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Croton-Harmon Ufsd And Croton
Teachers Association, Inc

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**AGREEMENT BETWEEN THE
BOARD OF EDUCATION
CROTON-HARMON UNION FREE SCHOOL DISTRICT
AND
THE CROTON TEACHERS' ASSOCIATION, INC.
EFFECTIVE
JULY 1, 1995 - JUNE 30, 1998**

**CROTON-HARMON SCHOOLS
CROTON-ON-HUDSON, NEW YORK**

NYS PUBLIC EMPLOYMENT RELATIONS BOARD
RECEIVED

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CONCILIATION

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INTRODUCTION

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (the Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Croton-Harmon Board of Education (hereinafter referred to as the "Board") and its professional personnel represented by the Croton Teachers' Association (hereinafter referred to as the "Association"), and to enable the professional personnel more fully to participate in and contribute to the development of policies for the School District, and to assure each boy and girl in the Croton Schools the fullest opportunities in keeping with his (her) own individual potentials and capacities, the following terms and conditions of employment are agreed upon between the Board and the Association.

ARTICLE I - RECOGNITION

The Board having determined that the Association is supported by a majority of the teachers in a unit composed of all professional personnel and all nurses, teaching assistants, except the Superintendent of Schools, Building Principals, Assistant Principals, the Business Administrator, the Coordinator of Special Student Services, hereby recognizes the Association as the exclusive negotiating agent for the teachers in such unit. Such recognition shall extend for the maximum length of time permitted by New York State Law during which time the Board agrees not to negotiate with any other teacher organization.

ARTICLE II - RIGHTS OF THE BOARD

The Association recognizes the right of the Board, subject to state and federal laws, rules and regulations, and except as modified by the provisions of this Agreement, to control, supervise, direct and manage the school district and its staff.

ARTICLE III - NEGOTIATION PROCEDURES

A. It is contemplated that the terms and conditions of employment provided for in this agreement shall remain in effect until altered by mutual written agreement.

B. In negotiations, the Board and the Association shall present relevant data, exchange points of view, make proposals and counter-proposals. Negotiations shall be conducted by a team not to exceed five (5) members for the Board and a team not to exceed five (5) members for the Association. The Board shall, within reason, make available records, data and information in its possession (including line-budget items where developed) which are directly pertinent to a topic under negotiation. The

Association shall also, within reason, make available records, data and information in its possession or which may be available to it through its state or national affiliates and which are directly pertinent to a topic under negotiation. Negotiated agreements shall be reduced to writing, but shall not become binding until negotiations on all topics have been completed, and until signed by both the Association President and the Superintendent of Schools.

C. Upon the written request of either party, negotiations for a renewal agreement may begin immediately after the Christmas recess, but no later than January 15. A mutually acceptable meeting date shall be set not more than fifteen (15) days following such a request.

D. Should a negotiation meeting between the Association and the Board be held during part of a school day, Association members directly engaged in the negotiation discussions shall be released without loss of pay from their normal duties. Except as provided in this paragraph, no within-the-school-day activity of members of the Association negotiating team shall in any manner alter or interfere with the normal duties of any teacher.

ARTICLE IV - TEACHER PARTICIPATION IN DECISION MAKING

A. The subject matter enumerated in Article IV is not subject to grievance because the parties recognize that pursuant to New York State Education Law, final authority and responsibility for making decisions on matters enumerated herein rests with the Board and the Superintendent of Schools.

B. Governance

1. Building and District Councils: In accordance with the Commissioner's Regulation 100.11, each building and the district shall establish Planning Councils. The Building Councils will define academic and social goals based on stakeholder input. The District Council shall insure that the building goals are consistent with the vision and goals of the district.
2. The Superintendent and Board will encourage that implementation of the vision and goals of the district be made at the building level through a democratic process.

C. Liaison Committee

1. A Liaison Committee will be formed each September composed of not more than two Association members elected from each building, one of whom will be the President of the Association, and Administrators selected by the Superintendent of Schools, who will meet with the Superintendent of Schools at least two times a year. Either the Superintendent of Schools or the President of the Association may request additional meetings if needed.
2. The purpose of the committee will be to provide a forum for any issue that has relevance to personnel practices and conditions in the workplace. These include, but are not limited to, the following items:
 - a. staffing considerations
 - b. working conditions

- c. budgetary effects on staffing
 - d. staff evaluation
 - e. implementation of district goals
 - f. other matters of districtwide concern not resolved at the building level
3. Joint minutes will be issued after approval by the Association President and the Superintendent of Schools.

ARTICLE V - PROFESSIONAL STAFF EVALUATION

A. Observations and Evaluations:

- 1. For all staff including psychologists and guidance counselors:
 - a. Criteria for evaluation will appear in each building handbook.
 - b. All observations and evaluations of the work performance of a teacher shall be conducted openly, with full knowledge of the teacher.
 - c. By law the administration reserves the right to visit classes unannounced for the purpose of evaluation. However, teachers have the right to request and receive a re-evaluation.
 - d. The time allotted for each formal evaluation should be at least one-half hour.
 - e. Any teacher shall have the right to review the contents of his (her) personnel file in the District Office upon request.

Material descriptive of a teacher's conduct, service, character or personality shall not be placed in his (her) personnel file unless the teacher has had an opportunity to review the material. The teacher shall be given an opportunity to sign any material before it is placed in that teacher's file by affixing his (her) signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written statement with respect to such material and such statement shall be reviewed with the Superintendent of Schools and attached to the teacher's file. Graduate credits and in-service credits earned shall be listed and updated periodically.

- f. The "working file" kept by an administrator on a teacher, not normally seen by a teacher, shall be reviewed by the administrator annually. Material which would be used by the administrator in making recommendations for tenure, employment, etc., which is either positive or negative, must be attached to the evaluation to go into the teacher's personnel file in the District Office where the teacher has a right to review it and/or submit a written statement about it as per Section A1e of this Article.

2. Probationary Staff

- a. A probationary teacher must have at least three (3) formal observations by his (her) principal and/or supervisor per year, to be completed by March 1.
- b. A first-year probationary teacher will be observed informally at least once a month by his (her) principal and/or supervisor. They will meet at least once a month to discuss mutual concerns.
- c. Probationary teachers should be able to request and receive a reasonable number of additional observations and conferences.
- d. After each formal observation, the administration and teacher will schedule a conference to discuss the observation. Previous to the conference, the Administrator will provide the teacher with written comments and suggestions concerning the visit. The conference will be directed towards helping the teacher grow professionally. A copy of the evaluation and the results of the conference will be signed by the Administrator and the teacher and shall be placed in the teacher's personnel file in the District Office.

3. Tenured Staff

- a. Tenured staff will be formally evaluated at least once a year. After this formal evaluation, the Administrator and teacher will schedule a conference to discuss the observation. Previous to the conference, the Administrator will provide the teacher with written comments and suggestions concerning the visit. The conference will be directed towards helping the teacher grow professionally. A copy of the evaluation and the results of the conference will be signed by the Administrator and the teacher and shall be placed in the teacher's personnel file in the District Office.

4. Coaches

- a. The Athletic Director shall observe all coaches during the specific sport season with a report being given to the Coach and Administrator. The Administrator shall make the final decision on the recommendation.

B. Notification of Assignment

1. Teachers, including those under probation, will be notified of their employment status by May 1, and their tentative schedule by June 1. Changes may be made thereafter where unusual circumstances warrant it.
2. The District's obligation to notify teachers of their employment status by May 1 and of their tentative schedule by June 1 shall be

waived when, by either of those two days, the District's state aid status is not known or in the event the District's budget is not approved by the voters. In any event, the waiver shall not go beyond August 1 of the pertinent year. Should the District's state aid status and budget approval be known after May 1 but before August 1, the District will notify teachers of their employment status and tentative schedule within one week of the date(s) of such knowledge.

3. Teachers on leave shall notify the Superintendent of Schools of their intent to return before April 1.

ARTICLE VI - TEACHING CONDITIONS AND TEACHING HOURS

A. **Teaching Conditions** - The Board and the Association recognize the importance of adequate staffing to assure high-quality education for all pupils, which is the goal of both the Board and the Association.

1. There shall be a district-wide ratio of not less than 1 professionally-certified employee to each 17 pupils.
2. The Board shall make every effort to insure that no teacher in Grades 6 through 12 has a daily teaching load in excess of 150 pupils, except physical education, music, and art, which shall be kept at minimum reasonable sizes within the limits of staff and space.
3. An acceptable reason for exceeding the objectives stated in paragraphs 1 and 2 of this Article may be any of the following:

- a. There is no space available to permit scheduling of any class or classes in order to meet objectives.
 - b. Conformity to the class-size objective would result in placing classes on short-time schedules, result in combination classes, or result in curtailment of the program.
 - c. A class larger than the specified maximum objective is necessary to provide for specialized or experimental instruction.
 - d. A class size larger than the specified maximum objective is necessary to provide for the health and welfare of the pupils or the teacher.
 - e. When enrollment declines to the point where fewer sections are scheduled in a department subject or grade level.
4. The Superintendent of Schools, in his (her) discretion, may recommend departure from class size and teaching-load objectives set forth in this Article for any of the reasons listed herein when he (she) deems it necessary in the best interest of the educational process after consultation with the Association. Upon the recommendation of the Superintendent of Schools, the Board reserves the final decision in its ability to meet or to deviate from the objectives set forth in the Article.

5. Current staff members will receive consideration for the position of curriculum coordinator or other positions of similar nature if and when they are created by the Board. Final decision on such matters shall rest with the Board, upon recommendation of the Superintendent of Schools.
6. Every effort shall be made to hire only full-time teachers.
7. Academic Freedom - The Board and Association affirm the goal of seeking to educate young people in the tradition of democracy, which can best be transmitted in an atmosphere in which academic freedom for teacher and student is guaranteed. The fear of potential controversy shall not limit the study, investigation, presentation, or interpretation of facts and ideas in all branches of learning, and use of materials. The limitations are the accepted standards of professional educational responsibility, the statutes and regulations of the State of New York, and the established curriculum of the State of New York and the Croton-Harmon School District. It is agreed that the exercise of academic freedom entails a corresponding responsibility on the part of the administration and teachers to maintain the academic freedom of all students, to encourage the presentation of all points of view, and to preserve the boundaries of propriety and good taste.
8. Every effort shall be made:
 - a. To schedule staff meetings well in advance.
 - b. To keep night meetings to an absolute minimum.

c. To plan workshops which involve staff and community with the staff who will participate in such meetings.

9. Children of unit members who are not residents of the School District may enroll in the Croton-Harmon Schools on a non-tuition basis under regulations issued by the Superintendent of Schools.

B. Teaching Hours - The Board and the Association recognize that teachers have responsibilities that extend beyond the pupil's regular school day and that it is necessary to make provisions to assist pupils, confer with parents, participate in professional meetings and activities, and carry out other activities connected with professional duties.

1. A normal work day shall be deemed to be 7 1/4 hours or 435 minutes. A teacher shall be free to spend as many additional hours at school as he/she deems necessary. Included in the normal work day is a 40-45 minute lunch period to occur between 11:00 a.m. and 1:30 p.m. Exceptions may be made by mutual agreement between the administrator and the teacher involved. The teacher may be accompanied by a unit representative during this consultation. Each teacher is permitted to leave school grounds during his/her lunch period. Also included in the normal work day are assigned preparation periods.
2. The Board shall make every effort to provide each elementary classroom teacher, kindergarten through Grade 5, with at least 30 minutes of assigned preparation time per day. In cases where this is impossible due to insoluble scheduling problems or is in

conflict with the philosophy of teacher-constructed schedules or programs, every effort shall be made to provide at least 150 minutes assigned preparation time for each teacher each week.

3. Subject to existing practices, the Board shall provide each secondary teacher, Grades 6-12, with 80-90 minutes of assigned preparation time each day. In cases where this is impossible due to insoluble scheduling problems or is in conflict with the philosophy of teacher-constructed schedules or programs, every effort shall be made to provide 400-450 minutes of assigned preparation time per week. Every effort shall be made to distribute the preparation time equitably among all staff.
- The remaining 315 minutes of the day shall be designated as time spent with students. Time spent with students shall include the more formal instructional time and the less formal student contact time. 75% of the 315 minutes will be instructional time, defined as time spent with students in academic subject areas necessitating teacher preparation and corresponding assessment. There shall be no more than three (3) different subjects or grade-level preparations during instructional time, except under extenuating circumstances (e.g., budget limitation) after consultation between the teacher and the Administrator involved. Whenever possible, the teacher may be accompanied by a unit representative during this consultation. Accordingly, whenever possible, non-teaching duties will be reduced as compensation for

the additional teaching load. 25% of the 315 minutes will be student contact time, which does not involve instructional time, defined as time spent with students in academic subject areas necessitating teacher preparation or corresponding assessment. The intent of this section shall not be for the purpose of reducing staff. Every effort shall be made to distribute the balance of contact time equitably among all staff.

4. The Superintendent of Schools and the building principals shall make every effort to hold necessary faculty and other professional meetings on Wednesdays only during the school year. Every effort shall be made to adjourn these meetings by 4:30 p.m. but no later than 5:00 p.m. Budget discussions and Building and District Planning Council meetings shall not be limited to Wednesday faculty meetings.
5. Staff with special assignments which require significant parent contact, like guidance counselors, may, upon mutual agreement with the administration, establish flexible hours which allow them to begin and end the day at different hours. The total work day in this flexible schedule shall not exceed 7 1/4 hours nor shall such a schedule be used to replace the periodic evening meetings connected to the work of the school.
6. Curriculum Meetings - The District may schedule up to twenty (20) afternoon meetings during the academic year. These meetings shall be for the purpose of providing time for curriculum-related

projects, in-service training, and professional growth. Such meetings shall end no later than 5:00 p.m. and shall not exceed one hour and forty-five minutes in duration. The District shall make every effort to begin these meetings no later than five minutes following student dismissal.

- a. Five curriculum meetings may be held on Wednesdays which would otherwise have been reserved for CTA meetings. The Superintendent shall notify the Association President one month in advance of the specific Wednesdays to be used.
 - b. Ten curriculum meetings may be held on Wednesdays normally reserved for building faculty meetings.
 - c. Five curriculum meetings may be held on days other than Wednesday. Such meetings shall be held on two weeks' notice to the staff. Every effort shall be made to schedule such meetings at a time and date convenient to a majority of the staff expected to attend such meetings. Staff members shall make known to their building administrator all prior commitments in sufficient time to effectively allow scheduling of such meetings.
7. Every teacher shall make effort to initial the sign-in book in each school upon arrival and check "out" or "in" as the day progresses.

C. The Board will notify the Association of any change in policy or regulation not affecting this contract but affecting teachers' working conditions ten (10) days prior to the effective date of the change.

D. Provided the legal responsibility of the Board is met, teachers shall not be required to perform the following duties, except in emergency situations:

1. Supervision of pupils at Carrie E. Tompkins School during the play periods.
2. Supervision of cafeteria during all lunch periods in all buildings.
3. Supervision as required throughout the lunch periods in all buildings where pupils are allowed to congregate outside of the cafeteria.
4. Responsibility for supervision of the locker room when the physical education instructor is not of the same sex as the pupils in the class. Supervision is generally necessary at the beginning and end of each gym period.

ARTICLE VII - VACANCIES AND PROMOTIONS

- A. 1. In order to provide the faculty with an opportunity to apply for any positions within the District, all vacancies for the following school year must be posted at least for ten (10) days prior to closing date of applications, clearly setting forth a description of and the qualifications for the position, including the duties and salary. The Association shall be notified of the vacancy at least five (5) days in advance of the posting.

2. When school is in session, such notice must be posted as far in advance as practicable, ordinarily at least ten (10) school days before the final date when applications must be submitted.
3. Teachers who desire to apply for such positions must submit their applications and supporting documents, as required, in writing, on the District application form to the Superintendent of Schools or his/her designated administrator within the time limit specified in the notice.
4. During the summer, the above will be in effect except for the period August 10 - September 1. The President of the Association will be notified of any vacancies occurring during the summer.

B. Promotional positions are defined as positions not on the basic salary schedule for teachers and/or positions on the administrator-supervisory level, including but not limited to, positions as director, principal, assistant principal, coordinator, and such positions as may be created in the future; such as supervisor, department head and other similar situations.

C. All appointments to the aforesaid vacancies and openings shall be made on the basis of the best qualified candidate. They shall be made without regard to age, sex, race, creed, color, religion, nationality, marital status, ancestry, or physical disability.

D. Each internal applicant for such position who is not selected must be notified in writing.

E. An incoming teacher shall be placed on a salary step determined by his (her) level of professional training and by the number of years of paid teaching experience he (she) has completed. It should be noted, however, that Article 16A is applicable in this situation. No incoming teacher shall be appointed at a salary in excess of that of any teacher in the system with equal training and service under the same classification, except as provided in Paragraph F hereof.

F. An incoming teacher whose employment as a regularly appointed teacher in a school system was interrupted by service in the United States Armed Forces for more than nine (9) months shall be credited in an amount not less than 50% of his (her) time in service up to a maximum of two (2) years.

G. Every effort shall be made to hire only those new teachers who possess a valid teaching certificate or who are eligible to possess a valid teaching certificate from the New York State Education Department in the area or subject of his (her) teaching assignment.

H. All presently employed teachers who do not possess a valid teaching certificate shall be following the rulings of the Commissioner of Education regarding the necessary course work needed for such certification. Such employees shall possess or be eligible to possess a valid teaching certificate in the area or subject of his (her) teaching assignment prior to his (her) placement on the rolls as a tenure teacher.

I. Teacher Transfer

1. No teacher shall be involuntarily transferred without prior consultation between the teacher and the administrator.

2. If a teacher is transferred by the mutual agreement of both Board and teacher, the original tenure status shall continue in effect except as a promotion as defined in paragraph B hereof.

J. Co-Curricular and Coaching Positions - In the appointment of persons to co-curricular and coaching positions, the District agrees that it will give the right of first refusal to current staff, who hold coaching and co-curricular positions and wish to continue in that particular position provided that the District favorably evaluates them and they are recommended for continuation by the Administration. As positions currently held by non-unit members become vacant or where incumbents are not reappointed, the right of first refusal shall be extended to teacher-certificated personnel who are members of the unit and recommended by the administration.

ARTICLE VIII - PAYROLL PROCEDURES AND OPTIONS

A. Each teacher shall be permitted a choice in payment of salary by selecting one of the following options by June 30 for returning teachers and upon appointment for incoming teachers:

1. 1/21 of annual salary in bi-weekly payments beginning with the first regularly scheduled pay day after the start of classes.
2. 1/26 of annual salary in bi-weekly payments beginning with the first regularly scheduled pay day after the start of classes.
3. The payroll calendar for the succeeding school year will be published within four weeks of the date of the board of education's adoption of the school calendar.

B. Any teacher involved in extra-curricular activities lasting more than 4 months has the option of receiving 1/2 their stipend at mid-season; option shall be elected at time of acceptance of position.

C. Each teacher shall be permitted to choose any or all of the following payroll deductions; teachers shall make their choice by June 30 for returning teachers and September 1 for incoming teachers:

1. Beginning with the first paycheck in October, dues deducted will be made in six (6) equal installments so that complete payment is made to the Croton Teachers' Association by the end of the calendar year.
2. Funds and a list of members with the amounts deducted shall be transmitted to the Association treasurer at the time the deductions are made.

D. Last paycheck of year distributed on last day of school upon completion of all annual professional duties.

E. Each teacher shall be permitted a choice of tax-sheltered annuity plans mutually agreeable to the Association and Board of Education.

F. Welfare Fund - A Welfare Fund will be established by the Association for the purpose of providing various benefits for teachers and assistants with at least two years of service. The Board will contribute to the Fund \$800.00 for each member of the unit commencing on July 1, 1995, and for assistants with at least two years of service. For the 1996-97 school year, the Board will contribute to the Fund \$850.00 for each member of the unit, commencing on July 1, 1996, and for assistants with at least two years of service. For the 1997-98 school year, the Board will contribute to the Fund

\$900.00 for each member of the unit, commencing on July 1, 1997, and for assistants with at least two years of service.

Board contributions shall be according to the following schedule:

July 1	25%
October 1	25%
January 1	25%
April 1	25%

The Association will provide an auditor's report of the fund to the Board at the end of each fiscal year.

G. Health Insurance - The District shall pay 85% of the premium toward the purchase of health, surgical, prescription drug, and major medical insurance for all (1) teachers, nurses and (2) teaching assistants with at least two years of service.

The District shall provide such insurance through the Putnam/Northern Westchester Health Insurance Consortium Plan. (The District shall no longer provide such insurance through the 1982 Plan.) If an employee desires HMO, the employee shall pay the difference in cost, if any, between HMO and the Putnam/Northern Westchester Health Insurance Consortium Plan.

The District shall guarantee that the benefits of any new health insurance plan be equal to or greater than those provided by the Putnam/Northern Westchester Plan as of June 30, 1995, except in the event that the consortium's benefit committee decides to alter the benefit structure.

The District shall pay annually to each unit member who agrees to waive health insurance coverage 50% of the total cost to the District for an individual insurance policy. In the event that ten or more unit members agree to waive health insurance

coverage, the District shall pay to said members 50% of the total cost of an individual insurance policy. Payments shall be made in December and June. Anyone may re-enter the health plan after giving written notice to the business office. Coverage will begin within thirty days after such notice is received. The unit member agrees to return a pro-rated portion of the money given to them by the District if necessary. If the District insurance plan shall change in any way to alter the current conditions for re-entry, the District shall notify the union president and give the unit members the option of re-entering the health plan before such changes become effective. Unit members wishing to waive health insurance shall annually contact the business Office before June 1.

The District provides a Section 125 plan for all members of the bargaining unit.

The CTA and District may convene a joint committee to make a recommendation concerning the District's remaining in the Putnam/Northern Westchester Health Insurance Consortium Plan in the event of significant changes of benefits to the plan. The Superintendent of Schools will present such recommendations to the Board of Education. The committee will consist of one representative from each building, the CTA President, one administrator, the Business Manager, and the Superintendent of Schools.

ARTICLE IX - SCHOOL CALENDAR

A. An Association appointed committee shall work with the Administration in the preparation of the school calendar, shall annually consider the recommendations of the Association, the Administration and of Putnam/Northern Westchester BOCES in preparation of the school calendar and shall consider closing school on religious holidays.

B. The school calendar shall provide for 185 teaching days. In years where closing for emergency purposes are three or less, the calendar committee will work with the Administration to add days to vacations and those days mutually agreed upon will be recommended to the Board. In no event will school be open for less than 180 instructional days.

C. The school calendar committee shall hold its first meeting no later than January 1, and the new school calendar shall be published no later than June 1.

D. Final determination of the calendar shall rest with the Board in accordance with State Law.

ARTICLE X - USE OF SCHOOL FACILITIES

The Association shall be granted use of Croton-Harmon school buildings and facilities without charge of any kind for meetings, rehearsals and productions designed primarily to promote good relations between school and community. The Association shall purchase liability insurance for such events held in the schools and open to the public. Application for use shall be made by following currently established procedures.

ARTICLE XI - CLERICAL ASSISTANCE

A. Full-time clerical assistance will be provided at the Croton-Harmon High School, Pierre Van Cortlandt Middle School, and Carrie E. Tompkins Elementary School working under the direction of the building principal, giving first priority to typing, duplicating, and other clerical needs of teachers during the school year.

B. Every effort shall be made to relieve librarians of routine clerical tasks.

ARTICLE XII - LEAVES

A. Condolence Leaves

1. Leaves without salary deductions for death in the immediate family will be five (5) days and in extenuating circumstances may be extended at the discretion of the Superintendent of Schools. Immediate family will usually be defined as a teacher's child, parent, husband, wife, sister, brother, parent-in-law, or any other permanent member of the teacher's household. A broader definition of "immediate family" may be requested by a teacher and accepted by the Superintendent of Schools if he (she) feels that it is justified in the circumstances.
2. Leave without salary deduction not to exceed three (3) days will be granted to any teacher whose absence is caused by the death of a relative other than the immediate family: an aunt, uncle, niece, nephew, sister-in-law, brother-in-law, or grandparent. In extenuating circumstances, the period may be extended with the approval of the Superintendent of Schools.

B. Sick Leave

YEARS OF SERVICE IN THE DISTRICT

DAYS PER ANNUM

1 - 6	10
7-11	12
More than 11	15

1. Sick leave shall be cumulative to a maximum of 240 days.
In case of extended illness beyond the number of days accumulated by the teacher, additional sick leave may be granted at the discretion of the Board.
The District will pay \$65 for each accumulated sick day beyond 100 to any member of the unit at the time of that member's retirement.
2. In case of illness in the teacher's immediate family, as defined in Article XII-A, a teacher will be allowed paid sick leave to be deducted from his cumulative sick leave. In no event will more than 10 sick days be allowed in any one year. The District reserves the right to extend additional time upon a showing of extenuating circumstances, upon recommendation of the Superintendent and approval of the Board.
3. Sick Leave Bank - Staff electing to participate in a Sick Leave Bank shall submit a waiver of no more than one (1) day of accumulated sick leave. The number contributed by the staff member shall be matched by the District. All (1) teachers, nurses and (2) all teaching assistants with at least two years of service shall be eligible to participate, but staff members not electing to waive time shall not be eligible to receive time from the Sick Leave Bank.
The Bank shall be administered by a committee composed of the Superintendent and the Association President.

If the Superintendent and the Association President fail to agree on the disposition of application for withdrawal from the Sick Leave Bank, the staff member may, if he/she so wishes, request a review of the application by a physician in an appropriate medical specialty in a teaching medical college in the New York Metropolitan area. This neutral physician must be acceptable to the Superintendent and the Association President. In case of disagreement, the Dean of the medical college will be requested to submit three names of appropriate physicians from whom the examining physician shall be selected within five (5) working days. The selected physician shall in writing determine the medical issue and recommend to the committee the number of sick leave days required for recuperation.

The staff member shall apply to the District's medical insurance carrier for payment of the expenses of such examination. Any portion of such expenses not covered by insurance shall be borne by the District. The number of days allocated shall be determined by the committee.

Withdrawals from the bank shall be limited to staff members who are involved in catastrophic, disabling, or extended illnesses or accidents; extenuating circumstances may exist as determined by the committee.

Staff members shall be eligible to participate only after having exhausted their personal accumulated sick leave time, whenever

the Sick Leave Bank days are depleted, the bank will be re-created in the same manner as it was originally established.

Staff members using sick leave days at the time of the bank's depletion shall not be required to contribute days in the bank's re-creation.

First-year staff members may use a combination of their own time and the bank's time not to exceed a total of twenty days, second-year staff members forty days, and third-year staff members sixty days.

C. Personal Leave - Personal leaves of up to four (4) days per year shall be granted without salary deduction in order that a teacher may meet personal obligations which cannot be accomplished on a non-work day. Except in unusual and extenuating circumstances or when such day falls on a religious holiday, personal leave days may not be used to extend holidays in the school calendar. Except in unusual and extenuating circumstances, application for such leave shall be made at least 3 days in advance and affirmed by the Superintendent of Schools without delay.

The personal leave form will list acceptable reasons for requesting such leave. These will include "family" obligations, funerals, legal matters, other obligations and for personal business. If in the opinion of the Superintendent of Schools, a staff member is misusing personal leave, he (she) may request an explanation. Up to 2 unused personal leave days may be transferred to the teacher's sick leave accumulation at the conclusion of each school year.

D. Professional Development Leave - The Board of Education shall make every effort to support an extended experience for professional development during the

school year. Teachers will be relieved of their teaching responsibilities for up to a maximum of 10 weeks.

Such a Professional Development leave will be based on:

1. funding
2. ability of the teacher requesting the leave and the District to engage a substitute teacher able to continue classroom instruction
3. a written proposal approved by the building principal and submitted to the Professional Development Accrediting Committee for approval. Each proposal must include:
 - a. reason for the leave
 - b. connection to classroom practice
 - c. proposed activities
 - d. culminating report that links the project to practice

E. Leave Without Pay - Teachers will be eligible for leaves of absence for study, travel, exchange teaching, etc., only after they have been granted tenure. Leaves for reasons such as advanced study and exchange teaching shall qualify a teacher for advancement to the salary step he(she) would have achieved had he (she) remained in continuous teaching service in the Croton system. Leaves for travel, rest, and health shall not qualify for such advancement. The decision whether a teacher shall be advanced on the Salary Schedule upon his (her) return shall be determined by the Board in each case at the time the leave is granted.

F. Military Leave - All military leave will be governed by applicable law.

G. Child Care Leaves

1. A teacher planning to take child-care leave without pay shall give appropriate notice to the Superintendent of Schools. Leaves of absence without pay will be granted to teachers for child care.
2. Upon appropriate notice to Superintendent of Schools, they may return to school on the first September 1st after twelve full months following the birth of the child.
3. In extenuating circumstances, maternity leave may be extended at the discretion of the Board.
4. Similar leaves of absence shall be granted in cases of adoption of a child. Appropriate notice must be given to the Superintendent of Schools.

H. Association Leave - Six days per school year paid leave for the Association President or his/her designee to conduct Association business. The first three days shall be without charge to the Association. For days in excess of three up to the maximum of six, the Association will pay the per diem substitute teacher salary for each day used.

I. Jury Duty - A teacher who is called for jury duty will be paid his (her) regular school salary. He (she) must remit his (her) juror's salary directly to the Board. He (she) need not remit expense money paid him (her) as a juror.

J. Professional Conferences

1. The Board encourages teachers' attendance at professional conferences.

2. The teacher will be paid his (her) regular salary and will be compensated for all approved expenses in connection therewith.
3. Each teacher will have equal opportunity, insofar as is possible, to attend professional conferences.
4. Teachers who attend such professional conferences must file a comprehensive written report and recommendations as a follow-up to any approved, district-paid professional conference within ten (10) days with the building principal.

K. Teacher Workshops

1. Teachers shall be paid 1/200th of their annual salary for each workshop day they shall attend for required summer or Saturday workshop attendance.
2. Participation in voluntary summer workshops shall be compensated at a rate of \$20 per hour, effective June 23, 1996.

L. When a salary deduction is made, it will be a deduction of 1/200th of the annual salary for each day absent, or 1/10th of the annual salary for each full-calendar month absent. Such deductions will be subject to the grievance procedure (SWAIM decision).

ARTICLE XIII - TEACHING ASSISTANTS

A. Teaching Assistants under the supervision of a duly certified teacher may be used at any grade level to assist in the instructional program, as provided by law. The teaching assistant shall not be used to increase class size or to eliminate teaching positions. Ultimate responsibility for the class belongs to the classroom teacher.

B. All contractual benefits shall be provided to teaching assistants and nurses, except for the following: (1) preparation time, (2) clerical, (3) substitution provision, (4) conference attendance, and (5) tenure, except for certified teaching assistants who are tenurable. Eligibility for health insurance and the welfare fund shall be after two consecutive years of employment in a unit position.

C. Teachers who are assigned to supervise teaching assistants shall be authorized to allow such teaching assistants to take a break, no more than once daily, not to exceed fifteen minutes.

When a teaching assistant is assigned to more than one teacher, all of the teachers who supervise the teaching assistant shall together, decide which single period during the day will be identified for break time.

ARTICLE XIV - SUBSTITUTES

A. A substitute teacher shall be employed whenever a teacher is absent from his (her) assigned periods. This refers to classroom teachers, librarians, nurses and other specialists functioning as classroom teachers.

B. A substitute teacher shall be paid a per diem rate for service up to twenty (20) consecutive school days. If a substitute teacher works more than twenty (20) consecutive school days in the same assignment, his (her) salary shall be determined by the column of the salary schedule for which the substitute teacher is qualified, based on 1/200th per diem or 1/10th per month as the case may be, retroactive to the first day of the continuous assignment. Upon placement on the schedule, payment shall be retroactive.

C. A substitute teacher who has been teaching for 21 consecutive school days prior to a holiday, other than Thanksgiving, Christmas, Mid-Winter or Spring vacations and teachers' conference days, shall be paid for that holiday.

D. If a substitute has accepted a full day's teaching assignment and school closes early, the substitute shall be paid for the full day.

E. A substitute may be hired for half day's assignment or for a split assignment and shall be paid accordingly.

F. A substitute shall be allowed one day of sick leave for each continuous working month.

ARTICLE XV - GRIEVANCE POLICY AND PROCEDURES

A. **Declaration of Policy** - The maintenance of harmonious and cooperative relations between teachers, administrators and members of the Board which will enhance the educational program of the Croton-Harmon School District, is hereby declared to be the purpose of these procedures. This policy will provide a means for orderly settlement of differences, promptly and fairly, as they arise and will assure equitable and proper treatment of teachers pursuant to the established rules, regulations and policies of this contract.

B. **Definitions:**

1. **Teacher** shall mean any employee or group of employees whose position(s) requires certification by the New York State Education Department.
2. **Immediate supervisor** shall be the building principal or other administrator to whom the teacher is directly responsible.

3. **Representative** shall mean the person or persons designated by the aggrieved teacher to act on his behalf.
4. **Grievance** shall mean any alleged violation, misrepresentation, failure or omission to carry out the express terms of this contract.

C. **Based Principles**

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest stage is encouraged.
2. A teacher shall have the right to present grievances in accordance with these procedures, free from coercion, interferences, restraint, discrimination, or reprisal. Participation in a grievance shall not negatively affect the status of a staff member.
3. A teacher shall have the right to be represented at any stage of the procedure by a person or persons of his own choice except an officer, agent, or representative of a teacher organization other than the Association. The Association has the right to be represented at any level of grievance. The grievant may be present at Stages 1 and 2 of the grievance procedure.
4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such cases.
5. All hearings shall be confidential.
6. It shall be the responsibility of the Superintendent of Schools to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the

responsibility to consider promptly each grievance presented to him (her) and make a determination within the authority delegated to him (her) within the time specified in these procedures.

7. The function of these procedures is to assure equitable and proper treatment under the existing contract which relate to or affect the teacher in the performance of his (her) assignment.

D. Formal Procedure

1. Level One - An aggrieved teacher shall first present his (her) grievance in writing within seven (7) consecutive school days after it occurs to his (her) principal or immediate supervisor with the objective of resolving the matter informally at which time the aggrieved teacher:
 - a. May discuss the grievance personally and alone; or
 - b. May be accompanied at his request, by the Association's representative; or
 - c. May request that the Association's representative act in his (her) behalf.
 - d. If an agreement is reached, a written copy of the decision shall be drawn up, signed by the principal or immediate supervisor, the aggrieved and a representative of the Association, if present. If mutually satisfactory solution is not reached within seven (7) consecutive school days after the grievance was first presented, the aggrieved may transmit a written statement of the problem to the

president of the Association who shall then designate a Grievance Committee which will then proceed to Level Two.

2. **Level Two** - The Grievance Committee shall transmit the grievance to the Superintendent of Schools. The Superintendent of Schools shall, within seven (7) consecutive school days after he (she) receives the grievance, designate a committee to meet with the Grievance Committee. If a mutually satisfactory solution is not reached within seven (7) consecutive school days after the Superintendent of Schools designates the Committee, the Association may proceed to Level Three. The Superintendent of Schools must notify the Association president and Grievance Chairperson of status of grievance at this point.

3. **Level Three**

- a. Within seven (7) days after the termination of Level Two, either party may request that the grievance be submitted to binding arbitration. The parties hereto agree to arbitrate in accordance with the voluntary labor arbitration rules then prevailing the American Arbitration Association.
- b. The decisions of the arbitrator shall be final and binding on all parties. The decision shall be in writing and shall set forth the arbitrator's opinions and conclusions on the issues submitted.

- c. The expense of arbitration shall be borne equally by the Association and the Board.
- d. If the grievance is referred to Level One of the Procedure subsequent to May 1, "school days" shall be changed to "calendar days" in order to expedite settlement before the end of the school year.
- e. Forms for filing grievances, making reports and recommendations, and other necessary documents shall be prepared and given appropriate distribution by the Superintendent of Schools.

ARTICLE XVI - SALARY SCHEDULE INTERPRETATION

- A. The District shall grant no less than fifty percent (50%) salary credit for prior service.
- B. Adjustment in salary will be made twice each school year, September 1 and February 1. The retroactive adjustment payment will not go beyond the beginning of the school fiscal year in which the allowance is requested.
- C. When a teacher terminates employment after teaching part of a year, he (she) shall be paid on the basis of one-tenth (1/10th) of annual salary per month of service.
- D. Professional personnel whose employment is extended beyond the regular ten-month school year shall be compensated for such employment at the rate of .10 of their ten-month salary for each full month employed, or .025 of their ten-month salary for each week employed.

ARTICLE XVII - SALARY ADVANCEMENT

A. Advanced Study

Credit Criteria for Administrative Approval

It is not possible for the credit criteria to cover all areas of request for course approval. While administrative approval is required for all courses, the criteria set forth will be used as a guide for those areas listed below:

1. Salary credit will be granted with prior administrative approval for:
 - a. Courses in teaching methodology.
 - b. Courses related to the applicant's assignment.
 - c. Courses prescribed by permanent certification requirements in the teaching assignment currently held by the applicant.
 - d. Courses prescribed by a college for a degree as determined by proof of matriculation.
 - e. Courses requested by the administration for the improvement of the teacher.

Individual self-improvement courses or a planned program not directly related to the applicant's assignment will require a statement or acceptable justification.

2. Salary credit will not be granted for:
 - a. Correspondence and T.V. courses.
 - b. Courses in adult or continuing education.

- c. Courses leading to a new profession outside the field of education.
 - d. Courses previously approved but which a passing grade is not received.
 - e. Courses for which prior approval is not requested and in the District Office at least 3 days prior to the opening session.
 - f. Courses which duplicate previously taken courses.
 - g. Courses which are not properly documented by official transcript.
 - h. Undergraduate credits.
 - i. Travel courses - except those receiving official college credit.
3. In-service credits and all credits other than graduate courses shall be approved.

B. The Board of Education shall establish a Professional Development Accrediting Committee.

- 1. **Composition**
 - a) 1 teacher per school
 - b) 2 administrators
 - c) 1 board member
- 2. **Duties**
 - a. The committee will meet to establish guidelines for awarding credit, for salary credit other than graduate

courses, which must be approved by the Superintendent of Schools.

- b. Subsequent to the establishment of guidelines, the PDAC will meet 3 times a year to approve courses for credit which are not part of a college graduate program.

3. **Salary Credit**

- a. Teachers may receive up to 3 in-service salary credits each semester (fall, winter, summer).
- b. The Board will make an effort to allocate a sum of money to each building to pay the expenses of accredited courses for teachers who are at maximum on the salary schedule. Applications for such courses will be submitted to building principals for approval.

ARTICLE XVIII - EXTRA PAY FOR EXTRA DUTIES

A. The schedule for extra pay for extra duties for the school year is attached hereto and made a part hereof.

B. Unit members engaged in approved overnight supervision of student activities will be paid at the rate of \$35 per diem for each approved overnight activity supervised by said unit member.

ARTICLE XIX - TIME OFF FOR MANAGING THE AFFAIRS OF ASSOCIATION

The President of the Association shall be provided time to manage the Association affairs as follows:

1. The President of the Association shall not be assigned to non-teaching duties, e.g., study hall, student supervision, etc.
2. Every effort shall be made by the administration to provide block of unscheduled time in the President's daily schedule.

ARTICLE XX - AGENCY FEE

A. Pursuant to Section 208.3(b) of the Civil Service Law, the District agrees to deduct from salary payments of all members of the bargaining unit represented by the Association who have not filed dues deduction authorizations with the District an amount equivalent to the amount of dues levied by the Association and to remit the sums so deducted to the Treasurer of the Association.

B. The Association hereby holds the Board of Education and the School District harmless for any funds deducted pursuant to this provision and hereby represents that it has instituted a lawful rebate procedure which complies with all statutory and constitutional mandates. If for any reason said rebate procedure is deemed unlawful by an appropriate agency or court, the District shall no longer have an obligation to deduct agency fees until such time as the Association's rebate procedure is deemed lawful by an appropriate agency or court.

ARTICLE XXI - EFFECT OF PROVISIONS OF THIS AGREEMENT

A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement. Before the Board adopts a change in policy which

affects wages, hours or any other condition of employment which is not covered by the terms of this Agreement and which has not been proposed by the Association, the Board shall notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate such items with the Board within five (5) calendar days after receipt of said notice.

B. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. Any individual arrangement, agreement or contract between the Board and an individual teacher, previously executed, shall be subject to and consistent with the terms and conditions of the Agreement and any future individual arrangement, agreement or contract shall be expressly made subject to and consistent with the terms of this or subsequent agreements.

D. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and binding except to the extent permitted by law, but all other provisions shall continue in full force and effect.

E. Copies of this Agreement shall be prepared at the expense of the Board and given to all teachers now employed or hereafter employed within 30 days of its being signed.

F. 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.

DURATION OF AGREEMENT

This contract shall be effective as of July 1, 1995 and shall continue in effect through June 30, 1998.

ASSOCIATION

By: Robert Eskew
President

By: Dean Van der Pijl
Chairman, Negotiating Committee

BOARD

By: Earl W. Liss
President

By: Sherry P. King
Superintendent of Schools

Dated this 27th day of November, 1995

APPENDIX A

Step	Croton-Harmon Teachers Salary Schedule									
	BA	BA+15	BA+30	St.# 1-15 MA BA+45	1995/96 MA+15 BA+60	MA+30 BA+75	MA+45 BA+90	MA+60 BA+105	MA+75	Doctorate
1	32209	33275	34701	36010	37262	38646	40144	41636	42219	42791
2	33378	34428	36195	37598	38885	40300	41806	43306	43927	44533
3	34549	35582	37691	39189	40505	41955	43465	44978	45638	46274
4	35718	36738	39187	40779	42128	43609	45128	46646	47348	48017
5	36888	37889	40683	42369	43750	45262	46792	48317	49058	49759
6	38056	39040	42175	43959	45372	46917	48450	49988	50768	51499
7	39228	40198	43672	45550	46996	48571	50114	51659	52477	53244
8	40961	41914	45731	47705	49179	50791	52342	53894	54752	55550
9	42131	43067	47227	49295	50804	52446	54003	55564	56463	57290
10	43301	44220	48723	50884	52427	54100	55662	57235	58172	59034
11	44470	45373	50217	52474	54048	55753	57324	58906	59879	60774
12	45639	46528	51711	54065	55669	57409	58989	60575	61591	62518
13	46808	47680	53208	55655	57292	59061	60647	62247	63301	64259
14	50519	51374	57243	59787	61456	63260	64851	66457	67554	68542
15	54344	55183	61393	64029	65733	67565	69168	70781	71917	72939
20	56344	57183	63393	66029	67733	69565	71168	72781	73917	74939
25	57944	58783	64993	67629	69333	71165	72768	74381	75517	76539

Step 20 = Step 15 + \$2,000

Step 25 = Step 15 + \$3,600

APPENDIX B

Croton-Harmon Teachers Salary Schedule										
Step	BA	BA+15	BA+30	1.03 St. # 1-15	1996/97	MA+30	MA+45	MA+60	MA+75	Doctorate
				MA	MA+15					
				BA+45	BA+60	BA+75	BA+90	BA+105		
1	33175	34273	35742	37090	38380	39805	41348	42885	43486	44075
2	34379	35481	37281	38726	40052	41509	43060	44605	45245	45869
3	35585	36649	38822	40365	41720	43214	44769	46327	47007	47662
4	36790	37838	40363	42002	43392	44917	46482	48045	48768	49458
5	37995	39028	41903	43640	45063	46620	48196	49767	50530	51252
6	39198	40211	43440	45278	46733	48325	49904	51488	52291	53044
7	40405	41402	44982	46917	48406	50028	51617	53209	54051	54841
8	42190	43171	47103	49138	50654	52315	53912	55511	56395	57217
9	43395	44359	48644	50774	52328	54019	55623	57231	58157	59009
10	44600	45547	50185	52411	54000	55723	57332	58952	59917	60805
11	45804	46734	51724	54048	55669	57426	59044	60673	61675	62597
12	47008	47924	53262	55687	57339	59131	60759	62392	63439	64394
13	48212	49110	54804	57325	59011	60833	62466	64114	65200	66187
14	52035	52915	58960	61581	63300	65158	66797	68451	69581	70598
15	55974	56838	63235	65950	67705	69592	71243	72904	74075	75127
20	57974	58838	65235	67950	69705	71592	73243	74904	76075	77127
25	59574	60438	66835	69550	71305	73192	74843	76504	77675	78727

Step 20 = Step 15 + \$2,000

Step 25 = Step 15 + \$3,600

The 1996-97 salary schedules shall be increased by 3% for 1997-98, provided, however, that if the New York-Northeastern New Jersey CPI for the period May 1996 to May 1997 shall increase by more than 3%, the salary increase for 1997-98 shall be the CPI increase but with a cap of 3.5%.

Croton-Harmon Schools Teacher ~~XXXX~~

	St.#20+\$2000		Croton-Harmon Teachers Salary Schedule								
	St.#25+\$1600		1.03	St.# 1-15	1997/98						
				MA	MA+15	MA+30	MA+45	MA+60			
Step	BA	BA+15	BA+30	BA+45	BA+60	BA+75	BA+90	BA+105	MA+75	Doctorate	
1	34170	35301	36814	38203	39531	40999	42588	44172	44791	45397	
2	35410	36525	38399	39888	41254	42754	44352	45943	46602	47245	
3	36653	37748	39987	41576	42972	44510	46112	47717	48417	49092	
4	37894	38973	41574	43262	44694	46265	47876	49486	50231	50942	
5	39135	40197	43160	44949	46415	48019	49642	51260	52046	52790	
6	40374	41417	44743	46636	48135	49775	51401	53033	53860	54635	
7	41617	42644	46331	48325	49858	51529	53166	54805	55673	56486	
8	43456	44466	48516	50610	52174	53884	55529	57176	58087	58934	
9	44697	45690	50103	52297	53898	55640	57292	58948	59902	60779	
10	45938	46913	51691	53983	55620	57395	59052	60721	61715	62629	
11	47178	48136	53276	55669	57339	59149	60815	62493	63525	64475	
12	48418	49362	54860	57358	59059	60905	62582	64264	65342	66326	
13	49658	50583	56448	59045	60781	62658	64340	66037	67156	68173	
14	53596	54502	60729	63428	65199	67113	68801	70505	71668	72716	
15	57653	58543	65132	67929	69736	71680	73380	75091	76297	77381	
20	59653	60543	67132	69929	71736	73680	75380	77091	78297	79381	
25	61253	62143	68732	71529	73336	75280	76980	78691	79897	80981	

Croton-Harmon Schools Teacher Assts.

Step	97/98
1	10556
2	11540
3	12260
4	13667
5	15075
6	16485
7	17892
8	19299
9	20496

Croton-Harmon Schools Computer Aides

Step	97/98
1	19579
2	20290
3	21002
4	21713
5	22424
6	23134
7	23847
8	24900
9	25611
10	26322
11	27033
12	27744
13	28454
14	30711
15	33035

APPENDIX C

CROTON -HARMON		
Teaching Assts.		
Step	95/96	96/97
1	9950	10249
2	10878	11204
3	11556	11903
4	12883	13269
5	14210	14636
6	15539	16005
7	16865	17371
8	18191	18737
9	19319	19899
Computer Assts.		
Step	95/96	96/97
1	10613	10931
2	11939	12297
3	13266	13664
4	14592	15030
5	15920	16398
6	17246	17763
7	18573	19130
8	19900	20497
9	21026	21657

APPENDIX D

CROTON-HARMON		
Registered Nurses		
Step	95/96	96/97
1	19325	19905
2	20026	20627
3	20729	21351
4	21430	22073
5	22133	22797
6	22833	23518
7	23537	24243
8	24576	25313
9	25278	26036
10	25981	26760
11	26682	27482
12	27384	28206
13	28085	28928
14	30311	31220
15	32606	33584

Croton-Harmon Schools Registered Nurses

Step	97/98
1	20502
2	21246
3	21992
4	22736
5	23481
6	24224
7	24970
8	26074
9	26818
10	27563
11	28307
12	29051
13	29795
14	32158
15	34592

COACHSAL.9798

SPORT		Steps	1997/98
BASEBALL (B)	VARSITY	1	3246
S	9.5	2	3396
		3	3551
BASEBALL (B)	Vars.Asst.	1	2904
Q	8.5	2	3054
		3	3209
BASEBALL (B)	Jr.Vars.	1	2733
P	8	2	2883
		3	3038
BASEBALL (B)	(Mod.)	1	2050
L	6	2	2150
		3	2255
BSKTBALL (B)	VARSITY	1	3757
U	11	2	3957
		3	4162
BSKTBALL (B)	J.V.	1	3074
R	9	2	3224
		3	3379
BSKTBALL (B)	Mod.	1	2561
O	7.5	2	2711
		3	2866
CROSS COUNTRY	HEAD	1	2733
P Co-Ed	8	2	2883
		3	3038
CROSS COUNTRY	Mod.	1	2050
L	6	2	2150
Created in Fall 1995		3	2255
FOOTBALL (B)	VARSITY	1	4270
V	12.5	2	4470
		3	4675
FOOTBALL (B)	ASST.(2)	1	3074
R	9	2	3224
		3	3379
FOOTBALL (B)	HEAD(JV)	1	2904
Q	8.5	2	3054
		3	3209
FOOTBALL (B)	ASST.(JV)	1	2733
P	8	2	2883

COACHSAL.9798

		3	3038
FOOTBALL (B)	Head (Mod.)	1	2561
O	7.5	2	2711
		3	2866
FOOTBALL (B)	Asst.(Mod.)	1	2391
N	7	2	2541
		3	2696
GOLF (CO-ED)	Varsity	1	2050
L	6	2	2150
		3	2255
LACROSSE (B)	HEAD	1	3415
T	10	2	3565
		3	3720
LACROSSE (B)	ASST.	1	2904
Q	8.5	2	3054
		3	3209
LACROSSE (B)	J.V.	1	2733
P	8	2	2883
		3	3038
LACROSSE (B)	MOD.	1	2561
O	7.5	2	2711
New in Oct.1989		3	2866
SOCCER (B)	HEAD	1	2733
P	8	2	2883
		3	3038
SOCCER (B)	J.V.	1	2221
M	6.5	2	2321
		3	2426
SOCCER (B)	Mod.	1	2050
L	6	2	2150
New in Aug.1989		3	2255
TENNIS (B)	Varsity	1	2050
L	6	2	2150
		3	2255
TENNIS (B)	J.V.	1	1536
I	4.5	2	1636
New In Spring 1995	JV Tennis	3	1741

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TR.&FLD. (B)	HEAD	1	3246
S	9.5	2	3396
		3	3551
TR.&FLD. (B)	ASST.	1	2391
N	7	2	2541
		3	2696
IND.TRCK. (B)	HEAD	1	3246
S	9.5	2	3396
		3	3551
IND.TRCK. (B)	ASST.	1	2391
N	7	2	2541
		3	2696
WRESTLING (B)	HEAD	1	3757
U	11	2	3957
		3	4162
WRESTLING (B)	J.V.	1	3074
R	9	2	3224
		3	3379
WRESTLING (B)	ASST.	1	1536
I	4.5	2	1636
New in Dec.1989		3	1741
SKI TEAM (B)	Varsity	1	2221
M	6.5	2	2321
		3	2426
SPORT		Steps	1997/98
ATHLETIC DIRECTOR		1	4442
W	13	2	4642
		3	4847

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BSKTBALL. (G)	VARSITY	1	3757
U	11	2	3957
		3	4162
BSKTBALL. (G)	J.V.	1	3074
R	9	2	3224
		3	3379
BSKTBALL. (G)	Mod.	1	2561
O	7.5	2	2711
		3	2866
CHEERLDG. (G)	HEAD	1	3757
K Then U	5.5	2	3957
Changed Effective 9/1/96	11	3	4162
CHEERLDG. (G)	ASST.	1	2733
I Then P	4.5	2	2883
Changed Effective 9/1/96	8	3	3038
FLD.HCKY. (G)	HEAD	1	2733
P	8	2	2883
		3	3038
FLD.HCKY. (G)	J.V.	1	2221
M	6.5	2	2321
		3	2426
FLD.HCKY. (G)	Mod.	1	2050
L	6	2	2150
		3	2255
SOFTBALL (G)	HEAD	1	3246
S	9.5	2	3396
		3	3551
SOFTBALL(G)	J.V.	1	2733
P	8	2	2883
		3	3038
SOFTBALL (G)	J.V. Asst.	1	1536
I	4.5	2	1636
NEW IN MARCH 1990		3	1741
SOFTBALL (G)	Mod.	1	2050
L	6	2	2150
NEW IN MARCH 92	Sftbl. Mod.	3	2255
TR.&FLD. (G)	HEAD	1	3246

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S	9.5	2	3396
		3	3551
TR.&FLD.(G)	ASST.	1	2391
N	7	2	2541
		3	2696
VOLL.BALL(G)	HEAD	1	2733
P	8	2	2883
		3	3038
VOLL.BALL(G)	J.V.	1	2221
M	6.5	2	2321
		3	2426
VOLL.BALL (G)	Mod.(2)	1	2050
L	6	2	2150
2ndpostion 10/9/90		3	2255
SOCCER(G)	Varsity	1	2733
P	8	2	2883
		3	3038
SOCCER (G)	Asst.	1	2391
N	7	2	2541
New in Oct.1989		3	2696
SOCCER(G)	J.V.	1	2221
M	6.5	2	2321
		3	2426
SOCCER(G)	Mod.	1	2050
L	6	2	2150
New in Spring 1997		3	2255
TENNIS (G)	Varsity	1	2050
L	6	2	2150
		3	2255
TENNIS (G)	J.V.,	1	1536
I	4.5	2	1636
New In Fall 1994		3	1741
IND.TRCK. (G)	HEAD	1	3246
S	9.5	2	3396
		3	3551
IND.TRCK. (G)	ASST.	1	2391
N	7	2	2541
		3	2696

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SKI TEAM (G)		1	2221
M	6.5	2	2321
		3	2426
Other Areas			1997/98
Spvsn. Home			67
Spvsn. Away			101
Filming up to			136
13 games			

APPENDIX E

COACHSAL

CROTON- HARMON				
Interscholastic				
SPORT		Steps	1995/96	1996/97
BASEBALL (B)	VARSITY	1	3059	3151
S	9.5	2	3209	3301
		3	3364	3456
BASEBALL (B)	Vars.Asst.	1	2737	2819
Q	8.5	2	2887	2969
		3	3042	3124
BASEBALL (B)	Jr.Vars.	1	2576	2653
P	8	2	2726	2803
		3	2881	2958
BASEBALL (B)	(Mod.)	1	1932	1990
L	6	2	2032	2090
		3	2137	2195
BSKTBALL (B)	VARSITY	1	3542	3648
U	11	2	3742	3848
		3	3947	4053
BSKTBALL (B)	J.V.	1	2897	2984
R	9	2	3047	3134
		3	3202	3289
BSKTBALL (B)	Mod.	1	2414	2486
O	7.5	2	2564	2636
		3	2719	2791
CROSS COUNTRY	HEAD	1	2576	2653
P Co-Ed	8	2	2726	2803
		3	2881	2958
CROSS COUNTRY	Mod.	1	1932	1990
L	6	2	2032	2090
Created in Fall 1995		3	2137	2195
FOOTBALL (B)	VARSITY	1	4025	4146
V	12.5	2	4225	4346
		3	4430	4551
FOOTBALL (B)	ASST.(2)	1	2897	2984
R	9	2	3047	3134
		3	3202	3289
FOOTBALL (B)	HEAD(JV)	1	2737	2819
Q	8.5	2	2887	2969
		3	3042	3124

COACHSAL

		CROTON- HARMON		
		Interscholastic		
SPORT		Steps	1995/96	1996/97
FOOTBALL (B)	ASST (JV)	1	2576	2653
P	8	2	2726	2803
		3	2881	2958
FOOTBALL (B)	Head (Mod.)	1	2414	2486
O	7.5	2	2564	2636
		3	2719	2791
FOOTBALL (B)	Asst.(Mod.)	1	2253	2321
N	7	2	2403	2471
		3	2558	2626
GOLF (CO-ED)	Varsity	1	1932	1990
L	6	2	2032	2090
		3	2137	2195
LACROSSE (B)	HEAD	1	3219	3316
T	10	2	3369	3466
		3	3524	3621
LACROSSE (B)	ASST.	1	2737	2819
Q	8.5	2	2887	2969
		3	3042	3124
LACROSSE (B)	J.V.	1	2576	2653
P	8	2	2726	2803
		3	2881	2958
LACROSSE (B)	MOD.	1	2414	2486
O	7.5	2	2564	2636
New in Oct.1989		3	2719	2791
SOCCER (B)	HEAD	1	2576	2653
P	8	2	2726	2803
		3	2881	2958
SOCCER (B)	J.V.	1	2093	2156
M	6.5	2	2193	2256
		3	2296	2361
SOCCER (B)	Mod.	1	1932	1990
L	6	2	2032	2090
New in Aug.1989		3	2137	2195
TENNIS (B)	Varsity	1	1932	1990
L	6	2	2032	2090

COACHSAL

CROTON- HARMON				
Interscholastic				
SPORT		Steps	1995/96	1996/97
		3	2137	2195
TENNIS (B)	J.V.	1	1448	1491
I	4.5	2	1548	1591
New In Spring 1995	JV Tennis	3	1653	1696
TR.&FLD. (B)	HEAD	1	3059	3151
S	9.5	2	3209	3301
		3	3364	3456
TR.&FLD. (B)	ASST.	1	2253	2321
N	7	2	2403	2471
		3	2558	2626
IND.TRCK. (B)	HEAD	1	3059	3151
S	9.5	2	3209	3301
		3	3364	3456
IND.TRCK. (B)	ASST.	1	2253	2321
N	7	2	2403	2471
		3	2558	2626
WRESTLING (B)	HEAD	1	3542	3648
U	11	2	3742	3848
		3	3947	4053
WRESTLING (B)	J.V.	1	2897	2984
R	9	2	3047	3134
		3	3202	3269
WRESTLING (B)	ASST.	1	1448	1491
I	4.5	2	1548	1591
New in Dec.1999		3	1653	1696
SKI TEAM (B)	Varsity	1	2093	2156
M	6.5	2	2193	2256
		3	2298	2361
SPORT		Steps		
ATHLETIC DIRECTOR		1	4187	4313
W	13	2	4387	4513
		3	4592	4718

COACHSAL

CROTON- HARMON				
Interscholastic				
SPORT		Steps	1995/96	1996/97
BSKTBALL. (G)	VARSITY	1	3542	3648
U	11	2	3742	3848
		3	3947	4053
BSKTBALL. (G)	J.V.	1	2897	2984
R	9	2	3047	3134
		3	3202	3289
BSKTBALL. (G)	Mod.	1	2414	2486
O	7.5	2	2564	2636
		3	2719	2791
CHEERLDG. (G)	HEAD	1	1770	1823
K	5.5	2	1870	1923
		3	1975	2028
CHEERLDG. (G)	ASST.	1	1448	1491
I	4.5	2	1548	1591
		3	1653	1696
FLD.HCKY. (G)	HEAD	1	2576	2653
P	8	2	2726	2803
		3	2881	2958
FLD.HCKY. (G)	J.V.	1	2093	2156
M	6.5	2	2193	2256
		3	2298	2361
FLD.HCKY. (G)	Mod.	1	1932	1990
L	6	2	2032	2090
		3	2137	2195
SOFTBALL (G)	HEAD	1	3059	3151
S	9.5	2	3209	3301
		3	3364	3456
SOFTBALL(G)	J.V.	1	2576	2653
P	8	2	2726	2803
		3	2881	2958
SOFTBALL (G)	J.V. Asst.	1	1448	1491
I	4.5	2	1548	1591
NEW IN MARCH 1990		3	1653	1696
SOFTBALL (G)	Mod.	1	1932	1990
L	6	2	2032	2090

COACHSAL

CROTON- HARMON				
Interscholastic				
SPORT		Steps	1995/96	1996/97
NEW IN MARCH 92	Sftbl. Mod.	3	2137	2195
TR.&FLD. (G)	HEAD	1	3059	3151
	S	9.5	3209	3301
		3	3364	3456
TR.&FLD.(G)	ASST.	1	2253	2321
	N	7	2403	2471
		3	2558	2626
VOLL.BALL(G)	HEAD	1	2576	2653
	P	8	2726	2803
		3	2881	2958
VOLL.BALL(G)	J.V.	1	2093	2156
	M	6.5	2193	2256
		3	2298	2361
VOLL.BALL (G)	Mod.(2)	1	1932	1990
	L	6	2032	2090
	2ndpostion 10/9/90	3	2137	2195
SOCCER(G)	Varsity	1	2576	2653
	P	8	2726	2803
		3	2881	2958
SOCCER (G)	Asst.	1	2253	2321
	N	7	2403	2471
	New in Oct.1989	3	2558	2626
SOCCER(G)	J.V.	1	2093	2156
	M	6.5	2193	2256
		3	2298	2361
TENNIS (G)	Varsity	1	1932	1990
	L	6	2032	2090
		3	2137	2195
TENNIS (G)	J.V.,	1	1448	1491
	I	4.5	1548	1591
	New In Fall 1984	3	1653	1696
IND.TRCK. (G)	HEAD	1	3059	3151
	S	9.5	3209	3301
		3	3364	3456

COACHSAL

CROTON- HARMON				
Interscholastic				
SPORT		Steps	1995/96	1996/97
IND. TRCK. (G)	ASST.	1	2253	2321
N	7	2	2403	2471
		3	2558	2626
SKI TEAM (G)	Asst.	1	2093	2156
M	6.5	2	2193	2256
		3	2298	2361

Other Areas			1995/96	1996/97
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Spvsn. Home			63	65
Spvsn. Away			95	98
Filming up to			128	132
13 games				

COCURRSAL.9798

			Final
			CPI@3%
ACTIVITY		Steps	1997/98
YEARBOOK	CHHS	1	2391
N	7	2	2541
		3	2696
SCHOOL PAPER		1	2050
L	6	2	2150
		3	2255
DRAMA DIR	FALL	1	2050
L	6	2	2150
		3	2255
DRAMA DIR	SPRING	1	2050
L	6	2	2150
		3	2255
DRA.TECH.	DIR.FALL	1	853
E	2.5	2	933
		3	1018
DRA.TECH.	DIR.SPR.	1	853
E	2.5	2	933
		3	1018
CHHS BAND		1	1707
J	5	2	1807
		3	1912
DEBATE		1	2391
N	7	2	2541
		3	2696
DEBATE ASST.		1	1194
G	3.5	2	1274
		3	1359
SENIOR ADV.	CHHS	1	1365
H	4	2	1465
		3	1570
STUDENT CO.	CHHS	1	853
E	2.5	2	933
		3	1018
CLASS ADVS.	PVC(3)	1	682
D	2	2	762
		3	847

COCURRSAL.9798

PVC BAND		1	853
E	2.5	2	933
		3	1018
PVC INTRAMURALS (2)		1	2391
N	7	2	2541
		3	2696
NAT.HONOR SOCIETY		1	682
CHHS D	2	2	762
New in July 1989		3	847
JR.CLASS ADV.(CHHS)	1	1	1023
F	3	2	1103
New in July 1989		3	1188
MEM.BOOK ADVISOR		1	1023
CET F	3	2	1103
New in Aug.1989		3	1188
YEARBOOK	PVC	1	1023
F	3	2	1103
New in Aug.1989		3	1188
LAROCHELLE		1	1348
		2	1448
New in Oct.1990		3	1553
ACA.TRIATHON ADV.		1	341
PVC 1/2 of D		2	421
New in Jan. 1998		3	508
MODEL CONGRESS		1	1023
CHHS F		2	1103
Created for 97/98 Bud.		3	1188
CREATIVE WRITING WKSH		1	1023
CHHS F		2	1103
New for 1997/98		3	1188
DRAMA CHOREOGRAPHER		1	682
CHHS Sping D		2	762
New for 1997/98		3	847

COCURSAL.XLS

		Croton-Harmon		
		Co-Curricular		
		Salaries:		
ACTIVITY		Steps	1995/96	1996/97
YEARBOOK	CHHS	1	2253	2321
N	7	2	2403	2471
		3	2558	2626
SCHOOL PAPER		1	1932	1990
L	6	2	2032	2090
		3	2137	2195
DRAMA DIR	FALL	1	1932	1990
L	6	2	2032	2090
		3	2137	2195
DRAMA DIR	SPRING	1	1932	1990
L	6	2	2032	2090
		3	2137	2195
DRA.TECH.	DIR.FALL	1	804	828
E	2.5	2	884	908
		3	969	993
DRA.TECH.	DIR.SPR.	1	804	828
E	2.5	2	884	908
		3	969	993
CHHS BAND		1	1609	1657
J	5	2	1709	1757
		3	1814	1862
DEBATE		1	2253	2321
N	7	2	2403	2471
		3	2558	2626
DEBATE ASST.		1	1125	1159
G	3.5	2	1205	1239
		3	1290	1324
SENIOR ADV.	CHHS	1	1286	1325
H	4	2	1386	1425
		3	1491	1530
STUDENT CO.	CHHS	1	804	828
E	2.5	2	884	908
		3	969	993
CLASS ADVS.	PVC(3)	1	643	662
D	2	2	723	742
		3	808	827

COCURSAL.XLS

			Croton-Harmon	
			Co-Curricular	
			Salaries	
ACTIVITY		Steps	1995/96	1996/97
PVC BAND		1	804	828
E	2.5	2	884	908
		3	969	993
PVC INTRAMURALS (2)		1	2253	2321
N	7	2	2403	2471
		3	2558	2626
NAT.HONOR SOCIETY		1	643	662
CHHS D	2	2	723	742
New in July 1989		3	808	827
JR.CLASS ADV.(CHHS) 1		1	984	993
F	3	2	1044	1073
New in July 1989		3	1129	1158
MEM.BOOK ADVISOR		1	984	993
CET F	3	2	1044	1073
New in Aug.1989		3	1129	1158
YEARBOOK	PVC	1	984	993
F	3	2	1044	1073
New in Aug.1989		3	1129	1158