year of teaching. This requirement may be waived by the district in extenuating circumstances. Payment will be made by July 31st of the year in question.
3. On death of a teacher prior to retirement or disability retirement, the benefit will be awarded to the estate provided that the letter has been given to the district as stated under "B2."
4. The terms "retire" and "retirement" in this provision mean that a unit member is leaving district employment for the present purpose of receiving a pension from the New York State Teachers' Retirement System by the effective date given in the notification letter referred to in "B2" of this provision. Said terms do not mean "qualified to vest" with the New York State Teachers' Retirement System.

- C.** This retirement clause will be in effect until a change is made through the negotiations process or as mandated by state and/or Federal guidelines.

**ARTICLE X  
TEACHER ASSOCIATION RIGHTS**

- A.** Teachers will have the right, upon request to review the contents of their personnel files and to make copies of documents in it. A teacher may, at his/her request, have a representative of the Association accompany him/her during such review and such review shall take place in the confines of the Superintendent's office and in his/her presence. A teacher has the right to respond in writing to items of a derogatory nature that

are placed in his/her personnel file. Material of a derogatory nature, which is placed in a teacher's personnel file, will be removed if found to be incorrect by both parties. The district will not forward to any third parties documents contained in a teacher's personnel file without the express written permission of the teacher.

- B. The St. Regis Falls Central United Teacher's Association may use the facilities and equipment of this school, if and when they are available for monthly meetings, or any other business and professional activity. The Association must request and be granted approval for the use of the above by the administration.
- C. A teacher involved in a disciplinary action will not be subjected to reprimand in the presence of a person other than the supervisor or principal unless unusually and potentially dangerous situations exist which might be hazardous to the health and welfare of anyone.
- D. Faculty members and spouses may attend any school function sponsored by the school organizations free of general admission. (Suppers and refreshments excluded.)
- E. No teacher will be disciplined, reduced in rank or compensation, deprived of professional advantage or dismissed without just cause.

## ARTICLE XI PROBATION AND TENURE

- A. Probationary teachers shall be informed of action taken regarding tenure by the Board of Education not less than 60 days prior to the end of their probationary period.
- B. If a probationary teacher is denied tenure, written notice shall be given within 10 days of denial of tenure.
- C. Probationary Teacher Evaluation
  - 1. Continuation in employment of a probationary teacher shall be based upon satisfactory performance within the scope of his or her employment.
  - 2. All probationary teachers shall be observed at least three times during the first year of probation, with the right to request an additional observation. Two times a year during the rest of the probationary period, once each semester, with the right to request one additional observation during that school year. All such observations shall be made at the Superintendent's/Principal's convenience. All evaluations shall be reduced to writing.
  - 3. The observation by the Superintendent or Principal and evaluation shall be based on instruction abilities, disciplinary responsibilities, supervisory responsibilities, professional responsibilities, and other factors associated with his/her position and duties. The evaluation shall be marked on overall rating of these categories above mentioned as follows: 1. Highly Effective, 2. Effective, 3. Developing, 4. Ineffective.

A copy of such evaluation shall be given to the teacher and a copy shall be signed by the teacher for the teacher's file and such signature shall indicate neither approval nor disapproval of the evaluation by the teacher. The person doing the evaluation will confer with the teacher, within 5 school days, or at a later time when extended by mutual consent.

## ARTICLE XII TEACHER ASSIGNMENT AND QUALIFICATIONS

- A. Teachers will be notified in writing of their salary, grade levels, and/or areas of teaching no later than June 1st each year, if possible.
- B. Whenever possible, teachers will be hired to work entirely within their area of competence and certification.  
Involuntary transfers - it is recognized that some involuntary transfers of teachers from one building to another or reassignment within a tenure area may be unavoidable but should be held to a minimum. Notice of any such involuntary transfer shall be given to teachers as soon as practicable and under normal circumstances, not later than June 1. When transfers are necessary to positions for which there are no previous applicants, volunteers will be sought for such position and no involuntary reassignment will be made unless it has not been possible to locate an adequate number of volunteers after a good faith effort for a period of 10 days. Volunteers will be transferred or reassigned. An involuntary transfer or reassignment will be made only after a meeting between the teacher involved, a representative of the Association, if requested by the teacher, and the principal involved. At that time the teacher will be notified of the reasons for the transfer and if the teacher objects to such transfer or reassignment, a good faith effort will be made to transfer or reassign the teacher to an acceptable position.
- C. To receive appointment by the Board of Education, a teacher shall be certified or eligible for certification as required by the State Education Department. When certified personnel are not available, persons prepared in a particular area may be hired subject to the consideration of the State Education Department and they must begin work on proper certification requirements as soon as possible.
- D. A teaching assistant is any person appointed by the Board of Education to provide, under the supervision of a licensed or certified teacher, direct instructional service to students. A teaching assistant must have the minimum credentials as stated in section 80.33 of the Commissioner's Regulations. A teaching assistant can only perform those duties as outlined in the Commissioner's Regulations, and cannot be used in any capacity to replace a certified teacher.  
  
Teaching assistants will be paid 50% of the corresponding step on the salary schedule, in the BA column, beginning with step one, and will receive benefits equal to those received by members of the bargaining unit, as well as all contractual rights granted to bargaining unit members.
- E. It is recognized, that the Board and Association are concerned with the difficulty in obtaining substitutes; therefore, Association members are encouraged to provide names of competent substitutes to the district.
- F. The Guidance Counselor is to be paid one-two hundredth of his/her regular salary for each day that he/she works during the summer. The Guidance Counselor may work up to a maximum of 10 days, if necessary.

## ARTICLE XIII STUDENT DISCIPLINE

- A. Teachers have the right to and indeed are expected to discipline students who are disobedient, defiant, or who trespass or usurp the rights of others, use improper language or intentionally damage or destroy school property.
- B. Teachers should handle all discipline problems themselves. When they feel that they can go no further in correcting the situation then the offending student should be sent to the office with a pass, indicating the reason he is being sent. Teachers should report the incident to the principal as soon as possible, at least the same day.

- C. The approved discipline policy as outlined in the Student Handbook shall be followed and reviewed on an annual basis by a committee consisting of Board of Education members, teachers, parents, students and the principal. The recommendations of this committee will be presented to the Board of Education annually for its approval.

#### ARTICLE XIV SCHOOL CALENDAR

- A. The school calendar has been set up to the needs and convenience of schools in the Sole Supervisory District.
- B. Since the vocational school program is geared to our program, a uniform calendar had to be agreed upon and was set by the Board of Education.
- C. The scheduling of the calendar events will be made by mutual agreement between the Superintendent and the Association throughout the year. Exceptions to this would be events involving other school districts.

#### ARTICLE XV PAYROLL POLICY

- A. Payroll checks will be distributed every second Thursday commencing with the Thursday of the second FULL week of school.

The first payroll date for each school year will be determined at the time that the school calendar is approved by the Board of Education.

- B. The salary paid to a teacher on jury duty will be reduced by the amount the teacher is paid for jury duty.

- C. Salary Payments

Salary payments will be granted on the written consent of the teacher to be made in the following manner:

26 checks on a 1/26 basis

21 checks a year payable at the following rate:

20 checks paid on a 1/25 basis

1 check paid on a 5/25 basis-payable last payroll in June

21 checks paid on a 1/21 basis

Unless written consent form is filed, the basis for payment shall be 1/21 rate.

- D. By the second paycheck in October of every year, the District will provide each teacher with the following:

1. Salary
2. Step
3. Accumulated sick leave
4. In-service and graduate hour

**ARTICLE XVI  
PROFESSIONAL STANDARDS ADVISORY COMMITTEE**

The District and the Association agree to institute a Professional Standards Advisory Committee in order to improve communications between and make recommendations to each party. The Committee will consist of 4 members, 2 appointed by the District and 2 appointed by the Union, subject to review at the end of each year. The Committee shall meet as needed, but no more often than once per month except by mutual agreement. Any topic, including controversial issues may be discussed. However, any recommended deletion, addition, or modification of existing contractual language or practice shall be referred to each party's Negotiation Committee for any further action or approval.

**ARTICLE XVII  
DURATION OF AGREEMENT**

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.

The Board of Education shall have the right to publish copies of this Agreement for distribution to all eligible voters of the District. This contract consists of 42 pages, including Appendices A-J.

THIS CONTRACT IS EFFECTIVE JULY 1, 2014 - JUNE 30, 2018. HOWEVER, THE TERMS AND CONDITIONS OF EMPLOYMENT AS STATED IN THIS AGREEMENT WILL CONTINUE IN EFFECT UNTIL A SUCCESSOR AGREEMENT IS MADE.

DATED: \_\_\_\_\_

Brian Marsh 11/18/15  
Co-President, SRF United Teachers/Date

[Signature] 11/18/15  
Superintendent/Date

Ajith D. Call 11/18/15  
Co-President, SRF United Teachers/Date

APPENDIX A

ST. REGIS FALLS CENTRAL SCHOOL DISTRICT  
St. Regis Falls, NY

APPLICATION FOR ADDITIONAL SICK LEAVE

Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Years of Service with this district: \_\_\_\_\_

Reason for Application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GENERAL FINANCIAL STATUS PROJECTION:

Give a general financial statement with projections. This should include gross family income, projected expenses, insurance coverage including loss of income insurance and other extenuating financial circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of applicant \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

APPENDIX A-1

ST. REGIS FALLS CENTRAL SCHOOL DISTRICT  
Sick Pool Committee

Request for information

To Whom It May Concern:

You are hereby authorized to furnish the sick pool committee of  
St. Regis Falls Central School with any or all medical reports  
and other information pertinent to my present illness.

---

signature of applicant

Witness



APPENDIX A-2

St. Regis Falls Central School District  
PHYSICIAN'S STATEMENT

For Confidential use by the sick pool committee.

Name of Patient: \_\_\_\_\_

Address of Patient: \_\_\_\_\_  
\_\_\_\_\_

Statement of Patient's health status relative to performance of professional responsibilities and  
and the prognosis of the case.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated date for return to position: \_\_\_\_\_

Signature of attending physician: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

APPENDIX B

ST. REGIS FALLS CENTRAL SCHOOL DISTRICT

PERSONAL LEAVE FORM

TEACHER/FACULTY NAME: \_\_\_\_\_

DATE OF NOTIFICATION: \_\_\_\_\_

DATE OF EXPECTED ABSENCE(S): \_\_\_\_\_

Reason: (if date requested is a Superintendent Conference Day)

\_\_\_\_\_  
\_\_\_\_\_

Teacher/Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Instructions: If at all possible, complete this form and submit to your Administrator/Supervisor at least five days prior to the desired personal leave.**

Administrative/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX C**  
**Professional Development Grant Application Form**  
- submit to Superintendent by November 18 or April 6

1. Project Description:

---

---

---

2. Rational or Purpose for Project:

---

---

---

3. Objectives/District Benefit(s):

---

---

---

4. Target Population:

---

---

---

5. Cost Estimates. Be as specific as possible, including such items as material, supplies, personnel (salary and expenses), transportation, compensation, phone calls, and any other related expenses which applicant may incur.

---

---

---

6. Anticipated Timeline:

---

---

---

Note: Your application may include a personal presentation

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date  
Submitted

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**APPENDIX D**  
**SALARY SCHEDULE**

<b>2014-15 SALARY SCHEDULE</b>						
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA/MS</b>	<b>BA/BS+45</b>	<b>BA/BS+60</b>
1	34,846	35,155	35,597	36,402	36,497	36,953
2	35,315	35,615	36,066	36,511	36,966	37,422
3	36,283	36,613	37,061	37,521	37,992	38,464
4	37,492	37,834	38,297	38,773	39,261	39,749
5	38,323	38,653	39,127	39,615	40,113	40,613
6	40,039	40,405	40,901	41,411	41,934	42,426
7	40,620	41,258	41,485	41,997	42,521	43,016
8	41,572	41,952	42,467	42,998	43,541	44,053
9	42,078	42,459	42,976	43,507	44,051	44,563
10	43,026	43,420	43,954	44,504	45,067	45,598
11	43,894	44,287	44,822	45,372	45,935	46,465
12	45,668	46,080	46,635	47,209	47,796	48,348
13	47,515	47,947	48,526	49,124	49,737	50,313
14	49,333	49,779	50,382	51,004	51,640	52,239
15	50,709	51,199	51,438	52,461	53,118	53,743
16	52,201	52,303	52,955	53,974	54,650	55,293
17	53,667	54,211	54,923	55,592	56,238	58,561
18	55,181	55,778	56,510	57,207	57,876	60,269
19	56,747	57,453	58,155	58,862	59,565	61,980
20	58,351	59,079	59,805	60,527	61,256	63,441
21	59,928	60,700	61,379	62,106	62,830	65,021
22	61,392	62,118	62,844	63,570	64,656	66,486
23	62,856	63,626	64,309	65,034	65,821	67,952
24	65,250	65,054	65,773	66,501	67,227	69,418
25	65,788	66,513	67,239	67,964	68,690	70,882

**Offstep: \$ 2,251**

**APPENDIX D (con't)**  
**SALARY SCHEDULE**

<b>2015-16 SALARY SCHEDULE</b>						
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA/MS</b>	<b>BA/BS+45</b>	<b>BA/BS+60</b>
<b>1</b>	35,500	35,900	36,500	36,911	37,366	37,822
<b>2</b>	36,941	37,250	37,692	37,692	38,592	38,592
<b>3</b>	37,130	37,430	37,881	38,326	38,781	39,237
<b>4</b>	38,098	38,428	38,876	39,336	39,807	40,279
<b>5</b>	39,307	39,649	40,112	40,588	41,076	41,564
<b>6</b>	40,138	40,468	40,942	41,430	41,928	42,428
<b>7</b>	41,854	42,220	42,716	43,226	43,749	44,241
<b>8</b>	42,435	43,073	43,300	43,812	44,336	44,831
<b>9</b>	43,387	43,767	44,282	44,813	45,356	45,868
<b>10</b>	43,893	44,274	44,791	45,322	45,866	46,378
<b>11</b>	45,244	45,638	46,172	46,722	47,285	47,816
<b>12</b>	46,112	46,505	47,040	47,590	48,153	48,683
<b>13</b>	47,886	48,298	48,853	49,427	50,014	50,566
<b>14</b>	49,733	50,165	50,744	51,342	51,955	52,531
<b>15</b>	51,551	51,997	52,600	53,222	53,858	54,457
<b>16</b>	52,927	53,417	53,656	54,679	55,336	55,961
<b>17</b>	54,419	54,521	55,173	56,192	56,868	57,511
<b>18</b>	55,885	56,429	57,141	57,810	58,456	60,779
<b>19</b>	57,399	57,996	58,728	59,425	60,094	62,487
<b>20</b>	58,965	59,671	60,373	61,080	61,783	64,198
<b>21</b>	60,680	61,408	62,134	62,856	63,585	65,770
<b>22</b>	62,257	63,029	63,708	64,435	65,159	67,350
<b>23</b>	63,721	64,447	65,173	65,899	66,985	68,815
<b>24</b>	65,185	65,955	66,638	67,363	68,090	70,281
<b>25</b>	67,579	67,383	68,102	68,830	69,556	71,747

**Offstep: \$ 2,329**

**APPENDIX D (con't)**  
**SALARY SCHEDULE**

<b>2016-17 SALARY SCHEDULE</b>						
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA/MS</b>	<b>BA/BS+45</b>	<b>BA/BS+60</b>
<b>1</b>	37,045	37,445	38,045	38,456	38,911	39,367
<b>2</b>	37,514	37,914	38,514	38,925	39,380	39,836
<b>3</b>	38,755	39,064	39,506	39,506	40,406	40,406
<b>4</b>	38,944	39,244	39,695	40,140	40,595	41,051
<b>5</b>	39,912	40,242	40,690	41,150	41,621	42,093
<b>6</b>	41,121	41,463	41,926	42,402	42,890	43,378
<b>7</b>	41,952	42,282	42,756	43,244	43,742	44,242
<b>8</b>	43,668	44,034	44,530	45,040	45,563	46,055
<b>9</b>	44,249	44,887	45,114	45,626	46,150	46,645
<b>10</b>	45,201	45,581	46,096	46,627	47,170	47,682
<b>11</b>	46,110	46,491	47,008	47,539	48,083	48,595
<b>12</b>	47,461	47,855	48,389	48,939	49,502	50,033
<b>13</b>	48,329	48,722	49,257	49,807	50,370	50,900
<b>14</b>	50,103	50,515	51,070	51,644	52,231	52,783
<b>15</b>	51,950	52,382	52,961	53,559	54,172	54,748
<b>16</b>	53,768	54,214	54,817	55,439	56,075	56,674
<b>17</b>	55,144	55,634	55,873	56,896	57,553	58,178
<b>18</b>	56,636	56,738	57,390	58,409	59,085	59,728
<b>19</b>	58,102	58,646	59,358	60,027	60,673	62,996
<b>20</b>	59,616	60,213	60,945	61,722	62,404	64,704
<b>21</b>	61,293	61,999	62,701	63,466	64,111	66,526
<b>22</b>	63,008	63,736	64,462	65,184	65,913	68,098
<b>23</b>	64,585	65,357	66,036	66,763	67,487	69,678
<b>24</b>	66,049	66,775	67,501	68,381	69,489	71,143
<b>25</b>	67,513	68,283	68,966	69,874	70,418	72,609

**Offstep:**   \$   2,595

**APPENDIX D (con't)**  
**SALARY SCHEDULE**

<b>2017-18 SALARY SCHEDULE</b>						
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA/MS</b>	<b>BA/BS+45</b>	<b>BA/BS+60</b>
1	38,665	39,065	39,665	40,076	40,531	40,987
2	39,134	39,534	40,134	40,545	41,000	41,456
3	39,403	39,803	40,403	40,814	41,269	41,725
4	40,644	40,953	41,395	41,395	42,295	42,295
5	40,833	41,133	41,584	42,029	42,484	42,940
6	41,801	42,131	42,579	43,039	43,510	43,982
7	43,010	43,352	43,815	44,291	44,779	45,267
8	43,841	44,171	44,645	45,133	45,631	46,131
9	45,557	45,923	46,419	46,929	47,452	47,944
10	46,138	46,776	47,003	47,515	48,039	48,534
11	47,493	47,873	48,388	48,919	49,462	49,974
12	48,402	48,783	49,300	49,831	50,375	50,887
13	49,753	50,147	50,681	51,231	51,794	52,325
14	50,621	51,014	51,549	52,099	52,662	53,192
15	52,395	52,807	53,362	53,936	54,523	55,075
16	54,242	54,674	55,253	55,851	56,464	57,040
17	56,060	56,506	57,109	57,731	58,367	58,966
18	57,436	57,926	58,165	59,188	59,845	60,470
19	58,928	59,030	59,682	60,701	61,377	62,020
20	60,394	60,938	61,650	62,319	63,021	65,288
21	62,019	62,616	63,348	64,085	64,714	67,107
22	63,696	64,402	65,104	65,891	66,514	68,929
23	65,411	66,139	66,865	67,587	68,316	70,501
24	66,988	67,760	68,439	69,166	69,890	72,081
25	68,452	69,178	69,904	70,826	71,938	73,546

**Offstep:   \$   2,667**

**APPENDIX E**

**COACHING SALARY SCHEDULE**  
2014/15, 2015/16, 2016/17, 2017/18

<b>POSITION</b>	<b>STEP 1 (1-3 YRS)</b>	<b>STEP 2 (4-6 YRS)</b>	<b>STEP 3 (7-9 YRS)</b>	<b>STEP 4 (10+ YRS)</b>
<b>VARSITY</b>				
BASEBALL	3300	3500	3700	4000
BASKETBALL	3500	3700	3900	4200
SOCCER	3300	3500	3700	4000
SOFTBALL	3300	3500	3700	4000
VOLLEYBALL	3300	3500	3700	4000
<b>JR. VARSITY</b>				
BASKETBALL	2800	3000	3200	3400
VOLLEYBALL	2600	2800	3000	3200
<b>MODIFIED</b>				
BASEBALL	2250	2450	2625	2750
BASKETBALL	2250	2450	2625	2750
SOCCER	2250	2450	2625	2750
SOFTBALL	2250	2450	2625	2750



**APPENDIX F**

**ADVISOR SALARY SCHEDULE  
2014/15, 2015/16, 2016/17, 2017/18**

	<u>1-3 YRS.</u>	<u>4-6 YRS.</u>	<u>7-10 YRS.</u>	<u>11+ YRS.</u>
7-10 Advisors	1000	1079	1167	1198
Jr. Class	1536	1666	1809	1883
Senior Class	2200	2379	2574	2646
AV Club	1683	1818	1953	2021
Club Advisor	755	809	869	891
Honor Society	1081	1164	1257	1289
Jr. Honor Society	1081	1164	1257	1289
Model UN	1698	1854	2025	2085
Newspaper	1698	1854	2025	2085
Odyssey	627	683	745	769
Prom Advisor	731	778	830	848
School Play	1950	2129	2324	2396
Science Fair	576	617	664	680
Science Mentor	911	992	1083	1116
Stage/Pep Band	2765	3019	3294	3394
Student Council	1807	1947	2095	2149
Yearbook	2183	2370	2574	2647

APPENDIX G

ADVISOR EVALUATION FORM

## ADVISORS END OF THE YEAR SUMMATIVE EVALUATION

**Instructional Functions - Advisors Professional and Personal Relations:**

**Non-Instructional Functions – Advisors Performance:**

**- Advisor's Responsibilities:**

Administrator \_\_\_\_\_ Date \_\_\_\_\_  
Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Comments:

APPENDIX G (CON'T)

## Advisor's Evaluation Form

Activity \_\_\_\_\_ Evaluator \_\_\_\_\_  
Advisor \_\_\_\_\_ Date \_\_\_\_\_

1- Exceeds Standard    2- Meets Standard    3- Unsatisfactory    4- Does not apply

	1	2	3	4
<b>A) Professional &amp; Personal Relations</b>				
1- Rapport with participants				
2- Rapport with other advisors				
3- Rapport with parents				
4- Public perceptions				
5- Appropriate Dress				
6- Public relations with the media				
7- Conduct at events				
8- Commands respect by example				
9- Upholds school policies				
10- Is open to constructive criticism				
11- Implements recommended changes				
12- Adheres to procedures and chain of command				
13- Develops and implements program philosophy				
<b>B) Advisors Performance</b>				
1- Thorough knowledge of their program				
2- Prompt in attendance				
3- Exercises self-control				
4- Is innovative				
5- Supervises activities				
6- Organizes events				
7- Teaching performance at events				
8- Has performed duties contained in the job description				
9- Has promoted the concepts and values of citizenship and sportsmanship				

<b>C) Advisor's Responsibility</b>				
1- Meets deadlines				
2- Equipment inventory				
3- Completes reports				
4- Completes program information				
5- Organization of storage areas				
6- Knowledge of eligibility and state rules				
7- Attendance of organizational meetings				
8- Discipline and control of participants				

## APPENDIX H

Sport \_\_\_\_\_

Evaluator \_\_\_\_\_

Coach \_\_\_\_\_

Date \_\_\_\_\_

1- Exceeds Standard    2- Meets Standard    3- Unsatisfactory    4- Does not Apply

	1	2	3	4
<b>Professional and Personal Relations</b>				
1. Rapport with players				
2. Rapport with coaches				
3. Rapport with parents				
4. Rapport with athletic director				
5. Rapport with officials				
6. Appropriate dress at practice and games				
7. Public relations with media				
8. Sideline conduct at games				
9. Commands respect by example				
10. Upholds school policies, rules, and regulations				
11. Open and receptive to constructive criticism				
12. Implements recommended changes				
13. Adheres to procedures and chain of command				
14. Develops and distributes appropriate program philosophy				
15. Demonstrates implementation of program philosophy				
<b>Coaching Performance</b>				
1. Thorough knowledge of sport				
2. Prompt in attendance at practice, games, and meetings				
3. Exercises self-control				
4. Is innovative; uses new ideas where appropriate				
5. Shows poise				
6. Supervision of athletes				
7. Practice and game organization				
8. Teaching performance on athletic field				

9. Promotes concepts and values of sportsmanship				
<b>Coaching Responsibility</b>				
1. Compliance with meeting deadlines				
2. Equipment inventory				
3. Team rosters				
4. Health information sheets				
5. Player participation sheets				
6. Program information				
7. Care of equipment and facilities				
8. Issue and storage of equipment				
9. Organization of storage areas				
10. Knowledge of eligibility rules and sport rule changes				
11. Attendance at coaches' meetings				
12. Discipline and control of athletes at games and practice				
13. Demonstrates effort to offer playing time to each and every student athlete				

**Overall Rating:** \_\_\_\_\_

**Comments:**

**Athletic Director's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Coach's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## APPENDIX G (cont'd)

## COACH'S END OF THE SEASON SUMMATIVE OBSERVATION

Areas in which coaches have had particular success or areas that need improvement should be noted in the appropriate space.

## INSTRUCTIONAL FUNCTIONS

Part 1: Coaching Performance Standards (practice and game organization, conduct with officials, rapport with players, performance standards, sportsmanship, etc).

## NON-INSTRUCTIONAL FUNCTIONS

Part II: Administrative Duties (equipment, records, injury reports, public relations, budget requests, accountability of uniforms and coaching supplies, etc.)

Part III: Coaching Professional Goals (direction of program, coaching aspirations, etc)

Coach	Date
-------	------

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

The signing of this form indicates that the individual has read the report and does not necessarily indicate agreement. The person evaluated may attach a written statement explaining lack of agreement with this evaluation and may make additional comments.

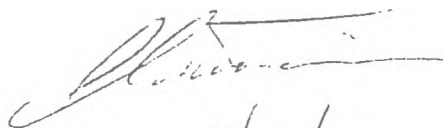
## APPENDIX I

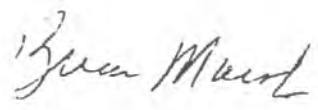
### MEMORANDUM OF UNDERSTANDING

The St. Regis Falls Teacher's Association (SRFTA) and the St. Regis Falls Central School District agree to the following:

A Journalism Class will be:

- 1) The Yearbook Advisor will be allowed to conduct Yearbook activities during a ½ Credit Journalism Class scheduled on even or odd days throughout the year.
- 2) The Yearbook Advisor will receive the full stipend assigned to the Yearbook Advisor in the 2014-2018 SRFTA Contract.
- 3) No stipend will be paid for developing the Journalism curriculum.
- 4) This agreement will be for the 2015-16 school year at which time it will be reviewed for continuation with or without revision or being discontinued.

  
7/7/15

  
6-25-15



## APPENDIX J

# MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between the employer representatives of the school districts which are members of the F-E-H Health Benefits Consortium and the local unions which are duly recognized as bargaining agents for the employees in the aforementioned member school districts, subject to ratification by the respective parties.

## Districts

Franklin-Essex-Hamilton BOCES  
Brushton-Moira Central  
Chateaugay Central  
Lake Placid Central  
Malone Central

St. Regis Falls Central  
Salmon River Central  
Saranac Lake Central  
Tupper Lake Central

## Unions

### Teachers:

F-E-H BOCES Teachers' Association  
Brushton-Moira Teachers' Association  
Chateaugay Chapter, NYSUT  
Lake Placid Education Association, NYSUT  
Malone Federation of Teachers  
St. Regis Falls United Teachers Association  
Salmon River Teachers Association  
Saranac Lake Teachers' Association  
Tupper Lake United Teachers

### Non-Instructional:

F-E-H BOCES CSEA  
Brushton-Moira Non Teaching Association  
Chateaugay Central CSEA  
Lake Placid Central CSEA  
Malone Central School Unit of CSEA  
St. Regis Falls Non-Instructional Association  
Salmon River Central Unit of CSEA  
Saranac Lake Central CSEA  
Tupper Lake Central CSEA

### Administrators:

F-E-H BOCES Administrators' Association  
Malone Central Administrators' Association  
Salmon River Central Administrators & Supervisors Association  
Saranac Lake Supervisory Unit

APPENDIX J (con't)

Memorandum of Understanding  
Page 2

1. The parties shall establish a governance structure which provides joint and equal representation for employers and employees effective upon signing of the Memorandum of Understanding. Such joint board will be composed of nine (9) school district representatives and nine (9) bargaining unit representatives.

The parties are currently investigating the proper legal vehicle which must be established in order to effect the intended governance structure. Once that is determined, it is the intent of the parties to take any and all necessary actions to put this joint governance structure in place. Meanwhile, a joint board will be created as defined above. Any decisions made by this joint board will come before the current Board of Directors with the understanding that said decisions shall be approved.

2. Reserves and surpluses during the initial period commencing July 1, 1996 and further referenced in item 14 will be maintained as follows:

- A. Reserves - equal to 25% of Projected Annual Claims.
- B. Unencumbered Surplus - 7% of Projected Premiums.

The governing board of the consortium specified in item 1 above shall determine the allocation and use of funds in excess of reserves and/or unencumbered surplus amounts/percentages. It is agreed and understood that no new benefits will be added to the plan prior to July 1, 1999 except as mandated by law.

3. The Consortium will maintain annual premiums for the 1996-97, 1997-98 and 1998-99 school years as follows, (subject to per capita entitlement calculations; see item 12E).

Single Coverage	=	\$2,280.
Family Coverage	=	6,012.
Single Over 65	=	444.
Family Over 65	=	852.

These premiums cannot be changed during the aforementioned three-year period except under extraordinary circumstances to be determined by the joint governing board or as necessitated by per capita entitlement calculations.

However, in no instance will participating districts be liable for premium increases over and above the Bureau of Labor Statistics for Northeastern United States Medical CPI for the latest 12 month period available as of March 1 in any given year, except as necessitated by per capita entitlement calculations.

APPENDIX J (con't)

Memorandum of Understanding  
Page 3

4. The drug co-pay amounts and major medical deductible amounts will be:

A. Drug Co-Pay (Preferred Choice Plan, effective January 1, 1997)

Amounts

\$3.00	Generic
\$5.00*	- Brand name, if doctor indicates "dispense as written" (DAW)
\$0.00**	- Mail order

\*1 If a generic equivalent does not exist, the generic co-pay will apply.

\*2 At the employee's option, if doctor does not indicate DAW, then the brand name is available only upon the payment of the brand name co-pay and the difference between the cost of the brand name drug and the generic drug.

\*\* All maintenance drugs must be obtained by mail order and must be the generic variety unless the prescribing doctor indicates DAW.

B. Major Medical Deductible (Effective January 1, 1997)

Amounts

\$150/\$450

5. The "triggering event" which would necessitate the governing board to act by March 1, 1999 effective on July 1, 1999 for the 1999-2000 school year and on March 1, for any school year thereafter would be a projected diminishment of reserves and surpluses below the agreed upon levels as specified in item 2 above determined by the Plan's Consultant and subject to independent verification should a majority vote of the governing body demand such, after a premium increase equivalent to the Bureau of Labor Statistics for Northeastern United States Medical CPI for the latest 12 month period available as of March 1 in any given year has been applied in any applicable plan year (school fiscal year).

6. All participating districts in the Franklin-Essex-Hamilton Health Insurance Consortium will establish a flexible spending plan pursuant to IRS Section 125 regulations which shall go into effect no later than January 1, 1997. Such plan shall be administered by a plan administrator initially agreed upon by the negotiating teams. Subsequent to adoption of such plan, the plan's operating procedures shall be determined by the governing board and any applicable IRS Regulation(s). This plan may be utilized for premium payments, dependent care, and unreimbursed medical expenses.

7. Parties ratifying this Memorandum of Understanding as outlined in item 15 hereby agree to simultaneously incorporate this Memorandum of Understanding into their respective Collective Bargaining Agreements.

## APPENDIX J (con't)

### Memorandum of Understanding Page 4

8. Any "other" agreements entered into by the respective parties that are in conflict with the terms or intent of the agreement reached in this negotiation shall be amended to incorporate the terms and/or intent of said agreement as necessary and/or appropriate.
9. Any rights guaranteed to members and dependents, retirees and their dependents under the Consortium shall not be diminished or altered except as expressly stated in this Memorandum or later approved by the joint governing board.
10. Employee members of the governing board will be released from work to attend any meetings of the governing board or of its subcommittees. Meetings will be held quarterly during the school day except as otherwise agreed to by the governing board.
11. If a majority of the full governing board fails to agree on the meaning or interpretation of any of the terms of this Memorandum and/or the legal document(s) which are created to effect the joint governance structure, the issue shall be submitted to the American Arbitration Association for expedited adjudication of the dispute. The power of the arbitrator shall be limited to the resolution of the meaning and/or interpretation of specific language found in this Memorandum and/or the joint governance document(s) referenced above; and, the arbitrator shall have no power to add to, amend, or delete any of the terms of this Memorandum and/or the joint governance document(s). The decision of the arbitrator shall be final and binding on the parties to this Memorandum.
12. Dual Coverage
  - A. All existing contract language regarding dual coverage remains in effect through June 30, 1997. Effective with the signing of this memorandum, present employees may not change coverage without a change in marital status, gain/loss of dependents or other change in life circumstances affecting health insurance coverage.
  - B. Effective January 1, 1997, new hires and their spouses are restricted to one family coverage or, at their option, two individual coverages. Employee spouses choosing family coverage under this provision will both be named equally as covered employees. For actuarial purposes, claims will be aggregated according to the birthday rule and the total amount will be divided effective at the end of the school year if the spouses are employed in different school districts within the Consortium. The Consortium shall assure that claims for the employee(s), their spouses and dependents for any and all health insurance claims which would have been paid if each employee had opted for a family plan will be paid.

Memorandum of Understanding  
Page 5

- C. Effective July 1, 1997, all employees and their spouses are restricted to one family coverage, or at their option, two individual coverages. Employee spouses choosing family coverage under this provision will both be named equally as covered employees. For actuarial purposes, claims will be aggregated according to the birthday rule and the total amount will be divided effective at the end of the school year if the spouses are employed in different school districts within the Consortium.

The Consortium shall assure that claims for the employee(s), their spouses and dependents for any and all health insurance claims which would have been paid if each employee had opted for a family plan will be paid.

- D. New premium rates will be computed effective July 1, 1997 based on the gain/loss of single and family coverage at a level necessary to generate a pool of money as if no change was made. Effective March 1, 1997 and on March 1st each year thereafter, a demographic comparison of the number of employees otherwise eligible for a second family coverage shall be performed. If the number of such employees has changed in comparison to the prior year, then the total pool of money may be increased or decreased accordingly as determined by the governing board. Any adjustment shall be reflected in the following year's premium rates. The freeze on rates for 97-98 and 98-99 does not apply to the redistribution of the total premium dollars. Effective July 1, 1997 and each year thereafter, the total pool of money shall be adjusted to reflect changes in per capita enrollment and all applicable premium increases.

It is agreed and understood that participating districts reserve the right to phase in the necessary premium adjustments over a two (2) year period as follows:

- Billed rates for 97-98 will reflect 50% of the impact of the new premiums.
  - Billed rates for 98-99 will reflect 100% of the impact of the new premiums.
- E. The billed rates for 98-99 form the basis upon which the analysis of the plan performance and the projection for 1999-2000 will be made. That is, the maximum increase in district cost shall include any increases resulting from per capita enrollment increases and application of the Medical CPI as defined elsewhere, applied to the new higher rates.

18. Contracts with proposed third party administrators and plan consultants will be bid at the conclusion of the current contracts. The contract for prescription drug coverage will be bid immediately.

APPENDIX J (con't)

Memorandum of Understanding  
Page 6

14. There shall be a moratorium on negotiations for employee health insurance contributions or health insurance benefits at the individual district tables commencing upon the ratification of this Memorandum and expiring July 1, 2002. This moratorium does not extend to any other insurance benefits, such as dental, optical, life, disability, etc.
15. This Memorandum of Understanding is subject to review prior to October 1, 1996 by legal representatives of both parties. In order to participate in this Memorandum of Understanding, parties must take appropriate action prior to November 1, 1996.

APPENDIX J (con't)

Memorandum of Understanding  
Page 7

FOR THE UNIONS:

CSEA:

By: Charles Bird  
Charles Bird

By: Mary Hagna  
Mary Hagna

By: Betty Demers  
Betty Demers

By: Ken Lushia  
Ken Lushia

NYSUT:

By: Lynn Blais  
Lynn Blais

By: Greg Littell  
Greg Littell

By: Pamela Martin  
Pamela Martin

By: Deborah A. Taylor  
Deborah A. Taylor, for and on behalf of the  
NYSUT Affiliated Unions

By: Richard R. Van Wormer  
Richard R. Van Wormer, for and on behalf  
of the NYSUT Affiliated Unions

FOR THE DISTRICTS:

By: Gerald Blair  
Gerald Blair

By: Patrick Calnon  
Patrick Calnon

By: David DeSantis  
David DeSantis