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Frontier Central School District And  
Frontier Central Teachers Assn

**2002-2005**

**AGREEMENT**

Between

**FRONTIER CENTRAL SCHOOL DISTRICT**

**Hamburg Eden, District 4**

and

**Frontier Central Teachers' Association  
Local 2663 - NYSUT - AFT - AFL/CIO**

Received  
7/31/03

**2002-2005**

# **AGREEMENT**

**Between**

**FRONTIER CENTRAL SCHOOL DISTRICT  
Hamburg Eden, District 4**

**and**

**Frontier Central Teachers' Association  
Local 2663 - NYSUT - AFT - AFL/CIO**

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**AGREEMENT**

**between**

**FRONTIER CENTRAL SCHOOL DISTRICT**

**and**

**FRONTIER CENTRAL TEACHERS' ASSOCIATION**

**\*\*\*\*\***

**2002-2005**

THIS AGREEMENT IS MADE EFFECTIVE THE 1st DAY OF JULY, 2002, TO AND INCLUDING JUNE 30, 2005, BY AND BETWEEN THE SUPERINTENDENT OF SCHOOLS OF FRONTIER CENTRAL SCHOOL DISTRICT - - HAMBUG TOWNSHIP (hereinafter referred to as the "District") AND THE FRONTIER CENTRAL TEACHERS' ASSOCIATION (hereinafter referred to as the "Association").

## **1.00 RECOGNITION**

- 1.01 Majority Designation** The Association has been designated by a majority of the District's employees, as hereinafter defined, as their sole and exclusive bargaining agent with respect to wages, hours, and other terms and conditions of employment.
- 1.02 Unit Description** The District recognizes the Association as the exclusive representative and bargaining agent for all certified personnel employed by the District (hereinafter called "employees"), except the Superintendent, members of the central staff, building principals, assistant building principals, and casual and temporary employees, whether or not they shall be actually engaged in classroom instruction. The terms of this Agreement shall apply to regular substitutes employed by the District except for any provision hereof which conflicts with or is inconsistent with the temporary nature of their employment as such.

## **2.00 ASSOCIATION DUES**

- 2.01 Certification Date** The Association shall certify to the Superintendent, in writing, the current rate of its membership dues on or before *August 22nd*.
- 2.02 Authorization** On or before the second Friday of school in September, the Association shall provide the Superintendent with a list of, and the original, executed dues deduction authorization cards. The form of such cards shall be approved by the District and Association.
- 2.03 Deduction Schedule** The total annual membership dues for the Association shall be deducted from the wages due the employees who have voluntarily signed the dues deduction authorization cards in twenty (20) equal installments commencing the first pay period of each contract year. Authorizations for employees submitted after the beginning of the school year will be honored and the deduction made in the remaining pay periods during which deductions are to be taken, commencing thirty (30) calendar days after receipt of such authorization by the District. Association dues deducted shall be promptly remitted to the Association following each payroll period when such deductions were made.
- 2.04 Length of Authorization** Dues deduction authorizations will remain in effect until cancelled by an employee or until an employee terminates services. Any employee may withdraw his authorization for dues deduction at any time by written notice to the District Business Office and Association Membership Chairman at least two weeks prior to the pay period in which such deduction shall be made.
- 2.05 List of Deductees** Along with the first transmittal of dues monies each year, the District shall supply the Association with a list of all employees on payroll dues deductions as of that date. With each of the following dues transmittals, the District will notify the Association of any additions, deletions or changes from the original list.
- 2.06 Agency Fee** The District agrees to deduct from the salaries of members of the bargaining unit who are not members of the Association the amount equivalent to the dues levied by the Association and shall transmit such monies promptly to the Association following the same procedures as applicable under the dues deduction sections of this Article.

**2.07 Save Harmless**

The Association shall defend and save the District harmless against any and all claims, suits or other forms of liability that shall or may arise by reason of actions taken or not taken by the District to comply with the terms of this Article 2.00 or in reliance on a certification issued by the Association.

**3.00 SCOPE OF THE AGREEMENT**

**3.01 Supersedes**

This Agreement shall supersede any rules, regulations or practices of the District which are specifically contrary to or inconsistent with the terms hereof.

**3.02 District Retained Rights**

All rights or prerogatives heretofore exercised by the District with respect to all matters not specifically covered in this Agreement shall remain the rights and prerogatives of the District.

**3.03 No Strike Clause**

During the life of this Agreement, the Association, its officers, agents, and bargaining unit employees shall not engage in any strike or work stoppage, nor shall they or any of them prevent or interfere with the right of any person to gain access to the District buildings or property.

**3.04 Gender Use**

Wherever used herein, the use of the masculine gender shall include the feminine gender and the use of the feminine gender shall include the masculine gender.

**4.00 ASSOCIATION RIGHTS**

**4.01 Use of Courier Service**

The Association shall have the right to have minutes of its meetings and notices of meetings delivered through the school courier services in bulk to each school district building where such shall be delivered to the employees by representatives of the Association. At the same time as the minutes or notice are delivered to the employees, a copy thereof shall be delivered to the building principal. The following shall have the right to deliver to one another, through the school courier service or through E-Mail, Association business correspondence of a confidential personal nature: Association officers, building representatives, and designated committee chairpersons. Subject to the prior approval of the Superintendent, which approval will not be unreasonably withheld, the Association shall have the right to publish and distribute upon school property, information, notices, statements of policy and publicity releases and such other materials as desired by the Association.

**4.02 Use of Meeting Facilities**

School facilities shall be available for Association business meetings after written application by the Association, prior written approval of the Superintendent, which approval shall not be unreasonably withheld.

**4.03 Use of Telephones**

School telephones may be used for Association business meetings after written application by the Association, prior written approval of the Superintendent, which approval shall not be unreasonably withheld.

**4.04 Union Organization  
Promotion**

Use of District meeting space, bulletin boards, telephones, mail service and mail boxes for the purpose of union organization promotion shall be limited to the recognized bargaining agent only.

**4.05 Board Meetings and  
Agenda**

Representatives of the Association shall have the right to attend all public meetings of the Board of Education notwithstanding residency. The Association President shall be promptly furnished a copy of the Board's agenda and approved minutes of each meeting.

- 4.06 New Teacher Meeting** The Superintendent shall notify the Association of the date, or dates, of orientation for new teachers. The Association President, or his designee, shall be entitled to a place on the agenda during these orientation meetings. Other representatives of the Association may have a place on the agenda with the prior approval of the Superintendent.
- 4.07 Meetings at District Level** The Board of Education, Superintendent, or their representatives, and representatives of the Association shall meet as necessary to discuss matters of mutual concern.
- 4.08 Meetings at Building Level** The Principal of each school building and/or his representatives shall meet by mutual consent with the Association Building Committee to discuss matters of mutual concern.
- 4.09 Faculty Lounge** Each faculty lounge may be equipped with leased coffee and soft drink dispensers by the Association, subject to the prior approval of the Superintendent, provided the District incurs no expense for installation, operation, maintenance and repair of such equipment.
- 4.10 Association Officers and Representatives** The Association will provide the Superintendent and building principals a list of the names of all Association officers and respective building representatives of the Association by the *13th day of September each year*.
- 4.11 Association Days** The District will allow up to a total of *ten (10) days* leave of absence in a school year, without loss of pay or deduction from any other leave, for use by Association officers or designees on Association business. The District will allow up to an additional *fifteen (15) days* leave of absence in a school year without loss of pay or deductions from any other leave, except the Association shall pay the District for the cost of employing substitutes on any or all such *fifteen (15) days*. The Association President or his designee shall be allowed up to *five (5) days* leave for these purposes, without pay and without deduction from any other leave, provided the Association shall pay The District for the cost of employing substitutes on any or all such *five (5) days*. In all cases of leave under this Section 4.11, The Association President shall give the Superintendent written notice of the beginning and ending dates of such leave and the names of the teachers involved at *least two (2)* school days prior to the *first day of leave*.
- 4.12 Association Release Time** The President of the Association and its Grievance Chairman will be entitled to use their daily conference period and one supervisory period for conduct of Association business provided that conferences with students or parents shall not be superseded or delayed thereby. The foregoing will also be applied to the Association's Vice President, Secretaries (2), Treasurer and head building representative in each building. If any of the foregoing officials has to leave his assigned building for such a conference he must notify the building principal of his whereabouts.
- 4.13 Printing and Distribution of Agreement** The present practice respecting the printing and distribution of this Agreement shall be continued.
- 4.14 Bulletin Board** The Association shall have the right to place a bulletin board for its exclusive use in each faculty room. The Association shall supply the boards which must be of a reasonable size acceptable to the District. The District will hang the boards at a reasonable spot in each faculty room which is acceptable to the Association.

## **5.00 EMPLOYEES' RIGHTS**

- 5.01 Disciplining of Employees** Disciplining of an employee shall normally take place in the privacy of his immediate supervisor's office and shall not take place in front of students, unless immediate or emergency corrective action is reasonably required.

- 5.02 Tentative Assignment Employees will be notified before the last day of school in June of their tentative grade or subject assignment and tentative building assignment. Notifications of tentative schedules and room assignments for the ensuing year shall be done by *July 17th*.
- 5.03 Leave After Student Dismissals Employees, after notification to the building principals, may leave the school after the students in the building have been dismissed, without having to make up the time, to: (1) attend District-approved meetings of the Association or its committees, concerning employee's business; (2) attend grade level or department meetings called by the District; (3) attend graduate school class and/or workshops convening *at or prior to 4:30 p.m.*; (4) attend District-approved school or community functions convening *at or prior to 4:30 p.m.*
- 5.04 Charge of Co-Curricular Events The District shall make co-curricular events available to all employees without charge. Spouses and other members of the employee's family shall pay the regular charges for admissions and participation.
- 5.05 Staff Entering Classrooms Classrooms shall not be entered while in session by the custodial and janitorial staff, except in emergencies, or upon the teacher's request when janitorial staff is available.
- 5.06 Dismissal of Probationary Teacher When the Superintendent recommends dismissal of a probationary teacher during the probationary period (excluding recommendations not to grant tenure), the Superintendent will give the teacher *thirty (30) calendar days* advance notice of the intended recommendation and the date of the Board meeting when said recommendation will be considered by the Board of Education. Not later than *twenty-one (21) days prior* to such a meeting, the teacher may request a written statement of the reasons for such a recommendation, which will be furnished *within seven (7) days after* receipt of the request. If the Board votes to dismiss the probationary teacher, it will furnish written notice of dismissal to the teacher *thirty (30) calendar days before* the effective date of dismissal.
- 5.07 Association Representative at Disciplining of Employees If requested by an employee or an administrator, an Association representative will be entitled to be in attendance at a meeting called by any District supervisor for the purpose of (1) advising that employee of disciplinary action to be taken against the employee; (2) issuing a written reprimand; (3) advising that employee of a supervisor's recommendation to suspend or discharge the employee; or (4) reviewing disciplinary action taken or to be taken against that employee. This paragraph shall not be applicable to observation and evaluation processes and does not affect the supervisor's right to issue disciplinary action.
- 5.08 Discrimination Because of Association No employee shall be discriminated against due to membership or non-membership in the Association, or participation or non-participation in lawful Association activities.
- 5.09 Personnel File
- a. Upon request to the appropriate administrator, arrangements will be made in advance so that teachers may review the contents of their own personnel file located in the District's Central Office and in the building principal's office. All pre-employment information of a confidential nature will not be made available for inspection by teachers.
  - b. No undated and unsigned materials will be placed in the teachers' files.
  - c. The teacher may request and shall receive a copy of documents in the teacher's own personnel file, except pre-employment information of a confidential nature, at no expense to the District. The teacher's cost will *not exceed 10 cents per page*.
  - d. The teacher shall be entitled to submit for inclusion in the personnel file his own signed and dated response to any material in the file.
  - e. File materials which are proven to be erroneous shall then be expunged and removed from the file.

**5.09 Personnel File con't.**

- f. These personnel files are those maintained by the District as the repository of permanent employment records.

**5.10 Mileage Reimbursement**

The District will reimburse teachers for mileage when their regular assignments are in two (2) or more buildings during a single day only when the travel is in the teacher's personal vehicle. Effective each July 1st the Board of Education shall set the mileage reimbursement rate at the maximum allowed by the Internal Revenue Service for business deductions. Those positions that have mileage incorporated as an element of the total salary are not eligible for further mileage reimbursement under this section. A voucher for mileage reimbursement shall be for at least fifty (50) accumulated miles, except for the final annual claim. Further reimbursement regulations are incorporated in the annexed memorandum entitled "Mileage Reimbursement." Any mileage other than set forth in the annexed Memorandum for which teachers are required to use their automobiles for school business must have prior reimbursement approval.

## **6.00 TEACHERS FACILITIES AND EQUIPMENT**

**6.01 Lounges, Lunchrooms and Lavatories**

Employees shall have the following facilities to the extent that they are presently existing and in all new classroom buildings:

- a. There shall be *at least one (1)* teachers' lounge in a building with *less than forty (40)* teachers and *at least two (2)* teachers' lounges in a building *with forty-one (41) or more* teachers. The room shall be adequate in size to accommodate this number of teachers.
- b. Rooms for lunch facilities separate from students will be made available to employees.
- c. Rooms for lavatory facilities separate from students will be made available to employees.

**6.02 Classroom Facilities**

The District shall provide where not now provided:

- a. A separate desk with lockable drawer space for every employee.
- b. Space for every employee to store coats and overshoes.
- c. Chalk board and bulletin board space in every classroom.
- d. Copies of the basic text and teacher manual in each of the courses he is to teach for the exclusive use of the employee.
- e. A dictionary, appropriate to classroom needs, in each classroom in grades K through 12 for those employees requesting same.
- f. Attendance books, paper, pencils, pens, chalk, erasers, and other such instructional materials required by the District in daily teaching responsibility.
- g. Storage space for instructional materials.
- h. Approximately *one (1) week before* the date of the test, a copy of the test manual for standard, commercially printed tests will be provided to the teachers who will administer the test. Unless it will affect the integrity of the test, the test sheet, on which clerical entries by teachers are required, will be distributed to those teachers at the same time as the test manuals.

**6.03 Student Registration Forms**

All initial student registration forms shall have the biographical information completed by the office clerk by the time of registration.

## **7.00 TRANSFERS AND VACANCIES**

### **7.01 Transfer Outside Certification**

Employees shall not be transferred out of their area of certification unless in an emergency and with prior approval of the involved employee.

### **7.02 Posting of Vacancies**

All vacancies which are to be filled, including pending vacancies and newly created positions (ie. TOSA's) in the bargaining unit, will be posted on the bulletin board in the office of each District school building when the vacancy occurs. Applicants for newly created positions in the unit must file written application with the Personnel Office within five (5) business days of the posting. The application time for posted vacancies will be a minimum of five (5) days (Saturday and Sundays excluded) from the date of the posting whenever practicable. All other vacancies in the unit will be filled as per section 7.03.

### **7.03 Voluntary Transfers**

Teachers who want a change in position for the upcoming school year, grade level, subject assigned or transfer to another building shall file a written notice with the Assistant Superintendent for Personnel annually in the month of January, but no later than January 31st. Applicants who are currently teaching at the time of application shall file a written request identifying no more than three (3) specific (ie. grade level and building(s)) requests in an approved format. All FCTA members who applied will be identified and the association will receive copies of all applicants. When positions become available, the Personnel Office will notify teachers of the opportunity to either accept or decline a position. Teachers will notify Personnel within two (2) days of their intent. Failure to notify the Personnel Office within two(2) days will constitute a declination. With regard to new titles in the unit, all postings and filling of vacancies will be handled as per section 7.02. After requests have been submitted, if there exists a vacancy that was agreeable to a teacher and the administration, that transfer can take place, regardless of whether the teacher requested the position previously. The primary factor in filling vacancies by voluntary transfers will be selection of the best qualified person. If other factors are equal between two or more applicants for voluntary transfer, District seniority will govern except for the seniority of an applicant who is a regular substitute at the time of transfer. In the event such appointment results in change of tenure area, such appointment shall be pending Superintendent recommendation and Board of Education appointment. Once a teacher accepts one of their choices, they no longer have any further opportunity to move unless agreeable between the teacher and the administration.

### **7.04 Involuntary Transfers**

1. Teachers whose positions are to be eliminated or are to be reassigned shall be notified in advance of that possibility when administration considers it to be a serious possibility. Transfers or reassignments shall be made only after a meeting with the teacher and administration with the advice of the principals involved.
2. A meeting with the employee, building principals involved and the appropriate supervisor, acting as the designee of the Superintendent, will be held as early as possible prior to transfer or reassignment to review the need for transfer, new job responsibilities and alternatives, if any.
3. The employee will be given an opportunity to express preferences. Those preferences as well as qualifications and seniority will be given serious consideration in making the final assignment. Positions will be filled in this order: first by those FCTA applicants applying in January, next by displaced teachers, finally positions will be filled from the new-hire candidate pool.
4. Voluntary rather than involuntary transfers will be encouraged. The District will prefer for assignment or transfer to a vacancy, teachers who would otherwise be involuntarily transferred from their positions.

#### 7.04 Involuntary Transfers

5. If the teacher must be involuntarily transferred, the teacher with the least seniority in that grade level or subject area in that building will be the one to be transferred or reassigned after written notice has been given. In the event an involuntary transfer is necessary from one building to another, the teacher with the least seniority in that building, in the affected tenure area, shall be transferred after written notice has been given. For this section, seniority shall be defined as continuous service in the affected tenure area in the District. The vacancy created by such involuntary transfer need not be posted under the job posting provisions of section 7.02.

6. To whatever extent the parties may mutually agree, additional guidelines may be prepared to implement the foregoing.

#### 7.05 Applicant Consideration

Vacancies shall be filled from applicants within or without the District. Considerations provided in the Agreement will be given to certified employees of the District who apply for such vacancies.

#### 7.06 Layoff and Recall

The teachers who are laid off due to a reduction in the teacher staff will be those with the least tenure area seniority within the tenure area affected. The employee shall be notified in writing. "Tenure area seniority" shall mean continuous service in the tenure area since the employee's most recent date of appointment by the Board, less periods of unpaid leaves of absence. Upon layoff, the teacher's name must be placed on a preferred eligibility list for purposes of recall *within seven (7) years after layoff* to any vacant positions, as required by law. Upon recall to employment, the reinstated teacher shall again be credited with those benefits which the teacher had accrued up to and as of the date of layoff from District employment.

### 8.00 EMPLOYEES' ADDITIONAL DUTIES & RESPONSIBILITIES

#### 8.01 No Prejudice or Bias

Employees shall teach all students assigned to them in a professional and competent manner and also conduct all of their in-school activities in a nonpartisan manner without prejudice or bias as to social standing, income, race, creed or national origin.

#### 8.02 Extra Help for Students

Employees shall provide instruction and assistance within the teacher's day beyond that considered regular or normal for a particular age, grade or subject taught by such employee for all students requiring or requesting such instruction. All written assignments submitted by students to an employee shall be reviewed and returned, when directed by the employee's respective building principal, *within ten (10) working days* from the receipt of the paper from the student. In the case of term papers, a longer period of time will be allowed.

#### 8.03 Conferences

It is a teacher's professional obligation to be available for conferences with building principals, parents and/or department chairmen who may request such conferences at a reasonable hour and for reasonable duration. Whenever feasible, conferences shall be scheduled during the normal teacher working day and *shall not exceed one (1) hour in length*. In each building in which there is at least one office or classroom not being used as such, at least one such office or classroom shall be made available to teachers in that building for use during parent teacher conferences.

#### 8.04 Lesson Plans

Weekly lesson plans shall be prepared on a regular basis so as to have one (1) week's plans available at all times *at least one (1) week prior to* the day that such materials will be taught. Upon request, lesson plans shall be submitted to the building principal, his designated representative or the department chairperson. Such lesson plan shall be made available to the substitute teacher at the start of the teacher day or, in case a teacher is absent for only part of the day, beginning with the first class hour that the regular employee is absent and a substitute provided.

#### 8.05 Use Proper Channels

Employees shall use the proper channels for the conduct of official school business.

<b>8.06 Prohibited Communications to Students</b>	<p>Employees shall not use District buildings, classrooms or other facilities to promote with students personal views on religion, race or partisan politics. Teachers shall not address or otherwise directly communicate with students about local teacher District contract negotiations.</p>
<b>8.07 Faculty Meetings - Building Principal</b>	<p>Building principals, in their discretion, may call a faculty meeting <i>not more frequently than once a month</i> during the school year for a period <i>not in excess of one (1) hour</i>. Each building principal may call <i>ten (10) additional</i> faculty meetings during the school year as needed. All employees shall be required to attend unless excused by the building principal. Failure to attend a faculty meeting when so designated may result in appropriate disciplinary action.</p>
<b>8.08 Faculty Meetings- Supervisor</b>	<p>The Assistant Superintendent for Instruction, Director of H.P.E.R., and Director of Exceptional Education may call grade level and/or department meetings <i>not more frequently than once per month</i> during the school year for a period <i>not in excess of one (1) hour</i>. The Assistant Superintendent for Instruction, Director of H.P.E.R., and Director of Exceptional Education <i>may call ten (10) additional</i> grade level and/or department meetings during the school year as needed. Failure to attend such meetings when so designated may result in appropriate disciplinary action.</p>
<b>8.09 Faculty Meetings - Number and Notice</b>	<p><i>No employee</i> will be expected to attend a total of more than twenty (20) <i>faculty, grade level and/or department meetings</i> during the school year. Attendance at faculty, grade level and/or department <i>meetings in excess of twenty (20)</i> will be on a voluntary basis. Whenever practicable, teachers will be given at least five working days in advance notice of all such meetings which are expected to last more than fifteen minutes beyond the regular teacher day.</p>
<b>8.10 Supervising Activities</b>	<p><i>All employees</i> (as defined in 8.10(a) and(b)) shall attend in a supervisory capacity three supervisory activities: 8.10 (a) and (b) as assigned by the District. Before an administrative assignment is made, teachers will be given an opportunity to volunteer for a supervisory activity of their choice. Teachers who are required to attend such events will be excused from school on that day after the students in the building have been dismissed, without having to make up the time, in order to attend such events. By mutual agreement, an evening of elementary parent conferences may be substituted for a supervisory assignment.</p> <ul style="list-style-type: none"> <li>a) Elementary schools: Parent Information Night, Open House, as assigned by the administration, and one other supervisory activity.</li> <li>b) Middle and High School: Supervisory activities may include Open House, parent conference evenings and/or other supervisory activities as assigned by administration.</li> </ul>
<b>8.11 Detention</b>	<p>Detention is reserved for serious, although not suspendable, offenses. Students will be assigned to detention by the principal or assistant principal. It shall be the individual teacher's responsibility to issue and supervise their own detention situations for lesser offenses. Detention hall supervision shall be assigned by the building principal to teachers who volunteer, but if there are no volunteers or an insufficient number of volunteers, the building principal may assign non-volunteers on a rotational basis. Detention hall supervisors shall be paid <i>\$32.09 effective July 1, 2002 per session</i> (each session being about one (1) hour in duration). The rate for subsequent years is as follows <i>\$32.48/2003-04 and \$32.87/2004-05</i>.</p>
<b>8.12 Student Supervision</b>	<p>Employees shall be responsible for and supervise students at all times, including arrival and dismissal times, and shall supervise bus loading and unloading, lavatories, cafeteria and playground. In making final assignments, the building principal will first consider volunteers and he will fairly distribute assignments among available staff as far as is practicable. All employees shall have an obligation to supervise the corridors outside their respective classrooms during the work day.</p>
<b>8.13 Emergency Supervision</b>	<p>An adequate number of employees necessary for the supervision of students remaining in each building shall stay beyond the normal day during emergencies.</p>

#### 8.14 Home Instruction

Home instruction assignments will be offered first to the teacher to whom the absent student is normally assigned for the grade or subject in question.

#### 8.15 Admission to Building

By prearrangement with the building principal and/or building custodian, teachers shall be entitled to be admitted for school business purposes to the school buildings in which they work at any hour when a custodian is on duty in the building to which the teacher seeks admission.

### 9.00 ABSENCES

#### 9.01 Notification of Absence

- a. Unless otherwise provided, an employee who is to be absent from his scheduled assignment shall notify his immediate supervisor in sufficient time relative to such absence so that other personnel may be assigned, and he shall notify his immediate supervisor as to the time of his return in sufficient time to permit the proper scheduling of such return. If the immediate supervisor expects to be unavailable to receive such notification, the supervisor shall leave word as to an alternate number to call.
- b. In positions requiring replacement or reassignment of other employees, the time for reporting absences will be set by the building principal, and a notice shall be posted in the faculty room(s). Before posting this notice, the building principal will confer with the Association building representative for suggestions and comments. In cases not covered by the posted notice, "sufficient time" shall mean two (2) hours.
- c. Failure of the employee to report his absence, or his return, in "sufficient time," if such notification is not otherwise waived, will result in full or partial deduction of his salary for each such occasion.

#### 9.02 Absence Reports

All employees shall file an absence report for each absence on forms provided by the District the same day they return to work. If the absence *exceeds five (5) working days*, the absence shall be reported by the employee, or his representative, directly to the Central Office within the prescribed time.

#### 9.03 Illness or Disability Absences

When an absence, whether paid or unpaid, is due to the employee's illness or disability and the absence exceeds four consecutive working days, or a total of ten working days in a school year, the District may require either or both of the following:

1. If notice of the need is given to the employee while the employee is still absent, a certificate from the employee's attending physician which verifies that the absence was because of illness or disability and, if the absence has been for five consecutive weeks or more, that the employee is fit to return to work.
2. A medical examination by a physician designated and paid by the District. This shall not require action by the Board of Education.

### 10.00 SICK LEAVE

#### 10.01 Definition

Sick leave is leave with full compensation. Sick leave shall be for inability to work because of disability resulting from sickness or injury.

#### 10.02 Credit

Sick leave credit, above that mandated by State law, shall not be earned for any month during which the employee is absent for the entire month. An employee shall not earn sick leave credit above that mandated by State law while absent on sick leave, Worker's Compensation, or any other type of leave. These deductions will be taken into account in crediting available sick leave the following school year.

#### 10.03 Explanation and Notice of Absence

Each absentee shall, *within five (5) days* after the beginning of such absence, give, in detail, the reason for the absence and the probable date of return. When an employee knows in advance that he will be absent because of illness or injury (e.g., scheduled surgery or treatment, pregnancy), the employee shall notify the District of the anticipated need to be absent as soon as practicable after he becomes aware of the need.

10.04 Amount of Leave  
Earned

- a. All ten (10) month employees of the District who have *not completed seventeen (17) years of service* shall receive a yearly sick leave allowance of *thirteen (13) days*. Employees with eleven (11) and twelve (12) month assignments shall earn extra days as provided by law. Those employees who have *completed seventeen (17) years of approved present service* shall *earn one (1) day of sick leave per month above* that mandated by State law.
- b. Sick leave earned during the fiscal year shall be credited to the employee at the beginning of the year. Those employed after the beginning of a fiscal year shall be credited with sick leave proportionate to the length of service to be rendered. Sick leave not used shall be accumulative up to a *maximum of two hundred (200) days*.

10.05 Family Illness

Each school year, eight (8) days deductible from sick leave will be available for illness in the employee's immediate family which requires the presence and care of the employee. "Immediate family" means parent, spouse, brother, sister, son or daughter, parent-in-law, one who served as a legal guardian or foster parent in the teacher's youth, not residing in the employee's household. The benefit will be ten (10) days for members of the employee's immediate family residing in the employee's household or other resident of that household.

10.06 Sick Leave Bank  
A. Eligibility

Regularly scheduled, full-time teachers will be eligible to participate in the bank, if, on September 1 of the school year, they have:

1. *Twenty (20) or more* days of accumulated sick leave; or
2. Having *less than twenty (20) days* of accumulated leave but having *three (3) or more years* of service in the District, they can establish that the failure to accumulate days was the result of disabling injury or illness resulting in a continuous absence under the care of a physician.
3. During his service with the District, a teacher shall have *only one opportunity* to become a member of the Sick Leave Bank. That is to say, such teacher shall be eligible to become such a member *within a period of sixty (60) days* from the date of execution of this Agreement, and as to teachers employed subsequent to the execution of this Agreement, within a period of sixty (60) days from the date of eligibility of such teacher.

B. Administration

The bank will be administered by the Superintendent or his appointee under the following regulations:

1. A participant must exhaust all personal sick leave days before using the sick leave bank.
2. Each participating employee will contribute one (1) day of accumulated personal sick leave on an irrevocable basis in September of each year unless the total days in the bank is five hundred (500) or more on September 1, in which case current members may remain in the Bank without contribution and new members may join by contributing a day of accumulated personal sick leave.
3. For a person who has exhausted his sick leave, use of leave days in the Bank shall be permitted, as provided below, for a member suffering disabling injury or illness. A disabling injury or illness is one which results in a continuous absence or the reoccurrence of a continuing condition under the care of a physician. A physician's statement as to the nature of the disability or illness and an estimate of the duration of the absence shall be submitted with application. The teacher's physician must commit to in writing the fact that the disability is such that the teacher cannot perform his or her essential job duties as a teacher. Essential job duties are understood to mean planning and execution the teaching function. The applicant will see the District's physician when requested by the district. In the event of a dispute over the employees ability to work, a third party medical opinion will be retained to resolve the dispute.

4. A member of the Bank may apply for up to thirty (30) days of leave. Should the disability or illness continue, a second application for up to an additional thirty (30) days may be submitted, to be paid for. In the event that the disability or illness continues beyond the date of the second leave, two extensions may be granted for up to fifteen (15) days each.

#### 10.07 Attendance Improvement Plan

A teacher with *seventeen years of service* with the District and a minimum accumulated sick leave of 175 days who resigns for purposes of retirement will be entitled to reimbursement for unused accumulated sick leave during the six years prior to the separation of services as follows:

Years Prior To Separation	Compensation for Each Day up to 20 Not Used	Maximum Reimbursable Days	Maximum Annual Allowance
1	85	20	\$ 1700.
2	80	20	1600.
3	75	20	1500.
4	70	20	1400.
5	65	20	1300.
6	60	20	1200.

Such reimbursement will be placed in a fund and used until expended to pay the premium for continued enrollment in the health insurance plan by the teacher after separation.

## 11.00 PERSONAL LEAVE

### 11.01 Definition

The purpose of personal leave is to allow an employee to be absent without loss of pay to meet non-recreational needs which are of such a nature that the employee cannot reasonably be expected to fulfill those needs outside of working hours. Some examples of such needs are house closings, emergency repairs on the employee's residence, scheduled (non-emergency) appointments with legal services providers, and appearances in courts, but the acceptable reasons for personal leave are not limited to the preceding examples.

### 11.02 Compensation, Limits

This leave provides full compensation for such absence if proper approval is received. Approval of personal leave requests shall not be unreasonably withheld. The District may place reasonable limits on the number of teachers on personal leave at any one time on a District-wide, building, department, or grade level basis.

### 11.03 Requests

Requests for personal leave shall be submitted on District-provided forms to the Assistant Superintendent for Personnel with a copy to the building principal. Except when the employee is prevented from doing so by circumstances beyond the employee's control, the request for personal leave must be submitted not later than the fifth working day immediately preceding the first day of the requested leave. If the employee is so prevented, the request form shall be submitted as soon as those circumstances reasonably permit. If the request is to be denied, the District shall so notify the employee not later than the third consecutive school day after the day on which the request was submitted.

### 11.04 Amount and Reasons

An employee may be granted up to three days personal leave each fiscal year. Such days shall not be charged to sick leave. The employee must state the reason for the requested leave for one of the three days. The absence of a stated reason on two of those three days shall not be a reasonable basis for withholding approval of the request.

### 11.05 Restrictions

Personal leave normally will not be granted for any working day which is consecutive with a holiday or recess period or for any working day which is consecutive with a paid day of absence that is in turn consecutive with a holiday or recess. Personal leave normally will not be granted for the first or last days of the school year. Personal leave will not normally be granted on consecutive school days.

11.05 Restrictions (cont'd)

However, when the employee can demonstrate that extenuating circumstances justify an exception to the general rule stated above, the Superintendent will grant personal leave on any of the days referred to in this paragraph if the other conditions of this Article 11 have been met.

11.06 Accumulation to Sick Leave

Unused personal leave will be credited to accumulated sick leave at the end of the fiscal year to the extent, if any, that this does not cause the maximum set forth 10.04 (b) of this Agreement to be exceeded.

## 12.00 UNPAID LEAVES OF ABSENCE

12.01 Discretionary Leaves

- a. Such leave is granted without compensation and other benefits and shall be granted only in the discretion of the District. Applications shall be written and filed with the Central Office.
- b. Any unpaid leave of absence may be approved for *as long as two (2) semesters*, subject to extension for one or two additional semesters if the reason or purpose for the leave is stated and is not covered under other leave policies already in effect. The length of the leave shall be determined by the starting date of each semester involved. If the District grants a leave of absence to a teacher for the sole purpose of seeking alternative employment after July 1, 1994, such leave will not be subject to the extension provision of this paragraph.
- c. Requests for such a leave for a period of less than ten consecutive weeks shall be considered on a case-by-case basis and the granting of any particular leave shall not be regarded as a precedent which has any bearing on the granting of any other leave. However, such a leave shall not be denied arbitrarily or capriciously.

12.02 Rules Applicable to All Unpaid Leaves

- a. Any employee who returns to work from an unpaid leave of absence will be entitled to displace the regular substitute who was hired as the regular employee's replacement.
- b. Notwithstanding any other term of this Agreement, advance notice shall be given at the times listed below before return to work following any unpaid leave of absence.

By *December 1* for return to work the second semester.

By *May 1* for return to work the following (1st) semester.

Sixty (60) calendar days in all other situations.

- c. No person shall be in any way penalized for employment while on an unpaid leave of absence.

## 13.00 CHILD-REARING LEAVE

13.01 Purpose

Subject to the conditions set forth in this Article 13.00, child-rearing leave shall be granted to any teacher, who desires to resume active employment, for the purpose of caring for a child who is resident in the teacher's own home during the period of the leave and who *will not have passed its fifth birthday on or before the first day of the requested leave.*

13.02 Notice of Need

Where the need for the leave can be reasonably anticipated in advance, as in the case of pregnancy, pending adoption, child's return from the hospital, and the like, the teacher shall give the Superintendent written notice of the impending need for the leave and as close an approximation as possible of the date when the teacher requests the leave to begin.

- 13.03 Application Deadline** Actual application for the leave shall be submitted to the Superintendent *at least thirty (30) calendar days in advance of the first day* of leave whenever possible and *in no case later than the fifth actual day* of absence if immediate leave had to be taken without notice because of circumstances beyond the teacher's control. *If less than thirty calendar days' notice is given*, the resulting vacancy need not be posted and may be filled in any manner determined by the District.
- 13.04 Length** The period of the leave shall be for the balance of the semester in which the leave begins and, to the extent requested by the teacher, four (4) additional semesters if the age of the child on the day the leave begins is five years or less; however the leave shall not be longer than five (5) semesters in any five year period.
- 13.05 No Pay or Benefits** Child-rearing leave is without pay or benefits of any kind.
- 13.06 Salary Credit** A teacher will be granted a full year of salary credit for the year in which the leave began if the teacher completed twenty or more weeks of active service in that year; otherwise no salary credit will be granted for that year. Such credit will be granted only upon the teacher's return to active employment. Salary credit shall not be given for any year in which a teacher is on child-rearing leave except as previously provided in this Section 13.06.
- 13.07 Probationary Service Credit** Probationary service credit will not be granted for any period of time spent on child-rearing leave.
- 13.08 Return Dates** A teacher must return from child-rearing leave on the first day of the first semester succeeding the last semester of leave. A teacher on leave of one full semester or more shall confirm to the Superintendent in writing his intent to return on the required day and such writing shall be delivered to the Superintendent not later than the date required by Section 12.02(b) of this Agreement. If the teacher fails to file an extension application or fails to resume active employment on time, that shall be deemed to be a voluntary resignation by the teacher which the Board of Education is entitled to accept effective as of the last day of the leave.
- 13.09 Re-crediting Benefits** When a teacher returns from a child-rearing leave, he shall be re-credited with all time-accumulated benefits which he had accumulated as of the day prior to the first day of his leave.

## **14.00 MILITARY LEAVE AND JURY DUTY**

- 14.01 Definition of Military Leave** Military leave shall only be granted in accordance with State regulations and, when granted, shall be without compensation. Military leave shall not affect the employee's eligibility for annual increments or service steps. The Board shall approve an employee's leave for ordinary military duty in accordance with Section 242 of the Military Law or other such regulations as may apply.
- 14.02 Registration and Medical Examinations** When employees are called for registration or medical examinations, payment will be made in full for *not more than three (3) days*.
- 14.03 Jury Duty** Employees called for jury duty who actually report for and perform jury service, will receive their regular salary for each day of absence from work due to such jury service. Per diem and mileage allowance granted by the court for jury service shall be retained by the teacher for any school day when the teacher did not perform his regular duties because he was required and did serve as a juror. On any school day when the teacher is not required for jury service, he shall report for work and perform his duties as an employee of the District.

## **15.00 BEREAVEMENT LEAVE**

- 15.01 Death of a Relative** Each employee *may have one (1) day* leave with full compensation in the event of the death of a relative; however, such time is available only between the time of death and the funeral.
- 15.02 Death in Immediate Family or Household** Where the death is in the employee's household or the employee's immediate family (spouse, child, brother, sister, parent, parent-in-law, grandparent or former legal guardian), such leave *shall not exceed five consecutive work days* which must encompass the day of the funeral but which cannot extend over a recess.

## 16.00 ABSENCE FOR GRADUATION

### 16.01 Definition

Faculty members will be permitted to participate in their own graduation exercise without loss of pay providing such request is made in writing to the Superintendent *at least ten (10) days* prior to such graduation.

## 17.00 SABBATICAL LEAVE

### 17.01 Qualifications and Application Deadline

All employees, fully certified by the Education Department of the State of New York, *having at least seven (7) years of consecutive service* in the District's school system are eligible to apply for sabbatical leave. Applications shall be made in writing on forms as directed by the Superintendent and submitted to his office *no later than February 1* preceding the school year for which such leave is requested.

### 17.02 Decision Process

The Association shall appoint a certified member to serve on the Sabbatical Leave Committee. The Superintendent or his designee shall also select one (1) from his staff. These two shall select a third member. The Superintendent shall immediately file all applications with this Committee for its study and recommendation. The Committee shall report its findings and recommendations to the Superintendent. He shall review these recommendations and present the report with his recommendations to the Board of Education for its consideration. The Board shall have complete and full discretionary power to grant or deny sabbatical leave.

### 17.03 Criteria

The Committee and the Superintendent and the Board shall consider of primary importance the possible benefits which may accrue to students of the District. All things being equal, the Board shall strive to achieve a balance of leaves among elementary and secondary personnel. The selection shall be made through a review of the applications, personal interviews with the candidates, evaluations of their statement of purpose, and other such data as deemed necessary.

### 17.04 Continuation of Service

Each candidate shall agree in his application to continue in the employ of the District *for a period of two (2) years subsequent* to the expiration of his leave of absence. On default of completing such service, he shall refund to the District an amount equal to the money paid him by the District while on sabbatical leave, unless such default was due to circumstances beyond his control.

### 17.05 Program Alteration and Reports

During the period of leave, the employee cannot basically alter the program initially approved without the written approval of the Superintendent. Periodical as well as terminal reports shall be filed with the Superintendent as requested.

### 17.06 Purpose, Employment, Default

Such leave is to be granted for graduate study, approved travel and/or research relating to the area of public education. Persons while on sabbatical leave are not to accept full-time positions with another employer. Part-time employment is acceptable when reported and approved by the Superintendent. Leave which ceases to serve the purpose for which it was granted, or the conditions of which may fall into default, may at the discretion of the Board be terminated and payments withheld.

### 17.07 Assignment on Return

The employee shall not be eligible to return to his position until the expiration of leave except with approval of the Superintendent. On returning from leave, an employee will be guaranteed his former position if it has not been abolished and has not been encumbered by a more senior teacher as a result of a staff reduction.

### 17.08 Duration

When such leave is granted, it shall be for a minimum term of *one (1) semester* to a maximum of *ten (10) months*. The program shall cover the entire term of the leave. Such leave, when granted, shall constitute sabbatical leave, regardless of the length of the leave.

### 17.09 Number on Leave

Annually, the Board shall appropriate sufficient funds to provide for *three (3) members* of the faculty to be absent at the same time on sabbatical leave for the total school year of ten (10) months. This would provide *for three (3) yearly sabbaticals or six (6) semester sabbaticals, or a combination thereof*.

#### 17.10 Salary

For the duration of the sabbatical leave, the employee's salary shall be *one-half (1/2)* of his gross regular salary, subject to the same regulations relative to deductions as if he were not on leave. The employee shall be entitled to the same increments and retain the same rights for salary schedule advancement as if he had continued in his regular assignment.

#### 17.11 Pay and Attendance Reports

The employee on a sabbatical leave shall receive his pay on the same dates as other employees, providing that for each pay period he files at least *seven (7) days prior* to the pay day his attendance for the pay period on the forms provided in the Central Office.

#### 17.12 Benefits

Other benefits shall be continued during the leave. Costs for health insurance provided pursuant to Article 27.00 of this Agreement shall be assumed by the District to the same amount as if the employee had continued in his regular assignment in the school system.

### 18.00 PAYMENTS AND DEDUCTIONS

#### 18.01 Pay Periods

- a. Annually, the Board will determine and adopt a bi-weekly pay period schedule. All pay checks, including recess periods, will be issued by the building principal, or other persons designated by the Superintendent as soon as checks are available in the buildings. Changes in the day, time, or method of distribution will be announced by the Superintendent.
- b. Not later than June 30th, each ten month employee shall have the option of choosing to have their annual salary distributed over 22 or 26 pay periods. The first pay date will be the first Friday of school in September. The first pay in September shall reflect 1/44th or 1/52nd of the employee's salary depending upon whether the employee selects 22 or 26 pays. The remaining balance of the employees's salary will be distributed in equal payments over the remaining 21 or 25 dates.
- c. Ten and one-half month employees as well as eleven-month employees shall be on a 26 equal installment pay period.
- d. Where an employee leaves the employ of the School District during the course of the year before the full amount of the advance is made up, an adjustment will be made for the difference, preferably by withholding the excess from the employee's last paycheck.
- e. All checks shall be cashed within thirty (30) days from the date of issuance. Checks held for a longer period will not be accepted at the bank designated as the school depository. Thus, checks cashed at other banks after the expiration date will be returned to the employee.
- f. When a payday falls on a holiday or during a recess, paychecks will be available for employee pickup by 9:00 a.m. on that day or the employee may have the District mail the check by so notifying the Business Office at least three (3) working days prior to the holiday or the first day of the first day of the recess in question.
- g. When a payday falls on a day for which school has been closed for emergency reasons, paychecks will be issued by the Business Office between 1:00 p.m. and 3:00 p.m. Changes in the day, time, or method of distribution will be announced by the Superintendent.

#### 18.02 Pay Deductions

- a. The schedule for deductions for each day of inexcusable or unpaid absence shall be as follows:  
  
10.0 month employees: 1/200 of annual salary  
10.5 month employees: 1/210 of annual salary  
11.0 month employees: 1/220 of annual salary
- b. No payment will be made for a pay period where the deductions equal or exceed the specified bi-weekly payments. Furthermore, in those instances where the deductions exceed the specified payment, the differences will be deducted from the payment for the following pay period.

18.02 Pay Deductions con't.

- c. Income taxes withheld from stipends and other salary payments, other than annual salary, shall be at the minimum allowable rate (*currently 20% for Federal withholding and 8.375% for State withholding*) or any withholding exemptions claimed on the employee's W-4 at the teacher's option.
- d. A written explanation of the payroll deductions shall be furnished to teachers in September each year. All deductions shall be made in equal installments over the period appropriate to that deduction.

18.03 Absence and  
Voluntary Deductions

The District shall have the right to make salary deductions from an employee's wages, in full or part day increments, for unexcused absences or nonfulfillment of service only for just cause. Deductions will be made for dues, tax-sheltered annuities, fringe benefit contributions, United Way, VOTE/COPE, NYSUT Benefit Trust and the Credit Union. Deductions may be changed not more than once per month, except the month of September in which case Tax Sheltered Annuities and Credit Union withholdings may be changed twice. Employee costs for health and dental insurance shall be withheld over twenty (20) pay periods beginning with the second pay in September, the first full pay, and in each of the next nineteen (19) pay checks thereafter. Other voluntary deductions such as association dues, VOTE/COPE, NYSUT Benefit Trust, United Way and Southtowns Teachers Center may also be withheld during this twenty(20) pay period. Employees may continue to have voluntary deductions withheld from each paycheck (22 or 26) for Tax Sheltered Annuities, Credit Union, Health Care Reimbursement (HCR) and Dependent Care Reimbursement (DCR).

18.04 Withholding Pay

The Board, or its agents, reserves the right to withhold the total pay, or any portions thereof, in those instances where the data available does not support each payment.

18.05 Half-Day Deductions

Building policies respecting pay deductions of one-half (1/2) day or less should be uniformly applied.

18.06 Direct Deposit

Effective July 1, 1996, a teacher who desires to have his/her entire "net" bi-weekly earnings placed into his/her "bank account" through "direct deposit" may do so under the following guidelines:

1. The teacher shall select a single (1) bank account of his/her choice within a single (1) bank of his/her choice in which his/her entire "net" bi-weekly paycheck will be deposited.
  2. "Direct deposit" monies shall be placed and available in the teacher's "bank account" on the paydate (ie the date printed on the paycheck).
  3. The teacher who desires to "direct deposit" monies must advise the District of his/her desire by completing the "direct deposit" form provided by the District and returning the form to the District's Personnel Office no later than June 30 of the year preceding the fiscal year in which such "direct deposit" shall take place. New hires shall have thirty (30) calendar days in which to advise the District of his/her desire to "direct deposit" monies.
  4. A teacher desiring to "direct deposit" monies must advise the District on an annual basis of his/her desire to "direct deposit" monies. The District shall not make a "direct deposit" without proper notification from the teacher.
  5. A teacher who enrolls in a "direct deposit" plan and later desires to discontinue his/her "direct deposit," must advise the District in writing. No changes will be initiated by the District's payroll department without proper written notification. A teacher discontinuing "direct deposit" will not be eligible to re-enter the "direct deposit" program until the following fiscal year/contract year.
  6. A teacher who selects "direct deposit" shall have each of his/her bi-weekly paychecks "direct deposited." Teachers selecting twenty-six (26) bi-weekly paychecks shall have all twenty-six (26) bi-weekly paychecks "direct deposited."
- The District agrees to make available to each teacher all necessary "direct deposit" forms as required by M & T Bank.
  - The District agrees to assume all "bank" charges associated with "direct deposit."

## 19.00 OTHER REGULATIONS RELATIVE TO FACULTY MEMBERS

### 19.01 School Year

The school year for teachers shall be the period between September 1 and the following June 30, of not more than two hundred (200) days, including holidays. Such school year shall include both the teaching and the nonteaching days, on which members of the faculty are required to report as provided in the annual calendar adopted by the Board which shall include no more than 188 days in 02/03, 189 days in 03/04 and 190 days in 2004 and thereafter, of required teacher attendance. If due to emergency school closings student instructional days need to be rescheduled to meet minimum State requirements for State aid, teachers will work the rescheduled days without additional compensation *provided the total of days actually worked does not exceed 188 days in 02/03, 189 days in 03/04, and 190 days in 2004 and thereafter.* The four days shall be phased in during the life of this agreement as follows: 2002-03 - two(2) additional days added; 2003-04 - one additional day added; 2004-05 - one additional day added. The additional days will be scheduled between Labor Day and June 30th. Where necessary, the additional days will be scheduled into the evenings. Teachers may have, at their discretion, the option of participating in District scheduled teacher training during the summer rather than participating in evening sessions during the year. No additional days will be scheduled on or during traditional recesses and legal holidays excluding the summer recess. If the spring recess is divided into separate weeks, each week will be a full week vacation. An exception may be made in the event of an excess number of storm related days after the allotted days set aside for that purpose in the calendar have been used.

### 19.02 Schedule for 11 Month Employees

An employee's eleven month schedule will be the same as for ten month employees, with additional assignments from the close of school in June to July 15 inclusive, and from August 16 to the opening of school in September, with Independence Day and Labor Day as holidays. In order to better accommodate parent/student conferences, the starting and quitting times of particular guidance counselors, school psychologists and work study coordinators may be changed by the administration. If such changes require the employee to work more than seven hours and fifteen minutes in a school day, the employee shall be granted an equivalent amount of time off on another work day mutually agreeable to the employee and the employee's supervisor. For Guidance Counselors and Psychologists hired after September, 1992, a 10.5 month schedule will apply with assignment from the close of school in June to July 8, inclusive, and from August 23 to the opening of school in September, with applicable holidays.

### 19.03 School Days - All Employees

The minimum length for the school day for all employees will be seven hours and fifteen minutes (7hr. 15min.), including one-half (1/2) hour duty-free lunch period, which shall be provided each employee. Every attempt will be made to make administrative adjustments in order to provide each elementary school (K-5) teachers with 270 minutes, and each middle school (6-8) and high school (9-12) teacher with 200 minutes of preparation/conference time in the course of one week as possible.

### 19.04 School Day - Middle/High School

- a. The number of daily periods of classroom instruction for secondary employees should not exceed five (5) without the consent of the employee.
- b. Middle School (6-8) teachers and high school (9-12) teachers will not be expected to teach in more than two (2) academic subject areas. (Example: all science related subjects shall constitute an academic area). Where more than three (3) preparations are required of an employee, a consultation between the building principal and the employee will be held prior to such assignment. No such employee should have five (5) preparations without the consent of the employee. A preparation at the secondary level shall be considered each subject and ability level grouping. In those cases where more than three (3) preparations are assigned to any employee, said employee will be relieved of all homeroom duties. (Example: five (5) classes of English 7 constitutes one (1) preparation. (English 7A, 7B, 7C; would require one preparation each. Social 10R, 10NR, and 10G would require one preparation each).
- c. Teachers who are not administering examinations in January shall be used to proctor January examinations in preference to teachers who are administering such examinations.

#### 19.05 School Day -

##### Elementary/Middle School

- a. Elementary school classroom teachers should not be required to remain in the classroom while a special teacher is instructing. The number of hours of classroom instruction per day per teacher should *not exceed five (5)*. Each teacher should have one (1) preparation/conference period each day. Such preparation/conference period will have the duration of one (1) instructional period.
- b. Elementary school (K-5) teachers shall be provided one-half day free of students before the end of the first marking period and two full days free of students at the end of the second semester. Middle school (6-8) teachers shall be provided one-half day free of students at the end of the first semester and two full days free of students at the end of the second semester. The days shall be teacher work days with the provided time used by the individual teachers to complete classroom responsibilities associated with their class. It is understood that the day free of students at the end of the second semester required by this paragraph 19.05(b) may have student attendance scheduled if there is a need to increase student attendance days to receive maximum state aid.
- c. To provide time for parent conferences beginning July 1, 2002 and through the duration of this Agreement, teachers in grades K through 5 shall be provided the equivalent of three (3) half days free of students but shall not be scheduled by the administration prior to the first assessment. The three (3) half days provided in this paragraph are the same three (3) half days already provided by practice.
- d. Beginning July 1, 2002 and through the duration of this Agreement, teachers in grades K through 5 shall be required to complete formal, written assessment of student achievement three (3) times a year. This assessment will be completed in December, March, and June, or at such time as recommended by a shared decision making committee organized to study this issue.

Travel time for teachers assigned to more than one building shall not infringe on that teacher's preparation/conference time or lunch time.

#### 19.06 Travel Time

## 20.00 DEPARTMENT CHAIRS AND DEPARTMENT AIDES

#### 20.01 Annual Appointment

Such appointment shall be made annually by the Board of Education upon the recommendation of the Superintendent. Such appointment shall be separate and apart from his appointment as a member of the faculty and shall terminate as of June 30th of each school year.

#### 20.02 Criteria

In making the selection of a department chair and department aide, his training, experience and ability as an educational leader shall be taken into consideration. His extracurricular load and his additional "out of school" responsibilities shall be reviewed. A person who does not have sufficient time cannot render his best service as a department chair or department aide regardless of his ability, attitude or training. Any department staff member who wishes to make a written recommendation of a person to be considered for a department chair or department aide position should furnish such recommendation prior to appointment to the appropriate administrator. These recommendations will be considered by the District.

#### 20.03 Duties

Duties of department chairs and department aides shall be determined by the District. They shall not include duties normally performed by the District administrative staff including, but not limited to, teacher observation and evaluation, recommendations on teacher retention, teacher supervision, etc. Department chairs and department aides shall function only through the authority of the building principal or other appropriate administrator. Department chairs and department aides shall receive an annual stipend as follows in addition to their annual Appendix

B salary:	2002-03	2003-04	2004-05
Department Chair Level IV	\$2,514	\$2,594	\$2,677
Department Chair Level III	\$2,099	\$2,166	\$2,232
Department Chair Level II	\$1,684	\$1,738	\$1,794
Department Chair Level I	\$1,119	\$1,155	\$1,192
Department Aides	\$704	\$726	\$750

#### 20.04 Stipend

Persons serving less than a full year shall receive reimbursement proportionate to the service rendered. A full year shall be defined as a regular school year of ten (10) months, not including July and August.

#### 20.05 Time

Each Department Chair who teaches at an elementary building shall be allotted at least one day per month for the performance of department chair duties and shall be free of supervisory assignments at the end of the day. Each other Department Chair Level I and II shall be allotted at least five periods per week for the performance of Department Chair duties. Each Department Chair Level III and IV shall be allotted ten (10) periods per week (or the equivalent at elementary levels) for the performance of Department chair duties.

#### 20.06 Summer Work

Notwithstanding the provisions of Article 19 of this Agreement, Department Chair at Levels II, III, or IV may be required to work from one (1) day to fifteen (15) days between the last required teacher attendance day of the school year and the first such day of the next school year. For each day worked during that period, the teacher shall be paid 1/200 of the teacher's salary including the department chair stipend for the preceding school year.

### 21.00 WORKER'S COMPENSATION

#### 21.01 Definition

Any absence from work due to illness or injury covered by Worker's Compensation Insurance shall be considered sick leave for all but per diem employees. Per diem employees shall be entitled to only those benefits provided by Worker's Compensation Insurance.

#### 21.02 Length of Coverage

At the commencement of the absence, the salary equivalent of the teacher's accumulated sick leave days will be determined based on the teacher's then current per diem rate. From that sick pay account, the District will pay the difference between the employee's salary and the Worker's Compensation coverage benefits until the teacher's sick pay is exhausted up to a maximum of eleven (11) months of absence from work.

#### 21.03 Benefit Payments

Worker's Compensation benefits earned by the employee for such absence shall be paid by the insurer directly to the District. The insurer shall be so directed at the time the claim is filed. The amount paid to the District, however, shall not exceed the amount paid to the employee by the District.

#### 21.04 Compensation Claim Due Date

As a condition precedent to continuation of salary benefit payments by the District, the employee shall be obligated to file a Worker's Compensation claim within the first thirty (30) calendar days of absence.

#### 21.05 Hearings

When an employee is absent from work because he has been requested by the District, the insurer, the "Compensation Board," or their agents to report for hearings or examinations necessary because of illness or injury to him covered by the Worker's Compensation Insurance carried by the District, sick leave pay shall apply to said absence.

#### 21.06 Sick Leave Conversion

When sick leave is used during a compensable absence under Worker's Compensation Laws of New York, upon return to work, the employee's accumulated sick leave balance will be credited with the additional full or half days determined by dividing the total Worker's Compensation payments to the District by the teacher's per diem salary rate. "Per diem salary rate" means the teacher's annual salary, when absence began, multiplied by 1/200th.

### 22.00 FACULTY EVALUATION

#### 22.01 Procedure

The evaluation of the work of all employees is the responsibility of the District. A probationary employee will be observed by the building principal or his designees, and/or members of the Central Office staff, *at least two (2) times during the year*. After an employee is observed, a conference will be scheduled as soon as possible between the teacher and the observer. At such conference, the observer shall review the observation report with the teacher and inform him/her of apparent strengths and/or deficiencies disclosed by the observation which are in need of improvement. Whenever possible, the observer shall suggest means by which areas in need of improvement may be so improved. All monitoring or observation of the work of the teacher shall be conducted openly and with full knowledge of the employee. The teacher shall receive a copy of the observation report and shall have an opportunity to respond to the report in writing, if so desired. The report shall be signed and dated by the observer and teacher, at the conference, but the teacher's signature indicates only that he/she has seen and received a copy.

- 22.02 Probationary Teacher Conference** There will be *at least one (1) private conference each year* between the employee and the building principal to apprise the employee of his/her probationary status.
- 22.03 Probationary Teacher Annual Evaluation** Each non-tenure teacher will receive a yearly evaluation report of his/her performance after the completion of each year's service. Thereafter, the teacher shall have an opportunity to submit his written comments to the yearly evaluation report and to file them with the report in the teacher's personnel file.
- 22.04 Tenured Teachers** If an observation and/or evaluation of tenured teachers occur, they should be conducted as outlined in Section 22.01 above except that the requirement of at least two observations per year shall apply to tenured teachers only if a year-end evaluation report is to be issued in which case the second sentence of 22.03 above shall also apply and the teacher shall receive a copy of the report.
- 22.05 First and Last Weeks** If a teacher is observed for the purpose of evaluation during the first week of the school year, a second observation will be made by the end of the first semester of that school year if the teacher so requests within two weeks after the conference at which the first observation is reviewed with the teacher. A teacher will not be observed for the purpose of evaluation during the last week of the school year unless the teacher has already had at least one such observation during that school year.

## **23.00 GRIEVANCE PROCEDURE**

- 23.01 Purpose** It is the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly and to assure equitable and proper treatment of employees pursuant to the terms of this grievance procedure.
- 23.02 Definitions**
- a. "Employee" shall mean any member of the bargaining unit.
  - b. "Immediate Supervisor" shall mean the building principal or other administrator designated by the Superintendent to hear grievances at Steps 1 and 2.
  - c. "Grievance" shall mean a claimed violation, misinterpretation or inequitable application of the terms and provisions of this Agreement. The denial of tenure is in no way to be grievable under this Agreement.
  - d. "Days" shall mean consecutive calendar days, excluding the six legal holidays, Saturdays, Sundays, scheduled recess periods, and other days of emergency closing between September 1 and June 30.
- 23.03 Basic Standards and Principals**
- a. The resolution of a grievance at the lowest procedural step will be encouraged. In the event a grievance arises from a decision made or action taken at a District level above the building administrator, the grievance may be initiated directly at Step 3 below.
  - b. An employee shall have the right to present grievances in accordance with these procedures without fear of reprisal.
  - c. An employee, having filed a grievance, shall have the right to be represented at any step of this procedure by a duly authorized representative of the Association.
  - d. Confidential information exchanged during grievance meetings will be treated accordingly.
  - e. Each administrator shall have the responsibility to consider each grievance presented and make determination within the authority delegated to him, within the time specified in these procedures.

23.03 Basic Standards  
and Principals con't

- f. No written grievance will be entertained and such grievance shall be deemed waived, unless a written grievance is presented at Step 2 *within thirty (30) days after* the teacher knew or should have known of the act or condition on which the grievance is based.
- g. If a decision at one step is not appealed to the next step of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
- h. Failure at any step of the grievance procedure to communicate a decision or grievance answer to the aggrieved party and his representative, if used, within the specified time limits shall permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated on the last day of the specified time period.
- i. The time within which an appeal may be filed at a higher step in this procedure shall be measured from the date of receipt of the grievance answer. The time permitted for either party may be extended by mutual agreement.
- j. A group of employees having a common grievance may present such grievance as a group in accordance with this procedure, providing only one of its members is given authority by the group to act in its behalf.
- k. The Association Grievance Chairman shall be given a copy of all District responses to grievances at the same time as they are given to the grievant.

23.04 Grievance Procedure

A. Step 1- Informal Step

Within *no more than ten (10) days* of the complained event or action, the employee will orally present a grievance to his immediate supervisor for informal discussion and recommendation. The immediate supervisor shall *have five (5) days* within which to resolve the matter.

B. Step 2 - Formal Step/  
Immediate Supervisor

If the grievance is not satisfactorily resolved at Step 1, the employee will submit the grievance, in writing on the form shown in Appendix A, to the immediate supervisor *not later than five (5) days after the Step 1* determination is received or, if no determination is received, then not later than the fifth day after the expiration of the five-day period provided in Step 1. The immediate supervisor shall give the employee his decision *in writing within five (5) days after* the submission of the written grievance.

C. Step 3-  
Superintendent

- 1. If the grievance is not satisfactorily resolved at Step 2, the employee will submit to the Superintendent, *not later than seven (7) days after the Step 2* determination is received, a written request for review of the grievance. The request for review shall specify the particular Agreement provisions remaining at issue in the grievance.
- 2. The Superintendent or his designee will conduct whatever additional inquiry is necessary and will convene a grievance conference with persons directly involved and their representatives *within ten (10) days after* the receipt of the employee's written request for review. *Within five (5) days after* the conclusion of the presentations and discussions, the Superintendent or his designee will issue his written determination to the employee. The Superintendent's consideration and determination need cover only those particular Agreement provisions specified in the request for review at Step 3.

D. Step 4 -  
Arbitration

1. If a grievance involves violation, misinterpretation or misapplication of an express provision of this Agreement, and it is not satisfactorily settled with receipt of the Superintendent's decision, the Association shall have the right to submit the grievance to binding arbitration. A demand for arbitration, specifying the specific provisions of the Agreement at issue, shall be filed with the American Arbitration Association. If a written demand for arbitration is presented, a request for a panel of arbitrators shall be filed with the American Arbitration Association *within no more than thirty (30) days after receipt* of the Superintendent's decision. In that event, the parties shall be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association.
2. The District and Association may, by mutual agreement, meet at any time prior to the arbitration hearing, for the purpose of informally clarifying the issues and additional attempts to resolve the grievance.
3. Arbitrators shall have no power or authority to render an award which is explicitly or impliedly contrary to, inconsistent with, or which adds to, detracts from or modifies any express term of this Agreement. The award of the arbitrator shall be final and binding on the District, the Association and all parties in interest.
4. The costs of the arbitrator's services, including his per diem expenses and his actual and necessary travel and subsistence expenses, will be shared equally by the District and the Association.

## 24.00 SALARY SCHEDULES

### 24.01 Basic Schedules

The Basic Salary Schedules set forth in Appendices B-1 and B-2 shall be in effect during the term of this Agreement. Effective July 1, 2002 a teacher continuing from one school year to another shall be entitled to move to the next higher step, if any.

### 24.02 Extra Pay Schedule

The Extra Pay Schedule set forth in Appendix C shall be maintained in effect during the term of this Agreement. An interim payment of one-half (1/2) the annual stipend payable to the Department Chairperson, Cheerleader Advisors, and the Group I Advisors will be distributed in February. Final payments *will be distributed on the pay day within three (3) weeks after completion of duties.*

A teacher appointed by the Board of Education to a "coaching" position identified within appendix D of this Agreement, shall have the option to select how said compensation for said "coaching" assignment shall be paid. The two (2) options available to a teacher include:

1. Six (6) equal payments as outlined on the individual's salary agreement. The final paycheck for said "coaching" duties shall not include the coach's stipend until authorization is granted by the District's Athletic Director.
2. A single (1) payment paid upon completion of said "coaching" duties as authorized by the District's Athletic Director.

All paychecks shall have all appropriate withholdings made as required by applicable State and Federal Laws.

Compensation for "coaching" duties shall be added to a teacher's regular bi-weekly earnings.

### 24.03 Interscholastic Coaches

Interscholastic coaches' and assistants' salaries as set forth in Appendix C of this Agreement were arrived at in the following manner which shall also be used to arrive at such salaries for future school years:

1. Head coaches' positions in each sport are evaluated annually by the Athletic Director who shall make recommendation to the Superintendent and Board of Education for point values to be assigned hereto.

**24.03 Interscholastic Coaches con't.**

2. Points shall be awarded for the three factors listed below according to the indicated scale:

**Length of Season**

- 1 = 1 month or less  
2 = more than one month up to 2  
3 = more than two months up to 3  
4 = more than three months up to 4  
5 = more than four months

**Equipment**

- 1 = minimal  
2 = less than average  
3 = average

**Number of Games**

- 1 = one to three games  
2 = four to seven games  
3 = eight to eleven games  
4 = twelve to seventeen games  
5 = eighteen or more games

- 4 = above average  
5 = well above average

The points awarded for 1986-87, and updated for 2002-2003, are shown in Appendix D. Final points awarded shall be set by the Board of Education on recommendation of the Superintendent in accordance with factors described above.

3. The salary shall be determined by multiplying the total number of points awarded by \$429.09 effective July 1, 2002, and \$434.24 effective July 1, 2003, and \$439.45 effective July 1, 2004.
4. The salaries of all other coaches (e.g. junior varsity, modified, assistant) shall be seventy percent (70%) of the salary for the head coach in the same sport rounded off to the nearest dollar.
5. Per sport, varsity coaches shall be compensated an additional \$175 per week, with a total not to exceed \$500, for preparation and play for regional and state competition beyond Section VI play
6. Per sport, all other coaches (assistants, junior varsity) shall be compensated at seventy (70%) of the varsity rate, with a total not to exceed \$300, for preparation and play for regional and state competition beyond Section VI play.

**24.04 Supervision assignments**

Assignment of supervision opportunities pursuant to Appendix C (except for scorekeepers, timers and ticket sellers) shall be made on a rotating basis among volunteers approved to be on a list by the building principal so that each person shall have as nearly equal as possible the same number of opportunities to supervise. An opportunity rejected by a volunteer will be the same as an opportunity accepted on the rotation list.

**24.05 Performing Arts Directors**

Performing Arts directors' and assistants' salaries as set forth in Appendix C of this Agreement for 1993-94 and 94-95 were arrived at in the following manner which shall also be used to arrive at such salaries for future school years.

1. Each position will be evaluated annually by the building principal who shall make recommendations to the Superintendent and Board of Education for point values to be assigned thereto.
2. Points shall be awarded for six factors listed below according to the indicated scale:

**A  
Budget Number  
of  
Performances**

- 1 = 1  
2 = 2  
3 = 3  
4 = 4  
5 = 5  
m = m

**B**

**Equipment  
Care**

- 1 = well below average  
2 = less than average  
3 = average  
4 = above average  
5 = well above average

**C**

**Rehearsal  
Time**

- 1 = 1 - 10 hours  
2 = 11 - 20 hours  
3 = 21 - 30 hours  
4 = 31 - 40 hours  
5 = 41 - 50 hours  
m = (10m - 9) - 10m

**24.05 Performing Arts  
Directors con't.**

<b>D Preparation Time</b>	<b>E Faculty Supervision</b>	<b>F Student Supervision</b>
1 = 1 - 5 hours	1 = 1 Assistant	1 = 1 - 25 students
2 = 6 - 10 hours	2 = 2 Assistants	2 = 26 - 50 students
3 = 11 - 15 hours	3 = 3 Assistants	3 = 51 - 75 students
4 = 16 - 20 hours	4 = 4 Assistants	4 = 76 - 100 students
5 = 21 - 25 hours	5 = 5 Assistants	5 = 101 - 125 students
m = (5m-4) - 5m		m = (25m-24) - 25m

**NOTES:**

- A "A" above covers performance approved by Department Chairman and included in budget for a given school year (10 months). Includes only performances outside the normal teacher work day. For approved performances added during the year, the chairman, with the approval of the Superintendent, will have access to a District unallocated performing arts budget.
- B "C" above covers rehearsals which occur outside the normal student attendance day (exception: for purpose of this computation, academic assistance period is not considered to be part of the normal student day). Set-building is considered to be rehearsal time. Make-up and other pre and post performance preparation are considered to be rehearsal time.
- C. "D" above covers the professional act of lesson preparation: arranging music, play reading (for selection), music perusal (for selection), preparing marching chart.
- D. Once the number of points are assigned for criterion "F," they shall not be lowered during the life of this Agreement.

3. The salary shall be determined by multiplying the total number of points awarded by \$71.21 in 2002-03, \$73.49 in 2003-04 and \$75.84 in 2004-05.

**24.06 Salary  
Agreement  
2002-03**

The salary schedule shall be adjusted to reflect a raise of 4.0%, including increment. The union shall develop a schedule subject to approval by the District; said salary schedules can be found in the back as Appendix B-1.

**2003-04**

The salary schedule shall be adjusted to reflect a raise of 4.25%, including increment. The union shall develop a schedule subject to approval by the District; said salary schedules can be found in the back as Appendix B-1.

**2004-05**

The salary schedule shall be adjusted to reflect a raise of 4.25%, including increment. The union shall develop a schedule subject to approval by the District; said salary schedules can be found in the back as Appendix B-1.

**NOTE:**

Effective July 1, 2003 the Professional Improvement Plan shall be adjusted from \$300 to \$325.

**24.07 Extra & Co-  
Curricular Pay**

Extra curricular salaries shall be increased as follows, using the 2001/02 salaries as a base.

2002-03	2003-04	2004-05
3.2%	3.2%	3.2%

## 25.00 CREDIT FOR ADDITIONAL EDUCATION

### 25.01 Application Procedure for First Semester

An employee who believes himself eligible for additional credit for graduate hours or upon earning a Masters or Doctors Degree shall submit to the Assistant Superintendent for Personnel, the appropriate form, showing that he has completed the necessary requirements, together with a copy of a request for a transcript to the college, university or other institution. These documents must be submitted not later than October 15th if credit for the completed courses and/or Masters or Doctors Degree are to be honored for the current school year.

### 25.02 Limitations

Salary credit shall not be granted for correspondence courses. Online courses offered only through a New York State accredited college or university and NYSUT sponsored online course offered through a NYS institution of higher learning that meet the criteria of 25.05 shall be acceptable for graduate credit. Salary credit for graduate hours and for Masters or Doctors Degree shall be granted only if the institution at which the hours were taken or the degree was granted is located in New York State or, if the institution is located outside New York State, the hours would be acceptable to that institution for a degree program and acceptable to the state in which the institution is located for certification and these facts are attested to by the chief executive officer of the institution. The Superintendent may allow exceptions to any or all of the foregoing, but the exercise or non-exercise of such discretion shall not be grievable. This paragraph takes effect for courses begun after January 1, 1984.

### 25.03 Application Procedure for Second Semester

If the graduate courses referred to in paragraph 25.01 above were completed during the first semester, they, along with courses previously completed, may be considered upon filing a written request and a copy of the request for transcript to the college, university or other institution. These documents must be filled with the Personnel Office not later than February 15th if credit for the completed courses is to be honored for the second semester.

### 25.04 Transcript

It shall be the responsibility of the employee to have the college, university or other institution where such courses were completed submit transcript of such completed work directly to the Personnel Office. These transcripts shall become part of the permanent record of the Personnel Office and shall not be made available for any other use.

### 25.05 Maximum Credits

Effective July 1, 1975, graduate credit payments will be granted for up to 90 hours after the Bachelors Degree and up to 60 hours after the Masters Degree.

#### A. Bachelors Degree

1. Salary credit shall be granted up to thirty (30) graduate hours earned after the Bachelors Degree. These courses must be directed toward a Masters Degree or required to obtain permanent certification.
2. Teachers who do not have a Masters Degree will receive salary credit beyond the Bachelors Degree +30 only for courses taken in an advanced degree program, in the teacher's field, or with the prior approval of the Superintendent.

#### B. Masters Degree

1. Salary credit shall be granted up to thirty (30) graduate hours earned after the Masters Degree. The graduate work must be directed toward a specific program and must be generally related to the field in which the teacher is then teaching or approved in advance by the Superintendent. Effective July 1, 1989: in the event a particular Masters Program requires graduate hour work in excess of thirty hours, once the program is completed the first thirty hours will be considered "Masters" and the excess above thirty will be considered graduate hours earned after the Masters Degree for the purpose of salary credit.

B. Masters Degree con't.

2. Salary credit will be granted up to thirty (30) additional graduate hours earned after the Masters Degree +30 hours. Additional hours earned after the Masters Degree +30 hours must have the prior approval of the Superintendent and the courses are limited to graduate courses directly related to the secondary or elementary field in which the teacher is then teaching.

25.06 Payment Rate

Effective July 1, 2002 graduate hours in *blocks of three (3) hours* will be credited at the rate of \$175 *per block*.

25.07 Doctorate

A single doctorate per teacher will be credited at the rate of \$1,000.

25.08 National Teacher Certification

Teachers who successfully attain National Teaching Certification from the National Board of Professional Teaching Standards shall be credited \$500 per year.

## 26.00 HEALTH INSURANCE

26.01 Plan Options

Beginning July 1, 2002, the following paragraph is in effect:

- a. Employees may choose health insurance coverage with Community Blue - (\$10-\$20/\$40 prescription drug co-pay with contraceptives and dependent child coverage to age 23 regardless of whether the dependent is a student and a \$250/\$500 hospital deductible), or Univera (\$10-\$20/\$45 prescription drug co-pay with contraceptives and unmarried dependent child coverage to age 23 if full-time student and a \$250/\$500 hospital deductible), or Independent Health (\$10-\$20/\$35 prescription drug co-pay with contraceptives and unmarried dependent child coverage to age 23 if full-time college/university student and a \$250/\$500 hospital deductible), or a Blue Cross/Blue Shield product to be jointly determined by the Association and the District.
- b. Regardless of the coverage selected the District's contribution will be a maximum of 95% of the lowest "C" level plan with a \$10-\$20/\$35/\$40/\$45 for perscription drug co-pay and \$250/\$500 for hospital deductible. The district's responsibility will be retroactive to July, 2002.
- c. Part-time employees and employees who work less than the full school year are entitled to health insurance as described in Section 26.01 (a) and the District will pay a pro-rata share of the annual maximums indicated.
- d. If any employee chooses coverage which costs more than the District's contribution, the teacher will pay the extra cost through payroll deduction. As new medical insurance products become available, the District agrees to meet with the FCTA to discuss possible availability to its members.

26.02 Who May Enroll

Beginning July 1, 2002 and continuing through the remainder of the 2002-2005 Agreement, Paragraph 26.02 will be as follows:

- a. In accordance with the annexed Memorandum entitled 'Double Coverage Memorandum,' an employee shall not be entitled to enroll in the District's group if the employee is otherwise covered by any group health insurance plan, whether as the insured or a dependent of the insured. The term "covered" shall mean that the employee is considered by the insuring agent to be eligible for health insurance benefits as provided in its plan. The employee shall have the option to select enrollment in the District's group in September of any year for the balance of that year, providing the employee has rejected coverage under the other group health insurance plan.
- b. No employee shall be entitled to cover a dependent or spouse by the District's group health plan if said dependent or spouse is otherwise enrolled in another group health insurance plan.

**26.02 Who May  
Enroll con't..**

- c. All employees desiring health insurance coverage must file an affidavit with the Central Office listing all group health insurance by which they are covered, and including the type of coverage, name of carrier, and , if applicable, the name of the employers who sponsors or supplies such group health insurance. Deliberate falsification of the above statement will be grounds for dismissal.

Beginning July 1, 2002 and continuing throughout the remainder of the Agreement, the following will be in effect:

**26.03 Benefit Trust Fund**

The Association and the District agree to create a benefit trust to provide additional benefits to the employees. The Association shall have the sole authority to determine the types of benefits to be offered by the benefit trust. The District's annual contribution will be as follows:

2002-03	2003-04	2004-05
\$216,602	\$243,602	\$270,602
During the 2002-03 school year, the \$27,000 increase will be prorated back to July,1 2002.		

The method of distribution for each year of this agreement will be as follows:  
28% of total sum on July 1, 22% of total sum on September 15, and 50% of total sum on November 1.

In addition, included with the November 1, 2002 payment will be an amount equal to \$325 multiplied by 50% of the increase in full-time equivalents (FTE's) hired between 7/1/01 and 10/1/02. Included with the November 1, 2003 payment will be an amount equal to \$325 multiplied by 50% of the increase in full-time equivalents (FTE's) hired between 7/1/02 and 10/1/03. Included with the November 1, 2004 payment will be an amount equal to \$325 multiplied by 50% of the increase in full-time equivalents (FTE's) hired between 7/1/03 and 10/1/04. The Association will administer the Benefit Trust and will establish a group of trustees selected by the Association to operate the Benefit Trust. Any investment of the Benefit Trust's assets will comply with the District's investment philosophy and strategies described in Policy (5310). The District will be allowed to review the Benefit Trust's business records to ensure that the public monies contributed to the Benefit Trust have been expended in a manner consistent with the stated purpose of the Benefit Trust.

**26.04 125 Plan**

The Association and the District agree that the District will continue to offer a Section 125 Plan which includes at least unreimbursed medical expenses and dependent care cost, but will not allow employees to roll-over unexpended contributions to the next plan year. The District and the Association will negotiate additional content of the plan and agree on the administrator. The parties will share equally in the cost of implementing the plan. The District will pay the administrative costs of the plan after implementation. The District will provide an annual report to the Association for each year of the plan after implementation indicating the employee contributions made during the prior plan year and the unexpended contributions.

**26.05 Continuation In Plans**

Retired teachers, teachers on layoff, teachers on unpaid leave of absence and the surviving spouse of any employee covered under Article 26.00 of this Agreement may continue in the health plans provided in this Article 26.00 so long as they deliver the full monthly premium for the desired coverage to the District's Business Office on or before the first business day of each month. Failure to so deliver the premium can result in cancellation of the teacher's and dependent's coverage.

**27.00 LEGISLATIVE ACTION**

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

## 28.00 SAVINGS CLAUSE

If any provision of this Agreement shall be finally determined by a court of competent jurisdiction to be definitively prohibited by an applicable constitution or statute, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

## 29.00 LABOR MANAGEMENT

**29.01 Composition/Purpose** The parties will deal with issues of concern put forth by either party as they arise through the Labor-Management Committee which shall be comprised of the following representatives of each party:

Union President	Superintendent
Union Vice President	Representatives from Curriculum, Personnel, & Business
Grievance Chairperson	One (1) Board of Education member
Negotiations Chairperson	Director of Pupil Personnel
One(1) High School Exec. Comm. Mem	One (1) Elementary Administrator
One(1) Middle School Exec. Comm. Mem.	One (1) Secondary Administrator
Two(2) Elementary Exec. Comm. Mem.	

It is the intent of the parties that issue resolution shall be an on-going process with issues addressed as they arise.

Issues may be placed on the agenda of the Labor-Management Committee by either party at any time (subject to reasonable procedures established by the Committee for setting its agendas). Either party may require a meeting of the Committee be held within 30 days if no meeting is scheduled. As agreements are reached by the Labor-Management Committee either party may seek approval from their respective constituents as they deem necessary.

### **29.02 Labor Mgt. Communication**

The Labor-Management Committee may conduct full-day sessions with the approval of both parties. The purpose shall be:

1. discussion of procedures that will enable the committee to function effectively
2. skill training for effective functioning as a committee
3. discussion as to whether the committee is functioning effectively and what steps can be taken to improve its efficiency

The parties shall share in the expense of providing for any full-day meeting(s).

### 30.00 TERM OF AGREEMENT

The provisions of this Agreement shall become effective as of July 1, 2002 except as a particular provision of this Agreement, says otherwise. Failure to reach agreement prior to July 1, 2005 shall result in the automatic extension of this Agreement until a new agreement is adopted but not more than twelve (12) months.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed this 26th day of March, 2003

#### ACCEPTED AND APPROVED:

Mark A. Chavel

Mark A. Chavel, President  
Frontier Central Teachers' Association  
Local #2663

3/26/03  
Date: 3/26, 2003

Gary R. Cooper

Dr. Gary R. Cooper  
Superintendent of Schools

3/26/03  
Date: 3/26, 2003

# APPENDIX

## APPENDIX A

# GRIEVANCE FORM

\*\*\*\*\*

Aggrieved Party \_\_\_\_\_ Bldg. \_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

Nature of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract Section(s) Violated: \_\_\_\_\_

Date of Contract Violation: \_\_\_\_\_

Remedy Sought (Desired Resolution) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date Signed

\*\*\*\*\*  
\*\*\*\*\*

( ) STEP I

Date of Informal Presentation: \_\_\_\_\_

Date of Response: \_\_\_\_\_

Building Rep. Assisting: \_\_\_\_\_

( ) STEP II

Date of Formal Presentation: \_\_\_\_\_

Date of Response (Copy Attached): \_\_\_\_\_

Building Rep. Assisting: \_\_\_\_\_

White - Grievance Chairman  
Yellow - President F.C.T.A.

Green - Head Building Rep.  
Pink - Grievant

**APPENDIX B-1**  
**SALARY SCHEDULES**

	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
B-1	\$30,572	\$31,002	\$32,072
B-2	\$31,750	\$32,072	\$32,702
B-3	\$32,655	\$33,250	\$33,772
B-4	\$33,605	\$34,155	\$34,950
B-5	\$34,512	\$35,105	\$35,855
B-6	\$35,512	\$36,567	\$36,805
B-7	\$36,576	\$37,012	\$38,267
B-8	\$38,142	\$38,625	\$38,712
B-9	\$39,881	\$40,314	\$40,325
B-10	\$42,097	\$42,515	\$43,015
B-11	\$44,426	\$44,868	\$45,368
B-12	\$46,084	\$46,542	\$47,042
B-13	\$47,738	\$48,213	\$48,713
B-14	\$49,922	\$50,418	\$50,918
B-15	\$51,725	\$52,239	\$52,629
B-16	\$53,815	\$54,350	\$54,748
B-17	\$56,507	\$57,069	\$57,474
B-18	\$63,835	\$65,355	\$67,035
M-1	\$36,930	\$37,545	\$38,430
M-2	\$37,430	\$38,430	\$39,545
M-3	\$38,075	\$39,075	\$40,430
M-4	\$38,515	\$39,515	\$40,675
M-5	\$39,488	\$40,315	\$41,615
M-6	\$40,493	\$41,688	\$42,415
M-7	\$41,785	\$42,693	\$43,788
M-8	\$43,692	\$44,285	\$44,793
M-9	\$45,869	\$45,992	\$46,385
M-10	\$47,815	\$47,869	\$48,092
M-11	\$50,266	\$50,315	\$50,515
M-12	\$52,250	\$52,384	\$52,516
M-13	\$53,758	\$54,067	\$54,484
M-14	\$55,761	\$55,858	\$56,171
M-15	\$57,271	\$57,461	\$57,957
M-16	\$58,806	\$58,971	\$59,561
M-17	\$60,642	\$60,642	\$61,019
M-18	\$63,826	\$64,692	\$64,801
M-19	\$72,405	\$74,205	\$76,072

**FRONTIER CENTRAL TEACHERS ASSOCIATION  
2002-03 SALARY MATRIX INCLUDING GRADUATE HOURS B-2**

<b>BACHELORS / STEP</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>	<b>18</b>	<b>21</b>	<b>24</b>	<b>27</b>	<b>30</b>	<b>33</b>	<b>36</b>	<b>39</b>	<b>42</b>	<b>45</b>
<b>B-1</b>	30,572	30,747	30,922	31,097	31,272	31,447	31,622	31,797	31,972	32,147	32,322	32,497	32,672	32,847	33,022	33,197
<b>B-2</b>	31,750	31,925	32,100	32,275	32,450	32,625	32,800	32,975	33,150	33,325	33,500	33,675	33,850	34,025	34,200	34,375
<b>B-3</b>	32,655	32,830	33,005	33,180	33,355	33,530	33,705	33,880	34,055	34,230	34,405	34,580	34,755	34,930	35,105	35,280
<b>B-4</b>	33,605	33,780	33,955	34,130	34,305	34,480	34,655	34,830	35,005	35,180	35,355	35,530	35,705	35,880	36,055	36,230
<b>B-5</b>	34,512	34,687	34,862	35,037	35,212	35,387	35,562	35,737	35,912	36,087	36,262	36,437	36,612	36,787	36,962	37,137
<b>B-6</b>	35,512	35,687	35,862	36,037	36,212	36,387	36,562	36,737	36,912	37,087	37,262	37,437	37,612	37,787	37,962	38,137
<b>B-7</b>	36,576	36,751	36,926	37,101	37,276	37,451	37,626	37,801	37,976	38,151	38,326	38,501	38,676	38,851	39,026	39,201
<b>B-8</b>	38,142	38,317	38,492	38,667	38,842	39,017	39,192	39,367	39,542	39,717	39,892	40,067	40,242	40,417	40,592	40,767
<b>B-9</b>	39,881	40,056	40,231	40,406	40,581	40,756	40,931	41,106	41,281	41,456	41,631	41,806	41,981	42,156	42,331	42,506
<b>B-10</b>	42,097	42,272	42,447	42,622	42,797	42,972	43,147	43,322	43,497	43,672	43,847	44,022	44,197	44,372	44,547	44,722
<b>B-11</b>	44,426	44,601	44,776	44,951	45,126	45,301	45,476	45,651	45,826	46,001	46,176	46,351	46,526	46,701	46,876	47,051
<b>B-12</b>	46,084	46,259	46,434	46,609	46,784	46,959	47,134	47,309	47,484	47,659	47,834	48,009	48,184	48,359	48,534	48,709
<b>B-13</b>	47,738	47,913	48,088	48,263	48,438	48,613	48,788	48,963	49,138	49,313	49,488	49,663	49,838	50,013	50,188	50,363
<b>B-14</b>	49,922	50,097	50,272	50,447	50,622	50,797	50,972	51,147	51,322	51,497	51,672	51,847	52,022	52,197	52,372	52,547
<b>B-15</b>	51,725	51,900	52,075	52,250	52,425	52,600	52,775	52,950	53,125	53,300	53,475	53,650	53,825	54,000	54,175	54,350
<b>B-16</b>	53,815	53,990	54,165	54,340	54,515	54,690	54,865	55,040	55,215	55,390	55,565	55,740	55,915	56,090	56,265	56,440
<b>B-17</b>	56,507	56,682	56,857	57,032	57,207	57,382	57,557	57,732	57,907	58,082	58,257	58,432	58,607	58,782	58,957	59,132
<b>B-18</b>	63,835	64,010	64,185	64,360	64,535	64,710	64,885	65,060	65,235	65,410	65,585	65,760	65,935	66,110	66,285	66,460

<b>MASTERS / STEP</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>	<b>18</b>	<b>21</b>	<b>24</b>	<b>27</b>	<b>30</b>	<b>33</b>	<b>36</b>	<b>39</b>	<b>42</b>	<b>45</b>
<b>M-1</b>	36,930	37,105	37,280	37,455	37,630	37,805	37,980	38,155	38,330	38,505	38,680	38,855	39,030	39,205	39,380	39,555
<b>M-2</b>	37,430	37,605	37,780	37,955	38,130	38,305	38,480	38,655	38,830	39,005	39,180	39,355	39,530	39,705	39,880	40,055
<b>M-3</b>	38,075	38,250	38,425	38,600	38,775	38,950	39,125	39,300	39,475	39,650	39,825	40,000	40,175	40,350	40,525	40,700
<b>M-4</b>	38,515	38,690	38,865	39,040	39,215	39,390	39,565	39,740	39,915	40,090	40,265	40,440	40,615	40,790	40,965	41,140
<b>M-5</b>	39,488	39,663	39,838	40,013	40,188	40,363	40,538	40,713	40,888	41,063	41,238	41,413	41,588	41,763	41,938	42,113
<b>M-6</b>	40,493	40,668	40,843	41,018	41,193	41,368	41,543	41,718	41,893	42,068	42,243	42,418	42,593	42,768	42,943	43,118
<b>M-7</b>	41,785	41,960	42,135	42,310	42,485	42,660	42,835	43,010	43,185	43,360	43,535	43,710	43,885	44,060	44,235	44,410
<b>M-8</b>	43,692	43,867	44,042	44,217	44,392	44,567	44,742	44,917	45,092	45,267	45,442	45,617	45,792	45,967	46,142	46,317
<b>M-9</b>	45,869	46,044	46,219	46,394	46,569	46,744	46,919	47,094	47,269	47,444	47,619	47,794	47,969	48,144	48,319	48,494
<b>M-10</b>	47,815	47,990	48,165	48,340	48,515	48,690	48,865	49,040	49,215	49,390	49,565	49,740	49,915	50,090	50,265	50,440
<b>M-11</b>	50,266	50,441	50,616	50,791	50,966	51,141	51,316	51,491	51,666	51,841	52,016	52,191	52,366	52,541	52,716	52,891
<b>M-12</b>	52,250	52,425	52,600	52,775	52,950	53,125	53,300	53,475	53,650	53,825	54,000	54,175	54,350	54,525	54,700	54,875
<b>M-13</b>	53,758	53,933	54,108	54,283	54,458	54,633	54,808	54,983	55,158	55,333	55,508	55,683	55,858	56,033	56,208	56,383
<b>M-14</b>	55,761	55,936	56,111	56,286	56,461	56,636	56,811	56,986	57,161	57,336	57,511	57,686	57,861	58,036	58,211	58,386
<b>M-15</b>	57,271	57,446	57,621	57,796	57,971	58,146	58,321	58,496	58,671	58,846	59,021	59,196	59,371	59,546	59,721	59,896
<b>M-16</b>	58,806	58,981	59,156	59,331	59,506	59,681	59,856	60,031	60,206	60,381	60,556	60,731	60,906	61,081	61,256	61,431
<b>M-17</b>	60,642	60,817	60,992	61,167	61,342	61,517	61,692	61,867	62,042	62,217	62,392	62,567	62,742	62,917	63,092	63,267
<b>M-18</b>	63,826	64,001	64,176	64,351	64,526	64,701	64,876	65,051	65,226	65,401	65,576	65,751	65,926	66,101	66,276	66,451
<b>M-19</b>	72,405	72,580	72,755	72,930	73,105	73,280	73,455	73,630	73,805	73,980	74,155	74,330	74,505	74,680	74,855	75,030

BACHELORS / STEP	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90
B-1	33,372	33,547	33,722	33,897	34,072	34,247	34,422	34,597	34,772	34,947	35,122	35,297	35,472	35,647	35,822
B-2	34,550	34,725	34,900	35,075	35,250	35,425	35,600	35,775	35,950	36,125	36,300	36,475	36,650	36,825	37,000
B-3	35,455	35,630	35,805	35,980	36,155	36,330	36,505	36,680	36,855	37,030	37,205	37,380	37,555	37,730	37,905
B-4	36,405	36,580	36,755	36,930	37,105	37,280	37,455	37,630	37,805	37,980	38,155	38,330	38,505	38,680	38,855
B-5	37,312	37,487	37,662	37,837	38,012	38,187	38,362	38,537	38,712	38,887	39,062	39,237	39,412	39,587	39,762
B-6	38,312	38,487	38,662	38,837	39,012	39,187	39,362	39,537	39,712	39,887	40,062	40,237	40,412	40,587	40,762
B-7	39,376	39,551	39,726	39,901	40,076	40,251	40,426	40,601	40,776	40,951	41,126	41,301	41,476	41,651	41,826
B-8	40,942	41,117	41,292	41,467	41,642	41,817	41,992	42,167	42,342	42,517	42,692	42,867	43,042	43,217	43,392
B-9	42,681	42,856	43,031	43,206	43,381	43,556	43,731	43,906	44,081	44,256	44,431	44,606	44,781	44,956	45,131
B-10	44,897	45,072	45,247	45,422	45,597	45,772	45,947	46,122	46,297	46,472	46,647	46,822	46,997	47,172	47,347
B-11	47,226	47,401	47,576	47,751	47,926	48,101	48,276	48,451	48,626	48,801	48,976	49,151	49,326	49,501	49,676
B-12	48,884	49,059	49,234	49,409	49,584	49,759	49,934	50,109	50,284	50,459	50,634	50,809	50,984	51,159	51,334
B-13	50,538	50,713	50,888	51,063	51,238	51,413	51,588	51,763	51,938	52,113	52,288	52,463	52,638	52,813	52,988
B-14	52,722	52,897	53,072	53,247	53,422	53,597	53,772	53,947	54,122	54,297	54,472	54,647	54,822	54,997	55,172
B-15	54,525	54,700	54,875	55,050	55,225	55,400	55,575	55,750	55,925	56,100	56,275	56,450	56,625	56,800	56,975
B-16	56,615	56,790	56,965	57,140	57,315	57,490	57,665	57,840	58,015	58,190	58,365	58,540	58,715	58,890	59,065
B-17	59,307	59,482	59,657	59,832	60,007	60,182	60,357	60,532	60,707	60,882	61,057	61,232	61,407	61,582	61,757
B-18	66,635	66,810	66,985	67,160	67,335	67,510	67,685	67,860	68,035	68,210	68,385	68,560	68,735	68,910	69,085

MASTERS / STEP	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90
M-1	39,730	39,905	40,080	40,255	40,430	40,605	40,780	40,955	41,130	41,305	41,480	41,655	41,830	42,005	42,180
M-2	40,230	40,405	40,580	40,755	40,930	41,105	41,280	41,455	41,630	41,805	41,980	42,155	42,330	42,505	42,680
M-3	40,875	41,050	41,225	41,400	41,575	41,750	41,925	42,100	42,275	42,450	42,625	42,800	42,975	43,150	43,325
M-4	41,315	41,490	41,665	41,840	42,015	42,190	42,365	42,540	42,715	42,890	43,065	43,240	43,415	43,590	43,765
M-5	42,288	42,463	42,638	42,813	42,988	43,163	43,338	43,513	43,688	43,863	44,038	44,213	44,388	44,563	44,738
M-6	43,293	43,468	43,643	43,818	43,993	44,168	44,343	44,518	44,693	44,868	45,043	45,218	45,393	45,568	45,743
M-7	44,585	44,760	44,935	45,110	45,285	45,460	45,635	45,810	45,985	46,160	46,335	46,510	46,685	46,860	47,035
M-8	46,492	46,667	46,842	47,017	47,192	47,367	47,542	47,717	47,892	48,067	48,242	48,417	48,592	48,767	48,942
M-9	48,669	48,844	49,019	49,194	49,369	49,544	49,719	49,894	50,069	50,244	50,419	50,594	50,769	50,944	51,119
M-10	50,615	50,790	50,965	51,140	51,315	51,490	51,665	51,840	52,015	52,190	52,365	52,540	52,715	52,890	53,065
M-11	53,066	53,241	53,416	53,591	53,766	53,941	54,116	54,291	54,466	54,641	54,816	54,991	55,166	55,341	55,516
M-12	55,050	55,225	55,400	55,575	55,750	55,925	56,100	56,275	56,450	56,625	56,800	56,975	57,150	57,325	57,500
M-13	56,558	56,733	56,908	57,083	57,258	57,433	57,608	57,783	57,958	58,133	58,308	58,483	58,658	58,833	59,008
M-14	58,561	58,736	58,911	59,086	59,261	59,436	59,611	59,786	59,961	60,136	60,311	60,486	60,661	60,836	61,011
M-15	60,071	60,246	60,421	60,596	60,771	60,946	61,121	61,296	61,471	61,646	61,821	61,996	62,171	62,346	62,521
M-16	61,606	61,781	61,956	62,131	62,306	62,481	62,656	62,831	63,006	63,181	63,356	63,531	63,706	63,881	64,056
M-17	63,442	63,617	63,792	63,967	64,142	64,317	64,492	64,667	64,842	65,017	65,192	65,367	65,542	65,717	65,892
M-18	66,626	66,801	66,976	67,151	67,326	67,501	67,676	67,851	68,026	68,201	68,376	68,551	68,726	68,901	69,076
M-19	75,205	75,380	75,555	75,730	75,905	76,080	76,255	76,430	76,605	76,780	76,955	77,130	77,305	77,480	77,655

**FRONTIER CENTRAL TEACHERS ASSOCIATION  
2003-04 SALARY MATRIX INCLUDING GRADUATE HOURS B-3**

BACHELORS / STEP	0	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
B-1	31,002	31,177	31,352	31,527	31,702	31,877	32,052	32,227	32,402	32,577	32,752	32,927	33,102	33,277	33,452	33,627
B-2	32,072	32,247	32,422	32,597	32,772	32,947	33,122	33,297	33,472	33,647	33,822	33,997	34,172	34,347	34,522	34,697
B-3	33,250	33,425	33,600	33,775	33,950	34,125	34,300	34,475	34,650	34,825	35,000	35,175	35,350	35,525	35,700	35,875
B-4	34,155	34,330	34,505	34,680	34,855	35,030	35,205	35,380	35,555	35,730	35,905	36,080	36,255	36,430	36,605	36,780
B-5	35,105	35,280	35,455	35,630	35,805	35,980	36,155	36,330	36,505	36,680	36,855	37,030	37,205	37,380	37,555	37,730
B-6	36,567	36,742	36,917	37,092	37,267	37,442	37,617	37,792	37,967	38,142	38,317	38,492	38,667	38,842	39,017	39,192
B-7	37,012	37,187	37,362	37,537	37,712	37,887	38,062	38,237	38,412	38,587	38,762	38,937	39,112	39,287	39,462	39,637
B-8	38,625	38,800	38,975	39,150	39,325	39,500	39,675	39,850	40,025	40,200	40,375	40,550	40,725	40,900	41,075	41,250
B-9	40,314	40,489	40,664	40,839	41,014	41,189	41,364	41,539	41,714	41,889	42,064	42,239	42,414	42,589	42,764	42,939
B-10	42,515	42,690	42,865	43,040	43,215	43,390	43,565	43,740	43,915	44,090	44,265	44,440	44,615	44,790	44,965	45,140
B-11	44,868	45,043	45,218	45,393	45,568	45,743	45,918	46,093	46,268	46,443	46,618	46,793	46,968	47,143	47,318	47,493
B-12	46,542	46,717	46,892	47,067	47,242	47,417	47,592	47,767	47,942	48,117	48,292	48,467	48,642	48,817	48,992	49,167
B-13	48,213	48,388	48,563	48,738	48,913	49,088	49,263	49,438	49,613	49,788	49,963	50,138	50,313	50,488	50,663	50,838
B-14	50,418	50,593	50,768	50,943	51,118	51,293	51,468	51,643	51,818	51,993	52,168	52,343	52,518	52,693	52,868	53,043
B-15	52,239	52,414	52,589	52,764	52,939	53,114	53,289	53,464	53,639	53,814	53,989	54,164	54,339	54,514	54,689	54,864
B-16	54,350	54,525	54,700	54,875	55,050	55,225	55,400	55,575	55,750	55,925	56,100	56,275	56,450	56,625	56,800	56,975
B-17	57,069	57,244	57,419	57,594	57,769	57,944	58,119	58,294	58,469	58,644	58,819	58,994	59,169	59,344	59,519	59,694
B-18	65,335	65,510	65,685	65,860	66,035	66,210	66,385	66,560	66,735	66,910	67,085	67,260	67,435	67,610	67,785	67,960

MASTERS / STEP	0	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
M-1	37,545	37,720	37,895	38,070	38,245	38,420	38,595	38,770	38,945	39,120	39,295	39,470	39,645	39,820	39,995	40,170
M-2	38,430	38,605	38,780	38,955	39,130	39,305	39,480	39,655	39,830	40,005	40,180	40,355	40,530	40,705	40,880	41,055
M-3	39,075	39,250	39,425	39,600	39,775	39,950	40,125	40,300	40,475	40,650	40,825	41,000	41,175	41,350	41,525	41,700
M-4	39,515	39,690	39,865	40,040	40,215	40,390	40,565	40,740	40,915	41,090	41,265	41,440	41,615	41,790	41,965	42,140
M-5	40,315	40,490	40,665	40,840	41,015	41,190	41,365	41,540	41,715	41,890	42,065	42,240	42,415	42,590	42,765	42,940
M-6	41,688	41,863	42,038	42,213	42,388	42,563	42,738	42,913	43,088	43,263	43,438	43,613	43,788	43,963	44,138	44,313
M-7	42,693	42,868	43,043	43,218	43,393	43,568	43,743	43,918	44,093	44,268	44,443	44,618	44,793	44,968	45,143	45,318
M-8	44,285	44,460	44,635	44,810	44,985	45,160	45,335	45,510	45,685	45,860	46,035	46,210	46,385	46,560	46,735	46,910
M-9	45,992	46,167	46,342	46,517	46,692	46,867	47,042	47,217	47,392	47,567	47,742	47,917	48,092	48,267	48,442	48,617
M-10	47,869	48,044	48,219	48,394	48,569	48,744	48,919	49,094	49,269	49,444	49,619	49,794	49,969	50,144	50,319	50,494
M-11	50,315	50,490	50,665	50,840	51,015	51,190	51,365	51,540	51,715	51,890	52,065	52,240	52,415	52,590	52,765	52,940
M-12	52,384	52,559	52,734	52,909	53,084	53,259	53,434	53,609	53,784	53,959	54,134	54,309	54,484	54,659	54,834	55,009
M-13	54,067	54,242	54,417	54,592	54,767	54,942	55,117	55,292	55,467	55,642	55,817	55,992	56,167	56,342	56,517	56,692
M-14	55,858	56,033	56,208	56,383	56,558	56,733	56,908	57,083	57,258	57,433	57,608	57,783	57,958	58,133	58,308	58,483
M-15	57,461	57,636	57,811	57,986	58,161	58,336	58,511	58,686	58,861	59,036	59,211	59,386	59,561	59,736	59,911	60,086
M-16	58,971	59,146	59,321	59,496	59,671	59,846	60,021	60,196	60,371	60,546	60,721	60,896	61,071	61,246	61,421	61,596
M-17	60,642	60,817	60,992	61,167	61,342	61,517	61,692	61,867	62,042	62,217	62,392	62,567	62,742	62,917	63,092	63,267
M-18	64,692	64,867	65,042	65,217	65,392	65,567	65,742	65,917	66,092	66,267	66,442	66,617	66,792	66,967	67,142	67,317
M-19	74,205	74,380	74,555	74,730	74,905	75,080	75,255	75,430	75,605	75,780	75,955	76,130	76,305	76,480	76,655	76,830

BACHELORS / STEP	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90
B-1	33,802	33,977	34,152	34,327	34,502	34,677	34,852	35,027	35,202	35,377	35,552	35,727	35,902	36,077	36,252
B-2	34,872	35,047	35,222	35,397	35,572	35,747	35,922	36,097	36,272	36,447	36,622	36,797	36,972	37,147	37,322
B-3	36,050	36,225	36,400	36,575	36,750	36,925	37,100	37,275	37,450	37,625	37,800	37,975	38,150	38,325	38,500
B-4	36,955	37,130	37,305	37,480	37,655	37,830	38,005	38,180	38,355	38,530	38,705	38,880	39,055	39,230	39,405
B-5	37,905	38,080	38,255	38,430	38,605	38,780	38,955	39,130	39,305	39,480	39,655	39,830	40,005	40,180	40,355
B-6	39,367	39,542	39,717	39,892	40,067	40,242	40,417	40,592	40,767	40,942	41,117	41,292	41,467	41,642	41,817
B-7	39,812	39,987	40,162	40,337	40,512	40,687	40,862	41,037	41,212	41,387	41,562	41,737	41,912	42,087	42,262
B-8	41,425	41,600	41,775	41,950	42,125	42,300	42,475	42,650	42,825	43,000	43,175	43,350	43,525	43,700	43,875
B-9	43,114	43,289	43,464	43,639	43,814	43,989	44,164	44,339	44,514	44,689	44,864	45,039	45,214	45,389	45,564
B-10	45,315	45,490	45,665	45,840	46,015	46,190	46,365	46,540	46,715	46,890	47,065	47,240	47,415	47,590	47,765
B-11	47,668	47,843	48,018	48,193	48,368	48,543	48,718	48,893	49,068	49,243	49,418	49,593	49,768	49,943	50,118
B-12	49,342	49,517	49,692	49,867	50,042	50,217	50,392	50,567	50,742	50,917	51,092	51,267	51,442	51,617	51,792
B-13	51,013	51,188	51,363	51,538	51,713	51,888	52,063	52,238	52,413	52,588	52,763	52,938	53,113	53,288	53,463
B-14	53,218	53,393	53,568	53,743	53,918	54,093	54,268	54,443	54,618	54,793	54,968	55,143	55,318	55,493	55,668
B-15	55,039	55,214	55,389	55,564	55,739	55,914	56,089	56,264	56,439	56,614	56,789	56,964	57,139	57,314	57,489
B-16	57,150	57,325	57,500	57,675	57,850	58,025	58,200	58,375	58,550	58,725	58,900	59,075	59,250	59,425	59,600
B-17	59,869	60,044	60,219	60,394	60,569	60,744	60,919	61,094	61,269	61,444	61,619	61,794	61,969	62,144	62,319
B-18	68,135	68,310	68,485	68,660	68,835	69,010	69,185	69,360	69,535	69,710	69,885	70,060	70,235	70,410	70,585

MASTERS / STEP	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90
M-1	40,345	40,520	40,695	40,870	41,045	41,220	41,395	41,570	41,745	41,920	42,095	42,270	42,445	42,620	42,795
M-2	41,230	41,405	41,580	41,755	41,930	42,105	42,280	42,455	42,630	42,805	42,980	43,155	43,330	43,505	43,680
M-3	41,875	42,050	42,225	42,400	42,575	42,750	42,925	43,100	43,275	43,450	43,625	43,800	43,975	44,150	44,325
M-4	42,315	42,490	42,665	42,840	43,015	43,190	43,365	43,540	43,715	43,890	44,065	44,240	44,415	44,590	44,765
M-5	43,115	43,290	43,465	43,640	43,815	43,990	44,165	44,340	44,515	44,690	44,865	45,040	45,215	45,390	45,565
M-6	44,488	44,663	44,838	45,013	45,188	45,363	45,538	45,713	45,888	46,063	46,238	46,413	46,588	46,763	46,938
M-7	45,493	45,668	45,843	46,018	46,193	46,368	46,543	46,718	46,893	47,068	47,243	47,418	47,593	47,768	47,943
M-8	47,085	47,260	47,435	47,610	47,785	47,960	48,135	48,310	48,485	48,660	48,835	49,010	49,185	49,360	49,535
M-9	48,792	48,967	49,142	49,317	49,492	49,667	49,842	50,017	50,192	50,367	50,542	50,717	50,892	51,067	51,242
M-10	50,669	50,844	51,019	51,194	51,369	51,544	51,719	51,894	52,069	52,244	52,419	52,594	52,769	52,944	53,119
M-11	53,115	53,290	53,465	53,640	53,815	53,990	54,165	54,340	54,515	54,690	54,865	55,040	55,215	55,390	55,565
M-12	55,184	55,359	55,534	55,709	55,884	56,059	56,234	56,409	56,584	56,759	56,934	57,109	57,284	57,459	57,634
M-13	56,867	57,042	57,217	57,392	57,567	57,742	57,917	58,092	58,267	58,442	58,617	58,792	58,967	59,142	59,317
M-14	58,658	58,833	59,008	59,183	59,358	59,533	59,708	59,883	60,058	60,233	60,408	60,583	60,758	60,933	61,108
M-15	60,261	60,436	60,611	60,786	60,961	61,136	61,311	61,486	61,661	61,836	62,011	62,186	62,361	62,536	62,711
M-16	61,771	61,946	62,121	62,296	62,471	62,646	62,821	62,996	63,171	63,346	63,521	63,696	63,871	64,046	64,221
M-17	63,442	63,617	63,792	63,967	64,142	64,317	64,492	64,667	64,842	65,017	65,192	65,367	65,542	65,717	65,892
M-18	67,492	67,667	67,842	68,017	68,192	68,367	68,542	68,717	68,892	69,067	69,242	69,417	69,592	69,767	69,942
M-19	77,005	77,180	77,355	77,530	77,705	77,880	78,055	78,230	78,405	78,580	78,755	78,930	79,105	79,280	79,455

**FRONTIER CENTRAL TEACHERS ASSOCIATION  
2004-05 SALARY MATRIX INCLUDING GRADUATE HOURS B-4**

BACHELORS / STEP	0	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
B-1	32,072	32,247	32,422	32,597	32,772	32,947	33,122	33,297	33,472	33,647	33,822	33,997	34,172	34,347	34,522	34,697
B-2	32,702	32,877	33,052	33,227	33,402	33,577	33,752	33,927	34,102	34,277	34,452	34,627	34,802	34,977	35,152	35,327
B-3	33,772	33,947	34,122	34,297	34,472	34,647	34,822	34,997	35,172	35,347	35,522	35,697	35,872	36,047	36,222	36,397
B-4	34,950	35,125	35,300	35,475	35,650	35,825	36,000	36,175	36,350	36,525	36,700	36,875	37,050	37,225	37,400	37,575
B-5	35,855	36,030	36,205	36,380	36,555	36,730	36,905	37,080	37,255	37,430	37,605	37,780	37,955	38,130	38,305	38,480
B-6	36,805	36,980	37,155	37,330	37,505	37,680	37,855	38,030	38,205	38,380	38,555	38,730	38,905	39,080	39,255	39,430
B-7	38,267	38,442	38,617	38,792	38,967	39,142	39,317	39,492	39,667	39,842	40,017	40,192	40,367	40,542	40,717	40,892
B-8	38,712	38,887	39,062	39,237	39,412	39,587	39,762	39,937	40,112	40,287	40,462	40,637	40,812	40,987	41,162	41,337
B-9	40,325	40,500	40,675	40,850	41,025	41,200	41,375	41,550	41,725	41,900	42,075	42,250	42,425	42,600	42,775	42,950
B-10	43,015	43,190	43,365	43,540	43,715	43,890	44,065	44,240	44,415	44,590	44,765	44,940	45,115	45,290	45,465	45,640
B-11	45,368	45,543	45,718	45,893	46,068	46,243	46,418	46,593	46,768	46,943	47,118	47,293	47,468	47,643	47,818	47,993
B-12	47,042	47,217	47,392	47,567	47,742	47,917	48,092	48,267	48,442	48,617	48,792	48,967	49,142	49,317	49,492	49,667
B-13	48,713	48,888	49,063	49,238	49,413	49,588	49,763	49,938	50,113	50,288	50,463	50,638	50,813	50,988	51,163	51,338
B-14	50,918	51,093	51,268	51,443	51,618	51,793	51,968	52,143	52,318	52,493	52,668	52,843	53,018	53,193	53,368	53,543
B-15	52,629	52,804	52,979	53,154	53,329	53,504	53,679	53,854	54,029	54,204	54,379	54,554	54,729	54,904	55,079	55,254
B-16	54,748	54,923	55,098	55,273	55,448	55,623	55,798	55,973	56,148	56,323	56,498	56,673	56,848	57,023	57,198	57,373
B-17	57,474	57,649	57,824	57,999	58,174	58,349	58,524	58,699	58,874	59,049	59,224	59,399	59,574	59,749	59,924	60,099
B-18	67,035	67,210	67,385	67,560	67,735	67,910	68,085	68,260	68,435	68,610	68,785	68,960	69,135	69,310	69,485	69,660

MASTERS / STEP	0	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45
M-1	38,430	38,605	38,780	38,955	39,130	39,305	39,480	39,655	39,830	40,005	40,180	40,355	40,530	40,705	40,880	41,055
M-2	39,545	39,720	39,895	40,070	40,245	40,420	40,595	40,770	40,945	41,120	41,295	41,470	41,645	41,820	41,995	42,170
M-3	40,430	40,605	40,780	40,955	41,130	41,305	41,480	41,655	41,830	42,005	42,180	42,355	42,530	42,705	42,880	43,055
M-4	40,675	40,850	41,025	41,200	41,375	41,550	41,725	41,900	42,075	42,250	42,425	42,600	42,775	42,950	43,125	43,300
M-5	41,615	41,790	41,965	42,140	42,315	42,490	42,665	42,840	43,015	43,190	43,365	43,540	43,715	43,890	44,065	44,240
M-6	42,415	42,590	42,765	42,940	43,115	43,290	43,465	43,640	43,815	43,990	44,165	44,340	44,515	44,690	44,865	45,040
M-7	43,788	43,963	44,138	44,313	44,488	44,663	44,838	45,013	45,188	45,363	45,538	45,713	45,888	46,063	46,238	46,413
M-8	44,793	44,968	45,143	45,318	45,493	45,668	45,843	46,018	46,193	46,368	46,543	46,718	46,893	47,068	47,243	47,418
M-9	46,385	46,560	46,735	46,910	47,085	47,260	47,435	47,610	47,785	47,960	48,135	48,310	48,485	48,660	48,835	49,010
M-10	48,092	48,267	48,442	48,617	48,792	48,967	49,142	49,317	49,492	49,667	49,842	50,017	50,192	50,367	50,542	50,717
M-11	50,515	50,690	50,865	51,040	51,215	51,390	51,565	51,740	51,915	52,090	52,265	52,440	52,615	52,790	52,965	53,140
M-12	52,516	52,691	52,866	53,041	53,216	53,391	53,566	53,741	53,916	54,091	54,266	54,441	54,616	54,791	54,966	55,141
M-13	54,484	54,659	54,834	55,009	55,184	55,359	55,534	55,709	55,884	56,059	56,234	56,409	56,584	56,759	56,934	57,109
M-14	56,171	56,346	56,521	56,696	56,871	57,046	57,221	57,396	57,571	57,746	57,921	58,096	58,271	58,446	58,621	58,796
M-15	57,957	58,132	58,307	58,482	58,657	58,832	59,007	59,182	59,357	59,532	59,707	59,882	60,057	60,232	60,407	60,582
M-16	59,561	59,736	59,911	60,086	60,261	60,436	60,611	60,786	60,961	61,136	61,311	61,486	61,661	61,836	62,011	62,186
M-17	61,019	61,194	61,369	61,544	61,719	61,894	62,069	62,244	62,419	62,594	62,769	62,944	63,119	63,294	63,469	63,644
M-18	64,801	64,976	65,151	65,326	65,501	65,676	65,851	66,026	66,201	66,376	66,551	66,726	66,901	67,076	67,251	67,426
M-19	76,072	76,247	76,422	76,597	76,772	76,947	77,122	77,297	77,472	77,647	77,822	77,997	78,172	78,347	78,522	78,697

BACHELORS / STEP	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90
B-1	34,872	35,047	35,222	35,397	35,572	35,747	35,922	36,097	36,272	36,447	36,622	36,797	36,972	37,147	37,322
B-2	35,502	35,677	35,852	36,027	36,202	36,377	36,552	36,727	36,902	37,077	37,252	37,427	37,602	37,777	37,952
B-3	36,572	36,747	36,922	37,097	37,272	37,447	37,622	37,797	37,972	38,147	38,322	38,497	38,672	38,847	39,022
B-4	37,750	37,925	38,100	38,275	38,450	38,625	38,800	38,975	39,150	39,325	39,500	39,675	39,850	40,025	40,200
B-5	38,655	38,830	39,005	39,180	39,355	39,530	39,705	39,880	40,055	40,230	40,405	40,580	40,755	40,930	41,105
B-6	39,605	39,780	39,955	40,130	40,305	40,480	40,655	40,830	41,005	41,180	41,355	41,530	41,705	41,880	42,055
B-7	41,067	41,242	41,417	41,592	41,767	41,942	42,117	42,292	42,467	42,642	42,817	42,992	43,167	43,342	43,517
B-8	41,512	41,687	41,862	42,037	42,212	42,387	42,562	42,737	42,912	43,087	43,262	43,437	43,612	43,787	43,962
B-9	43,125	43,300	43,475	43,650	43,825	44,000	44,175	44,350	44,525	44,700	44,875	45,050	45,225	45,400	45,575
B-10	45,815	45,990	46,165	46,340	46,515	46,690	46,865	47,040	47,215	47,390	47,565	47,740	47,915	48,090	48,265
B-11	48,168	48,343	48,518	48,693	48,868	49,043	49,218	49,393	49,568	49,743	49,918	50,093	50,268	50,443	50,618
B-12	49,842	50,017	50,192	50,367	50,542	50,717	50,892	51,067	51,242	51,417	51,592	51,767	51,942	52,117	52,292
B-13	51,513	51,688	51,863	52,038	52,213	52,388	52,563	52,738	52,913	53,088	53,263	53,438	53,613	53,788	53,963
B-14	53,718	53,893	54,068	54,243	54,418	54,593	54,768	54,943	55,118	55,293	55,468	55,643	55,818	55,993	56,168
B-15	55,429	55,604	55,779	55,954	56,129	56,304	56,479	56,654	56,829	57,004	57,179	57,354	57,529	57,704	57,879
B-16	57,548	57,723	57,898	58,073	58,248	58,423	58,598	58,773	58,948	59,123	59,298	59,473	59,648	59,823	59,998
B-17	60,274	60,449	60,624	60,799	60,974	61,149	61,324	61,499	61,674	61,849	62,024	62,199	62,374	62,549	62,724
B-18	69,835	70,010	70,185	70,360	70,535	70,710	70,885	71,060	71,235	71,410	71,585	71,760	71,935	72,110	72,285

MASTERS / STEP	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90
M-1	41,230	41,405	41,580	41,755	41,930	42,105	42,280	42,455	42,630	42,805	42,980	43,155	43,330	43,505	43,680
M-2	42,345	42,520	42,695	42,870	43,045	43,220	43,395	43,570	43,745	43,920	44,095	44,270	44,445	44,620	44,795
M-3	43,230	43,405	43,580	43,755	43,930	44,105	44,280	44,455	44,630	44,805	44,980	45,155	45,330	45,505	45,680
M-4	43,475	43,650	43,825	44,000	44,175	44,350	44,525	44,700	44,875	45,050	45,225	45,400	45,575	45,750	45,925
M-5	44,415	44,590	44,765	44,940	45,115	45,290	45,465	45,640	45,815	45,990	46,165	46,340	46,515	46,690	46,865
M-6	45,215	45,390	45,565	45,740	45,915	46,090	46,265	46,440	46,615	46,790	46,965	47,140	47,315	47,490	47,665
M-7	46,588	46,763	46,938	47,113	47,288	47,463	47,638	47,813	47,988	48,163	48,338	48,513	48,688	48,863	49,038
M-8	47,593	47,768	47,943	48,118	48,293	48,468	48,643	48,818	48,993	49,168	49,343	49,518	49,693	49,868	50,043
M-9	49,185	49,360	49,535	49,710	49,885	50,060	50,235	50,410	50,585	50,760	50,935	51,110	51,285	51,460	51,635
M-10	50,892	51,067	51,242	51,417	51,592	51,767	51,942	52,117	52,292	52,467	52,642	52,817	52,992	53,167	53,342
M-11	53,315	53,490	53,665	53,840	54,015	54,190	54,365	54,540	54,715	54,890	55,065	55,240	55,415	55,590	55,765
M-12	55,316	55,491	55,666	55,841	56,016	56,191	56,366	56,541	56,716	56,891	57,066	57,241	57,416	57,591	57,766
M-13	57,284	57,459	57,634	57,809	57,984	58,159	58,334	58,509	58,684	58,859	59,034	59,209	59,384	59,559	59,734
M-14	58,971	59,146	59,321	59,496	59,671	59,846	60,021	60,196	60,371	60,546	60,721	60,896	61,071	61,246	61,421
M-15	60,757	60,932	61,107	61,282	61,457	61,632	61,807	61,982	62,157	62,332	62,507	62,682	62,857	63,032	63,207
M-16	62,361	62,536	62,711	62,886	63,061	63,236	63,411	63,586	63,761	63,936	64,111	64,286	64,461	64,636	64,811
M-17	63,819	63,994	64,169	64,344	64,519	64,694	64,869	65,044	65,219	65,394	65,569	65,744	65,919	66,094	66,269
M-18	67,601	67,776	67,951	68,126	68,301	68,476	68,651	68,826	69,001	69,176	69,351	69,526	69,701	69,876	70,051
M-19	78,872	79,047	79,222	79,397	79,572	79,747	79,922	80,097	80,272	80,447	80,622	80,797	80,972	81,147	81,322

# APPENDIX C-1

## 2002-2005

HIGH SCHOOL							
ACTIVITIES	2002-03	2003-04	2004-05	CLUBS	2002-03	2003-04	2004-05
Gateway Layout Advisor	2,252	2,324	2,398	Art	836	863	890
Gateway Printing Advisor	1,792	1,849	1,908	Broadcasting	836	863	890
Gateway Photography Advisor	1,792	1,849	1,908	Chess	836	863	890
Gateway Financial Advisor	1,792	1,849	1,908	Citizen Bee/Fed Challenge	836	863	890
				Computer	836	863	890
Musical Director/Music	4,403	5,149	5,314	DECA	836	863	890
Musical Director/Drama	4,403	5,149	5,314	Detention Supervisor	836	863	890
Asst. Director/Stage	3,369	3,940	4,066	Drama	836	863	890
Asst. Director/Choreo	1,424	1,470	1,517	Adventure	836	863	890
				FBLA	836	863	890
Play Director	2,421	2,499	2,579	FESO	2140	2209	2280
Asst. Director/Drama	1,709	1,764	1,820	Forum	836	863	890
Asst. Director/Stage	1,994	2,058	2,124	French	836	863	890
				Frontier Teen Activity	836	863	890
In-Flight Advisor/Layout	2,236	2,308	2,382	German	836	863	890
In-Flight Advisor/Printing	1,514	1,562	1,612	History	836	863	890
				International	836	863	890
Student Council Advisor	2,773	2,862	2,953	Math League	836	863	890
Senior Class Advisor & Prom	3,113	3,212	3,315	Microbiology	836	863	890
Junior Class Advisor	893	921	951	Mock Trial	836	863	890
Sophomore Class Advisor	836	863	890	Model UNO	836	863	890
Freshman Class Advisor	836	863	890	Music	836	863	890
				National Honor Society	1514	1562	1612
Student Store Advisor	2,194	2,264	2,337	Destination Imagination	836	863	890
				Peer Helpers	836	863	890
Steel Band	2,635	2,719	2,806	Photography	836	863	890
Stage Band Director	1,139	1,176	1,213	Physics	836	863	890
Marching Band Director	2,564	2,646	2,730	Polish	836	863	890
Asst. Jazz Band Director	836	863	890	Ecology	836	863	890
				Public Information	836	863	890
Color Guard Director	1,923	1,984	2,048	SADD	836	863	890
				Service	836	863	890
Athletic Supervision/Away	73	76	78	Ski	836	863	890
Athletic Supervision/Home	63	65	67	Social	836	863	890
Detention Supervision	32.09/hr	32.48/hr	32.87/hr	Spanish	836	863	890
Intramurals(*)	19.20/hr	19.71/hr	20.34/hr	Varsity	836	863	890
SAIS	32.72	33.77	34.85	Yorkers	993	1025	1057
Homework Haven	32.09/hr	32.48/hr	32.87/hr	Youth-to-Youth	836	863	890
				Italian	836	863	890
				H.E.L.P.	836	863	890
				For. Lang. Arts & Crafts	836	863	890
				For. Lang. Mentoring	836	863	890

(\*) Before any such activity may be scheduled, approval for the activity must be secured through the proper channels. Payment for them will be made when prior approval has been given and the activity has been properly authorized.

# APPENDIX C-2 2002-2005

MIDDLE SCHOOL				ELEMENTARY SCHOOLS			
ACTIVITIES	2002-03	2003-04	2004-05	ACTIVITIES & CLUBS	2002-03	2003-04	2004-05
Focus Advisor	2,236	2,308	2,382	Art	836	863	890
Focus Art Advisor	992	1,024	1,057	Bookstore	209	216	223
				Builders'	836	863	890
Musical Director	1,994	2,058	2,124	Chimes/Bell Ringers	836	863	890
Asst. Director/Drama	1,780	1,837	1,896	Computer	836	863	890
Asst. Director/Stage	1,709	1,764	1,820	Drama	836	863	890
				Intramurals(*)	19.10/hr	19.71/hr	20.34/hr
Play Director	1,709	1,764	1,820	Newspaper	836	863	890
Asst. Director/Stage	1,638	1,690	1,744	Destination Imagination	836	863	890
Asst. Director/Drama	1,495	1,543	1,593	Peer Mediation	836	863	890
				Student Council	836	863	890
Talon Advisor	2,236	2,308	2,382	Student Council & Bookstore	1046	1080	1114
				Brain Games	836	863	890
Student Government Advisor	2,253	2,325	2,399	Terrific Tae Bo Tots	836	863	890
Student Store Advisor	2,194	2,264	2,337	Reader's Club	836	863	890
Stage Band Director	1,353	1,396	1,441				
Asst. Stage Band Director	997	1,029	1,062				
Fiddlers' Club Director	1,501	1,543	1,593				
Fiddlers' Club Asst. Director	1,215	1,249	1,289				
Athletic Supervision/Away	73	76	78				
Athletic Supervision/Home	63	65	67				
Detention Supervision	32.09/hr	33.48/hr	34.87/hr				
Extramurals	19.10/hr	19.71/hr	20.34/hr				
Intramurals*	19.10/hr	19.71/hr	20.34/hr				
SALS	32.72/hr	33.77/hr	34.85/hr				
Homework Haven	32.09/hr	33.48/hr	34.87/hr				
CLUBS							
Art	836	863	890				
Aviation/Aerospace	836	863	890				
Builders'	836	863	890				
Chess	836	863	890				
French	836	863	890				
Home & Careers	836	863	890				
International	836	863	890				
Latin	836	863	890				
Music	836	863	890				
National Jr. Honor Society	1,514	1,562	1,612				
Peer Helpers	836	863	890				
PEP	836	863	890				
Reading	836	863	890				
Ski	836	863	890				
Social	836	863	890				
Spanish	836	863	890				
Technology	836	863	890				
Youth 2 Youth	836	863	890				
Student Account Overseer	836	863	890				
H.O.P.E.	836	863	890				
Character	836	863	890				

(\*) Before any such activity may be scheduled, approval for the activity must be secured through the proper channels.  
Payment for them will be made when prior approval has been given and the activity has been properly authorized.

# APPENDIX C-3 2002-2005

## VARSITY COACHES

## JUNIOR VARSITY, MODIFIED 7 ASSISTANT COACHES

	2002-03	2003-04	2004-05		2002-03	2003-04	2004-05
Baseball/Boys	5,150	5,212	5,274	9th Grade Baseball/Boys	3,605	3,648	3,692
Softball/Girls	5,150	5,212	5,274	JV Baseball/Boys	3,605	3,648	3,692
				JV Softball/Girls	3,605	3,648	3,692
				Modified Baseball/Boys	3,605	3,648	3,692
Basketball/Boys	5,150	5,212	5,274	Modified Softball/Girls	3,605	3,648	3,692
Basketball/Girls	5,150	5,212	5,274				
				9th Grade Basketball/Boys	3,605	3,648	3,692
Bowling/Boys	3,433	3,474	3,516	JV Basketball/Boys	3,605	3,648	3,692
Bowling/Girls	3,433	3,474	3,516	JV Basketball/Girls	3,605	3,648	3,692
				Modified Basketball/Boys	3,605	3,648	3,692
				Modified Basketball/Girls	3,605	3,648	3,692
Cheerleading	3,863	3,908	3,955	9th Grade Cheerleading	2,704	2,736	2,769
				JV Cheerleading	2,704	2,736	2,769
				Modified Cheerleading	2,704	2,736	2,769
Cross Country/Boys	3,863	3,908	3,955				
Cross Country/Girls	3,863	3,908	3,955	Modified Cross Country/ Boys & Girls	2,704	2,736	2,769
Football	5,150	5,212	5,274	9th Grade Football	3,605	3,648	3,692
				Asst. Football #1	3,605	3,648	3,692
				Asst. Football #2	3,605	3,648	3,692
Golf/Boys & Girls	3,004	3,040	3,076	JV Football	3,605	3,648	3,692
				Asst. JV Football #1	3,605	3,648	3,692
				Asst. JV Football #2	3,605	3,648	3,692
				Modified Football	3,605	3,648	3,692
				Asst. Modified Football	3,605	3,648	3,692
Indoor Track/Boys & Girls	5,578	5,645	5,713	Asst. Indoor Track/Boys & Girls	3,905	3,952	3,999
				Asst. Varsity Lacrosse	3,605	3,648	3,692
Lacrosse/Boys	5,150	5,212	5,274	JV Lacrosse/Boys	3,605	3,648	3,692
Lacrosse/Girls	5,150	5,212	5,274	JV Lacrosse Girls	3,605	3,648	3,692
				Modified Lacrosse/Boys	3,605	3,648	3,692
				Modified Lacrosse/Girls	3,605	3,648	3,692
				JV Soccer/ Boys	3,004	3,040	3,076
Soccer/Boys	4,291	4,342	4,395	JV Soccer/Girls	3,004	3,040	3,076
Soccer/Girls	4,291	4,342	4,395	Modified Soccer/Boys	3,004	3,040	3,076
				Modified Soccer/Girls	3,004	3,040	3,076
Swimming/Boys	4,291	4,342	4,395	Asst. Swimming/Boys	3,004	3,040	3,076
Swimming/Girls	3,433	3,474	3,516	Modified Swimming/Boys & Girls	2,403	3,040	3,076
Tennis/Boys	3,433	3,474	3,516				
Tennis/Girls	3,433	3,474	3,516	Asst. Track/Boys	3,605	3,648	3,692
				Asst. Track/ Girls	3,605	3,648	3,692
Track/Boys	5,150	5,212	5,274	Modified Track/Boys & Girls	3,605	3,648	3,692
Track/Girls	5,150	5,212	5,274	Asst. Modified Track/Boys & Girls	3,605	3,648	3,692
Volleyball/Boys	4,721	4,777	4,834	JV Volleyball/Boys	3,305	3,305	3,305
Volleyball/Girls	4,721	4,777	4,834	JV Volleyball/Girls	3,305	3,305	3,305
				Modified Volleyball/Boys	3,305	3,344	3,384
				Modified Volleyball/Girls	3,305	3,344	3,384
Hockey/Boys	5,578	5,645	5,713	Asst. Varsity Hockey	3,905	3,905	3,905
Gymnastics/Girls	4,720	4,777	4,834				
Faculty Manager	4,291	4,342	4,395				
				Asst. Wrestling	3,305	3,344	3,384
Wrestling	4,721	4,777	4,834	Modified Wrestling	3,305	3,344	3,384

## Appendix D

COACHING POINTS VARSITY COACHES	Length of Season	Number of Games	Equip. Care	Total Points
Baseball	4	5	3	12
Softball/Girls	4	5	3	12
Basketball/Boys	5	5	2	12
Basketball/Girls	5	5	2	12
Bowling	3	4	1	8
Cheerleading	3	5	1	9
Cross Country/Boys	3	5	1	9
Cross Country/Girls	3	5	1	9
Faculty Manager	2	2	6	10
Football	4	3	5	12
Golf	2	3	2	7
Gymnastics/Girls	4	5	2	11
Hockey/Boys	4	5	4	13
Indoor Track Boys/Girls	5	4	4	13
Lacrosse/Boys	4	4	4	12
Lacrosse/Girls	4	4	4	12
Soccer/Boys	3	5	2	10
Soccer/Girls	3	5	2	10
Swimming/Boys	4	4	2	10
Swimming/Girls	2	4	2	8
Tennis/Boys	3	4	1	8
Tennis/Girls	3	4	1	8
Track/Boys	4	4	4	12
Track/Girls	4	4	4	12
Volleyball/Boys	4	5	2	11
Volleyball/Girls	4	5	2	11
Wrestling	3	5	3	11

## APPENDIX E

### PERFORMING ARTS POINTS ACTIVITY

	A	B	C	D	E	F	TOTAL
M.S. Fiddlers Club/Director	7	3	5	4	1	1	21
M.S. Fiddlers Club/Asst. Director	7	3	5	1	0	1	17
M.S. Musical/Director	4	3	13	2	2	4	28
M.S. Musical, Asst. Director/Drama	4	3	13	1	0	4	25
M.S. Musical, Asst. Director/Stage	4	5	13	1	0	1	24
M.S. Play Director	4	3	12	2	2	1	24
M.S. Play Asst. Director/Stage	4	5	12	1	0	1	23
M.S. Play Asst. Director/Drama	4	3	12	1	0	1	21
M.S. Stage Band Director	4	2	7	4	1	1	19
M.S. Asst. Stage Band Director	4	2	7	0	0	1	14
H.S. Marching Band Director	10	3	12	4	2	5	36
H.S. Color guard Director	10	3	10	2	0	2	27
H.S. Musical Director/Music	4	5	18	20	3	3	53
H.S. Musical Director/Drama	4	5	18	20	3	3	53
H.S. Musical Asst. Director/Stage	4	5	9	20	2	2	42
H.S. Musical director/Choreographer	4	0	0	15	0	1	20
H.S. Play Director	4	4	20	2	2	2	34
H.S. Play Asst. Director/Drama	4	3	12	1	2	2	24
H.S. Play Asst. Director/Stage	4	4	12	5	2	1	28
H.S. Stage Band Director	4	2	8	1	0	1	16
Steel Band	15	5	10	6	0	1	37

# **MEMORANDA**

**The terms of the following will remain in effect  
during the term of the Basic agreement,  
unless otherwise noted.**

## MEMORANDUM OF AGREEMENT

### CALCULATION OF ANNUAL CONTRACT SALARY FOR POSITION PREVIOUSLY PAID PER INDEX.

THIS AGREEMENT is by and between FRONTIER CENTRAL SCHOOL DISTRICT (hereinafter referred to as the "District"); and FRONTIER CENTRAL TEACHERS' ASSOCIATION (hereinafter referred to as "Association").

1. The affected positions are:

Guidance Counselor

Psychologist

Distributive Ed. Teacher

2. The annual contract salaries for these positions shall be determined per the following procedure:

3. THE PROCEDURE:

Step a. Determine the employee's Base Salary for ten (10) month assignment. This shall include the salary per salary schedule (Appendix B), graduate credit and service steps.

Step b. For a 10.5 month employee add 5% of the Base salary to Step a. For an eleven month assignment, add 10% of the Base Salary to Step a.

Step c. Add to step, 1/200th of the Base Salary for each day scheduled to work beyond those scheduled for all 10-month employees between September 1st and June 30th (both days inclusive).

Step d. Add to Step a, the following mileage allowances:

Psychologist \$100.00

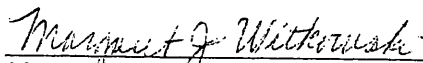
Distributive Ed. Teacher \$150.00

Step e. Total the amounts in Steps a, b, c and d.

Step f. Add to the sum calculated per step e the employee's Responsibility Factor. (The Responsibility Factors for incumbent teachers are listed in the attached schedule). This total amount will be the teacher's annual contract salary. Mileage allowance will be paid where applicable.

This stipend will continue to be enjoyed by all incumbent staff so eligible until separation from the District. The provision of the benefit will no longer be offered for those employees beginning employment on or after July 1, 2002

### ACCEPTED AND APPROVED



Margaret Witkowski, President  
Frontier Central Teachers' Association



Gary R. Cooper  
Superintendent of Schools

Date 10/10, 2002

Date 10/10, 2002

### Memorandum of Agreement

This memorandum of agreement is entered into by and between the Frontier Central School District and the Frontier Central Teachers' Association.

In the matter of establishing a "Salary of Record" for the purposes of developing succeeding salary schedules, the calculation shall be based on the teaching staff on an agreed upon date. The teaching staff on the date shall be identified on a scattergram that will include the FTE (full time equivalent) at each salary schedule step for that year.

The FTE multiplied by the base year step salary will equal the cost of that step, i.e. Master Schedule, Step 2 X 6.8 FTE.

The step summaries shall be totaled to equal the actual salary payment for the identified staff.

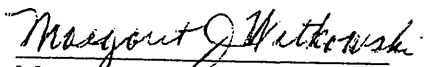
The additional stipend for those teachers with a doctorate will be added to the above total.

The sum shall be the Salary of Record.

Example:

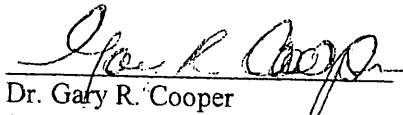
<u>Step</u>	<u>FTE</u>	<u>Schedule</u>	<u>Total</u>
MI	6.5	35,000	227,500
MII	5.0	37,000	74,000
			<hr/>
	11.5		301,500
plus	3.0	Doctorate	3,000
			<hr/>
SoR =			304,500

For the Association:

  
Marge Witkowski, President  
Frontier Central Teachers' Association

Date: 10/10, 2002

For the District:

  
Dr. Gary R. Cooper  
Superintendent of Schools

Date: 10/10, 2002

## Memorandum of Agreement

This Memorandum of Agreement is entered into by and between the Frontier Central School District ("District") and the Frontier Central Teachers' Association ("Association"), for the purpose of developing a remediation program to help students better meet the New York State Learning Standards. This program shall be referred to as Supplemental Academic Intervention Service (SAIS). These services are part of the District's larger AIS plan to remediate students during the contract day. The term "Supplemental" refers to compensated services outside of the FCTA contract day. Academic Intervention Services must remain consistent with the services provided students during the contract day prior to this agreement. Retroactive compensation shall be paid to FCTA members in accordance with a previous Memorandum of Agreement between the Association and the District.

**Need Assessment:** SAIS will be approved by the Building Principal and coordinated with the teacher selected for such service. Teachers who desire to be placed on the approved list must apply through their Building Principal. Building principal recommendations are to be forwarded to the Personnel office for Board of Education Approval for the school year in which the teacher is recommended. SAIS services will generally be offered to teachers within the building the services are requested. If no teachers are interested in providing the service, the opportunity will be posted via the Wide Area Network with adherence to the timelines established in section 7.02 of the collective bargaining agreement.

**Selection of personnel:** Although it is generally most practical to have the teacher most knowledgeable with students provide SAIS, the primary factor in filling Supplemental Academic Intervention Service positions will be the selection of the best qualified person. If other factors are equal between two or more applicants, District seniority will govern. If there are no responses to the opportunity within a building and no FCTA members respond to the opportunity advertised via the WAN, per section 7.02 of the collective bargaining agreement, the position will be open to members outside the bargaining unit. The length of a teacher's eligibility shall be one school year and building principals are to recommend teachers to provide services annually. Service in the SAIS shall be distinct and separate from the regular school program. Specifically, a teacher working in the SAIS program shall acquire no additional rights to seniority.

**Compensation and Group Size:** The rate of compensation shall be \$32.72 in year 2002-03; \$33.77 in 2003-04; \$34.85 in year 2004-05. Unless mutually agreed upon, group size shall not exceed ten (10) students.

**Session Scheduling and Duration:** SAIS should not begin after 7:30 p.m. Monday – Friday; after 3:00 p.m. on Saturday; and not at all on Sunday. Exceptions to these general guidelines may be considered through mutual agreement between the teacher and the Building Principal. Where opinions differ, scheduled times which serve the maximum number of students shall be the deciding factor. Where two teachers are

providing the same level of remediation, and enrollment diminishes to a small number of students, the Building Principal will retain the right to combine groups and stagger the teachers' service.

**Location:** This current agreement provides for SAIS for students enrolled exclusively at Pinehurst, Cloverbank, Big Tree, Blasdel, Frontier Middle, Frontier High School, and Frontier Community Education, and must take place in those facilities unless otherwise agreed upon. Community Education courses qualifying for SAIS is limited to remediation of a specific course offered as part of the Frontier K-12 curriculum. Courses such as SAT prep and Computers do not qualify for SAIS services.

**Duration of this Agreement:** Provided the District continues the practice of delivering Academic Intervention Services outside the contract day, the provisions of this SAIS Agreement shall remain in effect. The District is in no way obligated to continue to provide SAIS outside the contract day. Either party may contact the other in writing in the spring of each year if there is a need to review the provisions herein.

For the Association:

Margaret J. Witkowski

Margaret Witkowski, President

Frontier Central Teachers' Association

For the District:

Gary R. Cooper

Dr. Gary R. Cooper,

Superintendent of Schools

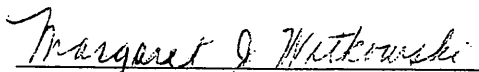
Date: 10/10, 2002

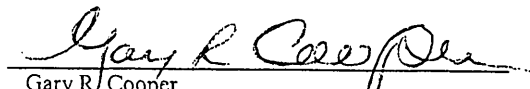
Date: 10/10, 2002

## PROFESSIONAL GROWTH IMPROVEMENT MEMORANDUM OF AGREEMENT

1. A claim for remuneration for each 15-clock hour block of participation in the Professional Growth Improvement Plan will be evaluated using the following criteria.
  - a. The credited portion of the activity must take place outside school work hours.
  - b. There must be no cost to the District for the activity.
  - c. The activity must enhance personal, professional growth in the teacher's area of responsibility.
  - d. The activity must be a quality learning experience.
  - e. The activity must enhance student outcomes of the District, (ie. approved Teacher Center course, approved curriculum project, approved staff development project, etc.)
  - f. The 15-clock hour block must be completed within the fiscal year.
2. a. With respect to the procedure for approval of an application for professional growth credit, the teacher shall initially submit the application for approval to the building principal or program director, whichever is appropriate. If the application is rejected, specific reasons will be provided, and the teacher may appeal to the Professional Growth Appeals committee. Failure to overturn the initial determination shall be accompanied by a written statement of reason(s) with copies being submitted to the Labor-Management Committee. Teachers who submit a request at least four (4) weeks in advance of the start of the 15-clock hour block are entitled to prior notification of approval or rejection of a request (including completion of the appeal process). Requests submitted less than four weeks in advance shall be handled as expeditiously as possible.
  - b. The Professional Growth Appeals Committee will be comprised of a minimum of four members - two members representing the administration and two members representing the teachers. Committee appointments must be approved by the Labor-Management Committee. Approval of appeals will require a majority vote of the Professional Growth Appeals Committee. Approvals and denials by the Professional Growth Appeals Committee are not grievable or otherwise subject to review.
3. Payment may be claimed in the amount of \$300 per 15-clock hour block in 2002-03 and \$325 per 15-clock hour block in subsequent years. By one of the following methods:
  - a. Employee notifies the District of intent to complete one to three 15-clock hour blocks of professional growth by mid-June. Payment will be dispersed twice per year as per the graduate hour schedule of payment.
  - b. Employee notifies the District of completion of a 15-clock hour block consistent with the system already in existence.
  - c. Teacher can earn a maximum of three awards per school year.
4. Upon a teacher's request, the District will offer at least two methods of fulfilling the criteria for the award in a particular year, (this assures that every teacher willing to avail him/herself of this provision will have access to at least two methods that will gain approval).

### ACCEPTED AND APPROVED

  
Margaret Witkowski, President  
Frontier central Teachers' Association

  
Gary R. Cooper  
Superintendent of Schools

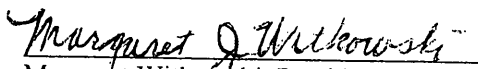
Date 10/10, 2002


Date 10/10, 2002

## MEMORANDUM OF AGREEMENT

1. a. Special Education teachers, including inclusion, resource, self contained, and consultant teachers, shall be given one full day free of students in the Spring for the purpose of developing IEP's.
- b. Regular education K-6 teachers who have identified inclusion special education students in their classroom shall be given one-half day free of students during the spring for the purpose of collaborating with the special education teacher in the development of the IEP's.
2. a. Special education teachers (inclusion, resource, consultant, and self-contained teachers) shall be given one full day free of students in the spring for the purpose of attending pre-IEP conferences as set up by the special education teacher.
- b. Regular education (K-6) teachers who have identified inclusion special education students shall be given one half day free of students in the spring for the purpose of attending pre-IEP conferences as set up by the special education teacher.

## ACCEPTED AND APPROVED

  
Margaret Witkowski, President  
Frontier Central Teachers' Association

  
Gary R. Cooper  
Superintendent of Schools

Date 10/10, 2002

Date 10/10, 2002

## MEMORANDUM OF AGREEMENT

### ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)

Article 23 of the Contract shall remain intact. During the 2002-03 school year, the draft APPR will be implemented on a pilot basis and no teacher(s) will be placed on a Teaching Improvement Plan. The District and the Frontier Central Teachers' Association agree to review the APPR each spring to make revisions as necessary and to negotiate those components of the APPR that are negotiable. Such committee shall consist of appointees of the FCTA and the District, as per Commissioner's Regulation.

Margaret A Witkowski  
Margaret Witkowski, President  
Frontier Central Teachers' Association

Gary R Cooper  
Gary R. Cooper  
Superintendent of Schools

Date 10/10, 2002

Date 10/10, 2002

## MEMORANDUM OF AGREEMENT TIME AND LEARNING/MASTER SCHEDULE

By mutual agreement, both parties will form a committee representative of all stakeholders of the Frontier Central school Community. This committee's charge is to address time and learning and develop a master schedule for the high school. The committee is to convene prior to October 30, 2002. The committee will develop criteria by which to measure the effectiveness of a schedule. The committee will actively seek input from staff prior to recommending the schedule to the Board of Education.

When adopted, the new schedule will be in place for a period of four (4) years. During the term of said schedule, this MOA will supersede Section 19.04A of the Collective Bargaining Agreement as it pertains to the High School. As the new schedule meets the criteria adopted by the original scheduling committee, said schedule will be sustained and MOA extended.

### ACCEPTED AND APPROVED

Margaret J. Witkowski  
Margaret Witkowski, President  
Frontier Central Teachers' Association

Gary R. Cooper  
Gary R. Cooper  
Superintendent of Schools

Date 10/10, 2002

Date 10/10, 2002

# SUMMER SCHOOL

## MEMORANDUM OF AGREEMENT

1. The following pay rates apply to the District Summer School Programs:

- a. Academic Secondary Summer School: \$30.96 per hour. Class time has been expanded to include a flexible schedule which may exceed one hundred minutes per class as deemed appropriate to meet the academic needs of the students and the objectives of the program. The actual days that summer school is in session may be reduced to four (4) days per week provided all New York State instructional requirements are met.
- b. Elementary Enrichment Program: \$30.96 per hour based on contact time as prescribed by the program.
- c. Driver Education Lecture: \$30.96 per hour based on contact time of 1.5 hours per class as per New York State requirements.
- d. Driver Education Road: \$20.64 per hour based on contact time of 1.5 hours per road session as per New York State requirements.
- e. District Music Program: \$20.64 per hour based on student contact time.
- f. School Nurse and Librarian (Secondary): \$3,096.00 stipend for duration of the program.
- g. School Nurse and Librarian (Elementary Enrichment): \$1,548.00 stipend for duration of the program.
- h. Teachers will be paid a rate of one hour's pay for open day procedures including a faculty meeting.
- i. Teachers will be compensated at a rate of \$50.00 per exam session proctoring assignment on the 31st and 32nd day of the program.
- j. A rating day's compensation equal to one hour per class period taught will be paid at the conclusion of the program. Teachers involved in the secondary academic and driver education program will be eligible for rating day compensation. This compensation can be equal to no more than three classes.


2. Appointments as summer school teachers will be made as follows:

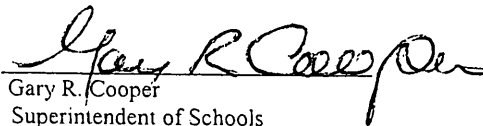
The primary factor in filling summer school vacancies will be the selection of the best qualified person. If other factors are equal between two or more applicants, summer school seniority will govern.

Any complaints regarding the implementation of these provisions will be processed as grievances under the provisions of our collective negotiations agreement.

The terms of the foregoing arrangements will remain in effect during the term of the Basic Agreement.

### ACCEPTED AND APPROVED

  
Margaret Witkowski, President  
Frontier Central Teachers' Association

  
Gary R. Cooper  
Superintendent of Schools

Date 10/10, 2002      Date 10/10, 2002


Memorandum of Agreement  
Between  
Frontier Central School District  
and  
Frontier Central Teachers' Agreement

125 "Flex" Plan - Unreimbursed Medical Expenses


The Frontier Central School District Board of Education (hereafter referred to as the "District") and the Frontier Central Teachers' Association (hereafter referred to as the "Association") agrees to the following terms with respect to the 125 Plan afforded to all Association members.

- 1) Beginning in the 2003 calendar year, the maximum amount that an association member may have withheld from his/her earnings per calendar year to "deposit" into the Flexible Benefit Fund for Unreimbursed Medical Expenses is \$3,000.
- 2) In the event a participating unit member terminates their employment with the District and that individual has received medical "reimbursements" that exceeds the amount withheld from the employee's pay, the District shall be responsible for \$1,500 per calendar year per occurrence.
- 3) The excess cost above and beyond the first \$1,500 shall be shared equally between the District and Association. For example, an employee identifies their intentions to have the maximum unreimbursed medical amount of \$3,000 withheld from their pay for the 2003 calendar year. That individual has paid in (has had withheld) \$1,500 from their 1/1/03 - 6/30/03 paychecks. The individual has made application and has been reimbursed the full \$3,000 prior to June 30, 2003. That individual then retires in June, 2003 prior to repaying the \$1,500 balance of monies owed. The District will be responsible for the 1<sup>st</sup> \$1,500. The District and Association will split the remaining balance of monies owed (\$1,500) paying \$750 each.
- 4) Should the situation exemplified above occur, the District would provide the Association with an invoice for the Association's share of the overage along with documentation to support the request. The Association agrees to reimburse the District within thirty (30) days of receipt of said documentation.
- 5) The District and Association will annually review and agree upon the maximum amount of the unreimbursable medical limits.
- 6) The term of this Agreement shall be from January 1, 2003 through June 30, 2005.

Accepted and Approved

  
Mark Chavel, President  
Frontier Central Teachers' Association

Date 11/22, 2002

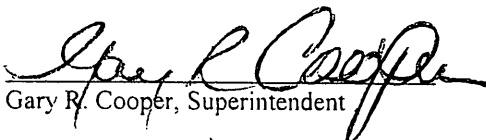
  
Dr. Gary R. Cooper, Superintendent  
Frontier Central School District

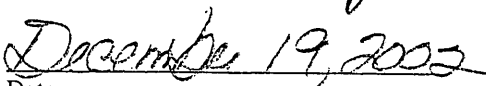
Date 11/4, 2002

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**FRONTIER CENTRAL SCHOOL DISTRICT**  
**AND**  
**FRONTIER CENTRAL TEACHERS' ASSOCIATION (FCTA)**  
**FOR**  
**IN-SERVICE PAYMENTS & PROFESSIONAL GROWTH**

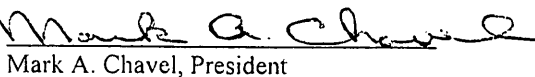
1. The District agrees to pay \$50 per 15-hour block of in-service time for each validated block completed prior to July 1, 2000. Reimbursement payments will be made upon application and through the Accounts Payable Department. As an option, individuals may use these in-service hours as part of a 45-hour in-service block to be added to graduate hours, as per the former negotiated Agreement dated 1998-2002.
2. The District agrees to pay \$150 per 15-hour block of in-service time to FCTA members completing courses from July 1, 2000 through June 30, 2002 as a one-time payment through the Payroll Department or these individuals will have the option of combining 45 hours of in-service with the three hours of graduate work to earn a \$175 graduate block. It is understood that a limited number of individuals who completed 15-hour blocks of in-service in May or June 2000 will be considered for credit under this provision, as per the three graduate hours and 45 hours of in-service standard. Payments will be made through the Payroll Department on the timeline specified in the Current Collective Bargaining Agreement.
3. Those individuals who began in-service courses between July 1, 2002 and August 31, 2002, will have the option of receiving a professional growth credit or in-service credit.
4. As per the current Collective Bargaining Agreement, all 15-hour blocks of time earned after August 31, 2002 will be considered professional growth credit except for those individuals selecting the 45-hour in-service option, as in 1, 2, and 3 above. All existing conditions relative to professional growth, as specified in the current Collective Bargaining Agreement will be maintained.
5. The opportunity to be paid a one-time stipend for in-service earned prior to August 31, 2002 and the option to combine in-service hours and graduate credit for salary purposes shall expire on June 30, 2005.
6. All FCTA members seeking either a one-time payment or wishing to take the in-service/graduate hour salary option must declare this intention by January 31, 2003.
7. This Memorandum of Agreement shall not set a precedent or practice for future action by either party.

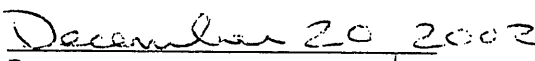
On behalf of the  
Frontier Central School District:

  
Gary R. Cooper, Superintendent

  
Date

On behalf of the  
Frontier Central Teachers' Association:

  
Mark A. Chavel, President

  
Date

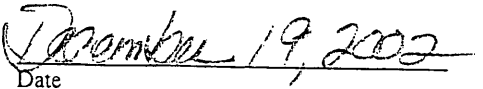
**MEMORANDUM OF AGREEMENT**

**BETWEEN  
FRONTIER CENTRAL SCHOOL DISTRICT  
AND  
FRONTIER CENTRAL TEACHERS' ASSOCIATION (FCTA)  
FOR  
HEALTH INSURANCE**

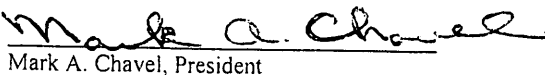
1. The District and FCTA agree that the term, "retroactive to July 1, 2002," shall mean that the District will pay 95% of the premium cost for the lowest costing HMO Bronze Plan from July 1, 2002 through June 30, 2003. Any amount exceeding 95% of the cost of the lowest costing HMO Bronze Plan during this time period will be the responsibility of FCTA membership. The premium of record shall be that of the lowest costing health care rate in effect, as of January 1, 2003.
2. The District will apply \$27,000, originally agreed upon to be added to the Benefit Trust Fund, and an additional \$3,000 toward reducing FCTA member health care deductions on the December 27, 2002 payroll. The December 27, 2002 payroll deductions for health care will mirror employees' contributions in effect as of January 1, 2003. This provision does not apply to those FCTA members choosing the Traditional Blue Cross/Blue Shield Plan, whose new rates begin on January 10, 2003.
3. The District will assume responsibility for the \$500 Family/\$250 Individual co-payment for hospitalization for FCTA members for a period to cover January 1, 2003 through June 30, 2003. Upon submission of proof of service, employees will be reimbursed through monthly Accounts Payable.
4. The original contract agreement covering additional funds to the Benefit Trust Fund and the employee's responsibility for the co-payment hospitalization will revert back to the language of the 2002-2005 Collective Bargaining Agreement, as ratified by the parties as of October 2002.

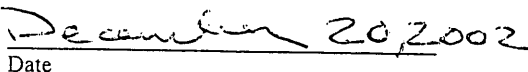
On behalf of the  
Frontier Central School District:

  
Gary R. Cooper, Superintendent

  
Date

On behalf of the  
Frontier Central Teachers' Association:

  
Mark A. Chavel, President

  
Date

### **Special Resignation Incentive Agreement for Teachers**

The purpose of this special resignation incentive is to provide a resignation incentive to employees covered by the Collective Negotiations Agreement between the District and the Association except for regular substitutes, in accordance with the following terms:

1. The first incentive available under this agreement is \$25,000.00 for any employee who will resign effective July 1, 2003, 2004, 2005, and meet the following conditions as of June 30<sup>th</sup>: (1) the employee must be employed in a full time position included in the bargaining unit described in paragraph 1.02 of the 2002-2005 Collective Negotiations Agreement; (2) the employee must have at least 20 years or more credited service with the New York State Teachers' Retirement System (NYSTRS) and is first eligible for retirement benefits without reduction from NYSTRS; and (3) the employee must have at least five years of full-time service with the District in a position included in the bargaining unit as described in paragraph 1.02 of the 2002-2005 Agreement.
2. To qualify for the resignation incentive explained in paragraph one, an employee eligible under the requirements in paragraph one must submit a letter to the Assistant Superintendent for Personnel Services, explaining that the employee will voluntarily resign effective July 1, of the year in which he or she is eligible. This letter of resignation must be received in the Assistant Superintendent's office not later than 12:00 noon on January 15<sup>th</sup>, of the employee's eligible year.
3. Resignations submitted to the Assistant Superintendent for Personnel Services under this agreement may not be withdrawn or modified after submission to the Assistant Superintendent. Any resignation submitted in compliance with this Agreement will be presented to the District's Board of Education for action as soon as practical after its receipt in the Assistant Superintendent's office.
4. The incentive will be paid either in cash or in payments toward the health and/or dental insurance premiums for the employee. If an employee is receiving health and/or dental insurance benefits under the contract at the time of the employee's resignation the District will pay the premiums for that employee's health and/or dental insurance until the total amount of the employee's incentive is exhausted. The employee must choose to have the payments made for health and/or dental insurance coverage, and such choice must be delivered in writing to the District on or before June 30 of the first year of the employee's resignation. The District's sole obligation will be to pay for health and/or dental coverage and the District will not be the insurer of the employee. The coverage provided shall be the same as the coverage provided to the bargaining unit under the current contract through its effective term and thereafter under all subsequent contracts.
5. If an employee qualified for an incentive under this Agreement and on the effective date of the employee's resignation is not receiving health and/or dental benefits under the contract, the District will pay the employee's incentive in cash by monthly installments equal to the same amount the District would have had to pay to the medical insurance carrier for the monthly premiums for health and dental insurance if the employee had such insurance until the total amount of the incentive is exhausted.
6. If two employees who are married to each other and either one or both of them is receiving health and/or dental insurance benefits under the contract at the date of resignation and both resign at the same time, the incentive for the one spouse will be paid in cash as described in paragraph six and the incentive for the other spouse will be paid in premiums for health and/or dental insurance as described in paragraph five. The determination of which spouse is to be paid in health and/or dental insurance premiums shall be made arbitrarily by the District by casting lots.

7. If an employee resigns at a time when the employee has a spouse who is an employee included in the bargaining unit described in the contract and the spouse continues in the District's employ beyond the effective date of the employee's resignation, the incentive will be paid to the resigned employee in cash as detailed in paragraph six.
8. If the resigned employee dies and is survived by a spouse while receiving an incentive under this Agreement in the form of paid premiums for health and/or dental insurance, and some of the incentive remains at the time of the resigned employee's death, the coverage will be continued for the spouse and shall be paid for by the District in the same manner as for the deceased resigned employee as if the resigned employee had continued living until the balance of the incentive was paid. The surviving spouse shall have the option of converting the coverage from family to single by notifying the District in writing.

A resigned employee or spouse of a deceased resigned employee who is receiving an incentive under this Agreement may, not more than once during the District's fiscal year, request the District in writing to inform the resigned employee or surviving spouse of the balance of the incentive which remains to be paid. The District shall inform the resigned employee or surviving spouse in writing as soon as practical after the request has been made.

A resigned employee or surviving spouse receiving an incentive under this Agreement shall have an obligation to inform the District of the address to which the District should send communications to the resigned employee or spouse. The District will not be held responsible for loss of a check or other communication if it is sent to the last address given by the resigned employee or surviving spouse.

9. An employee who accepts an incentive under this Agreement waives any right to any other financial bonus or incentive offered by the District other than that described in paragraph 10.07 of the contract.
10. This Agreement shall be applied and interpreted according to New York State Law.
11. Each provision of this Agreement is severable from every other provision. If any provision in this Agreement is finally determined to be unlawful by a court of competent jurisdiction and no appeal lies therefrom or if the time to appeal has passed and no appeal has been taken, the District and the Association shall meet to negotiate a lawful replacement for that provision and so much of the rest of the Agreement as they shall then mutually agree needs to be re-negotiated as a consequence of the court's decision.
12. This Agreement does not inure to the benefit of a family member of a resigned employee other than a surviving spouse as provided herein.
13. This Agreement shall be in effect only from the date it is executed by both parties through June 30, 2005 except for the purpose of administering payments to or on behalf of employees who are receiving an incentive pursuant to this Agreement. It will not be an improper practice for the District to refuse or fail to extend this Agreement beyond June 30, 2005.

14. Claims alleging that this Agreement was illegally or inequitable created, administered or applied, or claims alleging that the terms of this Agreement have been violated, misinterpreted or inequitably applied may not be the subject of a grievance or arbitration under Article 24.01 of this Agreement.

Agreed for by the District

Agreed for by the Association

Margaret J Witkowski  
Margaret Witkowski, President  
Frontier Central Teachers' Association

Gary R Cooper  
Gary R. Cooper  
Superintendent of Schools

Date: 10/10/02

Date: 10/10/02

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**FRONTIER CENTRAL SCHOOL DISTRICT**  
**AND**  
**FRONTIER CENTRAL TEACHERS' ASSOCIATION (FCTA)**

The purpose of this Memorandum of Understanding between the Frontier Central School District (the "District") and the Frontier Central Teachers' Association (the "Association") is to memorialize the terms under which unpaid leave will be available to an employee who wants to be placed on unpaid leave for the school year in which the employee becomes eligible for the incentive under the Special Retirement Incentive Agreement dated October 10, 2002 (the "SRIA"). Article 12.00 of the collective negotiations agreement between the District and the Association explains the rules for unpaid leaves, but the parties intend that the unpaid leave created under this memorandum will be separate from the leave established under Article 12.00 and will have no affect on leaves under Article 12.00, except that no employee who accepts a leave under this Memorandum will therefore be eligible for leave under Article 12.00 or any other form of paid or unpaid leave.

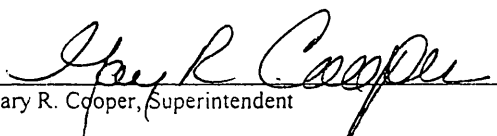
Accordingly, the parties agree as follows:

1. The District may, at its discretion, grant a leave of absence without compensation or benefits from the District for the 2003-04 school year for an employee who would otherwise be eligible to elect the incentive under the SRIA during the 2003-04 school year.
2. To request such leave for the 2003-04 school year, an eligible employee must apply in writing no later than March 1, 2003. The written request must be sent to Paul Casseri, Assistant Superintendent for Personnel. The employee must submit with the employee's request, a signed irrevocable letter of resignation effective the date on which the employee reaches first eligibility for retirement benefits without reduction from the NYSTRS during the 2003-04 school year, but not later than July 1, 2004.
3. The District may, at its discretion, grant a leave of absence without compensation or benefits from the District for the 2004-05 school year for an employee who would otherwise be eligible to elect the incentive under the SRIA during the 2004-05 school year.
4. To request such leave for the 2004-05 school year, an eligible employee must apply in writing no later than March 1, 2004. The written request must be sent to Paul Casseri, Assistant Superintendent for Personnel. The employee must submit with the employee's request a signed irrevocable letter of resignation effective the date on which the employee reaches first eligibility for retirement benefits without reduction from the NYSTRS during the 2004-05 school year, but not later than July 1, 2005.

page 2 of 2

5. Notwithstanding anything to the contrary contained in the Collective Negotiations Agreement between the District and the Association, the District's decision to deny any request for a leave of absence under this Memorandum of Understanding will not be grievable or arbitral and a decision on any application will not create precedent or past practice for any purpose.
6. An employee who is placed on an unpaid leave of absence pursuant to this Memorandum for the 2003-04 school year will retain during such leave any eligibility the employee may have for the incentive under the SRIA. However, such employee will not begin to receive the incentive benefits under the SRIA until July 1, 2004.
7. An employee who is placed on an unpaid leave of absence pursuant to this Memorandum for the 2004-05 school year will retain during such leave any eligibility the employee may have for the incentive under the SRIA. However, such employee will not begin to receive the incentive benefits under the SRIA until July 1, 2005.
8. As used herein, the term school year refers to the period July 1 – June 30.
9. Notwithstanding anything contained in the Collective Negotiations Agreement or otherwise provided in Article 14 of the Civil Service Law of New York State, this Memorandum of Understanding will expire on June 30, 2005, and be of no further force and effect unless the parties negotiate an extension and memorialize such extension in writing executed by both parties.

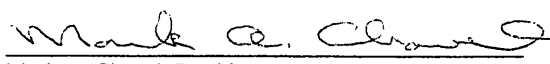
On behalf of the  
Frontier Central School District:

  
Gary R. Cooper, Superintendent

Date

2/07/03

On behalf of the  
Frontier Central Teachers' Association:

  
Mark A. Chavel, President

Date

2/7/03

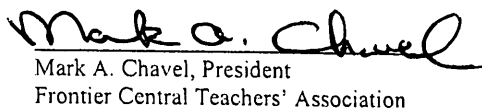
## SCHOOL BASED OPTIONS MEMORANDUM

1. The Frontier Central School District ("District") and the Frontier Central Teacher's Association ("Association") are parties to the 2002-2005 collective agreement ("Agreement") between them.
2. The purpose of this Memorandum is to permit a particular school to develop and implement a written School Based Option Plan (SBO Plan) concerning teacher assignments, classes, schedules and duties for which an extra stipend is paid ("stipend duties"). An SBO Plan may modify the provisions or application of the Agreement and/or District administrative regulations with respect to the school to which the Plan applies, but if it doesn't, that shall not constitute a binding precedent with respect to the interpretation or application of the Agreement or such regulations with respect to any matter in any school other than the one to which the particular SBO Plan applies.
3. The SBO Plan for a particular school shall be developed by the Association's Head Building Representative in the school and by the Principal of the school. They shall keep the Association President, the Assistant Superintendent for Instruction and the Superintendent of Schools informed as the proposed Plan is developed and each of them must approve the Plan.
4. Once a proposed SBO Plan has been approved by all those required to do by paragraph 3 of this Memorandum, it must be submitted for adoption by the Association members assigned for payroll purposes to the school covered by the Plan. To be adopted, the Plan must receive the favorable vote of 85% of such members, conducted by secret ballot) before the end to the academic year preceding the one for which the Plan will be effective.
5. An SBO Plan shall be in effect for one academic year (i.e., September through June) only, but this shall prevent a Plan from being approved and readopted for a succeeding academic year.
6. Staff and supply resources available to the school shall be maintained at least same level as if the SBO Plan were not in effect.
7. Problems arising in the implementation of an SBO Plan shall be resolved by the school's Principal Building Representative, but if not resolved by them, the Association President and the Superintendent of Schools (or their respective designees) shall join the school's Principal and Head Building Representative in attempting to resolve the problems. If the problems are not resolved at that level, the SBO Plan will be terminated at the request of the Association or the District. However, the termination shall not result in any teacher assignment, class schedule or stipend duties for that academic year unless the change unless the change of any teacher assignment, class schedule or stipend duties for that academic year unless the change is agreed to by the Association President and the Superintendent of schools.
8. Issues arising under this Memorandum cannot be grieved or arbitrated under this Agreement.

Accepted for the District:

Accepted for the Association:

  
Gary R. Cooper, Superintendent  
Superintendent of Schools

  
Mark A. Chavel, President  
Frontier Central Teachers' Association

Date: March 26, 2003

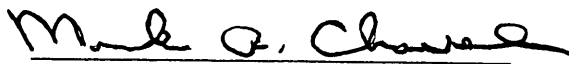
Date: March 26, 2003

## Memorandum


### RE: Mileage Reimbursement

Between		Distance
Blasdell Elementary	and O.M.G.C	.3
	Cloverbank Elementary	6.0
	Big Tree Elementary	2.7
Cloverbank Elementary	and Big Tree Elementary	4.6
	Pinehurst Elementary	3.5
	St. Mary's of the Lake	.5
Frontier Middle School	and Big Tree Elementary	4.7
	Pinehurst Elementary	3.5
	Frontier High School	4.7
	Cloverbank Elementary	1.4
Frontier High School	and Blasdell Elementary	2.7
	Cloverbank Elementary	4.6
	Pinehurst Elementary	7.4
Pinehurst Elementary	and Blasdell Elementary	8.9
	Southtowns' Catholic	1.6
	O.M.G.C.	9.0
	St. Mary's of the Lake	3.8
O.M.G.C.	and St. Mary's of the Lake	5.4

### ACCEPTED AND APPROVED

  
Mark A. Chavel, President  
Frontier Central Teachers' Association

Date: March 26, 2003

  
Gary R. Cooper, Ed. D., Superintendent  
Frontier Central School District

Date: March 26, 2003