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# **AGREEMENT**

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**Between**

**THE BOARD OF EDUCATION**

**of the**

**HASTINGS-ON-HUDSON  
UNION FREE SCHOOL DISTRICT**

**and the**

**HASTINGS TEACHERS ASSOCIATION**

**JULY 1, 2012 - JUNE 30, 2015**

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**THIS AGREEMENT** made by and between **BOARD OF EDUCATION OF HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT, TOWN OF GREENBURGH, WESTCHESTER COUNTY, NEW YORK**, hereinafter referred to as the “Board of Education”, and the **HASTINGS TEACHERS ASSOCIATION**, hereinafter referred to as “Association”.

**WITNESSETH:**

**WHEREAS**, the Association has been recognized by the Board of Education as the Exclusive representative of all persons on the teachers salary schedule regardless of their title; and

**WHEREAS**, the Board of Education and the Association have entered into and concluded negotiations concerning the terms and conditions of employment of such persons and desire to reduce their understandings to writing;

**NOW, THEREFORE**, in consideration of the mutual covenants set forth below, IT IS AGREED AS FOLLOWS:

1. **HOURS OF EMPLOYMENT**

A. School Day

1. a) The school day is defined as being seven (7) hours and 5 minutes in length for Hillside School. (Time to be continuous.)
- b) The school day is defined as being seven (7) hours and 10 minutes in length for the High School and the Middle School. (Time to be continuous.)
2. The day shall start no earlier than 8:00 a.m. and no later than 9:00 a.m.

B. The instructional day is defined as that portion of the school day during which there are scheduled classes.

C. Music teachers who report early as an expected part of the school day shall not be obligated to remain for the 20 minute period after the end of the normal instructional day.

D. No more than four (4) general faculty meetings or team meetings per month may be called after the termination of the school day. These meetings shall not extend more than one hour after the end of said day except by mutual agreement.



- E. On Friday and day preceding a holiday, attendance at after school meetings shall be at the teacher's option, except for emergencies.
- F. All teachers may be required to be available three (3) evenings during the school year from 7:30 - 9:30 p.m. for back to school nights and parent teacher conferences. Every effort will be made to have these nights on Thursday or a night preceding a Superintendent's Conference Day. Teachers will be compensated at the rate of \$80 for the third night.
- G. Staff traveling between Hillside and the Farragut Complex must have a minimum of fifteen (15) minutes travel time whenever changing schools. Travel time is discrete from preparation, professional, or lunch time. In addition, reserved parking spaces will be provided for the shared staff.
- H. First-year teachers will not be asked to work on committees although they are free to volunteer to work on them.

2. **SCHOOL YEAR**

- A. The school year shall consist of no more than 186 days. There will be 183 instructional days, one orientation day, and two staff development days.

The Orientation day will allow for three hours for welcoming and staff development, one hour 10 minutes for lunch, and three hours within the instructional day to be used exclusively for teachers setting up their classrooms.

Three early dismissal days from 1:30 P.M. to 3:30 P.M. for staff development (with consideration given to planning, teachers' round tables, and collaboration) will be established during the school year. Staff Development Days will be planned by the Staff Development Committee comprised of HTA members and administrators. The Staff Development Committee shall recommend to the Superintendent, no later than March 1 of each year for the following year, a proposal for the Staff Development Days.

- B. Teachers in grades K-12 shall be allotted two half days during the school year for conferences with parents. Such half days may be combined with staff development activities on the other half of the day. Such half days, if so organized, will be in lieu of the early dismissal days stipulated in Section A of this article.

### 3. TEACHER WORK LOAD

A high school academic teacher's instructional work load shall be a maximum of five (5) instructional periods per day in the high school. Every reasonable effort will be made to balance high school teacher preparations consistent with the nature of the subject area, the size of the classes, the special offerings of the department, and the special competencies of the teachers.

Assignments to co-curricular, extra pay and/or supervisory service shall be subject to the requirements set forth in Article 6 pertaining to preparation and professional time.

If continuous teaching time exceeds 180 minutes for K-5 teachers, teachers can, upon request, have a fifteen (15) minute break during that 180 minute period. For 6-12 instruction, every reasonable effort will be made to keep maximum continuous teaching time to four (4) 40-minute periods (or two 80-minute blocks).

A. A teacher who is hired into a "leave replacement" position for period intended to be more than five (5) months will be hired under the Collective Bargaining Agreement and receive all rights and protections thereunder.

B. Regular Substitute teachers who serve in the same assignment for twenty (20) consecutive school days will be paid a daily rate retroactive to the first such day of such assignment using the step and column of the Teachers Salary Schedule (minimum BA1 or MA1).

- a) Upon the first day of the month following the 20<sup>th</sup> day of such assignment, such teacher will be paid an amount equal to 50% of the net savings on individual health premiums that would be expended on their behalf starting the next month, taking into account any retirement or social security that must be paid, should such be necessary. Regular substitutes are not eligible for health insurance and all personal days. However, a regular substitute will accrue 1 paid sick day per month up to 5 days.
- b) A regular substitute will be paid the hourly rate applicable for that year for extra responsibilities beyond the regular workday (i.e. Back-to-School Night, Parent/Teacher conferences).

4. **CLASS SIZE AND TOTAL LOAD**

Annually, the Superintendent of Schools or his designee shall meet with representatives of Special Education: Teachers, psychologist, and social workers for the purpose of discussing assignments for the coming year. However, it is understood that any recommendations which are part of these discussions shall not result in the hiring of additional staff beyond the current staff ratios.

The parties to this agreement recognize that optimum results in education are facilitated by the careful regulation of class size and teacher-student load. Consequent upon this, both parties agree that class size should be within the following ranges:

<b>Grade</b>	<b><u>Ideal</u></b>	<b><u>Desirable</u></b>	<b><u>Acceptable</u></b>
K - 4	Less than 22	22 - 24	25 - 27
5 - 8	Less than 24	24 - 26	27 - 30
9 - 12	Less than 24	24 - 26	27 - 30

Every reasonable effort shall be made by the Administration to keep the maximum total weekly load for academic teachers of grades 9 - 12 to 650, where this figure represents the product of the number of students the teacher meets weekly in class and the number of regularly scheduled class periods per week the teacher is assigned. The basis for such a numerically designated load shall be a 40 minute class period. Should the schedule be reorganized to produce changes in period length and frequency, the numerically designated load shall be adjusted proportionately. To the extent that scheduling of the 7<sup>th</sup> and 8<sup>th</sup> grade classes is comparable to the scheduling of the 9<sup>th</sup> through 12<sup>th</sup> grade classes, the Administration will make every effort to schedule the work of the 7<sup>th</sup> and 8<sup>th</sup> grade teachers so that their work load is comparable to that of similar teachers in grades 9 through 12.

If the sixth grade becomes fully departmentalized as grades 7-12 now are, then the above limitation shall apply to said grade.

In any instance where the above load is exceeded, written recognition of the fact shall be made to the teacher involved by the Administration and reasonable explanation of the extenuating circumstances resulting in such an overload shall be given to the teacher. Where the reason for a larger class is experimentation, the teachers involved and the curriculum committee shall be consulted, and their advice solicited, in planning such experiments.

Every reasonable effort shall be made to keep the class sizes within the acceptable-desirable range to equalize the weekly student load among the teachers within each high school department and each middle school or elementary school department or grade level.

Class size and teacher load as outlined above shall not apply to the K-12 specialized program of reading, reading lab, work study, music, physical education, art, library and typing. The physical facilities in a shop, special classroom, or gymnasium shall be a major factor in determining maximum class size. Because of the safety issues involved in large group physical activities, every effort will be made to keep the ratio of teachers to students to 1:35 in physical education classes.

Every effort will be made to ensure that Speech Pathologists shall have a maximum teacher to student load of 1:40.

In determining the applicability of this paragraph to any teacher participating in team teaching, the number of pupils taught by any such teacher in a team teaching class shall be deemed to be the number of pupils in such class divided by the number of teachers.

Both the Association and the Board of Education recognize that the education of children with handicapping conditions who are classified by the CSE generally requires program modification and additional attention. With this in mind, it is understood that reasonable efforts will be made to provide for equitable distribution of students with handicapping conditions in elementary classes upon the condition that under no circumstances shall these efforts result in the District having to employ an additional teacher or staff or require the Board to retain teachers or staff who would otherwise be excessed.

Every effort will be made at the middle school and high school levels to place students classified by the CSE into classes which would be classified as ideal or desirable prior to the inclusion of these students.

Annually, the Superintendent of Schools or designee will meet with representatives of the Physical Education, Art, Business, Music, Home and Careers, Technology Departments and Library Media Specialist(s) for the purpose of attempting to develop teaching assignments for the school year that will require teachers in these departments and/or library media specialist position(s) to teach no more than 5.5 classes. However, it is understood that any recommendations which are the product of these discussions shall not result in the hiring of additional staff beyond current staff ratios.

Annually, the Superintendent of Schools or his designee shall meet with representatives of Special Education: Teachers, psychologist, and social workers for the purpose of discussing assignments for the coming year. However, it is understood that any recommendations which are part of these discussions shall not result in the hiring of additional staff beyond the current staff ratios.

## 5. **NEW TEACHERS - PREPARATIONS AND MENTORING**

- A. In order to establish a work situation most conducive to the successful development and integration of a new teacher, the Administration will make every effort to schedule the work load of those teachers who are in their first year at Hastings, and who have a total of less than three years teaching experience, so that they do not have more than three preparations in any one day, it being understood that every effort does not include hiring an additional teacher who would not have been employed had this provision not been in the contract.

- B. The Hastings-on-Hudson Union Free School District has developed a Mentoring Program. The purpose of this program is to encourage and support a new teacher in a non-evaluative and confidential role. The Staff Development Committee has developed a description of responsibilities for teachers who serve as mentors to new teachers. As needed, the Staff Development Committee will prepare a list of teacher volunteers for Mentoring assignments. Teacher Mentors will receive one in-service credit for one semester of mentoring per year and will be required to participate in the Teacher Mentor Program offered by the Teachers Center during the semester they are mentoring.

6. **PREPARATION TIME AND PROFESSIONAL RESPONSIBILITIES**

**High School**

In the High School, classes are organized into 80-minute instructional periods meeting every other day. Each day has four 80-minute blocks with a 40-minute period in the middle of the day. In the items below, the 80-minute instructional period is referred to as a block.

It is understood:

1. Teachers cannot teach more than three blocks on any given day.
2. Teachers will not have any duties on those days when they teach three blocks.
3. Within the master schedule of eight blocks, one of those blocks will be assigned for professional duties and a separate block will be assigned for preparation time. Professional time and preparation time must be continuous within each of the assigned blocks.
4. When high school teachers receive their master schedule with their teaching assignments, it will designate what blocks are reserved for their professional and preparation periods. Coverages cannot be assigned during the designated preparation period.
5. Specials will not teach more than three blocks on any day of the schedule.
6. Every effort will be made to ensure that teachers on any day other than those with three instructional blocks will have a maximum of one 40-minute duty.
7. Academic Intervention Services will be treated as regular instruction and will be delivered during the regular instructional day.

## **Middle School**

When Middle School teachers receive their master schedule with their teaching assignments, it will designate their professional and preparation periods. Coverages cannot be assigned during the designated preparation period.

A minimum of forty (40) minutes per day of continuous time during the regular instructional day is to be used as preparation time. Additionally, a minimum of forty (40) minutes per day of continuous time during the regular instructional day is to be used for professional responsibilities.

In grades 5-8, Academic Intervention Services will be treated as regular instruction and will be delivered during the regular instructional day.

## **Hillside**

A minimum of three hundred eighteen (318) minutes per six days per six day cycle with a minimum of thirty (30) minutes per day of continuous time during the regular instructional day is to be used as preparation time. Each teacher shall receive an uninterrupted lunch period each day. There are to be no duties at Hillside.

## **Definitions**

Academic Intervention Services (AIS) - AIS will be treated as regular instruction and will be delivered during the regular instructional day.

Preparation time-Time used by teachers to prepare for teaching assignments.

Professional responsibilities-Time used by teachers to carry out professional responsibilities including, but not limited to, attendance and disciplinary reports, meetings with teachers, administrators, and other staff members, student and parent conferences, makeup testing, extra help for students, program evaluation, assembly and class trip preparation.

## 7. **TEACHER PERSONNEL FILE**

- A. Material originating after employment shall be placed in a teacher's personnel file only after a teacher has had the opportunity to review the material, submit a written notation regarding such material and have the notation attached to the file copy of the material in question.

- B. Before material is placed in a teacher's personnel file, a copy will first be given to the teacher.
  - C. Any material critical of a teacher shall promptly be called to the attention of the teacher.
  - D. A teacher shall have the right to review the contents of his or her personnel file originating after original employment and to have a representative of the Association accompany him or her in such review.
  - E. If a teacher is requested to sign material to be placed in his or her file, such signature shall be understood to indicate his or her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.
  - F. No material in the teacher's personnel file will be shown to anyone outside of the District Administrators or to the Board without the express written consent of the individual teacher involved.
  - G. All material critical of a teacher that originates from sources other than the District's management personnel, will be removed from the teacher's file after three (3) years.
  - H. The teacher shall have the right to question the factual accuracy of any derogatory material. Where any such question is raised, said material will not become part of the personnel file, unless the Superintendent, after investigation, has verified that the material is accurate.
8. **SUMMER SCHOOL APPOINTMENT** Teachers from the Hastings School District shall be given the first opportunity to apply when the summer school is run by the Hastings School District. The Board in its sole discretion shall make the final decision as to who is appointed to teach a course in summer school.
9. **SUMMER SCHOOL SICK LEAVE** Each teacher in summer school shall be entitled to one paid sick day.
10. **TEACHER EVALUATION** The Board, the Administration and the teachers all recognize the great importance to students, present and future, to the teaching profession, to the Hastings schools and teaching staff and to the community, of proper evaluation and training of, and, ultimately the granting of tenure to, probationary teachers and the proper evaluation of tenured teachers. The overall goal must be to grant tenure only to teachers who are highly qualified to be members of the teaching profession and to ensure that tenured teachers continue to perform at high levels. Every effort must be made, however, to assure that teachers get a fair opportunity to demonstrate their abilities and to correct any deficiencies.

With these objectives in mind, the school will adopt a teacher evaluation policy (see Appendix 1), which will provide the following minimum:

- A. If at any time during the probationary period, up until and including the recommendation for tenure, the Superintendent is requested by a teacher on probationary status to provide reasons for a negative recommendation regarding employment for the next employment period, the teacher may request the formation of an impartial advisory panel to review said reasons and to make a supplementary report to the Superintendent with independent recommendations. This procedure shall also apply in case the Superintendent recommends continued employment and the Board rejects that recommendation.
- B. The panel shall be composed of three members; one to be selected by the Hastings Teachers Association, one by the Superintendent or designee, and a third to be selected by the other two. If those two fail to agree, a request shall be made to the AAA for appointment of the third member from the expedited panel. Whenever possible, such review shall be completed within fifteen (15) working days from the time of the first meeting of the panel. All findings of the panel shall be placed in the teachers personnel file with the opportunity provided for rebuttal as in the case of the Superintendent's recommendation.

The panel's recommendation to the Superintendent and the Board shall be advisory in nature. In any event, the decision of the Board shall be final.

- C. The district, after consultation with the teachers, will adopt a teacher evaluation policy (see Appendix 1) which will provide the following minimum:
  1. Immediately upon assuming duties in the school district and before any formal observations are conducted, first year probationary teachers shall meet with Administrators to be oriented as to the nature of their professional duties and the major features of the evaluation process. The Superintendent shall make at least one observation of probationary teachers during the first or second year.
  2. Each probationary teacher shall be observed by a member of the Administrative staff at the level of Assistant Principal or above, at least three (3) times each year, and at least one of these observations shall be for substantially a full class period (normal 40 minutes).
  3. If the Superintendent decides not to recommend tenure for a probationary teacher, and prior to the end of the probationary period of the teachers service, no indication has been given to him or her that his services are less than satisfactory, the Superintendent, or in his absence, the Acting Superintendent, before submitting his list of tenure recommendations to the Board that year, shall personally observe such teacher at work in the classroom for at least substantially one full class period.



4. A probationary teacher denied tenure shall be given the reasons therefore by the Superintendent (teacher will be offered the ability to have an Association representative at said meeting). Such teacher, upon request, shall be permitted to appear before the Board with an Association representative for the purpose of obtaining a Board review of the issue. This review will be in a closed session of the Board. The teacher will receive an answer from the Board within two weeks of the above-mentioned review.
5. If a probationary teacher is not to be recommended for tenure by the Superintendent, such teacher must be notified thereof by March 1. Each person who is not to be recommended for appointment on tenure shall be so notified by the Superintendent of Schools in accordance with existing statutes.

The Board expresses its very strong desire that any teacher evaluation policy, including the foregoing minimum, be fully and actively followed in spirit and in letter, and pledges to do its best to assure the implementation of that policy. However, notwithstanding the foregoing provisions above, given the Board's overriding responsibility and the concern for the education of our children over the decades following the granting of tenure to a teacher, the Board shall have the right to deny tenure to any teacher when, in its sole judgment, such denial is in the best interests of the education of the children.

#### 11. **SALARY PAYMENTS**

Teachers are to be paid 1/26th of their annual salary every other week from September through June, and the remaining salary at the end of June.

A teacher, if he or she so elects, will have the option of receiving with his or her last salary check in January, an additional 2/26th of his or her annual salary; the last salary check of the school year shall then include the remainder of salary due him or her under this option.

To avail himself or herself of this option, a teacher shall notify the Superintendent in writing by January 1<sup>st</sup> of the year in which he or she elects the option.

A teacher may elect to receive 1/10th of his or her annual salary for each full month of service and to receive such 1/10th on the last working day of each month.

#### 12. **SALARY CREDIT FOR GRADUATE, UNDERGRADUATE AND IN-SERVICE COURSES**

- A. Teachers are to receive salary increases for successful completion of approved graduate, undergraduate and in-service courses as specified on the salary schedule. Courses completed prior to a teacher's initial employment in the District, not approved for salary credit at the time of initial employment, shall not be eligible subsequently for such credit. A teacher who earns a new degree will be changed on the salary schedule beginning with the first full month of services after written notification and certified college records are submitted to the Superintendent of Schools. Changes in salary status because of additional training will be made only at the beginning of the school year in September. Teachers eligible for such adjustments must submit before September 30<sup>th</sup> of each year written application for such adjustments with notification of credits earned; certified college records are to be submitted as soon as possible thereafter. All other changes in salary status under this section will be made at the beginning of the following school year.

- B. In order to receive approval, a written application should be submitted prior to the commencement of such course to the department head, faculty group chairman or team leader in a particular school, then the school principal and the Superintendent. The final decision shall be made by the Superintendent. All transcripts for fall column advancement must be received by the District no later than October 1.
- C. In order to secure approval, it should be indicated in writing on the application form that the course:
  - 1. Provides instruction in an area presently part of the teacher's teaching program, or in an area that the teacher can demonstrate will be part of his or her instructional program in the near future at Hastings.
  - 2. Must be shown not to be part of the teacher's prior academic training.
  - 3. Should the Superintendent disapprove a course, the teacher may request the Professional Standards Committee (P.S.C.) to review the application. At this time the teacher will appear before the P.S.C. to discuss the application. The P.S.C. then will vote and make a recommendation to the Superintendent either supporting disapproval or requesting that the Superintendent review his prior response to the application in the light of certain opinions of the P.S.C. The opinion of the Superintendent, however, will be final and binding.
- D. College courses for teachers, once approved by the Superintendent, cannot be used in more than one application to the salary schedule. (More than one application means for column advancement more than once.) College units accrued prior to an advanced degree but not a part of the degree program per se and which have not been applied to the salary schedule may be used for possible application to the salary schedule upon submission to and approval of the Superintendent. College units previously approved which have not been applied to the salary schedule may also be so used. Such courses must be shown to be part of the teachers current assignment. All courses must be verified by the Superintendent with official transcripts and prior to any actual movement on the salary schedule must be approved by the Superintendent as complying with the provisions of this Article.

13. **BENEFIT FUND**

The Board shall be required to make a payment into the Hastings Teachers Association Benefit Fund for each benefit eligible active unit member employed by the district as of October 1<sup>st</sup> of each year with the appropriate adjustments made on December 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup> for additions or reductions to staff. A "benefit eligible" teacher shall be designated as a teacher assigned not less than .5 FTE position.

The payment will be based on the following per capita enrollment:

For 2012-2013	\$1,436 per person
For 2013-2014	\$1,436 per person
For 2014-2015	\$1,436 per person

These monies shall be transmitted to the Hastings Teachers Association Benefit Fund no later than October 15<sup>th</sup> of the appropriate funding year.

These monies shall be used to purchase benefits - such as dental plan, optical plan, increase other benefits, etc.

The external audit of the Benefit Fund will be provided to the District.

14. **SICK LEAVE**

A. Teachers hired on or before June 30, 2010 with more than five years of service in the District

Each teacher with more than five years of service in the School District shall be paid for days thereafter lost due to illness, up to 180 school days effective as of September 1, 1968, and this right shall automatically be granted to teachers who thereafter acquire more than five years of service in the District effective upon the date in which the teacher acquires more than five years of service in the District.

Salary paid to a teacher during sick leave shall be the amount which that teacher would have received for all of his or her services had he or she continued to work as scheduled at the time he or she became ill except that if, as a result of his or her illness, it becomes necessary to pay someone else to perform any work which the ill teacher has been scheduled to perform and for which payment is made in addition to the teachers basic salary for teaching, then the amount of salary paid to such teacher during the school year during which such illness occurs shall be reduced in the amount of such payment to such other person, but shall not be reduced by more than the amount of additional salary which the teacher was scheduled to be paid for such other work.

The 180 days of sick leave shall be reduced by one day for each day of sick leave taken. In the event that the 180 days of sick leave granted to any teacher is reduced pursuant thereto, the right to take sick leave shall be re-accumulated, up to a maximum of 180 days, at the rate of 10 days for each full school year thereafter during which that teacher carried out his or her assigned duties. In the event that any teacher takes sick leave for ten consecutive school days at any time or 40 school days in the aggregate during any period of 90 consecutive school days, the Board may, if it so elects, require that the teacher's doctor consult with and advise doctors selected by the Board and thereafter, if the Board so elects, it may require the teacher to be examined by doctors selected by the Board.

Teachers are required to furnish a doctor's certificate in cases of absences which extend beyond ten (10) consecutive working days.

B. Teachers hired on or before June 30, 2010 with less than five years of service in the District

1. Each teacher commencing employment on or after July 1, 1989 will be granted sick leave as follows:

- 10 days for the first year
- 10 days for the second year
- 15 days for the third year
- 15 days for the fourth year
- 15 days for the fifth year

issued on September 1 of the school year during which that teacher carries out his or her assigned duties. A teacher may accumulate up to sixty-five days of sick leave during the first five years of service in the District. Thereafter, the terms of paragraph A shall apply.

2. Teachers are required to furnish a doctor's certificate in cases of absences which extend beyond ten (10) consecutive working days.
3. Sick Leave Bank

A Sick Leave Bank (SLB) shall be established to provide income protection to tenured teachers with five years of service or less in the District in the event of long-term catastrophic illness or injury.

#### Definitions

- a) Eligible Teacher- tenured member of the bargaining unit with five years of service in the District or less.
- b) Committee- the group of individuals appointed to administer the SLB, as herein provided.
- c) Withdrawal Request- a form approved by the Committee for eligible teacher to sign when applying for Benefit Leave.

#### Composition and Responsibilities of Committee

The Committee shall:

- a) Consist of two (2) teachers appointed by the HTA. The method of selection, terms of office, and other similar issues shall, with respect to each such teacher, be determined by, and the responsibility of, the HTA. Two administrators appointed by the Superintendent shall serve as the Superintendent's representatives on the Committee.
- b) The authority of the Committee is limited to the express terms set forth herein. The Committee shall inform the Superintendent of all decisions.
- c) Prepare appropriate forms for contribution of leave days and Leave Day Withdrawal Request; arrange for duplication and distribution thereof so as to assure their availability to all who are entitled to receive them.
- d) Review and pass upon all Leave Day Withdrawal Requests submitted to it. All forms approved by the Committee shall be forwarded promptly to the Superintendent. Any disapproval shall be returned promptly to the applicant.

#### Contributions

- a) The contribution required of each eligible teacher shall be two (2) half sick leave days per year.
- b) Any half days so contributed shall be deducted from an eligible teachers accumulated sick leave.

#### Withdrawals

- a) Application for withdrawals may be made by an eligible teacher only after his/her accumulated leave has been exhausted. Further, there shall be a ten school day waiting period before benefits may be available which shall be compensated retroactively upon approval.
  - b) Should an eligible teacher be unable to do so, a teacher's family member or an agent may prepare and file a Withdrawal Request on behalf of the eligible teacher.
  - c) Each Withdrawal Request must be accompanied by a statement signed by a physician confirming the nature of the illness or injury and the anticipated duration of the resulting incapacity to attend to the eligible teacher's duties.
  - d) Should the committee so request, either before or after approval of withdrawal requests, the eligible teacher shall be required to undergo a medical review by a physician of the Committee's choice at the eligible teacher's expense. Failure to comply with such request shall result in disapproval or cancellation of the withdrawal request.
  - e) The Committee shall not grant a withdrawal of more than one hundred eighty (180) half days for any one (1) eligible teacher for any one (1) illness or injury. The maximum lifetime benefit available to any participant in the SLB shall be one hundred eighty (180) half days for tenured teachers with five years of service or less.
- f) The Committee shall have the right to disapprove Sick Leave Withdrawal Request for any appropriate reasons, including any duly authenticated improper use of accumulated sick leave by eligible teachers.

#### Benefit Coverage

- a) Upon approval for each full day of absence the eligible teacher shall receive one-half (1/2) days pay.
- b) The District shall continue to pay the health insurance premiums during the period of approved absence.
- c) There shall be no sick leave accrual during the period of approved absence.

Termination

An eligible teacher's right to continue to participate in the SLB shall terminate only upon termination of the eligible teacher's employment by the District or as otherwise set forth above.

C. Teachers hired on or after July 1, 2010

1. Each teacher commencing employment on or after July 1, 2010 shall accumulate sick days according to the following schedule:

10 days for the first year	
10 days for the second year	20 days accumulated
15 days for the third year	35 days accumulated
15 days for the fourth year	50 days accumulated
15 days for the fifth year	65 days accumulated
15 days for the sixth year	80 days accumulated
15 days for the seventh year	95 days accumulated
15 days for the eighth year	110 days accumulated
15 days for the ninth year	125 days accumulated
15 days for the tenth year	140 days accumulated
15 days for the eleventh year	155 days accumulated
25 days for the twelfth year	180 days accumulated

These days will be issued on September 1<sup>st</sup> of the school year during which that teacher carries out his or her assigned duties. A teacher may accumulate one hundred eighty (180) days of sick leave during the first twelve (12) years of service in the District.

In the event that the 180 days sick leave granted to any teacher is reduced pursuant thereto, the right to take sick leave shall be re-accumulated up to a maximum of 180 days at the rate of ten (10) days for each full school year thereafter during which that teacher carried out his or her assigned duties.

2. Teachers are required to furnish a doctor's certificate in cases of absences which extend beyond ten (10) days consecutive working days.

3. Sick Leave Bank

A Sick Leave Bank (SLB) shall be established to provide income protection to tenured teachers with thirteen (13) years of service or less in the District in the event of long-term catastrophic illness or injury. Tenured teachers hired on or after July 1, 2010 will be eligible to use the Sick Leave Bank in the first twelve years of service to the district.

Definitions

- a) Eligible Teacher-tenured member of the bargaining unit with thirteen (13) years of service in the District or less.
- b) Committee-the group of individuals appointed to administer the SLB, as herein provided.
- c) Withdrawal Request-a form approved by the Committee for eligible teachers to sign when applying for Benefit Leave.

## Composition and Responsibilities of Committee

The committee shall:

- a) Consist of two (2) teachers appointed by the HTA. The method of selection, terms of office, and other similar issues shall, with respect to each such teacher, be determined by, and the responsibility of, the HTA. to administrators appointed by the Superintendent shall serve as the Superintendent's representatives on the Committee.
- b) The authority of the Committee is limited to the express terms set forth herein. The Committee shall inform the Superintendent of all decisions.
- c) Prepare appropriate forms for Leave Day Withdrawal Request; arrange for duplication and distribution thereof so as to assure their availability to all who are entitled to receive them.
- d) Review and pass upon all Leave Day Withdrawal Requests submitted to it. All forms approved by the Committee shall be forwarded promptly to the Superintendent. Any disapproval shall be returned promptly to the applicant.

## Contributions

- a) The contribution required of all tenured teachers with less than thirteen (13) years of service shall be one (1) sick leave day per year, hired on or after July 1, 2010.
- b) Any full days so contributed shall be deducted from an eligible teacher's accumulated sick leave.

## Withdrawals

- a) Application for withdrawals may be made by an eligible teacher only after his/her accumulated leave has been exhausted. Further, there shall be a ten (10) school day waiting period before benefits may be available which shall be compensated retroactively upon approval.
- b) Should an eligible teacher be unable to do so, a teacher's family member or an agent may prepare and file a Withdrawal Request on behalf of the eligible teacher.
- c) Each Withdrawal Request must be accompanied by a statement signed by a physician confirming the nature of the illness or injury and the anticipated duration of the resulting incapacity to attend to the eligible teacher's duties.
- d) Should the committee so request, either before or after approval of withdrawal requests, the eligible teacher shall be required to undergo a medical review by a physician of the Committee's choice at the eligible teacher's expense. Failure to comply with such request shall result in disapproval or cancellation of the withdrawal request.
- e) The Committee shall not grant a withdrawal of more than one hundred eighty (180) full days for any one (1) eligible teacher for any one (1) illness or injury. The maximum lifetime benefit available to any participant in the SLB shall be one hundred eighty (180) full days for tenured teachers with 12 years of service or less.
- f) The Committee shall have the right to disapprove Sick Leave Withdrawal Requests for any appropriate reason, including any duly authenticated improper use of accumulated sick leave by eligible teachers.

## Benefit Coverage

- a) Upon approval for each full day of absence, the eligible teacher shall receive one full day's pay.
- b) The District shall continue to pay the health insurance premiums during the period of approved absence,
- c) There shall be no sick leave accrual during the period of approved absence.

## Termination

Any eligible teacher's right to continue to participate in the SLB shall terminate only upon termination of the eligible teacher's employment by the District or as otherwise set forth above.

### D. Part-Time Employees

Part-time employees shall receive 10 days sick leave per year. The definition of a day for a part-time teacher shall be that part of the day worked. Unused sick days shall be credited annually and shall be cumulative, not to exceed 180 days.

Salary paid to a part-time teacher during sick leave shall be the amount which that teacher would have received for all of his services had he or she continued to work as scheduled at the time he or she became ill except that if, as a result of his or her illness, it becomes necessary to pay someone else to perform any work which the ill teacher had been scheduled to perform and for which payment is made in addition to the teacher's basic salary for teaching, then the amount of salary paid to such teacher during the school year during which such illness occurs shall be reduced in the amount of such payment to such other person, but shall not be reduced by more than the amount of additional salary which the teacher was scheduled to be paid for such other work.

In the event that any teacher takes sick leave for ten consecutive school days at any time or 40 school days in the aggregate during any period of 90 consecutive school days, the Board may, if it so elects, require that the teacher's doctor consult with and advise doctors selected by the Board and thereafter, if the Board so elects, it may require the teacher to be examined by doctors selected by the Board.



Teachers are required to furnish a doctor's certificate in cases of absences which extend beyond ten (10) consecutive working days.

E. Compensation Cases

Absence due to injury or illness incurred in the course of the teacher's employment as defined in the Worker's Compensation Law shall be charged against the teacher's sick leave days at the rate of one (1) day for each of the first two days of absence and at the rate of ½ day for each day's absence after the first two days, provided the teacher shall pay to the Board the benefits received under the New York Workers Compensation Act for loss of salary during such absences. This applies from the first day's formal indication of the fact that the absence is defined in accordance with the Workers Compensation Law.

15. **PERSONAL REASONS**

- A. Five (5) days of personal leave may be granted each year. These days may be used for official religious observances, house closings, legal court appearances, offspring's graduation from high school and higher institutions of learning, taking a child to and from college and such other cogent reasons as determined by the Superintendent in a fair and consistent manner. Teachers are entitled to two of these days of absence without the necessity of providing an explanation, except that such no-reason days may not be taken on the last scheduled working day before or the first scheduled working day after a holiday or a vacation period or to extend a holiday or a vacation. Except in emergencies, all personal days must be requested in writing at least two days in advance of the anticipated absence.
- B. Up to five (5) school days, shall be allowed, each year, for each death in the immediate family. The immediate family shall include: mother, father, brother, sister, husband, wife, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, aunts and uncles.
- C. Up to five (5) school days shall be allowed, each year, for emergency illness in the immediate family. The immediate family shall include: mother, father, brother, sister, husband, wife, and child.

16. **ADDITIONAL COMPENSATION**

The teachers are to be paid additional compensation for the supervision of extracurricular activities and coaching assignments in accordance with the schedule annexed to this contract as Schedule B (Exhibit B-1, Exhibit B-2 and Exhibit B-3) and made a part hereof.

The extra pay schedule for the 2012-2013, 2013-2014 and 2014-2015 school years is set forth in Schedule B which is attached to and is part of this Agreement.

17. **PERSONAL PROPERTY INSURANCE**

The Board agrees to maintain personal property, fire and vandalism insurance in the amount of \$500 for a single incident and \$5,000 maximum, with a provision of \$100 deductible. This is to be in excess of any other coverage which the teacher has, and will be maintained as long as it is available without any increase over the current rates and there is

no increase in the rates caused by the addition of this coverage. The policy covers only loss while on school premises and loss while engaged in the performance of duties pursuant to assignment.

18. **HEALTH INSURANCE**

A. The Board of Education will pay the premiums for the Statewide Schools Cooperative Health Plan (SWSCHP), or comparable plan, for all teachers who wish to participate in this plan (individual, two person or family):

2012-13	13% of the Premium
2013-14	14% of the Premium
2014-15	15% of the Premium

B. The District established an IRS Section 125 Plan to cover health insurance premium contributions, uncovered medical expenses, and dependent care expenses. Allowable contribution for deductible medical expense is per IRS allowable amount and for dependant care the contribution is \$5,000. This plan will be reviewed annually by an appointee of the Superintendent and an appointee of the Union President to mutually determine maximum employee contributions.

C. The Board of Education reserves the right to change health insurance carriers. However, the Board of Education agrees to give the Hastings Teachers Association one hundred twenty (120) calendar days notice prior to a conversion. At the time of such notice, the Board of Education shall also provide details of the plan to which it proposes to change. Within sixty (60) calendar days between September 1 and June 30 of such notice, the HTA shall provide the Board with a statement as to its position on whether the new plan is equal to or better than the overall benefit schedule of the current plan. If the HTA objects to any portion of the plan it must indicate where the new plan is out of compliance. The parties will work together to resolve areas of alleged non-compliance within thirty (30) calendar days of HTA's submission. Within ninety (90) calendar days of the Board's original notice, the HTA may immediately demand expedited arbitration by submitting such a demand to either of the following two arbitrators: \_\_\_\_\_

- 1) If the HTA does not demand arbitration within the ninety (90) day period, the board may convert to the proposed plan. An arbitration date will be set by the arbitrator within thirty (30) days of submission of such demand and an award shall be rendered by the arbitrator within ten (10) days of the final date of hearing with a decision to follow thereafter. If the arbitrator determines that the proposed plan is not equal to or better than the overall benefit schedule in effect at the time of the proposed conversion, the Board shall be ordered by the arbitrator to remain in the existing plan. If the challenged portion of the proposed plan is equal to or better than the plan in effect at the time of the proposed conversion, the Board may convert to the new plan. It is understood and agreed that moderate changes in co-pays and deductibles shall not be considered a change in the overall benefit structure.
- 2) Members of the bargaining unit who are covered under another health insurance plan through either a spouse or relative may opt to waive coverage under the Districts insurance policy for a full year by completing the appropriate form furnished by the District. In order to be eligible for this

option, a member of the bargaining unit must certify that he or she has health insurance through another source other than the District. The District will pay these employees an amount equal to 50% of the net savings on individual health premiums that would be expended on their behalf, taking into account any retirement or social security that must be paid, should such be necessary.

D. The Board of Education will pay 84% of the New York State Health Insurance Plan (NYSHIP) premium, or any policy which may replace the New York Health Insurance Plan (NYSHIP) (individual, two person or family), for all retirees who have completed ten (10) years of service within the district.

E. For employees hired after July 1, 2013, the Board of Education will pay the health premium for employees who retire into the NYSTRS at the following rate:

10 - but less than 15 years of service – 65%

15 - but less than 20 years of service – 75%

20 or more years of service – 85%

19. **SABBATICAL LEAVES**

Sabbatical leave shall consist of several types:

A. Leave for approved study.

1. In an accredited college or university graduate study leading to a degree.

2. To pursue independent study or projects, in or outside a college or university and not for degree purposes.

3. To complete a thesis for fulfillment of degree requirements.

B. Leave for approved travel, unrelated to reasons of health, but, where applicable, directly related to the teachers academic field.

Eligibility:

Priority in eligibility of applicants shall be given to those who have served the district for seven or more years.

Procedure and application:

Application for leave shall be made upon a form furnished by the Superintendent. Among other data, a detailed statement of the purpose and the program which the applicant plans to carry out while on leave shall be submitted. All applications must be filed with the Superintendent on or before January 1 of the year preceding the school year in which the leave would become effective. Notification of a leave grant must be given to applicants no later than March 15<sup>th</sup>.

Compensation:

For purposes of determining eligibility for a sabbatical, it is agreed that a “sabbatical” will be defined as any one of the following: One full school year or one-half school year, or two consecutive summers, or one summer if only one summer of a summer sabbatical is granted. Payment for sabbaticals will be at the rate of: 75% of basic annual salary for a full year, 100% of basic annual salary for one-half year, and 18 ¾ % of basic annual salary for each summer of a summer sabbatical. Basic salary for teaching does not include payment for extra services such as coaching, serving as a department chairmen, etc.

20. **SUMMER SABBATICALS**

When a teacher requests a summer sabbatical he or she will at that time state the number of summers, up to two consecutive summers, which he or she is requesting. In his or her explanation of the reason for requesting a sabbatical he or she will set forth in particular detail the special reasons for requesting a summer sabbatical instead of a regular sabbatical and the reason for the number of summers which he or she is requesting.

A teacher who takes a summer sabbatical would be entitled to request a new sabbatical to start seven years after the last previous summer in which he or she takes a summer sabbatical.

Granting sabbaticals still is in the discretion of the Board in accordance with present policy. The Board agrees to grant summer sabbaticals in very special occasions.

21. **LEAVES OF ABSENCE WITH PAY**

- A. Exchange teaching. A teacher may be granted a leave of absence of up to two years with pay to teach in another school abroad or in this country provided that the other school system agrees to furnish a teacher qualified to fill the duties of the teacher who is on leave. Upon his or her return from such leave, a teacher shall be placed at the same position on the salary schedule as he or she would have been had he or she taught in the district during such period.
- B. Teachers may be allowed additional time off with pay for other reasons when such reasons are considered valid by the Superintendent and the Board of Education.

22. **LEAVES OF ABSENCE WITHOUT PAY**

- A. Military leave. Military leave is available in accordance with prevailing statute.
- B. Peace Corps, Vista, National Teacher Corps. Subject to Board approval, any teacher who is on tenure may be granted a leave of absence without pay for two (2) years to work as a teacher with the Peace Corps, Vista, or National Teacher Corps. Upon his or her return, his or her salary shall be the same as he or she would have received had the period of service been spent in the district.
- C. Parental leave - a leave of absence, without pay, shall be granted to a parent/teacher for parental leave under the following conditions:
  - 1. Because of the extreme importance of continuity of instructional personnel and in order to provide the opportunity to plan for covering assignments, a teacher must notify the building principal that he/she may be requesting a leave at least 90 days before the commencement of the leave unless extenuating circumstances are determined by the Superintendent to exist.

2. a. This leave is not to exceed three (3) consecutive academic years. For this purpose, the academic year during which the leave begins, regardless of the exact date thereof, shall be counted as one (1) full year. The teacher shall inform the Superintendent in writing of the intent to continue the leave as originally granted, by March 1 of each year. Notice of intent to return to employment the September following the end of the leave shall be given not later than the preceding March 1.
- b. The length of parental leave for non-tenured teachers will be two (2) years.
3. Where a teacher has originally requested a leave of less than three (3) years, an extension from year to year, not to exceed a total of three (3) years, will be granted, if the Superintendent is notified, in writing, not later than March 1.
4. The teacher may return to work, prior to the expiration of the leave as originally granted or extended, only by mutual agreement with the Superintendent.
5. A teacher on leave may substitute in the district during the period of leave.
6. Teachers returning from such leave shall retain all sick leave accumulated prior to the beginning of the leave and for salary purposes shall go to the next step without being credited for time spent on such leave.
7. A teacher adopting a child shall be entitled to a leave of three (3) years commencing with the custody of said child. The teacher shall notify the building principal at the time application to adopt a child has been made.

D. Family Medical Leave Act (FMLA). Effective July 1, 2010, the employer shall designate leave as FMLA retroactive to day one (first day of employee's absence) after twenty-one (21) school days of absence as a result of a qualifying FMLA event. ("Absence" in this section is defined as 'sick' or 'illness' days.)

E. Additional leaves. Teachers may be granted a leave of absence of up to one year without pay for other reasons which shall include but not be limited to graduate study, work in another related field, travel or rest. Notice of intent to return to employment the September following the end of the leave shall be given not later than the preceding March 1.

F. While on leave, teachers may elect to participate in all fringe benefits at their own expense. In such case, proper application shall be made to the business office and satisfactory arrangements made for the payment of the full premium at the applicable group rate.

**G. LEAVE OF ABSENCE FOR OTHER EDUCATIONAL POSITION.**

(1) A member of the bargaining unit may apply for and will be granted a leave of absence Without pay for duration not to exceed two years for the purpose of pursuing:

- (a) a position within the School District outside of the teacher's tenure area,

either in a different teaching tenure area or an administrative tenure area within the District;

(b) a teaching position in another school district upon relocation outside the tri-state area.

(c) a teaching/faculty position at a college or University:

(2) Where a member of the bargaining unit has requested a leave of less than two years, an extension not to exceed a total of two will years will be granted if the Superintendent is notified of the bargaining unit member's request at least four months prior to the end of the original leave. The term of any such leave shall end on June 30 of a given school year unless, in the discretion of the Superintendent, it shall be in the best interest of the School District to end leave at a different time. The term of any such leave granted pursuant to this provision will not be reduced unless the member of the bargaining unit is removed from or resigned the position in the different tenure area prior to the end of the leave.

### **23. CURRICULUM ADVISORY and STAFF DEVELOPMENT COMMITTEES**

A. Curriculum Advisory Committee - The total educational program is the responsibility of the Board of Education, Administration and teachers. It is felt that to maintain a balanced, progressive educational program, both teachers and Administrators should be involved in a meaningful way in curriculum development prior to the making of a final and binding decision by the Board of Education.

Consequently, there shall be a Hastings Teachers Association - Administration Curriculum Committee that may consider, initiate and review changes that may affect the curriculum and education of the Hastings School District.

The Committee shall have the responsibility of making its recommendations regarding such changes directly to the Superintendent.

Membership in the Committee shall be determined by the Superintendent and the HTA.

This Committee shall meet at regular intervals to be determined by the Committee, or by the request of any four (4) of its members.

B. Staff Development Committee - The Staff Development Committee, a joint committee of teachers from each school, a representative from the Administration, and the Teachers Association president or designee, will meet on a regular basis to plan District Staff Development activities.

## **24. SERVICE PAY**

Any member of the Association who:

1. Shall be not less than the minimum age permitted by the Education Law for retirement into the NYSTRS on September 1<sup>st</sup> of the calendar year of retirement, and
- A. Shall have served in the Hastings School System as a teacher for not less than a period of 20 years, and
2. Submits a written resignation to the School Board not later than January 15<sup>th</sup> of any year, effective July 1<sup>st</sup>, which resignation shall remain irrevocable, shall, during that final year, receive as base salary an amount equal to the basic salary which he or she would otherwise have received, plus an amount (herein called "service pay") determined by multiplying the sum of \$450, by the number of years during which that person has served as a teacher in the Hastings School System. Service pay shall not be added to any individual's basic salary during any portion of his or her last year of service which is taken as sick leave.

## **25. PROFESSIONAL VACANCIES**

All professional positions that become vacant within the school district shall be posted within all schools. Upon request, the Central Office will make available information regarding job descriptions, salaries, seniority rights and tenure rights about any job opening. This shall in no way infringe upon the Boards right to be the sole and final judge as to the selection of the best candidate.

## **26. ASSOCIATION RIGHTS**

- A. The Association shall be allowed to hold five of its regular business meetings during the school year on designated Wednesdays, such meetings to begin no earlier than 2:45 P.M.
  1. When it is necessary for the President or his designated representative to engage in Association activities and they cannot be performed other than during school time, the Superintendent may award such time as necessary. The President or his delegate will be released from duties for up to three (3) days to attend Association conventions. The Chief Negotiator shall be given up to two (2) free days to prepare for negotiations.
  2. The President of the Association shall not be assigned to extra duties beyond his regular instruction assignments.
  3. Space will be provided for an Association telephone. The space to be designated by the Superintendent.

## **27. SEVERANCE PAY**

A tenured teacher, released from the School District, shall receive severance pay in the amount of one week's salary for each year of employment up to a maximum of ten (10) weeks salary.

Teachers who are dismissed for just cause, teachers who resign during the school year to accept another position, and teachers who retire, will be exempt from this clause.

Probationary teachers who are terminated because of an abolition of position will receive severance pay in the amount of one week's salary for each year of employment. The week's salary in this section shall be taken from Exhibit "A-1" if terminated prior to July 1, 2013 or from Exhibit "A-2" if terminated prior to July 1, 2014, or from Exhibit "A-3" if terminated prior to July 1, 2015.

## **28. PROFESSIONAL STAFF SALARIES**

- A. All professional staff covered by this Agreement are to be paid salaries in accordance with the salary schedules annexed hereto. For the 2012-2013 school year, effective July 1, 2012, a 0% increase shall be applied to the salary schedule on all steps; for the 2013-2014 school year, effective July 1, 2013, a 1.00% increase shall be applied to the salary schedule for all steps; and for the 2014-2015 school year, effective July 1, 2014, a 1.00% increase shall be applied to the salary schedule on all steps.
- B. Salary Schedule
  - a. 2012-13 – no increase in the prior year salary schedule with increment movement to take place effective the beginning of the school year. For those teachers on Step 15 in 2012-2013, they will go to Step 17 for the 2013-2014 school year.
  - b. 2013-14 – 1% increase applied to the prior year salary schedule effective September 1, 2013 with increment movement for eligible unit members to take place February 1, 2014. Elongation of the salary schedule as attached.
  - c. 2014-15 – 1% increase applied to the prior year salary schedule effective September 1, 2014 with increment movement for eligible unit members to take place February 1, 2015. Elongation of the schedule as attached.
- B. Schedule B shall be increased as follows: 2012-2013 effective July 1, 2012, 0%; for 2013-2014 effective July 1, 2013, 1.00%; and for 2014-2015, effective July 1, 2014, 1.00%. Further, the addition of any new positions to Schedule B and modification of up to 5 existing titles therein shall be reviewed by a committee chosen by the Superintendent and the President of the Association no later than June 30<sup>th</sup>.
- C. Pay for summer institute, summer school and summer project work will be at the rate of 1/200th of MA 1 per day. (Hourly rate = Daily rate divided by 6 hours).
- D. In the event that the Board wishes to have a student instructed at home after the normal school day, the teacher shall be compensated at the rate of 1/200th of MA 1 per day of instruction (Hourly rate = Daily rate divided by 6 hours).
- E. Career Increments
  - 1. Career increments - Change notes to Teacher Salary Base accordingly:



- Note 1 - Career increment Col. I through Col. IIC is 0% for 2012-2013, 1.00% for 2013-2014, and 1.00% for 2014-2015, District Service 10 (step 15).
- Note 2 - Career increment Col. I through Col. IIC is 0% for 2012-2013, 1.00% for 2013-2014, and 1.00% for 2014-2015, District Service 20 (step 20). Note 5 - Career increment Col. III through Col. VI is 0% for 2012-2013, 1.00% for 2013-2014, and 1.00% for 2014-2015, District Service 11 (step 16).
- Note 6 - Career increment Col. III through Col. VI is 0% for 2012-2013, 1.00% for 2013-2014, and 1.00% for 2014-2015, District Service 15 (step 18).
- Note 7 - Career increment Col. III through Col. VI is 0% for 2012-2013, 1.00% for 2013-2014, and 1.00% for 2014-2015, District Service 20 (step 20).
- Note 8 - Career increment Col. III through Col. VI is 0% for 2012-2013, 1.00% for 2013-2014 and 1.00% for 2014-2015, District Service 25 (step 25)
- Note 9- Members of the bargaining unit who have already reached the MA+60 or Doctorate columns on the salary schedule will be eligible for additional salary advancement upon completion of credits approved at the sole discretion of the Superintendent. These credits are excluded from the existing appeal process. Credits approved by the Superintendent, in his or her sole discretion, shall be paid at the rate of \$175 per credit up to 15 credits, subject to the following limitation:  
a. Salary payment for each such credit shall be paid for only seven years.
- Note 10 - Professional increment - one time payment of \$300 to employees between steps 4-15 who have completed three years of service. The one-time payment of \$300 will apply only to those employed prior to September 2001.

These increments are listed on the salary schedules and noted as Exhibit A-1, Exhibit A-2 and Exhibit A-3.

2. BA schedule (columns I through IIC):

District teachers will receive the career increment upon reaching Step 15 if they are beginning at least their tenth (10<sup>th</sup>) year of service to the District. District teachers will receive the career increment upon reaching Step 20 if they are beginning at least their twentieth (20<sup>th</sup>) year of service to the District.

3. MA/Doctorate schedule (Columns III through VI):

District teachers will receive the career increment upon reaching Step 16 if they are beginning at least their eleventh (11<sup>th</sup>) year of service to the District. District teachers will receive the career increment upon reaching Step 18 if they are beginning at least their fifteenth (15<sup>th</sup>) year of service to the District. District teachers will receive the career increment upon reaching Step 20 if they are beginning at least their twentieth (20<sup>th</sup>) year of service to the District.

4. Effective July 1, 1988 for all teachers in the district, "Years of Service" shall

mean service with the Hastings-on-Hudson Union Free School District only.

## 29. **GRIEVANCE PROCEDURE**

### Section I - Declaration of Purpose

**WHEREAS**, the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its teachers is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances through procedures under which members of the recognized unit and/or the Association may present grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the Board of Education (hereinafter sometimes referred to as the Board) and its teachers are afforded adequate opportunity to dispose of their differences without the necessity of time consuming and costly proceedings before administrative agencies and/or in the courts.

### Section II - Definitions

- 2.1 A Grievance is a claim by an aggrieved party that there has been a violation, misinterpretation, or improper application of the provisions of this agreement.
- 2.2 The term Supervisor shall mean any department chairman, principal, assistant principal, immediate superior, or other administrative or supervisory officer responsible for the area in which an alleged grievance arises except for the chief executive officer.
- 2.3 The Chief School Officer is the Superintendent of Schools.
- 2.4 Association shall mean Hastings Teachers Association.
- 2.5 Aggrieved Party shall mean the Association and/or any person or group of persons in the negotiating unit filing a grievance.
- 2.6 Party in Interest shall mean any party named in a grievance who is not the aggrieved party.
- 2.7 Hearing Officer shall mean any individual or Board charged with the duty of rendering decisions at any stage on grievances hereunder.
- 2.8 "Teacher" shall mean the Association, an individual or a group of teachers who is alleging the violation or who is similarly affected by the grievance.
- 2.9 "Days" shall mean days on which teachers are required to be in school.

### Section III - Procedures

- 3.1 Except at the informal stage, all grievances shall include the name and position of the aggrieved party, the provision of this agreement, etc., involved in the grievance and a general statement of the nature of the grievance and the redress sought by the aggrieved party.
- 3.2 Except for the informal decisions at Stage IA, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact,

conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the teacher and the Association.

- 3.3 If a grievance affects a group of teachers or appears to the Association to be associated with system-wide policies, it may be submitted by the Association directly at Stage 2 described below.
- 3.4 The Board of Education and the Association agree to facilitate investigation which may be required and to make available any and all materials and relevant documents, communications and records concerning the alleged grievance.
- 3.5 At the Board stage an aggrieved party and any party in interest shall have the right to confront and cross-examine all witnesses called against him or her, to testify and to call witnesses on his or her own behalf and to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.
- 3.6 No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by any member of the Administration against the aggrieved party, any party in interest, any representative, any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.
- 3.7 Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations and other necessary documents, will be developed by the Association. The Chief Executive Officer shall then have them printed and distributed so as to facilitate operation of the grievance procedure. (Printing costs will be shared.)
- 3.8 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 3.9 Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having said matter informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and the Association has been given an opportunity to be present at such adjustment and to state its views. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.
- 3.10 The grievant may choose whomever he or she wishes to represent him or her at Stages I, II and III of this procedure, except that such representative may not be a representative of a competing employee organization.
- 3.11 Any teacher to whom Stage I does not apply shall have immediate recourse to Stage II of the grievance procedure.

#### Section IV - Time Limits

- 4.1 Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time

limits specified for either party may be extended only by mutual agreement.

- 4.2 No written grievance will be entertained as described below, and such grievance will be deemed waived unless written grievance is forwarded at the first available stage within thirty (30) school days after the teacher knew or should have known of the act or condition on which the grievance is based.
- 4.3 If a decision at one stage is not appealed to the next stage 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.
- 4.4 Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, his or her representatives and the Association within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
- 4.5 In the event a grievance is filed on or after June 1, upon request by or on behalf of the aggrieved party, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as possible.

#### Section V - Stages of Grievance

##### 5.1 Stage 1: Supervisor

- a) A teacher having a grievance will discuss it with his or her supervisor, either directly or through a representative, with the objective of resolving the matter informally. The supervisor will confer with all parties in interest but, in arriving at his or her decision, will not consider any material or statements offered by or on behalf of any such party in interest with whom consultation has been had without the aggrieved party or his or her representative present. If the teacher submits the grievance through a representative, the teacher may be present during the discussion of the grievance.
- b) If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor. Within ten (10) school days after the written grievance is presented to him or her, the supervisor shall, without any further consultation with the aggrieved party or any party in interest, render a decision thereon, in writing, and present it to the teacher, his representative and the Association.
- c)

##### 5.2 Stage 2: Chief Executive Officer

- a) If the teacher initiating the grievance and/or the Association are not satisfied with the written decision at the conclusion of Stage 1, a written appeal of the decision at Stage 1 with the Chief Executive Officer may be filed within ten (10) school days after the teacher has received such written decision. Copies of the written decision at Stage 1 shall be submitted with the appeal.
- b) Within ten (10) school days after receipt of the appeal, the Chief Executive Officer, or his duly authorized representative shall hold a hearing with the

teacher, his or her representative and all other parties in interest.

- c) The Chief Executive Officer shall render a decision in writing to the teacher, his or her representative and the Association within ten (10) school days after the conclusion of the hearing.

### 5.3 Stage 3: Board of Education

- a) If the teacher and/or the Association are not satisfied with the decision at Stage 2, an appeal may be filed in writing with the Board of Education within fifteen (15) school days after receiving the decision at Stage 2. The official grievance record maintained by the Chief Executive Officer may be available for the Board of Education.
- b) Within ten (10) school days after receipt of an appeal, the Board of Education or a committee thereof shall hold a hearing on the grievance. The hearing shall be conducted in executive session.
- c) Within ten (10) school days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, on the grievance. Such decision shall be promptly transmitted to the grievant and all parties in interest.

### 5.4 Stage 4: Arbitration

- a) If the Association is not satisfied with the decision of the case at Stage 3, or if no decision has been rendered within ten (10) school days, the Association may within ten (10) school days of the Board's decision or twenty (20) school days of its meeting with the Board, submit the grievance to arbitration by written notice to the Board. A demand for arbitration must be filed with the American Arbitration Association within twenty (20) school days of the Board's decision at Stage 3.
- b) After the demand for arbitration has been made, the parties agree to be bound by the Rules of the American Arbitration Association.
- c) The Expedited Labor Arbitration Rules of the American Arbitration Association will be used upon mutual agreement.
- d) The power of the arbitrator stems from this agreement and his or her function is to pass upon alleged violations of this agreement and any disputes with respect to its meaning or application. He or she shall have no power to add to, subtract from or modify any of the terms of this agreement, nor shall he or she have any power or authority to make any decision that requires the commission of any act prohibited by law or that is violative of any of the terms of this Agreement. However, none of the above shall be interpreted so as to prohibit the arbitrator from determining an appropriate remedy if he or she finds a violation of the agreement.
- e) The decision of the arbitrator shall be submitted to the Board and the Association, and subject to law, shall be final and binding on all parties to the proceeding during the duration of this Agreement.

- f) The Board and the Association agree that they will be bound by arbitrators' decision previously rendered in all substantially similar situations.
- g) Should any costs arise for the services of an arbitrator, they shall be borne equally by the Board and the Association.

30. **NOTIFICATION OF ASSIGNMENT**

As early as possible and desirably prior to the 1<sup>st</sup> of June, teachers will be informed of their assignments for the following September. Notification will include the following information:

- 1. Subject(s) to be taught;
- 2. Grades of subjects to be taught;
- 3. Specialized duties or assignments including homeroom, or other educationally oriented tasks;
- 4. Any additional available and necessary information which the teacher might reasonably require in making plans for the assumption of the responsibilities of the assignment.

If there is a significant last minute change, a conference between the principal and the teacher will take place to discuss the change.

31. **COMPOUND SESSIONS**

In the event of double session, split sessions, overlapping sessions or any other sessions other than those covered by this agreement, all attendant working conditions will be re-defined only by mutual agreement.

32. **SAVINGS CLAUSE**

If any provision of this contract shall be held contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law. Substitute provisions shall be negotiated by the parties in such a manner as to retain the equities of the original provision. All other provisions of the contract shall continue in effect.

33. **LUNCHTIME DUTIES**

Cafeteria duty will be supervised by one individual at Hillside only if there is a teacher volunteer, two per lunch period at the Middle School, and one at the High School as per Schedule B. Exceptions will be mutually agreed upon by the Association and the Administration.

34. **NO DISCRIMINATION**

As per its obligations under law, the Board of Education agrees that it will not discriminate on the basis of race, gender, religion, age, sexual orientation, marital status and national origin. Nothing in the foregoing sentence, however, shall operate to deprive the Board of any rights it may have under the New York State Teachers Retirement System Law.

35. **JOB SECURITY**

A teacher who has been excessed due to the elimination of positions may submit an application for a vacant position(s) in the District at the time of his or her excessing provided that he or she possesses adequate preparation for the position(s) in question and is also in possession of an appropriate teaching certificate. Notice of available positions will be given directly to excessed teachers as they become known to the District. Applications by interested teachers must be made within ten (10) school days of such notice.

An excessed teacher who indicates an interest in vacant positions and who is qualified as set forth above will be given first consideration for the vacant positions for which he or she has shown an interest. If the excessed teacher is not hired into a vacancy he or she will be provided first opportunity for per diem substitute service.

36. **STUDENT DISCIPLINE**

A teacher may refer to the building principal or his or her designated representative any pupil whose conduct disrupts the learning process of the class. As soon as possible and, when feasible, no later than one full school day after such referral is made, the teacher initiating the referral shall present to the principal a written report of the incident. Within 10 school days the principal shall inform the teacher of the disposition of the incident.

37. **DUES DEDUCTION AND AGENCY SHOP**

Dues deduction as authorized and certified by the HTA shall be continuous unless revoked by the member of the bargaining unit. HTA members will pay their dues via payroll deduction, unless notified by an authorized statement signed by the HTA member. All payroll deduction exemption notifications must be submitted to the HTA Treasurer.

2. The District agrees to remit to the HTA all monies deducted within a month after said deductions are made. The HTA agrees to indemnify the District and save it harmless from liability that may arise from deductions made pursuant to this provision. The HTA shall notify the District annually of the amount to be deducted for each member.
3. Payroll deduction of HTA dues will begin on the second payroll date and continue for 10 consecutive pay periods. Any teacher beginning their assignment after the start of the school year (i.e. Leave Replacements, teacher returning from leave, or substitute teachers becoming bargaining unit members) shall have their HTA dues deducted beginning with their second pay period.
4. HTA member contributions for VOTE-COPE will be collected biannually – January and June – via payroll deduction, unless notified by an authorized statement signed by the HTA member. VOTE-COPE contributions will appear as a separate line item for payroll processing purposes.

F. Agency Shop

1. The District shall deduct from the wage or salary of employees in the bargaining unit represented by the Hastings Teachers Association who are not members of the Hastings Teachers Association/New York State United Teachers/and American Federation of Teachers the amount Equivalent to the dues levied by the Hastings Teachers Association, New York State United Teachers/and American Federation of Teachers and shall transmit the sum so deducted to the Hastings Teachers Association, in accordance with Chapters 677 and 678 of the Laws of 1977 of the State of New York. The monies so deducted shall be transmitted to the Association at the same time and in the same manner as dues deducted from the Association members.
2. The Hastings Teachers Association affirms that it has adopted such procedure for refund of agency shop fee deduction as required in Section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York.
3. The Association agrees to indemnify the District and save it harmless from liability that may arise from refunds of agency shop fee deductions made pursuant to this provision.
4. The Association shall notify the District annually of the amount equivalent to the annual unified dues to be deducted for each non-member.

38. **DURATION**

This agreement shall become effective on July 1, 2012 and shall remain in effect through June 30, 2015. Thereafter, it shall continue in effect unless and until amended or superseded. Any amendments to the Agreement must be in writing and signed by both parties.



IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

IN WITNESS WHEREOF, this Agreement has been signed on the date below written.

BOARD OF EDUCATION OF THE  
HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT

\_\_\_\_\_  
Dr. Roy R. Montesano, Superintendent  
Hastings-on-Hudson U.F.S.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eileen Baecher, President  
Board of Education

\_\_\_\_\_  
Date

HASTINGS TEACHERS ASSOCIATION

\_\_\_\_\_  
Nate Morgan  
President

\_\_\_\_\_  
Date

## HASTINGS - ON - HUDSON PUBLIC SCHOOLS

## TEACHER SALARY BASE 2012- 2013

Step	I BA	IA BA + 10	IB BA + 20	II BA + 30	III MA	IIIA MA + 10	IIIB MA + 20	IV MA + 30	IVA MA + 40	IVB MA + 50	V MA + 60	VI DR
1	53,000	54,221	55,436	56,670	58,643	60,522	62,401	64,280	66,159	68,037	69,921	71,797
2	55,348	56,577	57,801	59,011	61,467	63,339	65,221	67,107	68,985	70,865	72,744	74,630
3	57,713	58,924	60,140	61,362	64,280	66,159	68,037	69,921	71,797	73,685	75,565	77,440
4	60,054	61,269	62,494	63,719	67,107	68,985	70,865	72,744	74,630	76,510	78,385	80,265
5	62,401	63,625	64,840	66,070	69,921	71,795	73,685	75,565	77,444	79,330	81,213	83,085
6	64,280	65,506	66,721	67,947	72,744	74,632	76,510	78,385	80,265	82,139	84,020	85,901
7	66,159	67,388	68,604	69,827	75,565	77,440	79,330	81,213	83,085	84,966	86,842	88,731
8	68,037	69,263	70,480	71,710	78,385	80,265	82,139	84,020	85,901	87,786	89,672	91,558
9	69,921	71,149	72,361	73,595	81,213	83,086	84,993	86,842	88,731	90,605	92,483	94,368
10	71,797	73,027	74,242	75,471	84,020	85,901	87,786	89,672	91,558	93,425	95,310	97,187
11	73,685	74,904	76,129	77,344	86,842	88,731	90,605	92,478	94,368	96,243	98,133	100,012
12	76,549	77,775	78,991	80,209	89,672	91,558	93,425	95,310	97,187	99,070	100,940	102,835
13					92,483	94,368	96,243	98,133	100,012	101,893	103,730	105,650
14					95,310	97,187	99,070	100,940	102,835	104,715	106,595	108,480
15					103,605	105,533	107,472	109,401	111,345	113,270	115,212	117,146
16					106,231	108,198	110,176	112,143	114,127	116,092	118,072	120,045
17												
18												
19												
20												

**Notes to Teacher Salary Base 2012 - 2013**

1. Career increment Col. I through Col. IIC is \$1109, District Service -10 (step 15)
2. Career increment Col. I through Col. IIC is \$2007, District Service -20 (step 20)
3. Employees hired prior to 1978 are eligible for advancement on original schedule IIA, IIB and IIC
4. Career increment from Col. III through Col. VI is not additive
5. Career increment Col. III through Col. VI is \$2684, District Service - 11 (Step 16)
6. Career increment Col. III through Col. VI is \$3580, District Service - 15 (Step 18)
7. Career increment Col. III through Col. VI is \$4474, District Service - 20 (Step 20)
8. Career increment Col. III through Col. VI is \$4961, District Service - 25 (Step 25)
9. Members of the bargaining unit who have already reached the MA+60 or Doctorate columns on the salary schedule will be eligible for additional salary advancement upon completion of credits approved at the sole discretion of the Superintendent. These credits are excluded from the existing appeal process. Credits approved by the Superintendent, in his or her sole discretion, shall be paid at the rate of \$175 per credit up to 15 credits, subject to the following limitation:

## HASTINGS - ON - HUDSON PUBLIC SCHOOLS

## TEACHER SALARY BASE 2012 - 2013

Step	IIA BA + 40	IIB BA + 50	IIC BA + 60
1	57,891	59,106	60,332
2	60,244	61,467	62,683
3	62,584	63,817	65,032
4	64,934	66,159	67,388
5	67,292	68,508	69,729
6	69,174	70,396	71,618
7	71,050	72,270	73,497
8	72,931	74,155	75,375
9	74,815	76,029	77,257
10	76,697	77,912	79,129
11	78,581	79,797	81,014
12	81,441	82,651	83,876
13			
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**Notes to Teacher Salary Base 2012 - 2013**

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## HASTINGS - ON - HUDSON PUBLIC SCHOOLS

## TEACHER SALARY BASE 2013- 2014

Step	I BA	IA BA + 10	IB BA + 20	II BA + 30	III MA	IIIA MA + 10	IIIB MA + 20	IV MA + 30	IVA MA + 40	IVB MA + 50	V MA + 60	VI DR
1	53,530	54,763	55,990	57,237	59,229	61,127	63,025	64,923	66,821	68,717	70,620	72,515
2	55,901	57,143	58,379	59,601	62,082	63,972	65,873	67,778	69,675	71,574	73,471	75,376
3	58,290	59,513	60,741	61,976	64,923	66,821	68,717	70,620	72,515	74,422	76,321	78,214
4	60,655	61,882	63,119	64,356	67,778	69,675	71,574	73,471	75,376	77,275	79,169	81,068
5	63,025	64,261	65,488	66,731	70,620	72,513	74,422	76,321	78,218	80,123	82,025	83,916
6	64,923	66,161	67,388	68,626	73,471	75,378	77,275	79,169	81,068	82,960	84,860	86,760
7	66,821	68,062	69,290	70,525	76,321	78,214	80,123	82,025	83,916	85,816	87,710	89,618
8	68,717	69,956	71,185	72,427	79,169	81,068	82,960	84,860	86,760	88,664	90,569	92,474
9	70,620	71,860	73,085	74,331	82,025	83,917	85,843	87,710	89,618	91,511	93,408	95,312
10	72,515	73,757	74,984	76,226	84,860	86,760	88,664	90,569	92,474	94,359	96,263	98,159
11	74,422	75,653	76,890	78,117	87,710	89,618	91,511	93,403	95,312	97,205	99,114	101,012
12	77,314	78,553	79,781	81,011	90,569	92,474	94,359	96,263	98,159	100,061	101,949	103,863
13					93,408	95,312	97,205	99,114	101,012	102,912	104,767	106,707
14					96,263	98,159	100,061	101,949	103,863	105,762	107,661	109,565
15					100,452	102,374	104,304	106,222	108,161	110,083	112,013	113,941
16					104,641	106,588	108,547	110,495	112,458	114,403	116,364	118,317
17					107,293	109,280	111,278	113,264	115,268	117,253	119,253	121,245
18												
19												
20												
21												

**Notes to Teacher Salary Base 2013 - 2014**

- Career increment Col. I through Col. IIC is \$1120, District Service -10 (step 15)
- Career increment Col. I through Col. IIC is \$2027, District Service -20 (step 20)
- Employees hired prior to 1978 are eligible for advancement on original schedule IIA, IIB and IIC
- Career increment from Col. III through Col. VI is not additive
- Career increment Col. III through Col. VI is \$2711, District Service - 11 (Step 16)
- Career increment Col. III through Col. VI is \$3616, District Service - 15 (Step 18)
- Career increment Col. III through Col. VI is \$4519, District Service - 20 (Step 20)
- Career increment Col. III through Col. VI is \$5011, District Service - 25 (Step 25)
- Members of the bargaining unit who have already reached the MA+60 or Doctorate columns on the salary schedule will be eligible for additional salary advancement upon completion of credits approved at the sole discretion of the Superintendent. These credits are excluded from the existing appeal process. Credits approved by the Superintendent, in his or her sole discretion, shall be paid at the rate of \$175 per credit up to 15 credits, subject to the following limitation:

HASTINGS - ON - HUDSON PUBLIC SCHOOLS

Exhibit A-2

TEACHER SALARY BASE 2013 - 2014

Step	IIA BA + 40	IIB BA + 50	IIC BA + 60
1	58,470	59,697	60,935
2	60,846	62,082	63,310
3	63,210	64,455	65,682
4	65,583	66,821	68,062
5	67,965	69,193	70,426
6	69,866	71,100	72,334
7	71,761	72,993	74,232
8	73,660	74,897	76,129
9	75,563	76,789	78,030
10	77,464	78,691	79,920
11	79,367	80,595	81,824
12	82,255	83,478	84,715
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**Notes to Teacher Salary Base 2013 - 2014**

1. Career increment Col. I through Col. IIC is \$1120, District Service -10 (step 15)
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7. Career increment Col. III through Col. VI is \$4519, District Service - 20 (Step 20)
8. Career increment Col. III through Col. VI is \$5011, District Service - 25 (Step 25)
9. Members of the bargaining unit who have already reached the MA+60 or Doctorate columns on the salary schedule will be eligible for additional salary advancement upon completion of credits approved at the sole discretion of the Superintendent. These credits are excluded from the existing appeal process. Credits approved by the Superintendent, in his or her sole discretion, shall be paid at the rate of \$175 per credit up to 15 credits, subject to the following limitation:
  - a. Salary payment for each such credit shall be paid for only seven years.

## HASTINGS - ON - HUDSON PUBLIC SCHOOLS

## TEACHER SALARY BASE 2014- 2015

Step	I BA	IA BA + 10	IB BA + 20	II BA + 30	III MA	IIIA MA + 10	IIIB MA + 20	IV MA + 30	IVA MA + 40	IVB MA + 50	V MA + 60	VI DR
1	54,065	55,311	56,550	57,809	59,821	61,738	63,655	65,572	67,489	69,404	71,326	73,240
2	56,460	57,714	58,963	60,197	62,703	64,612	66,532	68,456	70,372	72,290	74,206	76,130
3	58,873	60,108	61,348	62,596	65,572	67,489	69,404	71,326	73,240	75,166	77,084	78,996
4	61,262	62,501	63,750	65,000	68,456	70,372	72,290	74,206	76,130	78,048	79,961	81,879
5	63,655	64,904	66,143	67,398	71,326	73,238	75,166	77,084	79,000	80,924	82,845	84,755
6	65,572	66,823	68,062	69,312	74,206	76,132	78,048	79,961	81,879	83,790	85,709	87,628
7	67,489	68,743	69,983	71,230	77,084	78,996	80,924	82,845	84,755	86,674	88,587	90,514
8	69,404	70,656	71,897	73,151	79,961	81,879	83,790	85,709	87,628	89,551	91,475	93,399
9	71,326	72,579	73,816	75,074	82,845	84,756	86,701	88,587	90,514	92,426	94,342	96,265
10	73,240	74,495	75,734	76,988	85,709	87,628	89,551	91,475	93,399	95,303	97,226	99,141
11	75,166	76,410	77,659	78,898	88,587	90,514	92,426	94,337	96,265	98,177	100,105	102,022
12	78,087	79,339	80,579	81,821	91,475	93,399	95,303	97,226	99,141	101,062	102,968	104,902
13					94,342	96,265	98,177	100,105	102,022	103,941	105,815	107,774
14					97,226	99,141	101,062	102,968	104,902	106,820	108,738	110,661
15					101,457	103,398	105,347	107,284	109,243	111,184	113,133	115,080
16					103,572	105,526	107,490	109,442	111,413	113,366	115,331	117,290
17					105,687	107,654	109,632	111,600	113,583	115,547	117,528	119,500
18					108,366	110,373	112,391	114,397	116,421	118,426	120,446	122,457
19												
20												
21												
22												

**Notes to Teacher Salary Base 2014 - 2015**

- Career increment Col. I through Col. IIC is \$1131, District Service -10 (step 15)
- Career increment Col. I through Col. IIC is \$2047, District Service -20 (step 20)
- Employees hired prior to 1978 are eligible for advancement on original schedule IIA, IIB and IIC
- Career increment from Col. III through Col. VI is not additive
- Career increment Col. III through Col. VI is \$2738, District Service - 11 (Step 16)
- Career increment Col. III through Col. VI is \$3652, District Service - 15 (Step 18)
- Career increment Col. III through Col. VI is \$4564, District Service - 20 (Step 20)
- Career increment Col. III through Col. VI is \$5061, District Service - 25 (Step 25)
- Members of the bargaining unit who have already reached the MA+60 or Doctorate columns on the salary schedule will be eligible for additional salary advancement upon completion of credits approved at the sole discretion of the Superintendent. These credits are excluded from the existing appeal process. Credits approved by the Superintendent, in his or her sole discretion, shall be paid at the rate of \$175 per credit up to 15 credits, subject to the following limitation:

## HASTINGS - ON - HUDSON PUBLIC SCHOOLS

## TEACHER SALARY BASE 2014 - 2015

Step	IIA BA + 40	IIB BA + 50	IIC BA + 60
1	59,055	60,294	61,544
2	61,454	62,703	63,943
3	63,842	65,100	66,339
4	66,239	67,489	68,743
5	68,645	69,885	71,130
6	70,565	71,811	73,057
7	72,479	73,723	74,974
8	74,397	75,646	76,890
9	76,319	77,557	78,810
10	78,239	79,478	80,719
11	80,161	81,401	82,642
12	83,078	84,313	85,562
13			
14			
15			
16			
17			
18			
19			
20			

**Notes to Teacher Salary Base 2014 - 2015**

1. Career increment Col. I through Col. IIC is \$1131, District Service -10 (step 15)
2. Career increment Col. I through Col. IIC is \$2047, District Service -20 (step 20)
3. Employees hired prior to 1978 are eligible for advancement on original schedule IIA, IIB and IIC
4. Career increment from Col. III through Col. VI is not additive
5. Career increment Col. III through Col. VI is \$2738, District Service - 11 (Step 16)
6. Career increment Col. III through Col. VI is \$3652, District Service - 15 (Step 18)
7. Career increment Col. III through Col. VI is \$4564, District Service - 20 (Step 20)
8. Career increment Col. III through Col. VI is \$5061, District Service - 25 (Step 25)
9. Members of the bargaining unit who have already reached the MA+60 or Doctorate columns on the salary schedule will be eligible for additional salary advancement upon completion of credits approved at the sole discretion of the Superintendent. These credits are excluded from the existing appeal process. Credits approved by the Superintendent, in his or her sole discretion, shall be paid at the rate of \$175 per credit up to 15 credits, subject to the following limitation:

**2012-2013 SCHEDULE B POSITIONS****Extra Pay for Extra Work Agreement**

Before making assignments to co-curricular and extra pay positions, the administration shall ask for volunteers and shall carefully consider the qualifications of any such volunteer. However, assignments from this list shall be made on the basis of the administration's decision as to who is the most appropriate individual for the particular job. The Superintendent and the President of HTA will meet once a year to evaluate Schedule B. Stipends on Schedule B are a definite figure or are stated between Steps 1 - 8.

Position	Stipend
Chair (1 School)	\$4,131
Chair (2 or more Schools)	\$5,165
Chair, English, 6-12	\$5,165
Chair, World Lang., K-12	\$5,884
Chair, Mathematics, 6-12	\$5,165
Chair, Music, K-12	\$5,165
Chair, PE/Health, K-12	\$5,165
Chair, Related Arts, 6-12	\$5,165
Chair, Science, 6-12	\$5,165
Chair, Social Studies	\$5,165
Chair, Special Education Department	\$5,165
Web Master	\$6,482
Team Leaders	\$4,131
Director of Technology + Individual per diem rate during summer*	\$9,351
ESL Coordinator, K-12	\$5,165
Senior Alternatives Advisor (High School)	\$10,600
Librarian	\$716
Translator/Interpeter - (District Wide)	\$49/hour
Middle School/High School Breakfast Supervisor	\$3,119
Arts in Education Coordinator	\$2,343
HASP Director	\$4,131
Performance Director	\$9,679
Summer Institute Coordinator	\$5,005
Clinical Supervisor	\$4,131
Chair, Art, K-12	\$5,165

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
Academic Field Day Advisor	\$1,552	\$1,756	\$1,875	\$2,062
Audio Visual Coordinator	\$2,665	\$2,898	\$3,151	\$3,434
ESL Resource Center Advisor	\$1,652	\$1,816	\$1,999	\$2,198
Steel Drum Director	\$1,652	\$1,816	\$1,999	\$2,198

\* Contracted hourly rate is calculated by dividing the salary for MA Step 1 by 200 and dividing that quotient by 6. For 2012-2013 the contractual hourly rate is \$49 per hour.



If a staff member is assigned to any one of the following Schedule B extra pay positions on a non-voluntary basis, that staff member shall be exempt from reassignment on a non-voluntary basis.

Exhibit B-1

Stipends on Schedule B are a definite figure or are stated between Steps 1 - 8.

**ELEMENTARY SCHOOL**

**STIPEND**

POSITION	STIPEND
Kindergarten Coordinator	\$4,131
Grade 1 Coordinator	\$4,131
Grade 2 Coordinator	\$4,131
Grade 3 Coordinator	\$4,131
Grade 4 Coordinator	\$4,131
Special Education Coordinator	\$4,131
Hillside Technology/Staff Developer	\$1,976
Special Area Coordinator	\$641
RTI Team Coordinator	\$1,033
Recess Supervisor (4)	\$3,221
Librarian	\$716

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
After School Art Open Studio Advisor -per section (3 sections)-	\$1,652	\$1,816	\$1,999	\$2,198
Elementary Director	\$2,409	\$2,654	\$2,918	\$3,211
Elementary Musical Director	\$2,409	\$2,654	\$2,918	\$3,211
Elementary Choreographer	\$1,022	\$1,123	\$1,236	\$1,360
Elementary Chorus	\$1,652	\$1,816	\$1,999	\$2,198
Elementary Dance	\$1,652	\$1,816	\$1,999	\$2,198
Elementary Post Office-per position	\$1,450	\$1,595	\$1,754	\$1,931
Student Government Advisor	\$1,450	\$1,595	\$1,754	\$1,931
Yearbook Advisor	\$2,323	\$2,557	\$2,811	\$3,086
Hillside Newspaper Advisor	\$1,160	\$1,173	\$1,275	\$1,398
Hillside Bookstore	\$1,450	\$1,595	\$1,754	\$1,931
After School Homework Help	\$1,252	\$1,416	\$1,599	\$1,798
Elementary Little Kids Rock Guitar	\$1,652	\$1,816	\$1,999	\$2,198

**STIPEND**

POSITION	STIPEND
Grade 5 Coordinator	\$4,131
Grade 6 Coordinator	\$4,131
Grade 6/7 Coordinator	\$4,131
Grade 7 Coordinator	\$4,131
Grade 8 Coordinator	\$4,131
Coordinator of Advisory Program	\$1,482
Lunch Supervisor	\$3,221
Lunch Supervisor	\$3,221
Lunch Supervisor	\$3,221
Lunch Supervisor	\$3,221
Support Team Coordinator	\$4,131
Detention Supervisor	\$49/hour
Middle School Career Day	\$750
PBIS Coordinator	\$2,000

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
After School Art Open Studio Advisor	\$1,652	\$1,816	\$1,999	\$2,198
Environmental Club Advisor	\$1,552	\$1,756	\$1,875	\$2,062
Jazz Band Director	\$1,419	\$1,562	\$1,718	\$1,886
Jr. Student Council Advisor -Gr. 5/6	\$2,335	\$2,531	\$2,739	\$2,979
Jr. Student Council Advisor -Gr. 7/8	\$2,335	\$2,531	\$2,739	\$2,979
Musical Director - Musical - Gr. 5	\$2,837	\$3,120	\$3,433	\$3,776
Musical Director - Musical - Gr. 6	\$2,837	\$3,120	\$3,433	\$3,776
Musical Director - Musical - Gr. 7/8	\$2,837	\$3,120	\$3,433	\$3,776
Middle School Newspaper	\$1,652	\$1,816	\$1,999	\$2,198
Director - Musical Gr. 5	\$2,837	\$3,120	\$3,433	\$3,776
Director - Musical Gr. 6	\$2,837	\$3,120	\$3,433	\$3,776
Director - Musical Gr. 7/8	\$2,837	\$3,120	\$3,433	\$3,776
Choreographer - Musical Gr. 5	\$1,022	\$1,123	\$1,236	\$1,360
Choreographer - Musical Gr. 6	\$1,022	\$1,123	\$1,236	\$1,360
Choreographer - Musical Gr. 7/8	\$1,022	\$1,123	\$1,236	\$1,360
Technical Director - Musical Gr. 5/6	\$1,022	\$1,123	\$1,236	\$1,360
Technical Director - Musical Gr. 7/8	\$1,022	\$1,123	\$1,236	\$1,360
Director - Play Gr. 7/8 *	\$2,837	\$3,120	\$3,433	\$3,776
Technical Director - Play Gr. 7/8	\$1,022	\$1,123	\$1,236	\$1,360
Yearbook Advisor	\$2,323	\$2,557	\$2,811	\$3,092
Middle School Chess Club	\$1,241	\$1,364	\$1,500	\$1,651
Middle School Math Club	\$1,241	\$1,364	\$1,500	\$1,651
Middle School Debate	\$1,241	\$1,364	\$1,500	\$1,651
Activities Comptroller	\$2,335	\$2,531	\$2,739	\$2,979
Diversity Club	\$1,652	\$1,816	\$1,999	\$2,198
Select Chorus - Gr. 5/6	\$1,652	\$1,816	\$1,999	\$2,198
Spirit Committee Advisor	Hourly chaperone rate with prior administrative approval			
Arts Extravaganza Coordinator	\$1,652	\$1,816	\$1,999	\$2,198
MS Book Club Advisor	\$620	\$682	\$750	\$823
MS Knitting Club	\$620	\$682	\$750	\$823

\* There is no music required for a play.

**STIPEND**

POSITION	STIPEND
Director of Guidance	\$9,679
Special Education Coordinator	\$4,131
Lunch Supervisor	\$3,221
Open Gym Supervisor (HS Lunch)	\$3,221
Morning Detention Supervisor	\$3,221
Marching/Pep Band Director	\$91 per approved session
News Show (W HHS)	\$3,087
TV Journalism Advisor	\$49 per Hour - Max. \$ 4,485
Peer Leadership Advisors (3) + chaperone fee with prior administrative approval	\$2,852
Open Mike Advisor, with prior approval of High School Principal may be eligible for chaperone pay	Hourly
Peer Leadership Coordinator + chaperone fee with prior administrative approval	\$3,284

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
Grade 9 Advisor	\$925	\$1,023	\$1,126	\$1,237
Grade 10 Advisor	\$925	\$1,023	\$1,126	\$1,237
Grade 11 Advisor	\$925	\$1,023	\$1,126	\$1,237
Grade 12 Advisor	\$1,857	\$2,044	\$2,251	\$2,474
Students Activities Comptroller	\$4,302	\$4,733	\$5,205	\$5,723
Dance Club Advisor	\$1,652	\$1,816	\$1,999	\$2,198
Debate Coach	\$2,639	\$2,904	\$3,192	\$3,513
Activities Director	\$3,186	\$3,493	\$3,795	\$4,108
After School Art Open Studio Advisor	\$1,652	\$1,816	\$1,999	\$2,198
Photo Club Advisor	\$1,652	\$1,816	\$1,999	\$2,198
Newspaper Advisor	\$2,290	\$2,516	\$2,769	\$2,985
Director - Play	\$2,837	\$3,120	\$3,433	\$3,776
Technical Director - Play	\$1,022	\$1,123	\$1,236	\$1,360
Stage Manager - Play	\$1,022	\$1,123	\$1,236	\$1,360
Yearbook Advisor	\$3,413	\$3,745	\$4,127	\$4,537
Interact Club Advisor	\$1,241	\$1,364	\$1,500	\$1,651
International Club Advisor	\$1,552	\$1,756	\$1,875	\$2,062
Concert Band Director	\$1,652	\$1,816	\$1,999	\$2,198
Jazz Band Director	\$2,479	\$2,724	\$3,001	\$3,300
Literary Magazine/Writing Contest Advisor	\$2,735	\$2,959	\$3,212	\$3,429
Madrigal Choir	\$2,479	\$2,724	\$3,001	\$3,300
Moderator of Film Society	\$1,652	\$1,816	\$1,999	\$2,198
World of Difference Moderator MS/HS	\$1,652	\$1,816	\$1,999	\$2,198

**HIGH SCHOOL (continued)****STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
High School Environmental Club	\$2,735	\$2,959	\$3,212	\$3,429
High School Chess Club	\$1,241	\$1,364	\$1,500	\$1,651
Math Club Advisor	\$1,241	\$1,364	\$1,500	\$1,651
Mock Trial Advisor	\$1,241	\$1,364	\$1,500	\$1,651
Director - Musical	\$3,262	\$3,590	\$3,947	\$4,381
Musical Director - Musical	\$3,262	\$3,590	\$3,947	\$4,381
Choreographer - Musical	\$1,022	\$1,123	\$1,236	\$1,360
Technical Director - Musical	\$1,022	\$1,123	\$1,236	\$1,360
Academic Challenge	N/A	N/A	N/A	\$1,071
National Art Honor Society Advisor + hourly chaperone	\$620	\$682	\$750	\$823
National Honor Society Advisor + hourly chaperone rate	\$620	\$682	\$750	\$823
Peer Counseling Advisors	\$774	\$908	\$939	\$1,030
Student Union Advisors	\$2,290	\$2,516	\$2,769	\$3,047
Thespian Honor Society Advisor + hourly chaperone	\$620	\$682	\$750	\$823
Amnesty International Advisor	\$1,552	\$1,756	\$1,875	\$2,062
Model UN Advisor (chaperone fee not to exceed \$750)	\$1,552 *	\$1,756 *	\$1,875 *	\$2,062 *
Writing Contest Advisor	\$1,241	\$1,364	\$1,500	\$1,651
SADD Advisor	\$774	\$908	\$939	\$1,030
Gay Straight Alliance Advisor	\$1,552	\$1,756	\$1,875	\$2,062
Technology Group Advisor	\$1,241	\$1,364	\$1,500	\$1,651
Speaker of Other Languages Club Advisor	\$774	\$908	\$939	\$1,030
Outing Club	\$774	\$908	\$939	\$1,030
Origami Club	\$774	\$908	\$939	\$1,030
Advisor for Habitat for Humanity	\$1,552	\$1,761	\$1,875	\$2,062
Advisor to Akzo Nobel Community Advisory Panel	\$620 *	\$682 *	\$750 *	\$823 *
Spirit Committee Advisor	Hourly chaperone rate with prior administrative			

**HIGH SCHOOL/MIDDLE SCHOOL****STIPEND/STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>STIPEND</b>
Computer Lab Supervisor					\$24/hour
Guidance Counselors and Psychologists Athletic Director Director of Technology	1/200th of their current annual salary for each day worked beyond the normal school year. Counselors may be required to work from 6-10 days as assigned by the principal and approved by the superintendent.				

\* plus hourly chaperone rate with prior administrative approval

**SPORTS****STIPEND/STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>STIPEND</b>
<b>Baseball -</b>					
<b>Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
JV	\$3,482	\$3,853	\$4,235	\$4,665	
Modified	\$2,534	\$2,952	\$3,029	\$3,312	
<b>Basketball -</b>					
<b>Boys' Varsity - Head Coach</b>	\$5,504	\$6,052	\$6,658	\$7,325	
Boys' JV or Assistant Coaches	\$4,130	\$4,450	\$4,995	\$5,493	
Boys' Modified "A"	\$2,959	\$3,417	\$3,537	\$3,874	
Boys' Modified "B"	\$2,959	\$3,417	\$3,537	\$3,874	
Girls' Varsity - Head Coach	\$5,504	\$6,052	\$6,658	\$7,325	
Girls' JV or Assistant Coaches	\$4,130	\$4,450	\$4,995	\$5,493	
Girls' Modified	\$2,959	\$3,417	\$3,537	\$3,874	
<b>Field Hockey -</b>					
<b>Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
JV	\$3,482	\$3,853	\$4,235	\$4,665	
Modified	\$2,534	\$2,952	\$3,029	\$3,312	
<b>Golf -</b>					
<b>Varsity</b>	\$3,482	\$3,853	\$4,235	\$4,665	
JV	\$2,534	\$2,952	\$3,029	\$3,312	
<b>Football -</b>					
<b>Varsity - Head Coach</b>	\$5,504	\$6,052	\$6,658	\$7,325	
Varsity - Assistant Coaches (3)	\$4,130	\$4,450	\$4,995	\$5,493	
Modified - Head Coach	\$4,130	\$4,450	\$4,995	\$5,493	
Modified - Assistant Coach	\$2,959	\$3,417	\$3,537	\$3,874	
<b>Gymnastics -</b>					
<b>Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
JV	\$3,482	\$3,853	\$4,235	\$4,665	
<b>Softball -</b>					
<b>Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
JV	\$3,482	\$3,853	\$4,235	\$4,665	
Modified	\$2,534	\$2,952	\$3,029	\$3,312	
<b>Ultimate Frisbee</b>	\$1,241	\$1,364	\$1,500	\$1,651	
<b>Lacrosse-</b>					
Varsity	\$5,504	\$6,052	\$6,658	\$7,325	
JV	\$4,130	\$4,450	\$4,995	\$5,493	
Modified	\$2,959	\$3,417	\$3,537	\$3,874	

## SPORTS (Continued)

## STIPEND/STEP RANGE

POSITION	1-2	3-4	5-6	7-8	STIPEND
<b>Soccer -</b>					
<b>Boys' Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
Boys' JV	\$3,482	\$3,853	\$4,235	\$4,665	
Boys' Modified	\$2,534	\$2,952	\$3,029	\$3,312	
Girls' Varsity	\$5,158	\$5,635	\$6,199	\$6,873	
Girls' JV	\$3,482	\$3,853	\$4,235	\$4,665	
Girls' Modified	\$2,534	\$2,952	\$3,029	\$3,312	
Intramural - Fall, Coed					\$49/hour
Intramural - Winter, Coed					\$49/hour
<b>Tennis -</b>					
<b>Boys' Varsity</b>	\$3,364	\$3,700	\$4,070	\$4,478	
Boys' JV	\$1,851	\$2,036	\$2,239	\$2,462	
Boys' Modified	\$1,347	\$1,478	\$1,624	\$1,788	
<b>Girls' Varsity</b>	\$3,364	\$3,700	\$4,070	\$4,478	
Girls' JV	\$1,851	\$2,036	\$2,239	\$2,462	
Girls' Modified	\$1,347	\$1,478	\$1,624	\$1,788	
<b>Track -</b>					
<b>Varsity Cross Country</b>					
<b>Country</b>	\$5,158	\$5,635	\$6,199	\$6,873	
Cross Country Ass't Coach	\$3,482	\$3,853	\$4,235	\$4,665	
Varsity - Winter Indoor	\$5,158	\$5,635	\$6,199	\$6,873	
Winter - Ass't Coach	\$3,482	\$3,853	\$4,235	\$4,665	
Varsity - Spring	\$5,158	\$5,635	\$6,199	\$6,873	
Spring - Ass't Coach	\$3,482	\$3,853	\$4,235	\$4,665	
Modified Cross Country Spring/Winter	\$2,534	\$2,952	\$3,029	\$3,312	

STIPEND/STEP RANGE

POSITION	1-2	3-4	5-6	7-8	STIPEND
<b>Volleyball -</b>					
<b>Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
JV	\$3,482	\$3,853	\$4,235	\$4,665	
Modified	\$2,534	\$2,952	\$3,029	\$3,312	
Co-ed	\$990	\$1,094	\$1,203	\$1,321	
<b>Wrestling -</b>					
<b>Varsity</b>	\$5,158	\$5,635	\$6,199	\$6,873	
JV or Assistant Coaches	\$3,482	\$3,853	\$4,235	\$4,665	
<b>Coaching Index (Sports other than Football and Basketball)</b>					
JV or Assistant Coaches	\$4,130	\$4,450	\$4,995	\$5,493	
M.S. & Freshman Coaches	\$2,959	\$3,417	\$3,537	\$3,874	
<b>Cheerleading - per season</b>					
<b>Varsity and JV</b>	\$1,448	\$1,592	\$1,752	\$1,923	
<b>Hudsonettes - per season</b>	\$827	\$907	\$996	\$1,101	
<b>Twirlers - per season</b>	\$827	\$907	\$996	\$1,101	
<b>High School</b>					
<b>Intramurals -</b>					\$49/hour
<b>Miscellaneous Sports</b>					\$49/hour
Weight Room					\$49/hour
Fitness Club					\$49/hour
Basketball (Fall)					\$49/hour
Fitness (Spring)					\$49/hour
Wrestling					\$49/hour
Girls' Basketball					\$49/hour

The following extra pay positions are excluded from the re-assignment exemption. In the event that volunteers are not available, staff will be assigned by the building principal on an equitable rotating basis.

Position	Stipend
Chaperones	All hourly Work associated with student activities (e.g., co-curricular, extra-curricular) is to be paid at a \$30 dollar "hourly rate" of pay for a maximum of eight (8) hours. Any activity over eight hours (including school trips) will receive a maximum

**2013-2014 SCHEDULE B POSITIONS****Extra Pay for Extra Work Agreement**

Before making assignments to co-curricular and extra pay positions, the administration shall ask for volunteers and shall carefully consider the qualifications of any such volunteer. However, assignments from this list shall be made on the basis of the administration's decision as to who is the most appropriate individual for the particular job. The Superintendent and the President of HTA will meet once a year to evaluate Schedule B. Stipends on Schedule B are a definite figure or are stated between Steps 1 - 8.

Position	Stipend
Chair (1 School)	\$4,172
Chair (2 or more Schools)	\$5,217
Chair, English, 6-12	\$5,217
Chair, World Lang., K-12	\$5,943
Chair, Mathematics, 6-12	\$5,217
Chair, Music, K-12	\$5,217
Chair, PE/Health, K-12	\$5,217
Chair, Related Arts, 6-12	\$5,217
Chair, Science, 6-12	\$5,217
Chair, Social Studies	\$5,217
Chair, Special Education Department	\$5,217
Web Master	\$6,547
Team Leaders	\$4,172
Director of Technology + Individual per diem rate during summer*	\$9,445
ESL Coordinator, K-12	\$5,217
Senior Alternatives Advisor (High School)	\$10,706
Librarian	\$723
Translator/Interpreter - (District Wide)	\$49/hour
Middle School/High School Breakfast Supervisor	\$3,150
Arts in Education Coordinator	\$2,366
HASP Director	\$4,172
Performance Director	\$9,776
Summer Institute Coordinator	\$5,055
Clinical Supervisor	\$4,172
Chair, Art, K-12	\$5,217

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
Academic Field Day Advisor	\$1,568	\$1,774	\$1,894	\$2,083
Audio Visual Coordinator	\$2,692	\$2,927	\$3,183	\$3,468
ESL Resource Center Advisor	\$1,669	\$1,834	\$2,019	\$2,220
Steel Drum Director	\$1,669	\$1,834	\$2,019	\$2,220

\* Contracted hourly rate is calculated by dividing the salary for MA Step 1 by 200 and dividing that quotient by 6. For 2013-2014 the contractual hourly rate is \$49 per hour.



If a staff member is assigned to any one of the following Schedule B extra pay positions on a non-voluntary basis, that staff member shall be exempt from reassignment on a non-voluntary basis.

Exhibit B-2

Stipends on Schedule B are a definite figure or are stated between Steps 1 - 8.

**ELEMENTARY SCHOOL**

**STIPEND**

POSITION	STIPEND
Kindergarten Coordinator	\$4,172
Grade 1 Coordinator	\$4,172
Grade 2 Coordinator	\$4,172
Grade 3 Coordinator	\$4,172
Grade 4 Coordinator	\$4,172
Special Education Coordinator	\$4,172
Hillside Technology/Staff Developer	\$1,996
Special Area Coordinator	\$647
RTI Team Coordinator	\$1,043
Recess Supervisor (4)	\$3,253
Librarian	\$723

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
After School Art Open Studio Advisor -per section (3 sections)-	\$1,669	\$1,834	\$2,019	\$2,220
Elementary Director	\$2,433	\$2,681	\$2,947	\$3,243
Elementary Musical Director	\$2,433	\$2,681	\$2,947	\$3,243
Elementary Choreographer	\$1,032	\$1,134	\$1,248	\$1,374
Elementary Chorus	\$1,669	\$1,834	\$2,019	\$2,220
Elementary Dance	\$1,669	\$1,834	\$2,019	\$2,220
Elementary Post Office-per position	\$1,465	\$1,611	\$1,772	\$1,950
Student Government Advisor	\$1,465	\$1,611	\$1,772	\$1,950
Yearbook Advisor	\$2,346	\$2,583	\$2,839	\$3,117
Hillside Newspaper Advisor	\$1,172	\$1,185	\$1,288	\$1,412
Hillside Bookstore	\$1,465	\$1,611	\$1,772	\$1,950
After School Homework Help	\$1,265	\$1,430	\$1,615	\$1,816
Elementary Little Kids Rock Guitar	\$1,669	\$1,834	\$2,019	\$2,220

**STIPEND**

POSITION	STIPEND
Grade 5 Coordinator	\$4,172
Grade 6 Coordinator	\$4,172
Grade 6/7 Coordinator	\$4,172
Grade 7 Coordinator	\$4,172
Grade 8 Coordinator	\$4,172
Coordinator of Advisory Program	\$1,497
Lunch Supervisor	\$3,253
Lunch Supervisor	\$3,253
Lunch Supervisor	\$3,253
Lunch Supervisor	\$3,253
Support Team Coordinator	\$4,172
Detention Supervisor	\$49/hour
Middle School Career Day	\$758
PBIS Coordinator	\$2,020

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
After School Art Open Studio Advisor	\$1,669	\$1,834	\$2,019	\$2,220
Environmental Club Advisor	\$1,568	\$1,774	\$1,894	\$2,083
Jazz Band Director	\$1,433	\$1,578	\$1,735	\$1,905
Jr. Student Council Advisor -Gr. 5/6	\$2,358	\$2,556	\$2,766	\$3,009
Jr. Student Council Advisor -Gr. 7/8	\$2,358	\$2,556	\$2,766	\$3,009
Musical Director - Musical - Gr. 5	\$2,865	\$3,151	\$3,467	\$3,814
Musical Director - Musical - Gr. 6	\$2,865	\$3,151	\$3,467	\$3,814
Musical Director - Musical - Gr. 7/8	\$2,865	\$3,151	\$3,467	\$3,814
Middle School Newspaper	\$1,669	\$1,834	\$2,019	\$2,220
Director - Musical Gr. 5	\$2,865	\$3,151	\$3,467	\$3,814
Director - Musical Gr. 6	\$2,865	\$3,151	\$3,467	\$3,814
Director - Musical Gr. 7/8	\$2,865	\$3,151	\$3,467	\$3,814
Choreographer - Musical Gr. 5	\$1,032	\$1,134	\$1,248	\$1,374
Choreographer - Musical Gr. 6	\$1,032	\$1,134	\$1,248	\$1,374
Choreographer - Musical Gr. 7/8	\$1,032	\$1,134	\$1,248	\$1,374
Technical Director - Musical Gr. 5/6	\$1,032	\$1,134	\$1,248	\$1,374
Technical Director - Musical Gr. 7/8	\$1,032	\$1,134	\$1,248	\$1,374
Director - Play Gr. 7/8 *	\$2,865	\$3,151	\$3,467	\$3,814
Technical Director - Play Gr. 7/8	\$1,032	\$1,134	\$1,248	\$1,374
Yearbook Advisor	\$2,346	\$2,583	\$2,839	\$3,123
Middle School Chess Club	\$1,253	\$1,378	\$1,515	\$1,668
Middle School Math Club	\$1,253	\$1,378	\$1,515	\$1,668
Middle School Debate	\$1,253	\$1,378	\$1,515	\$1,668
Activities Comptroller	\$2,358	\$2,556	\$2,766	\$3,009
Diversity Club	\$1,669	\$1,834	\$2,019	\$2,220
Select Chorus - Gr. 5/6	\$1,669	\$1,834	\$2,019	\$2,220
Spirit Committee Advisor	Hourly chaperone rate with prior administrative approval			
Arts Extravaganza Coordinator	\$1,669	\$1,834	\$2,019	\$2,220
MS Book Club Advisor	\$626	\$689	\$758	\$831
MS Knitting Club	\$626	\$689	\$758	\$831

\* There is no music required for a play.

**HIGH SCHOOL**

Exhibit B-2

**STIPEND**

POSITION	STIPEND
Director of Guidance	\$9,776
Special Education Coordinator	\$4,172
Lunch Supervisor	\$3,253
Open Gym Supervisor (HS Lunch)	\$3,253
Morning Detention Supervisor	\$3,253
Marching/Pep Band Director	\$92 per approved session
News Show (WHHS)	\$3,118
TV Journalism Advisor	\$49 per Hour - Max. \$4530
Peer Leadership Advisors (3) + chaperone fee with prior administrative approval	\$2,881
Open Mike Advisor, with prior approval of High School Principal may be eligible for chaperone pay	Hourly
Peer Leadership Coordinator + chaperone fee with prior administrative approval	\$3,317

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
Grade 9 Advisor	\$934	\$1,033	\$1,137	\$1,249
Grade 10 Advisor	\$934	\$1,033	\$1,137	\$1,249
Grade 11 Advisor	\$934	\$1,033	\$1,137	\$1,249
Grade 12 Advisor	\$1,876	\$2,064	\$2,274	\$2,499
Students Activities Comptroller	\$4,345	\$4,780	\$5,257	\$5,780
Dance Club Advisor	\$1,669	\$1,834	\$2,019	\$2,220
Debate Coach	\$2,665	\$2,933	\$3,224	\$3,548
Activities Director	\$3,218	\$3,528	\$3,833	\$4,149
After School Art Open Studio Advisor	\$1,669	\$1,834	\$2,019	\$2,220
Photo Club Advisor	\$1,669	\$1,834	\$2,019	\$2,220
Newspaper Advisor	\$2,313	\$2,541	\$2,797	\$3,015
Director - Play	\$2,865	\$3,151	\$3,467	\$3,814
Technical Director - Play	\$1,032	\$1,134	\$1,248	\$1,374
Stage Manager - Play	\$1,032	\$1,134	\$1,248	\$1,374
Yearbook Advisor	\$3,447	\$3,782	\$4,168	\$4,582
Interact Club Advisor	\$1,253	\$1,378	\$1,515	\$1,668
International Club Advisor	\$1,568	\$1,774	\$1,894	\$2,083
Concert Band Director	\$1,669	\$1,834	\$2,019	\$2,220
Jazz Band Director	\$2,504	\$2,751	\$3,031	\$3,333
Literary Magazine/Writing Contest Advisor	\$2,762	\$2,989	\$3,244	\$3,463
Madrigal Choir	\$2,504	\$2,751	\$3,031	\$3,333
Moderator of Film Society	\$1,669	\$1,834	\$2,019	\$2,220
World of Difference Moderator MS/HS	\$1,669	\$1,834	\$2,019	\$2,220

**HIGH SCHOOL (continued)**

Exhibit B-2

**STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
High School Environmental Club	\$2,762	\$2,989	\$3,244	\$3,463
High School Chess Club	\$1,253	\$1,378	\$1,515	\$1,668
Math Club Advisor	\$1,253	\$1,378	\$1,515	\$1,668
Mock Trial Advisor	\$1,253	\$1,378	\$1,515	\$1,668
Director - Musical	\$3,295	\$3,626	\$3,986	\$4,425
Musical Director - Musical	\$3,295	\$3,626	\$3,986	\$4,425
Choreographer - Musical	\$1,032	\$1,134	\$1,248	\$1,374
Technical Director - Musical	\$1,032	\$1,134	\$1,248	\$1,374
Academic Challenge	N/A	N/A	N/A	\$1,082
National Art Honor Society Advisor + hourly chaperone	\$626	\$689	\$758	\$831
National Honor Society Advisor + hourly chaperone rate	\$626	\$689	\$758	\$831
Peer Counseling Advisors	\$782	\$917	\$948	\$1,040
Student Union Advisors	\$2,313	\$2,541	\$2,797	\$3,077
Thespian Honor Society Advisor + hourly chaperone	\$626	\$689	\$758	\$831
Amnesty International Advisor	\$1,568	\$1,774	\$1,894	\$2,083
Model UN Advisor (chaperone fee not to exceed \$750)	\$1,568 *	\$1,774 *	\$1,894 *	\$2,083 *
Writing Contest Advisor	\$1,253	\$1,378	\$1,515	\$1,668
SADD Advisor	\$782	\$917	\$948	\$1,040
Gay Straight Alliance Advisor	\$1,568	\$1,774	\$1,894	\$2,083
Technology Group Advisor	\$1,253	\$1,378	\$1,515	\$1,668
Speaker of Other Languages Club Advisor	\$782	\$917	\$948	\$1,040
Outing Club	\$782	\$917	\$948	\$1,040
Origami Club	\$782	\$917	\$948	\$1,040
Advisor for Habitat for Humanity	\$1,568	\$1,779	\$1,894	\$2,083
Advisor to Akzo Nobel Community Advisory Panel	\$626 *	\$689 *	\$758 *	\$831 *
Spirit Committee Advisor	Hourly chaperone rate with prior administrative			

**HIGH SCHOOL/MIDDLE SCHOOL**

**STIPEND/STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>STIPEND</b>
Computer Lab Supervisor					\$24/hour
Guidance Counselors and Psychologists Athletic Director Director of Technology	1/200th of their current annual salary for each day worked beyond the normal school year. Counselors may be required to work from 6-10 days as assigned by the principal and approved by the superintendent.				

\* plus hourly chaperone rate with prior administrative approval

**SPORTS**

Exhibit B-2

**STIPEND/STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>STIPEND</b>
<b>Baseball -</b>					
Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
JV	\$3,517	\$3,892	\$4,277	\$4,712	
Modified	\$2,559	\$2,982	\$3,059	\$3,345	
<b>Basketball -</b>					
Boys' Varsity - Head Coach	\$5,559	\$6,113	\$6,725	\$7,398	
Boys' JV or Assistant Coaches	\$4,171	\$4,495	\$5,045	\$5,548	
Boys' Modified "A"	\$2,989	\$3,451	\$3,572	\$3,913	
Boys' Modified "B"	\$2,989	\$3,451	\$3,572	\$3,913	
Girls' Varsity - Head Coach	\$5,559	\$6,113	\$6,725	\$7,398	
Girls' JV or Assistant Coaches	\$4,171	\$4,495	\$5,045	\$5,548	
Girls' Modified	\$2,989	\$3,451	\$3,572	\$3,913	
<b>Field Hockey -</b>					
Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
JV	\$3,517	\$3,892	\$4,277	\$4,712	
Modified	\$2,559	\$2,982	\$3,059	\$3,345	
<b>Golf -</b>					
Varsity	\$3,517	\$3,892	\$4,277	\$4,712	
JV	\$2,559	\$2,982	\$3,059	\$3,345	
<b>Football -</b>					
Varsity - Head Coach	\$5,559	\$6,113	\$6,725	\$7,398	
Varsity - Assistant Coaches (3)	\$4,171	\$4,495	\$5,045	\$5,548	
Modified - Head Coach	\$4,171	\$4,495	\$5,045	\$5,548	
Modified - Assistant Coach	\$2,989	\$3,451	\$3,572	\$3,913	
<b>Gymnastics -</b>					
Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
JV	\$3,517	\$3,892	\$4,277	\$4,712	
<b>Softball -</b>					
Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
JV	\$3,517	\$3,892	\$4,277	\$4,712	
Modified	\$2,559	\$2,982	\$3,059	\$3,345	
<b>Ultimate Frisbee</b>	\$1,253	\$1,378	\$1,515	\$1,668	
<b>Lacrosse-</b>					
Varsity	\$5,559	\$6,113	\$6,725	\$7,398	
JV	\$4,171	\$4,495	\$5,045	\$5,548	
Modified	\$2,989	\$3,451	\$3,572	\$3,913	

**SPORTS (Continued)**

Exhibit B-2

**STIPEND/STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>STIPEND</b>
<b>Soccer -</b>					
Boys' Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
Boys' JV	\$3,517	\$3,892	\$4,277	\$4,712	
Boys' Modified	\$2,559	\$2,982	\$3,059	\$3,345	
Girls' Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
Girls' JV	\$3,517	\$3,892	\$4,277	\$4,712	
Girls' Modified	\$2,559	\$2,982	\$3,059	\$3,345	
Intramural - Fall, Coed					\$49/hour
Intramural - Winter, Coed					\$49/hour
<b>Tennis -</b>					
Boys' Varsity	\$3,398	\$3,737	\$4,111	\$4,523	
Boys' JV	\$1,870	\$2,056	\$2,261	\$2,487	
Boys' Modified	\$1,360	\$1,493	\$1,640	\$1,806	
Girls' Varsity	\$3,398	\$3,737	\$4,111	\$4,523	
Girls' JV	\$1,870	\$2,056	\$2,261	\$2,487	
Girls' Modified	\$1,360	\$1,493	\$1,640	\$1,806	
<b>Track -</b>					
Varsity Cross Country	\$5,210	\$5,691	\$6,261	\$6,942	
Cross Country Ass't Coach	\$3,517	\$3,892	\$4,277	\$4,712	
Varsity - Winter Indoor	\$5,210	\$5,691	\$6,261	\$6,942	
Winter - Ass't Coach	\$3,517	\$3,892	\$4,277	\$4,712	
Varsity - Spring	\$5,210	\$5,691	\$6,261	\$6,942	
Spring - Ass't Coach	\$3,517	\$3,892	\$4,277	\$4,712	
Modified Cross Country Spring/Winter	\$2,559	\$2,982	\$3,059	\$3,345	

## STIPEND/STEP RANGE

POSITION	1-2	3-4	5-6	7-8	STIPEND
<b>Volleyball -</b>					
Varsity	\$5,210	\$5,691	\$6,261	\$6,942	
JV	\$3,517	\$3,892	\$4,277	\$4,712	
Modified	\$2,559	\$2,982	\$3,059	\$3,345	
Co-ed	\$1,000	\$1,105	\$1,215	\$1,334	
<b>Wrestling -</b>					
<b>Varsity</b>	\$5,210	\$5,691	\$6,261	\$6,942	
JV or Assistant Coaches	\$3,517	\$3,892	\$4,277	\$4,712	
<b>Coaching Index</b> (Sports other than Football and Basketball)					
JV or Assistant Coaches	\$4,171	\$4,495	\$5,045	\$5,548	
M.S. & Freshman Coaches	\$2,989	\$3,451	\$3,572	\$3,913	
<b>Cheerleading</b> - per season					
Varsity and JV	\$1,462	\$1,608	\$1,770	\$1,942	
<b>Hudsonettes</b> - per season	\$835	\$916	\$1,006	\$1,112	
<b>Twirlers</b> - per season	\$835	\$916	\$1,006	\$1,112	
<b>High School</b>					
<b>Intramurals -</b>					
Miscellaneous Sports					\$49/hour
Weight Room					\$49/hour
Fitness Club					\$49/hour
Basketball (Fall)					\$49/hour
Fitness (Spring)					\$49/hour
Wrestling					\$49/hour
Girls' Basketball					\$49/hour

The following extra pay positions are excluded from the re-assignment exemption. In the event that volunteers are not available, staff will be assigned by the building principal on an equitable rotating basis.

Position	Stipend
Chaperones	All hourly Work associated with student activities (e.g., co-curricular, extra-curricular) is to be paid at a \$29 dollar "hourly rate" of pay for a maximum of eight (8) hours. Any activity over eight hours (including school trips) will receive a maximum

**2014-2015 SCHEDULE B POSITIONS****Extra Pay for Extra Work Agreement**

Before making assignments to co-curricular and extra pay positions, the administration shall ask for volunteers and shall carefully consider the qualifications of any such volunteer. However, assignments from this list shall be made on the basis of the administration's decision as to who is the most appropriate individual for the particular job. The Superintendent and the President of HTA will meet once a year to evaluate Schedule B. Stipends on Schedule B are a definite figure or are stated between Steps 1 - 8.

Position	Stipend
Chair (1 School)	\$4,214
Chair (2 or more Schools)	\$5,269
Chair, English, 6-12	\$5,269
Chair, World Lang., K-12	\$6,002
Chair, Mathematics, 6-12	\$5,269
Chair, Music, K-12	\$5,269
Chair, PE/Health, K-12	\$5,269
Chair, Related Arts, 6-12	\$5,269
Chair, Science, 6-12	\$5,269
Chair, Social Studies	\$5,269
Chair, Special Education Department	\$5,269
Web Master	\$6,612
Team Leaders	\$4,214
Director of Technology + Individual per diem rate during summer*	\$9,539
ESL Coordinator, K-12	\$5,269
Senior Alternatives Advisor (High School)	\$10,813
Librarian	\$730
Translator/Interpreter - (District Wide)	\$50/hour
Middle School/High School Breakfast Supervisor	\$3,119
Arts in Education Coordinator	\$2,390
HASP Director	\$4,214
Performance Director	\$9,874
Summer Institute Coordinator	\$5,106
Clinical Supervisor	\$4,214
Chair, Art, K-12	\$5,269

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
Academic Field Day Advisor	\$1,584	\$1,792	\$1,913	\$2,104
Audio Visual Coordinator	\$2,719	\$2,956	\$3,215	\$3,503
ESL Resource Center Advisor	\$1,686	\$1,852	\$2,039	\$2,242
Steel Drum Director	\$1,686	\$1,852	\$2,039	\$2,242

\* Contracted hourly rate is calculated by dividing the salary for MA Step 1 by 200 and dividing that quotient by 6. For 2014-2015 the contractual hourly rate is \$50 per hour.



If a staff member is assigned to any one of the following Schedule B extra pay positions on a non-voluntary basis, that staff member shall be exempt from reassignment on a non-voluntary basis.

Exhibit B-3

Stipends on Schedule B are a definite figure or are stated between Steps 1 - 8.

**ELEMENTARY SCHOOL**

**STIPEND**

POSITION	STIPEND
Kindergarten Coordinator	\$4,214
Grade 1 Coordinator	\$4,214
Grade 2 Coordinator	\$4,214
Grade 3 Coordinator	\$4,214
Grade 4 Coordinator	\$4,214
Special Education Coordinator	\$4,214
Hillside Technology/Staff Developer	\$2,016
Special Area Coordinator	\$653
RTI Team Coordinator	\$1,053
Recess Supervisor (4)	\$3,286
Librarian	\$730

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
After School Art Open Studio Advisor -per section (3 sections)-	\$1,686	\$1,852	\$2,039	\$2,242
Elementary Director	\$2,457	\$2,708	\$2,976	\$3,275
Elementary Musical Director	\$2,457	\$2,708	\$2,976	\$3,275
Elementary Choreographer	\$1,042	\$1,145	\$1,260	\$1,388
Elementary Chorus	\$1,686	\$1,852	\$2,039	\$2,242
Elementary Dance	\$1,686	\$1,852	\$2,039	\$2,242
Elementary Post Office-per position	\$1,480	\$1,627	\$1,790	\$1,970
Student Government Advisor	\$1,480	\$1,627	\$1,790	\$1,970
Yearbook Advisor	\$2,369	\$2,609	\$2,867	\$3,147
Hillside Newspaper Advisor	\$1,184	\$1,197	\$1,301	\$1,425
Hillside Bookstore	\$1,480	\$1,627	\$1,790	\$1,970
After School Homework Help	\$1,278	\$1,444	\$1,631	\$1,834
Elementary Little Kids Rock Guitar	\$1,686	\$1,852	\$2,039	\$2,242

**STIPEND**

POSITION	STIPEND
Grade 5 Coordinator	\$4,214
Grade 6 Coordinator	\$4,214
Grade 6/7 Coordinator	\$4,214
Grade 7 Coordinator	\$4,214
Grade 8 Coordinator	\$4,214
Coordinator of Advisory Program	\$1,512
Lunch Supervisor	\$3,286
Lunch Supervisor	\$3,286
Lunch Supervisor	\$3,286
Lunch Supervisor	\$3,286
Support Team Coordinator	\$4,214
Detention Supervisor	\$50/hour
Middle School Career Day	\$766
PBIS Coordinator	\$2,040

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
After School Art Open Studio Advisor	\$1,686	\$1,852	\$2,039	\$2,242
Environmental Club Advisor	\$1,584	\$1,792	\$1,913	\$2,104
Jazz Band Director	\$1,447	\$1,594	\$1,752	\$1,924
Jr. Student Council Advisor -Gr. 5/6	\$2,382	\$2,582	\$2,794	\$3,039
Jr. Student Council Advisor -Gr. 7/8	\$2,382	\$2,582	\$2,794	\$3,039
Musical Director - Musical - Gr. 5	\$2,894	\$3,183	\$3,502	\$3,852
Musical Director - Musical - Gr. 6	\$2,894	\$3,183	\$3,502	\$3,852
Musical Director - Musical - Gr. 7/8	\$2,894	\$3,183	\$3,502	\$3,852
Middle School Newspaper	\$1,686	\$1,852	\$2,039	\$2,242
Director - Musical Gr. 5	\$2,894	\$3,183	\$3,502	\$3,852
Director - Musical Gr. 6	\$2,894	\$3,183	\$3,502	\$3,852
Director - Musical Gr. 7/8	\$2,894	\$3,183	\$3,502	\$3,852
Choreographer - Musical Gr. 5	\$1,042	\$1,145	\$1,260	\$1,388
Choreographer - Musical Gr. 6	\$1,042	\$1,145	\$1,260	\$1,388
Choreographer - Musical Gr. 7/8	\$1,042	\$1,145	\$1,260	\$1,388
Technical Director - Musical Gr. 5/6	\$1,042	\$1,145	\$1,260	\$1,388
Technical Director - Musical Gr. 7/8	\$1,042	\$1,145	\$1,260	\$1,388
Director - Play Gr. 7/8 *	\$2,894	\$3,183	\$3,502	\$3,852
Technical Director - Play Gr. 7/8	\$1,042	\$1,145	\$1,260	\$1,388
Yearbook Advisor	\$2,369	\$2,609	\$2,867	\$3,154
Middle School Chess Club	\$1,266	\$1,392	\$1,530	\$1,685
Middle School Math Club	\$1,266	\$1,392	\$1,530	\$1,685
Middle School Debate	\$1,266	\$1,392	\$1,530	\$1,685
Activities Comptroller	\$2,382	\$2,582	\$2,794	\$3,039
Diversity Club	\$1,686	\$1,852	\$2,039	\$2,242
Select Chorus - Gr. 5/6	\$1,686	\$1,852	\$2,039	\$2,242
Spirit Committee Advisor	Hourly chaperone rate with prior administrative approval			
Arts Extravaganza Coordinator	\$1,686	\$1,852	\$2,039	\$2,242
MS Book Club Advisor	\$632	\$696	\$766	\$839
MS Knitting Club	\$632	\$696	\$766	\$839

\* There is no music required for a play.

**STIPEND**

POSITION	STIPEND
Director of Guidance	\$9,874
Special Education Coordinator	\$4,214
Lunch Supervisor	\$3,286
Open Gym Supervisor (HS Lunch)	\$3,286
Morning Detention Supervisor	\$3,286
Marching/Pep Band Director	\$93 per approved session
News Show (WHHS)	\$3,149
TV Journalism Advisor	\$50 per Hour - Max. \$4575
Peer Leadership Advisors (3) + chaperone fee with prior administrative approval	\$2,910
Open Mike Advisor, with prior approval of High School Principal may be eligible for chaperone pay	Hourly
Peer Leadership Coordinator + chaperone fee with prior administrative approval	\$3,350

**STEP RANGE**

POSITION	1-2	3-4	5-6	7-8
Grade 9 Advisor	\$943	\$1,043	\$1,148	\$1,261
Grade 10 Advisor	\$943	\$1,043	\$1,148	\$1,261
Grade 11 Advisor	\$943	\$1,043	\$1,148	\$1,261
Grade 12 Advisor	\$1,895	\$2,085	\$2,297	\$2,524
Students Activities Comptroller	\$4,388	\$4,828	\$5,310	\$5,838
Dance Club Advisor	\$1,686	\$1,852	\$2,039	\$2,242
Debate Coach	\$2,692	\$2,962	\$3,256	\$3,583
Activities Director	\$3,250	\$3,563	\$3,871	\$4,190
After School Art Open Studio Advisor	\$1,686	\$1,852	\$2,039	\$2,242
Photo Club Advisor	\$1,686	\$1,852	\$2,039	\$2,242
Newspaper Advisor	\$2,336	\$2,566	\$2,825	\$3,045
Director - Play	\$2,894	\$3,183	\$3,502	\$3,852
Technical Director - Play	\$1,042	\$1,145	\$1,260	\$1,388
Stage Manager - Play	\$1,042	\$1,145	\$1,260	\$1,388
Yearbook Advisor	\$3,481	\$3,820	\$4,210	\$4,628
Interact Club Advisor	\$1,266	\$1,392	\$1,530	\$1,685
International Club Advisor	\$1,584	\$1,792	\$1,913	\$2,104
Concert Band Director	\$1,686	\$1,852	\$2,039	\$2,242
Jazz Band Director	\$2,529	\$2,779	\$3,061	\$3,366
Literary Magazine/Writing Contest Advisor	\$2,790	\$3,019	\$3,276	\$3,498
Madrigal Choir	\$2,529	\$2,779	\$3,061	\$3,366
Moderator of Film Society	\$1,686	\$1,852	\$2,039	\$2,242
World of Difference Moderator MS/HS	\$1,686	\$1,852	\$2,039	\$2,242

**HIGH SCHOOL (continued)**

**STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
High School Environmental Club	\$2,790	\$3,019	\$3,276	\$3,498
High School Chess Club	\$1,266	\$1,392	\$1,530	\$1,685
Math Club Advisor	\$1,266	\$1,392	\$1,530	\$1,685
Mock Trial Advisor	\$1,266	\$1,392	\$1,530	\$1,685
Director - Musical	\$3,328	\$3,662	\$4,026	\$4,469
Musical Director - Musical	\$3,328	\$3,662	\$4,026	\$4,469
Choreographer - Musical	\$1,042	\$1,145	\$1,260	\$1,388
Technical Director - Musical	\$1,042	\$1,145	\$1,260	\$1,388
Academic Challenge	N/A	N/A	N/A	\$1,093
National Art Honor Society Advisor + hourly chaperone	\$632	\$696	\$766	\$839
National Honor Society Advisor + hourly chaperone	\$632	\$696	\$766	\$839
Peer Counseling Advisors	\$790	\$926	\$957	\$1,050
Student Union Advisors	\$2,336	\$2,566	\$2,825	\$3,108
Thespian Honor Society Advisor + hourly chaperone	\$632	\$696	\$766	\$839
Amnesty International Advisor	\$1,584	\$1,792	\$1,913	\$2,104
Model UN Advisor (chaperone fee not to exceed \$750)	\$1,584 *	\$1,792 *	\$1,913 *	\$2,104 *
Writing Contest Advisor	\$1,266	\$1,392	\$1,530	\$1,685
SADD Advisor	\$790	\$926	\$957	\$1,050
Gay Straight Alliance Advisor	\$1,584	\$1,792	\$1,913	\$2,104
Technology Group Advisor	\$1,266	\$1,392	\$1,530	\$1,685
Speaker of Other Languages Club Advisor	\$790	\$926	\$957	\$1,050
Outing Club	\$790	\$926	\$957	\$1,050
Origami Club	\$790	\$926	\$957	\$1,050
Advisor for Habitat for Humanity	\$1,584	\$1,797	\$1,913	\$2,104
Advisor to Akzo Nobel Community Advisory Panel	\$632 *	\$696 *	\$766 *	\$839 *
Spirit Committee Advisor	Hourly chaperone rate with prior administrative			

**HIGH SCHOOL/MIDDLE SCHOOL**

**STIPEND/STEP RANGE**

<b>POSITION</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>	<b>STIPEND</b>
Computer Lab Supervisor					\$24/hour
Guidance Counselors and Psychologists Athletic Director Director of Technology	1/200th of their current annual salary for each day worked beyond the normal school year. Counselors may be required to work from 6-10 days as assigned by the principal and approved by the superintendent.				

\* plus hourly chaperone rate with prior administrative approval

## STIPEND/STEP RANGE

POSITION	1-2	3-4	5-6	7-8	STIPEND
<b>Baseball -</b>					
Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
JV	\$3,552	\$3,931	\$4,320	\$4,759	
Modified	\$2,585	\$3,012	\$3,090	\$3,378	
<b>Basketball -</b>					
Boys' Varsity - Head Coach	\$5,615	\$6,174	\$6,792	\$7,472	
Boys' JV or Assistant Coaches	\$4,213	\$4,540	\$5,095	\$5,603	
Boys' Modified "A"	\$3,019	\$3,486	\$3,608	\$3,952	
Boys' Modified "B"	\$3,019	\$3,486	\$3,608	\$3,952	
Girls' Varsity - Head Coach	\$5,615	\$6,174	\$6,792	\$7,472	
Girls' JV or Assistant Coaches	\$4,213	\$4,540	\$5,095	\$5,603	
Girls' Modified	\$3,019	\$3,486	\$3,608	\$3,952	
<b>Field Hockey -</b>					
Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
JV	\$3,552	\$3,931	\$4,320	\$4,759	
Modified	\$2,585	\$3,012	\$3,090	\$3,378	
<b>Golf -</b>					
Varsity	\$3,552	\$3,931	\$4,320	\$4,759	
JV	\$2,585	\$3,012	\$3,090	\$3,378	
<b>Football -</b>					
Varsity - Head Coach	\$5,615	\$6,174	\$6,792	\$7,472	
Varsity - Assistant Coaches (3)	\$4,213	\$4,540	\$5,095	\$5,603	
Modified - Head Coach	\$4,213	\$4,540	\$5,095	\$5,603	
Modified - Assistant Coach	\$3,019	\$3,486	\$3,608	\$3,952	
<b>Gymnastics -</b>					
Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
JV	\$3,552	\$3,931	\$4,320	\$4,759	
<b>Softball -</b>					
Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
JV	\$3,552	\$3,931	\$4,320	\$4,759	
Modified	\$2,585	\$3,012	\$3,090	\$3,378	
<b>Ultimate Frisbee</b>	\$1,266	\$1,392	\$1,530	\$1,685	
<b>Lacrosse-</b>					
Varsity	\$5,615	\$6,174	\$6,792	\$7,472	
JV	\$4,213	\$4,540	\$5,095	\$5,603	
Modified	\$3,019	\$3,486	\$3,608	\$3,952	

## STIPEND/STEP RANGE

POSITION	1-2	3-4	5-6	7-8	STIPEND
<b>Soccer -</b>					
Boys' Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
Boys' JV	\$3,552	\$3,931	\$4,320	\$4,759	
Boys' Modified	\$2,585	\$3,012	\$3,090	\$3,378	
Girls' Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
Girls' JV	\$3,552	\$3,931	\$4,320	\$4,759	
Girls' Modified	\$2,585	\$3,012	\$3,090	\$3,378	
Intramural - Fall, Coed					\$50/hour
Intramural - Winter, Coed					\$50/hour
<b>Tennis -</b>					
Boys' Varsity	\$3,432	\$3,774	\$4,152	\$4,568	
Boys' JV	\$1,889	\$2,077	\$2,284	\$2,512	
Boys' Modified	\$1,374	\$1,508	\$1,656	\$1,824	
Girls' Varsity	\$3,432	\$3,774	\$4,152	\$4,568	
Girls' JV	\$1,889	\$2,077	\$2,284	\$2,512	
Girls' Modified	\$1,374	\$1,508	\$1,656	\$1,824	
<b>Track -</b>					
Varsity Cross Country	\$5,262	\$5,748	\$6,324	\$7,011	
Cross Country Ass't Coach	\$3,552	\$3,931	\$4,320	\$4,759	
Varsity - Winter Indoor	\$5,262	\$5,748	\$6,324	\$7,011	
Winter - Ass't Coach	\$3,552	\$3,931	\$4,320	\$4,759	
Varsity - Spring	\$5,262	\$5,748	\$6,324	\$7,011	
Spring - Ass't Coach	\$3,552	\$3,931	\$4,320	\$4,759	
Modified Cross Country Spring/Winter	\$2,585	\$3,012	\$3,090	\$3,378	

## STIPEND/STEP RANGE

POSITION	1-2	3-4	5-6	7-8	STIPEND
<b>Volleyball -</b>					
Varsity	\$5,262	\$5,748	\$6,324	\$7,011	
JV	\$3,552	\$3,931	\$4,320	\$4,759	
Modified	\$2,585	\$3,012	\$3,090	\$3,378	
Co-ed	\$1,010	\$1,116	\$1,227	\$1,347	
<b>Wrestling -</b>					
<b>Varsity</b>	\$5,262	\$5,748	\$6,324	\$7,011	
JV or Assistant Coaches	\$3,552	\$3,931	\$4,320	\$4,759	
<b>Coaching Index</b> (Sports other than Football and Basketball)					
JV or Assistant Coaches	\$4,213	\$4,540	\$5,095	\$5,603	
M.S. & Freshman Coaches	\$3,019	\$3,486	\$3,608	\$3,952	
<b>Cheerleading</b> - per season					
Varsity and JV	\$1,477	\$1,624	\$1,788	\$1,961	
<b>Hudsonettes</b> - per season	\$843	\$925	\$1,016	\$1,123	
<b>Twirlers</b> - per season	\$843	\$925	\$1,016	\$1,123	
<b>High School</b>					
<b>Intramurals -</b>					
Miscellaneous Sports					\$50/hour
Weight Room					\$50/hour
Fitness Club					\$50/hour
Basketball (Fall)					\$50/hour
Fitness (Spring)					\$50/hour
Wrestling					\$50/hour
Girls' Basketball					\$50/hour

The following extra pay positions are excluded from the re-assignment exemption. In the event that volunteers are not available, staff will be assigned by the building principal on an equitable rotating basis.

Position	Stipend
Chaperones	All hourly Work associated with student activities (e.g., co-curricular, extra-curricular) is to be paid at a \$30 dollar "hourly rate" of pay for a maximum of eight (8) hours. Any activity over eight hours (including school trips) will receive a maximum

## **APPENDIX 1 APPR AND PROFESSIONAL DEVELOPMENT**

The parties agree that the purpose of conducting an APPR is to improve professional practice and ensure successful student performance. APPR must therefore be a significant factor in shaping the professional development opportunities provided to teachers. The District and the Association shall cooperate in designing professional development activities that are appropriate for and responsive to the individual needs of each individual teacher as identified in his/her APPR.

A professional development committee ("Committee") shall be jointly constituted by the District and the Association to oversee all aspects of professional development. A majority of the members of the Committee shall be appointed by the president of the Association. Among the responsibilities and powers of the Committee shall be to: (i) oversee the design, selection and implementation of all professional development activities; (ii) appoint subject area or grade level subcommittees, as needed, to assist in the design and implementation of professional development activities; (iii) ensure that each teacher is afforded the opportunity to participate in selecting professional development activities that are appropriate for his/her needs; (iv) determine the appropriateness and/or effectiveness of existing professional development activities and to direct that changes be made where necessary; (v) consult and advise in the selection of appropriate professional development activities to be used in Teacher Improvement Plans; (vi) ensure that professional development includes training on the Teaching Standards and rubric(s) used in the APPR process; and (vii) make any and all other decisions, other than those requiring the expenditure of additional District funds or those affecting APPR policy and/or implementation, as may be necessary to ensure the continued implementation of effective professional development opportunities for all District teachers.

All costs associated with the provision of professional development will be borne by the District. Every effort will be made to provide professional development within the teachers' contractual day or during contractual after-school meeting time or on days within the contractual work year that are designated for professional development. In the event that professional development must occur outside of the teachers' contractual day or on days other than contractual workdays, teachers will be compensated at the contractual hourly rate.



## **A. Appeal of APPR Evaluation**

1. Within five (5) school days of the receipt of a teacher's annual evaluation, the teacher may request, in writing, review by the original evaluator.
2. The appeal writing shall articulate in detail the basis of the appeal to the original evaluator. As set forth in Section 3012-c of the Education law, the appeal may only challenge:
  - a. The substance of the annual professional performance review;
  - b. The school district's adherence to the standards and methodologies required for such reviews pursuant to Section 3012-c of the Education Law;
  - c. The school district's adherence to the regulations of the commissioner and the compliance with any applicable locally negotiated procedures; and
  - d. The school district's issuance and/or implementation of the terms of the teacher improvement plan.
3. Performance ratings of "ineffective" are the only ratings subject to appeal.
4. Within five (5) school days of receipt of the appeal, the original evaluator shall render a determination, in writing, with respect to the issues raised in the appeal.
5. Within five (5) school days of the teacher's receipt of the original evaluator's determination, the teacher may request, in writing, a review by the Superintendent of Schools.
6. Within five (5) school days of receipt of the appeal, the Superintendent shall render a determination, in writing, with respect to the issues raised in the appeal.

### **PROCEDURE FOR APPEALS OF A SECOND INEFFECTIVE RATING ONLY**

7. Notwithstanding the above, an appeal by a tenured teacher of an ineffective rating for a second consecutive time shall be subject to the following procedure.
  - a) A teacher must file such a written appeal within ten (10) school days of the receipt of the annual evaluation. In such an appeal, the teacher has the burden of establishing the basis for the appeal and providing the justification for a change in the rating. A copy must be forward to the Administrator issuing the APPR.
  - b) When filing an appeal, the teacher must submit a detailed written description of the specific areas of disagreement over his or her performance review, or the issuance and/or implementation of the terms of his or her improvement plan and any additional documents or materials relevant to the appeal. The performance review and/or improvement plan being challenged must also be submitted with the appeal together with any supporting documents. Any information not submitted at the time the appeal is filed shall not be considered.
  - c) Within ten (10) school days of receipt of an appeal, the Administrator who issued the APPR or improvement plan must submit a detailed written response to the appeal. The response must include any and all additional documents or written materials specific to the point(s) of disagreement that support the Administrator's response and are relevant to the resolution of the appeal. The teacher initiating the appeal shall receive a copy of the response filed by the Administrator, and any and all additional information submitted with the response, at the same time the response is

filed with the Superintendent. The teacher shall have the right to reply in writing to the Administrator's response within five (5) school days.

d) Upon receipt of the submission of the Administrator who issued the APPR or improvement plan and any reply the Superintendent shall review the appeal of the teacher as well as the response of the Administrator and any reply. The Superintendent, or his/her designee, may request additional information to assist in the determination of the appeal. Within fifteen (15) school days of the filing of the Appeal the Superintendent or his/her designee shall issue a written determination addressing the issues raised in the appeal. A copy of such decision shall be forwarded to the teacher filing the appeal and the Administrator.

e) Should the teacher not be satisfied with the determination of the Superintendent solely in the case of a eligible teacher has received two consecutive ineffective APPR evaluation ratings, a second tier appeal may be demanded by the teacher in writing for review by an arbitrator selected on a rotating basis from the following list, based upon rotation from those willing to accept the assignment and meet the timeframes of this procedure: (          Names          ). The decision of the arbitrator selected shall make a final and binding decision upon the appeal of the APPR evaluation. The Superintendent shall contact the arbitrator for availability with a copy to the Association President and assign the case to such arbitrator by forwarding the written submissions, his/her determination and a copy of the APPR plan. The arbitrator selected shall issue a binding decision within 30 calendar days of the notice of appointment based upon the written submission.

f) In the event that the District then proceeds to a probable cause finding under section 3020-a of the Education Law, and determines to conduct such a disciplinary arbitration, the arbitrator who ruled upon the appeal shall be jointly selected by the teacher and the district to be the section 3020-a hearing officer.

g) In order to take advantage of the procedure outlined above, the tenured teacher must consent in writing at the time of the filing of his/her appeal to the use of the arbitration panel outlined above should the District proceed to find probable cause under section 3020-a of the Education Law. Any such consent shall be signed off on by a representative of the Hastings Teachers Association and must be filed with the appeal. If the teacher is unwilling to do so, the appeal of a second ineffective shall cease at the level of the Superintendent and no right to a second tier appeal shall exist.

h) This appeal procedure shall constitute the exclusive means for initiating, reviewing and resolving any and all challenges and appeals related to an APPR and/or improvement plan. A teacher may not resort to any other contractual grievance procedure or arbitration of any kind or judicial or administrative review for the resolution of challenges and appeals related to an APPR and/or improvement plan.

i) Alternative to Education Law Section 3020-a: Any Education Law Section 3020-a proceeding commenced by the District against a tenured teacher related to a second consecutive ineffective rating shall follow in all respects the mandates of Section 3020-a and the Commissioner's Regulations related thereto except that the SED forms shall not be filed with the Commissioner of Education and instead will be filed with the Arbitrator selected through this procedure together with a notice of appointment from the District Clerk. The cost of the Arbitrator together with cost of any transcript shall be paid by the District.

8. The provisions set forth above shall not alter or affect the rights and obligations of the District or probationary teachers pursuant to Section 3013 of the New York State Education Law.

9. The District will pay for arbitration costs.

## **B. Teacher of Record**

1. Teachers will be able to verify subjects and student rosters assigned to them. A teacher will be provided, by the building Principal, with a verifying roster at the beginning, middle and end of every school year.

2. No later than BEDS day, each classroom teacher shall be informed of students for whom he/she is the Teacher of Record.
3. Any classroom teacher who believes that any such determination is incorrect and/or inconsistent with the standards established by the Commissioner's Regulations for teacher of record determinations shall be entitled to seek review by the Superintendent or his/her designee. The District and the Association shall collaboratively develop a verification procedure to ensure that all teacher of record determinations have been made accurately and in a manner consistent with the standards established by the Commissioner's Regulations prior to using student growth and/or achievement data in an APPR.

**C. Teacher Improvement Plan (TIP)**

Upon receiving a rating of "developing" or "ineffective," a teacher shall be provided with a Teacher Improvement Plan ("TIP") – APPENDIX 5. The TIP shall be provided as soon as practicable, but in no case later than ten days after the date on which teachers are required to report prior to the opening of classes for the school year. The Parties understand and agree that the sole and exclusive purpose of a TIP is the improvement of teaching practice and that the issuance of a TIP is not a disciplinary action. The TIP shall be developed in consultation with the teacher and union representation shall be afforded at the teacher's request. The Association president shall be timely informed whenever a teacher is placed on a TIP and, with the agreement of the teacher, shall be provided with a copy of the TIP.

1. A teacher will be offered the right to have an Association representative present for any meeting regarding a TIP.
2. If a teacher is rated "developing" or "ineffective", the District shall develop a TIP with the affected teacher.
3. The district shall meet all costs associated with the implementation of TIP (i.e. Professional Development, course work, etc).
4. No disciplinary action shall be taken by the District against a teacher who has met the performance expectations set by a TIP.
5. The TIP shall be in place no later than ten (10) school days after the teachers are required to report to the District the following school year.
6. At the end of agreed upon timeline for the completion of the TIP, the teacher, administrator, mentor (if one has been assigned) and an Association representative (if requested by the teacher) shall meet to assess the effectiveness and appropriateness of the TIP in assisting the teacher to achieve the goals set forth in the TIP. Based on the outcome of this assessment, the TIP shall be modified accordingly.
7. Each TIP shall contain the following information
  - a. Areas of Improvement
  - b. Timeline for Improvement
  - c. Differentiated Activities to Support Improvement
  - d. Manner of assessment of improvement will be identified prior to the implementation of the TIP.
  - e. Additional elements may be negotiated at a later date.

**D. Rubric**

1. The District will use the Charlotte Danielson's Framework for Teaching 2011.
  - a. Every teacher will be provided with a copy of Enhancing Professional Practice: A Framework for Teaching by Charlotte Danielson (2011). Appendix 2.

## E. Evaluations/Observations

1. All evaluations must be conducted by an evaluator who has been trained on the implementation of the agreed upon rubric. Training will be provided by Danielson Group or other entity that can provide proper certification for lead evaluators in the Danielson rubric (no in-house or turn-key training).
2. All observations will be conducted openly.
3. Each probationary teacher shall be observed by a member of the Administrative staff at the level of Assistant Principal or above, at least three (3) times each year, and at least one of these observations shall be for substantially a full class period (normal 40 minutes). The three observations must be complete by May 1<sup>st</sup>.
  - a. Teachers will be given at least two (2) weeks notice of an announced observation.
  - b. A pre-observation meeting will be conducted prior to all announced observations (APPENDIX 9)
  - c. All observations will be conducted openly.
    - i. One (1) observation will be unannounced.
  - d. All observations shall be reduced to writing and a copy given to the teacher within five (5) school days after the observation.
  - e. Within five (5) school days after giving the teacher a copy of this observation, the evaluator will arrange for a conference between himself or herself and the teacher to discuss to evaluation. Changes may thereafter be agreed upon (APPENDIX 8).
  - f. A teacher may submit a written response, within 10 school days of post-observation conference, which shall be attached to the file copy of the report in question.
4. All tenured teachers will be observed twice (2) a year.
  - a. Teachers will be given at least two (2) weeks notice of an announced observation.
  - b. A pre-observation meeting will be conducted prior to the announced observation (APPENDIX 10).
  - c. All observations will be conducted openly.
    - i. One (1) observation will be unannounced.
  - d. All observations shall be reduced to writing and a copy given to the teacher within five (5) school days after the observation.
  - e. Within five (5) school days after giving the teacher a copy of this observation, the evaluator will arrange for a conference between himself or herself and the teacher to discuss to evaluation. Changes may thereafter be agreed upon (APPENDIX 9).
  - f. A teacher may submit a written response, within 10 school days of post-observation conference, which shall be attached to the file copy of the report in question.

## F. Composite Score

### Plan Requirements

Under Education Law §3012-c, each teacher must receive an APPR resulting in a single composite effectiveness score (based on a 100 point maximum) and a rating of “Highly effective,” “Effective,” “Developing,” or “Ineffective” (HEDI). The effectiveness score will have the following components:

- 20 (25 Value Added) maximum points from State Growth or Comparable Measures of student achievement
- 20 (15 Value Added) maximum points from Locally Selected Measures of student achievement
- 60 maximum points from other measures of effectiveness, including announced and unannounced observations

The 100 point APPR composite shall be broken down as follows:

1. State Growth or Comparable Measures
  - a. Points shall be determined, subject to state mandates, by state assessments or comparable growth measures. The district will use the SED provided growth scores representing 20 to 25 points. In other cases, the district will follow SED regulations in the assignment of growth points for teachers who are not provided growth scores by the State.
2. Locally Selected Measure of Student Achievement
  - a. Locally selected measures for student achievement will consist of 20% (15% when a Value Added Measure can be applied to the State Assessment subcomponent) of the overall evaluation for all affected teachers.
  - b. In the first year (2012-2013), the District will assign locally selected measures of student achievement for each grade/ subject using a school-wide measure of student growth or achievement computed in a manner determined locally based on a State, State-approved 3rd party, or district, regional or BOCES developed assessment that is rigorous
  - c. and comparable across classrooms. In those cases where State tests are available for the baseline and the current year, the expectation will be that the percent of students reaching proficiency (or the aspirational level where applicable) will increase (or be maintained if performance is already at a very high level.) APPR points will be assigned based upon comparison to other districts in the State or region using the charts in Appendix 4, which are subject to the approval of the SED. In those cases where Standardized tests are used, the expectation is that the students in a grade will improve their performance relative the national norms. Points will be assigned using the same chart referenced above.
  - d. In future years, the district in consultation with teachers, may develop SLOs based on pre-tests to set targets for the year relative to growth in individual student performance using one of the following assessments: State, State-approved 3rd party, or a district, regional or BOCES-developed assessment that is rigorous and comparable across classrooms. (only allowable for teachers in grades/subjects without a Value-Added measure for the State Growth subcomponent). The teacher will earn up to 20 points based on the success in having students achieve the individual targets.
    - i. Student population will be defined by October 1<sup>st</sup> of the school year.
    - ii. The learning content will be aligned to common core, state, or national standards.

- iii. The instructional period must be defined.
- iv. A baseline measure will be identified and the student population will be assessed against that measure.
- v. Targets and Scoring.
  - 1. Progress and assessment will be mutually agreed upon
  - 2. Documentation of progress and achievement will be mutually agreed upon.
  - 3. Targets for specific populations will be set collaboratively by teachers and administrators in grade level /subject /department teams. All targets are subject to approval by the Superintendent.
  - 4. If there are multiple SLOs, then the SLOs will be weighted with the HEDI score.

3. Professional Practice

- a. The Charlotte Danielson Frameworks for Teachers (2011) will be used, which will represent 60% of the teacher’s overall evaluation. The Danielson Rubric, which is attached to the end of this Appendix, is generically linked to the New York State Teaching Standards.
  - i. Its four domains are also incorporated into the template that will be used annually to guide each teacher thru the APPR process (Appendix 2). Both the evaluator and teacher for the purpose of goal setting and the development of relevant inquiry questions will use those domains.
  - ii. The teachers will receive orientation in the application of the Danielson Rubric.
- b. Scoring scale & weighted Rubric for 60% are set forth in APPENDIX 10
  - i. Rubric score conversion for the subcomponent are set forth in APPENDIX 3.
- c. The below charts outlines the timeframe for the completion of classroom observations.

<b>Announced Observations</b>	<b>#</b>	<b>Observation #1 Date</b>	<b>Observation #2 Date</b>
Probationary	2	By December 1st	By April 1st
Tenured	1	By December 15 <sup>th</sup>	

- 4. The HEDI scoring scales for the subcomponents and the overall composite score are established in the charts below.

Scoring Bands with a growth measure

Categories	Points per category – composite score	Growth based on state assessments	Locally selected measures	Teaching Standards
Highly Effective	<b>91-100</b>	18-20	18-20	59-60
Effective	<b>75-90</b>	9-17	9-17	57-58
Developing	<b>65-74</b>	3-8	3-8	50-56
Ineffective	<b>0-64</b>	0-2	0-2	0-49
Total Points Possible	<b>100</b>	20	20	60

Scoring Bands with value added measures (when applicable)

Categories	Points per category – composite score	Value added based on state assessments	Locally selected measures	Teaching Standards
Highly Effective	<b>91-100</b>	22-25	14-15	59-60
Effective	<b>75-90</b>	10-21	8-13	57-58
Developing	<b>65-74</b>	3-9	3-7	50-56
Ineffective	<b>0-64</b>	0-2	0-2	0-49
Total Points Possible	<b>100</b>	25	15	60

**G. Definition of Covered Teacher**

2. For the 2012-2013 school year and beyond, these revisions will apply to all affected classroom teachers as defined in regulations by the Commissioner.
3. Bargaining unit members (i.e. Psychiatrists, Social Workers, Guidance Counselors), who are not considered classroom teachers, will not be affected by these revisions and will continue to use previously established APPR regime.

**I. Timeline**

1. APPR's (APPENDIX 4) will be completed by June 15<sup>th</sup> of the school year if state test scores or SLOs scores are available at least two weeks prior to that date. If not there they will be issued after the test data is made available to the District.

**J. Training Provided for Evaluators and Lead Evaluators**

1. The "Lead Evaluator" (Principal) is the administrator who is primarily responsible for a teacher's APPR composite rating. The term "evaluator" (Assistant Principals and/or Directors) shall include any administrator who conducts an observation or evaluation of a teacher.
2. All evaluators shall successfully complete a training course that meets the minimum requirements prescribed by the law. The Superintendent will provide the HTA President with notification of successful completion of all training.
  - a. Any administrator or supervisor who participates in the evaluation of teachers for the purpose of determining an APPR rating shall be fully trained and/or certified as required by Education Law §3012-c and the implementing regulations of the Commissioner of Education prior to conducting such evaluation.
  - b. All professional staff will be provided with an orientation on the evaluation system that will include: a review of the content and use of the evaluation system, the NYS teaching standards, re- porting forms and the procedures to be followed consistent with the approved APPR and associated contractual provisions. All training will be conducted prior to the implementation of the APPR process for current staff. Orientation will be conducted within 15 school days of the beginning of each subsequent school year for newly hired staff
3. Inter-rater Reliability
  - a. The Danielson Group or other appropriate certifying agency will provide the same level of training to all evaluators.

**K. Forms for Teachers and Evaluators**

1. The Committee will create forms that are designed to guide both teachers and evaluators through four phases of evaluation: Self-Reflection, Analysis, Summative Evaluation, and Goal Setting. For each phase, teachers and evaluators share responsibilities for preparation, discussing evidence, and assessing teacher effectiveness in light of the NYS Teaching Standards.

**M. Duration**

The APPR agreed to the by the **Association and the School District** shall be in effect for the term of the Collective Bargaining Agreement.

**N. 2012-2013**

The Parties agree that at the end February 2013, they will jointly review the provisions of this agreement and determine if any modifications are necessary. If either party believes that certain provisions of this agreement need to be revised, such provisions will be subject to negotiations.

The district agrees that any teacher who is rated “Ineffective” in their composite effectiveness score for the 2012-2013 school year, the District will not use such rating as a basis for an expedited 30-20a hearing for the pattern of ineffective teaching or performance, as defined by Education Law 3012-c(6).



## APPENDIX 2

The below scale outlines the weighted scoring for the domains and subcomponents for the Danielson (2011) rubric.

<b>Domain 1: Planning and Preparation (14 points)</b>		24%	
	A. Knowledge of Content and Pedagogy		17%
	B. Knowledge of Students		17%
	C. Setting Instructional Outcomes		17%
	D. Knowledge of Resources		17%
	E. Designing Coherent Instruction		17%
	F. Designing Student Assessments		17%
		Total	100%
<b>Domain 2: Classroom Environment (15 points)</b>		25%	
	A. Respect and Rapport		20%
	B. Culture for Learning		20%
	C. Managing Classroom Procedures		20%
	D. Managing Student Behavior		20%
	E. Organizing Physical Spaces		20%
		Total	100%
<b>Domain 3: Instruction (16 Points)</b>		26%	
	A. Communicating with Students		20%
	B. Questioning/Prompts and Discussion		20%
	C. Engaging Students in Learning		20%
	D. Using Assessment in Instruction		20%
	E. Using Flexibility and Responsiveness		20%
		Total	100%
<b>Domain 4: Professional Responsibilities (15 Points)</b>		25%	
	A. Reflecting on Teaching		17%
	B. Maintaining Accurate Records		17%
	C. Communicating with Families		17%
	D. Participating in a Professional Community		17%
	E. Growing and Developing Professionally		17%
	F. Showing Professionalism		17%
		Total	100%
	Total	100%	100%

### APPENDIX 3

**Rubric Score to Sub-Component Conversion Chart**

<b>Total Average Rubric Score</b>	<b>Category</b>	<b>Conversion score for composite</b>
<b>Ineffective 0-49</b>		
1		0
1.1		8
1.2		16
1.3		24
1.4		32
1.5		40
1.6		49
<b>Developing 50-56</b>		
1.7		50
1.8		51
1.9		51
2		52
2.1		53
2.2		54
2.3		54
2.4		55
2.5		56
2.6		56
<b>Effective 57-58</b>		
2.7		57
2.8		57
2.9		57
3		57
3.1		58
3.2		58
3.3		58
3.4		58
3.5		58
3.6		58
<b>Highly Effective 59-60</b>		
3.7		59
3.8		59
3.9		60
4		60

**APPENDIX 4**

**APPR OVERALL COMPOSITE SCORE**  
**Calculating final composite score of Teacher Effectiveness**

<b>Subcomponent</b>	<b>Points Earned</b>	<b>HEDI RATING</b>
<b>A. Student Growth Score (0-20)</b>		
<b>B. Locally Assessment (0-20)</b>		
<b>C. Danielson Rubric (0-60)</b>		
<b>D. Add A+B+C (Max. 100)</b>		

**Final Effectiveness Rating:** \_\_\_\_\_

<b>Level</b>	<b>Total Composite</b>
Ineffective	0-64
Developing	65-74
Effective	75-90
Highly Effective	91-100

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's signature does not constitute agreement but merely signifies s/he has examined and discussed the materials with the evaluator. Teachers shall have the right to insert written explanation or response to written feedback of evaluator within 10 days, which may be considered during the Appeals process.

**TEACHER IMPROVEMENT PLAN (TIP)**

A TIP SHALL be developed by the evaluator and teacher when a teacher's performance on the overall composite score is rated at Ineffective or Developing. A TIP must be completed no later than 10 days after the date on which teachers are required to report prior to the opening of classes for the school.

<b>APPR Overall Rating (HEDI)</b>	
<b>TIP Required (Overall Composite Score &lt;75)</b>	

**APPENDIX 5**

**Hastings-on-Hudson UFSD School District  
Teacher Improvement Plan (TIP)**

The sole purpose of the TIP is the improvement of teaching practice. The goal is to provide resources and support for teachers who have been rated as “developing” or “ineffective.” The evaluator and teacher will jointly determine the strategies to be undertaken to correct the deficiencies.

Teacher \_\_\_\_\_  
Grade/Subject \_\_\_\_\_  
Evaluator \_\_\_\_\_  
[Teacher Association Representative \_\_\_\_\_]  
Date \_\_\_\_\_

**List the area(s) needing improvement. If there are several, indicate the priority order for addressing them**

Priority	Area needing improvement	Performance goal

**Describe the plan for improvement with specific, measurable objectives, timeline and process the teacher must meet in order to achieve an effective rating.**

**Describe the professional development opportunities, materials, resources and supports the District will make available.**

**Assignment of a mentor teacher**  **yes**                       **no**

Name of Mentor \_\_\_\_\_

The teacher, evaluator, mentor (if applicable) and an Association representative (if requested by the teacher) shall meet \_\_\_\_\_ to assess the effectiveness and appropriateness of the TIP in assisting the teacher to achieve the goals set forth in the TIP. Based on the outcome of this assessment, the TIP shall be modified accordingly.

Evaluator’s Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Teacher’s Signature \_\_\_\_\_ DATE: \_\_\_\_\_

**Hastings-on-Hudson UFSD School District  
Teacher Improvement Plan (TIP)**

<b>Meeting Dates</b>				
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Evaluator Comments Meeting Date \_\_\_\_\_

Teacher Comments

Evaluator Comments Meeting Date \_\_\_\_\_

Teacher Comments

Evaluator Comments Meeting Date \_\_\_\_\_

Teacher Comments

Evaluator Comments Meeting Date \_\_\_\_\_

Teacher Comments

**Recommendation for Results of TIP**

- The teacher has met the performance goals identified through the TIP.
- The teacher has not met the performance goals.

**Next Steps**

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Date \_\_\_\_\_

Teacher's signature does not constitute agreement but merely signifies s/he has examined and discussed the materials with the evaluator. Teachers shall have the right to insert written explanation or response to written feedback of the evaluator within 10 days, which may be considered during the Appeals process.

## **APPENDIX 6**

### **APPR Observation Guidelines**

- Observations will occur over the course of the year in an effort to gather broad evidence.
- The teacher prior to a subsequent observation should receive observation feedback. Every effort will be made to provide the teacher with preliminary ratings at the time of the post-observation session.
- Teachers will be provided with the opportunities to submit evidence to supplement the observed lesson – such evidence will be considered in the development of a final rating.
- Teachers or administrators may request an optional post-observation meeting following an unannounced observation.
- All of the teaching standards will be assessed through a combination of multiple observations, evidence review and meetings.

(Should it appear that an unannounced observation needs to be ended because there is an alteration to the instructional setting, i.e. emergency, unexpected interruption, etc. the observer will have the discretion to withdraw, regardless of the duration. The teacher, in instance of an emergency, may request the observation be conducted at a later date.)

**APPENDIX 7**

**HASTINGS-ON-HUDSON UFSD SLO TEMPLATE**

<b>Teacher Name</b>				
<b>Subject(s) Taught</b>				
<b>School</b>				
<b>20% State Assessment</b>	YES	NO		
<b>20% Local Assessment</b>	YES	NO		
<b>Population</b>				
<b>Learning Content</b>				
<b>Interval</b>				
<b>Evidence</b>				
<b>Baseline</b>				
<b>Target(s) and HEDI Scoring</b>	Highly Effective	Effective	Developing	Ineffective
<b>Rationale</b>				



**APPENDIX 8**

**HASTINGS-ON-HUDSON SCHOOL DISTRICT  
Post-Observation Conference Guidelines**

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TEACHER: \_\_\_\_\_ DATE \_\_\_\_\_

SUBJECT: \_\_\_\_\_ GRADE \_\_\_\_\_ PERIOD/TIME: \_\_\_\_\_

**1. To what extent were the students productively engaged in the lesson? If not, what do you think occurred?**

**2. Did all students learn what you intended? Were your instructional goals met? What is the evidence?**

**3. Did you alter your goals or instructional plan as you taught the lesson? If so, why?**

**4. What did you like best about this lesson?**

**5. If you had the opportunity to teach this lesson again, what would you do differently and why?**

**6. What are your next steps?**

**APPENDIX 9**

**HASTINGS-ON-HUDSON SCHOOL DISTRICT**  
***Pre-Observation Conference Guidelines***

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TEACHER: \_\_\_\_\_ DATE \_\_\_\_\_

SUBJECT: \_\_\_\_\_ GRADE \_\_\_\_\_ PERIOD/TIME: \_\_\_\_\_

- 1. What is the main objective of the lesson? Please summarize what you want students to understand, know, or demonstrate as an outcome of this lesson.**

- 2. How does this lesson fit into New York State curriculum standards, national standards, and/or locally designed curriculum?**

**3. How will you know if students have gained understanding or skill development?**

--

**4. What key concepts are reinforced/introduced through this lesson?**

--

**5. In what ways will students be asked to engage in higher order thinking?**

--

**6. What difficulties or misconceptions might students generate as you progress through your lesson?**

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**7. Where does this lesson fit in terms of your overall unit? (What came before and what will come after this lesson?)**

**8. What are some of the challenging characteristics of this classroom?**

**9. Is there an area of your instructional practice that you would like me to focus on in relations to The Framework for Teaching?**

Danielson's Framework for Teaching (2011) Rubric Conversion Flow Chart						Step 6	Step 7	Step 8	Step 9	Locate HYPO
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Locate HYPO
	Weighted Domain	Weighted Subcomponent	HEDI Score	Weigh Subdomain Scores	Total Domain Score	Weigh Total Domain Score	Negotiate HEDI Bands	Score	Conversion Score	Locate HYPO
<b>Domain 1: Planning and Preparation</b>	24%						H=59-60			2.994
A. Content and Pedagogy		17%	3	0.498			E=57-58	1	0	
B. Knowledge of Students		17%	3	0.498			D=50-56	1.1	8	
C. Instructional Outcomes		17%	3	0.498			I=0-49	1.2	16	
D. Knowledge of Resources		17%	3	0.498				1.3	24	
E. Designing Coherent Instruction		17%	3	0.498				1.4	32	
F. Designing Student Assessments		17%	3	0.498				1.5	40	
	Total	100%			2.988	0.71712		1.6	49	
<b>Domain 2: Classroom Environment</b>	25%							1.7	50	
A. Respect and Rapport		20%	3	0.6				1.8	50.7	
B. Culture for Learning		20%	3	0.6				1.9	51.4	
C. Managing Classroom		20%	3	0.6				2	52.1	
D. Managing Student Behavior		20%	3	0.6				2.1	52.8	
E. Organizing Physical Spaces		20%	3	0.6				2.2	53.5	
	Total	100%			3	0.75		2.3	54.2	
<b>Domain 3: Instruction</b>	26%							2.4	54.9	
A. Communicating with Students		20%	3	0.6				2.5	55.6	
B. Questioning/ and Discussion		20%	3	0.6				2.6	56	
C. Engaging Students in Learning		20%	3	0.6				2.7	57	
D. Using Assessment in Instruction		20%	3	0.6				2.8	57.1	
E. Using Flexibility and Responsiveness		20%	3	0.6				2.9	57.2	
	Total	100%			3	0.78		3	57.4	
<b>Domain 4: Professional Responsibilities</b>	25%							3.1	57.5	
A. Reflecting on Teaching		17%	3	0.498				3.2	57.6	
B. Accurate Records		17%	3	0.498				3.3	57.7	
C. Communicating with Families		17%	3	0.498				3.4	57.8	
D. Participating in a Professional Community		17%	3	0.498				3.5	57.9	
E. Growing and Developing Professionally		17%	3	0.498				3.6	58	
F. Professionalism		17%	3	0.498				3.7	59	
	Total	100%			2.988	0.747		3.8	59.3	
<b>Total</b>	<b>100%</b>	<b>100%</b>			<b>Total</b>	<b>2.99412</b>		<b>3.9</b>	<b>59.6</b>	
								<b>4</b>	<b>60</b>	

