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Copiague Ufsd And Copiague
Teachers Assn

COPIAGUE PUBLIC SCHOOLS
Copiague, New York

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AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

COPIAGUE UNION FREE SCHOOL DISTRICT

AND

THE COPIAGUE TEACHERS ASSOCIATION

2000-2004

RECEIVED

JAN 05 2001

**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**

315

TABLE OF CONTENTS

ARTICLE 1	
Recognition	1
ARTICLE 2	
A. Dues Deduction	1
B. Agency Shop Fee	2
C. Vote/Cope	2
ARTICLE 3	
Teacher Employment	2
ARTICLE 4	
School Year - Teaching Day	3
ARTICLE 5	
Teacher Assignments	3
ARTICLE 6	
Transfers	6
ARTICLE 7	
Promotional & Newly Created Positions	7
ARTICLE 8	
A. Sick Days	7
B. Personal Days	7
C. Extended Sick Leave at Full Pay	7
D.& E. Extended Sick Leave at Two-Thirds Pay	8
F. Bereavement	9
G. Court Appearance	9
H. Jury Duty	9
I. Child Care Leave	9
J. Military Service	9
K. Visitation Days	9
L. Leave of Absence	9
ARTICLE 9	
Salaries	10
ARTICLE 10	
Insurance Programs	11
ARTICLE 11	
Retirement	12

ARTICLE 12		
	Protection of Teachers	12
ARTICLE 13		
	Student Discipline	13
ARTICLE 14		
	Teacher Personnel Folder	13
ARTICLE 15		
	Curriculum Consultation	14
ARTICLE 16		
	Teaching Materials and Supplies	14
ARTICLE 17		
	Grievance Procedure	14
ARTICLE 18		
	School Instructional Improvement Leave of Absence	17
ARTICLE 19		
	Identification Tags	17
ARTICLE 20		
	Section 125 of the I.R.S. Code	17
ARTICLE 21		
	Association Rights	17
ARTICLE 22		
	Contractual Provisions	19
ARTICLE 23		
	No Strike Clause	19

EXHIBIT A	
Salary Schedule 2000-2001	20
EXHIBIT B	
Salary Schedule 2001-2002	20
EXHIBIT C	
Salary Schedule 2002-2003	21
EXHIBIT D	
Salary Schedule 2003-2004	21
EXHIBIT E	
Requirements Governing the Salary Schedule	22
EXHIBIT F	
Differentials	24
EXHIBIT G	
Co-Curricular Stipends 2000-2004	25
EXHIBIT H	
Coaching Stipends 2000-2004	26
EXHIBIT I	
Intramurals - Salaries	27
EXHIBIT J	
Copiague Alternate Routes to Education	27

This Agreement is made and entered into on this 6th day of April, 2000, by and between the Board of Education, Copiague Union Free School District, and the Copiague Teachers' Association for the period commencing July 1, 2000, and shall continue in full force and effect until June 30, 2004.

ARTICLE 1
RECOGNITION

The Copiague Board of Education recognizes the Copiague Teachers' Association as the exclusive representative of the Instructional Negotiating Unit of the Copiague Union Free School District composed of all classroom teachers, psychologists, guidance counselors, librarians, speech therapists and social workers, hereinafter referred to as "teachers." The aforementioned shall be included within the "Instructional Negotiating Unit" for the purpose of negotiating collectively the terms and conditions of employment, and administration of grievances arising thereunder.

This recognition is to be for a period ending seven months prior to the expiration of this Agreement or such longer period as may be the maximum permitted by law.

ARTICLE 2
DUES/AGENCY SHOP FEE/VOTE COPE DEDUCTION(S)

A. Dues Deduction

In accordance with Section 93(b) of the General Municipal Law and Article 14 of the Civil Service Law, the Board shall deduct the membership dues of the Copiague Teachers' Association and its affiliates from the salaries of its professional employees, but only upon the written request of each such employee on an authorization card to be provided by the Association to the Assistant Superintendent for Finance and Operations.

The Association shall submit a roster of its membership requesting deduction of dues to the Business Office by August 15. The dues shall be deducted in 21 or 25 payments starting with the first payroll in September. The Association shall certify the amount of dues to be deducted for each member.

Late membership - no authorization or deduction cards shall be accepted later than September 25. Dues shall be deducted equally over the remaining pay periods commencing with the first pay period in October.

Any revocation of dues deduction shall be submitted in writing to the Payroll Department, and such revocation shall become effective in accordance with the said signed payroll deduction authorization cards or otherwise as required by law. District shall notify the Association of this revocation as soon as possible.

B. Agency Shop Fee

1. Pursuant to authorization contained in Civil Service Law 208, subdivision 3(b) with respect to agency shop fee deduction and effective in the years of this Agreement (but subject to continued legislative authorization during such term), the Board agrees to make deductions from the wage or salary of personnel covered by this Agreement who are not members of the Association, the amount equivalent to the dues levied by the Association and transmit the sum so deducted to the Association. The foregoing shall only be applicable so long as the Association has established and maintains a procedure for the refund to any such person demanding the return of any part of an agency shop fee deduction which represents such person's prorata share of expenditures by the Association in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment.
2. The Association agrees to save and hold harmless the Board from any and all losses, expenses, damages, costs and attorney fees that may accrue as a result of the provisions contained in paragraph 1 above, by reason of any action, suit or proceeding before any administrative body or judicial or quasi-judicial body or before any arbitrator by any person covered by this Agreement or in his or her behalf involving or in any way relating to the implementation of the agency shop fee deduction provision hereinabove set forth.

C. VOTE/COPE

1. The Board of Education shall deduct voluntary VOTE/COPE contributions from unit members, as designated by such unit member, and shall forward the contributions to VOTE/COPE, Post Office Box 5190, Albany, New York 12205. The deductions shall be made annually from the unit member's last paycheck in May and shall be in accordance with the specific implementation procedure agreed to by the parties.

ARTICLE 3 **TEACHER EMPLOYMENT**

Effective with the new effective date of this Agreement, placement on any salary schedule for newly employed teachers shall be at the discretion of the Superintendent of Schools.

The Board of Education requires a physical examination and x-ray or tine test prior to employment in the District. This is paid for by the individual. The District further requires another physical examination at the end of the probationary period prior to obtaining tenure. This examination may be obtained without cost to the individual if the examination is done by the District-employed physician.

However, if an employee chooses to have his/her own physician give the examination, the cost is assumed by the individual.

ARTICLE 4
SCHOOL YEAR - TEACHING DAY

A. The teachers shall not be required to report prior to the first and subsequent to the last day of the school calendar. The school calendar for 2000-2004 shall consist of 183 days which includes at least one Orientation Day and at least one Superintendent's Conference Day. However, part of one instructional day shall be utilized for parent conferences. The Association will be consulted with respect to the school calendar and afforded the opportunity to express its views prior to its adoption. Teachers will not be required to report for work after the end of the last day upon which pupils are required to attend school. Teachers of Special Education shall be required to work an additional two days. Such days are to be determined at the discretion of the Superintendent of Schools. The school work year for guidance counselors, psychologists, social workers, and high school occupational teachers shall be from September 1 to June 30. The aforementioned exceptions may be waived by the Superintendent of Schools.

B. The teachers' working day for grades 6-12 shall be 7 hours and 10 minutes; for grades K-5, 6 hours and 45 minutes.

C. Sign-in and sign-out time for teachers in each building will be prepared and distributed to all teachers at the commencement of the school year. Sign-out times, however, do not preclude required teacher attendance at meetings at dismissal time authorized by the Administration for the furtherance of school business and emergency situations in which teachers participate. Except for emergency situations, teachers shall be entitled to at least twenty-four (24) hours advance notice of any such meeting.

D. During the last ten (10) days of school, elementary school days shall be curtailed either by one (1) hour or by two (2) hours per day for a total of four (4) hours as determined by the Superintendent of Schools and the President of the Association upon receipt of the applicable school calendar. If no Agreement, previously negotiated arrangements shall be binding on the parties. The District practice regarding the last day of school in the elementary schools shall be maintained.

E. Guidance counselors will be required to set aside one evening a month for eight (8) months on a scheduled basis and on that day the counselor shall have a flexible and adjustable schedule to reflect and take into account the evening assignment.

ARTICLE 5
TEACHER ASSIGNMENTS

A. Teachers will be notified, in writing, of their tentative programs for the coming school year as soon as practicable, and under normal circumstances, no later than June 15. Such notification shall include the school to which the teachers will be assigned, the grade levels and subjects that they will be required to teach and shall also include any subject or unusual classes. Any subsequent change of the tentative schedule and program shall be given the teacher upon the change.

B. On the secondary level, all teachers shall be entitled to an uninterrupted duty free lunch period. The length of this period shall be equivalent to the duration of the mean classroom period in the building.

The lunch period for teachers in grades K-5 shall be 45 minutes in length and shall be unencumbered and uninterrupted.

Teachers may leave the school building during their lunch periods.

C. As part of their employment, teachers may be required to attend not more than four (4) evening activities, whether meetings or programs, per year. Activities for which compensation is provided will not be counted as part of the four.

D. In arranging schedules for teachers who are assigned to more than one school building during the day, the Administration shall endeavor to arrange the schedules so that inter-building school travel will be kept at a minimum, and teachers shall be assigned to a program of instructional time equivalent to that of classroom teachers. Every effort will be made not to assign a duty on those days that a teacher's assignment requires travel between buildings.

E. Secondary school teachers shall be assigned five teaching periods per day and one duty period. In the case of unusual scheduling problems, six teaching periods may be assigned. Where a teacher has been assigned six teaching periods, that teacher shall not have a duty period or homeroom period.

1. Nine Period Day

Notwithstanding anything contained herein to the contrary, with respect to the nine (9) period day at the secondary level, teachers who are not assigned to a common planning period will be afforded a professional period under the following guidelines:

- a. Teachers shall select an activity in the area of extra help for students, staff development activities, enrichment activities, activities designed for the development and/or improvement of educational programs and consulting with students and parents concerning attendance.
- b. The selection of an activity or activities shall be submitted to the principal for his approval which shall not be unreasonably withheld with the exception of study hall assignments which shall be at the sole discretion of the principal.
- c. Study hall assignments during such professional period shall be limited to not more than one such assignment every other day during the school year. However, every effort will be made within existing staff to reduce such limit to one such assignment every other day for one semester.
- d. A professional period may not be used to cover the class of an absent teacher.
- e. Duty assignments shall be distributed equitably and a roster kept for five years and be available for examination.

f. It is understood that the common planning period will not supplant staff development or curriculum development initiatives, but will serve as a forum for professional dialogue to occur resulting in the continuing enhancement of educational opportunities for students.

F. Every effort shall be made in preparation of secondary school class schedules so that teachers may not be required to supervise more than three successive periods.

G. Every effort shall be made in preparation of secondary class schedules so that teachers of English, Mathematics, Science and Social Studies shall not be required to teach more than two subject areas, nor have more than four teaching preparations within those areas. The aforementioned, however, shall not apply to elective courses.

H. Every effort will be made to arrange a daily preparation period for elementary teachers in grades K through 5. Such time will come from the time special teachers of Art, Physical Education, General Music and librarians are assigned to their classes.

In the event such time cannot be arranged from the above, the principal will make every effort to provide such time by scheduling alternate supervisory assignments of play and recess periods.

I. Every effort will be made when scheduling special area teachers in the primary grades K-3, that in the afternoon, not more than 2 ½ hours of consecutive teaching by the classroom teacher will prevail.

J. Non-teaching duties shall be distributed equitably among the teaching staff. A duty roster shall be kept for five years and be available for examination.

K. Teachers shall not be required to drive children to activities which take place away from the building.

L. No regularly assigned teacher shall be used as a substitute teacher except in an emergency; it being expressly agreed that the following factors shall be considered an emergency: failure of a regularly scheduled teacher or substitute to arrive on schedule, inability to secure a substitute, and if a regularly scheduled teacher becomes unable, during the day, to teach an assigned class.

In the secondary schools, a rotating system of covering classes will be implemented in emergencies when a substitute is not available. The assignment of emergency substitute service shall be on a rotation basis of all classroom teachers in the building and other certified personnel may be used when needed. The principal of each building shall maintain a separate roster of teachers for this purpose and shall note each assignment of substitute service, including the date, nature of assignment, and the period assigned. The said roster shall be made available for inspection upon request.

In making emergency substitute assignments, every effort shall be made to first assign teachers during their duty periods, rather than from their preparation periods.

At the elementary level, a record of non-availability of substitutes will be maintained.

M. Each building principal's office shall have a supply of program preference sheets. Teachers who desire a change in grade level or subject assignment shall indicate such request on a program preference sheet and file the same with the Office of the Principal no later than April 1. Such a statement of preference by a teacher shall be given initial consideration in scheduling classes for the coming year.

N. A study of class size in the Copiague School District will be made, and a copy of this study will be made available to the Association.

O. Those classroom teachers who are assigned a preparation period are expected to utilize this professional preparation time for preparation for instruction and greater class effectiveness. This time may be used for professional work such as: tutoring, preparation for student classes, teaching materials, conferences with District supervisory and/or administrative staff, guidance counselors or parents.

P. Breakfast Program - Teachers shall be assigned to supervise the breakfast program, as needed, in accordance with the District's implementation plan. It is acknowledged by the Association that provided that a teacher's free time is not diminished and the length of the work day is not increased, the District has the authority to implement this mandated federal program as it deems appropriate.

ARTICLE 6 TRANSFERS

The Board of Education, upon recommendation of the Superintendent of Schools, is charged with the authority to assign and transfer personnel as may be deemed necessary in the interest of the School District. The Board and the Association recognize that some transfer of teachers from one school to another is unavoidable; they also recognize that the frequent transfer of teachers is disruptive of the educational process and interferes with optimum teacher performance. All relevant factors shall be considered in making transfers or reassignments. Upon the teacher's request, a conference with the Superintendent of Schools will be held concerning transfer or reassignment.

A. When transfers or reassignments of teachers in a school or grade are necessary, consideration shall be given first to those who have indicated they are desirous of making a change, before non-volunteers are reassigned to such positions.

B. In cases of involuntary transfer or reassignment, notice to the teacher shall be given as soon as practicable. Teachers will be notified by June 15 by the building principal.

C. A staff member who wishes to request a transfer from one school to another should direct a letter of request to the Superintendent of Schools via the current principal. The letter should state the reason for the request. The individual requesting reassignment shall be notified by the Superintendent of his decision.

ARTICLE 7
PROMOTIONAL AND NEWLY CREATED POSITIONS

A. All openings for promotional positions, positions paying salary differentials, and newly created positions, with the qualifications thereof, shall be publicized and all qualified teachers may apply for such positions.

B. Teachers presently employed in the District may apply for such positions. The fact of their existing employment shall be considered in filling such positions. However, nothing herein contained shall preclude the hiring of professional personnel, when, in the judgment of the Superintendent of Schools, such hiring is necessary or desirable for the District.

C. The School District shall continue to notify staff members, during the school year, of appointments to these positions.

ARTICLE 8
SICK LEAVES AND OTHER LEAVES OF ABSENCE

A. **SICK DAYS:** Teachers may be absent for reasons of illness/disability (including pregnancy) for up to twelve (12) sick days in any school year without loss of pay. The accumulated number of unused sick days is unlimited.

B. **PERSONAL DAYS:** A teacher may be absent for personal reasons, other than sickness, for not more than five (5) days in any school year. Any such personal days taken by a teacher shall be deducted from the twelve (12) allowable sick days.

The Board of Education and the teachers have mutually agreed to a continuation of the removal of existing restrictions of the personal day policy for one year. It was the Association's contention that teachers would use personal days with discretion and would not use these days consecutively wherever possible.

The Board of Education will review the use of personal days for the 2000-2004 school years with the Association. Upon notice to the Association, the Board of Education may reinstate the restrictions contained in the 1968-70 contract. This reinstatement is not negotiable.

C. **EXTENDED SICK LEAVE AT FULL PAY:** In the event a teacher suffers a continuous illness or extended disability which prohibits working for a period in excess of the teacher's accumulated sick leave allowance, the teacher shall be entitled to an additional twenty (20) days absence without loss of pay. A request in writing, supported by an M.D. certificate indicating the nature of the illness and/or disability and the probable date of return to duty shall be presented. A medical examination performed by the School Physician may be required if the Superintendent of Schools deems it necessary. Any teacher taking advantage of this extended sick leave allowance may replace the number of days thereof used in the following manner:

1. At the end of each school year, the number of unused sick days remaining will not accumulate, but will be used to replace the number of days used for extended sick leave purposes as herein provided. The Board of Education shall require the repayment of sick leave days used under the extended sick leave privilege as follows:

The first year after the use of extended sick leave privilege, a repayment of not less than four (4) days must be made. An automatic salary deduction of 1/200th shall be made for any of the required repayment days not repaid from accumulated sick days, such repayment to be based on the salary in the year of illness. The same policy shall be in effect for the second, third and fourth year. ALL days used under this extended sick leave policy must be repaid by the end of the fifth year. Under no circumstances may sick leave days be borrowed from future accumulation of sick days to satisfy obligations under this policy.

2. If the teacher leaves the District before all of the days used in the extended sick leave, as aforesaid are replaced, the Board shall deduct from the teacher's pay vouchers a sum equal to the teacher's regular salary for the days not so replaced. In the event the sum owed is not fully recouped by the District from the employee's pay vouchers, the employee shall be responsible to repay the District the monies owed hereunder.

D. **EXTENDED SICK LEAVE AT TWO-THIRDS PAY:** In the event a teacher suffers a continuous illness or extended disability prohibiting the return to duty after the expiration of the teacher's sick days, accumulated sick days, and extended sick leave of 20 days, as herein provided, the teacher shall, nevertheless, be entitled to receive two-thirds of the teacher's pay for a number of such additional days the teacher may be absent, depending upon length of service within the District as hereinafter provided:

Years of Service	Number of Days Entitled at Two-Thirds Pay	Years of Service	Number of Days Entitled at Two-Thirds Pay
1	0	7	35
2	0	8	40
3	0	9	45
4	15	10	50
5	25	11	55
6	30	12 and over	60

E. If the teacher leaves the District before all of the days used in the extended sick leave at 2/3 pay, as aforesaid, are replaced, the Board shall deduct from the teacher's pay vouchers a sum equal to the amount paid the teacher for the days not so replaced. This shall affect only those teachers who start to borrow at 2/3 pay after September 1, 1984. In the event the sum owed is not fully recouped by the District from the employee's pay vouchers, the employee shall be responsible to pay the District the monies owed hereunder.

A teacher who takes advantage of the extended sick leave provisions under C and D of the Sick Leave Policy, requiring the repayment of borrowed sick days shall not be entitled to the benefit of such extended sick leave again until the borrowed days have been repaid.

F. BEREAVEMENT: In the event of a death in the immediate family, a teacher is allowed a maximum of five (5) days absence. These days are in addition to the sick leave policy and are not deducted from accumulated days. The immediate family includes the employee's spouse, children, mother and father, sister and brother. A step-child, step-mother, step-father, step-sister, and step-brother shall be included in the definition of immediate family. A substitute parent shall be considered a member of the immediate family if the employee has lived with this person for twelve (12) consecutive months. In the event of a death of a relation, a teacher is allowed a maximum of three (3) days absence, and these days are in addition to sick leave and are not deducted from accumulated days. Relations are defined as employee's mother-in-law, father-in-law, grandparents and grandchild.

G. COURT APPEARANCE: If an employee is under subpoena or the employee's services are required by the School District for a court appearance, such absence shall not be charged to sick leave or personal days. An official copy of the subpoena must be presented to the building principal. This does not apply if an employee goes to court on his own personal business.

H. JURY DUTY: If an employee receives a court notice to appear for jury duty, the employee must first submit such notice to the building principal for approval. When a leave is granted, it is understood that the employee will receive the employee's regular salary less jury fees.

I. CHILD CARE LEAVE: An employee may apply for a child care leave for a period of at least to the beginning of the next semester after the birth of the child for child-rearing purposes, such leave to commence not earlier than the date of birth of the employee's child. At the expiration of this period of time, the employee may apply for an extension of this leave for a period up to another year. In no event shall child care leave be extended beyond two (2) full years. If granted, child care leave shall be without pay. The period of leave may be shortened should the child not survive the expiration of the leave period. Notwithstanding the above time limitations, the employee's return from a child care leave must coincide with the beginning of a school semester in order to ensure continuity of instruction. The Superintendent may, in his sole discretion, determine that it is in the best interests of the District to permit a teacher to return from a child care leave earlier than the beginning of a school semester. Except in emergency situations, the employee shall provide no less than sixty (60) days written notice of his/her intent to apply for this leave to the Superintendent of Schools.

J. MILITARY SERVICE: An employee must have service in Copiague Schools prior to entering service. The employee shall be protected under Military Law, Section 243, and any other laws relating to military service for employees of school districts.

K. VISITATION DAYS: The Superintendent of Schools may approve those teacher visitation days which he deems beneficial to the School District.

L. LEAVE OF ABSENCE: Upon written request of an employee, a leave of absence without pay for up to one (1) year may be granted in the sole discretion of the Superintendent of Schools.

ARTICLE 9
SALARIES

A. The salary placement chart for the period July 1, 2000 to June 30, 2001 is attached hereto as Exhibit "A."

The salary placement chart for the period July 1, 2001 to June 30, 2002 is attached hereto as Exhibit "B."

The salary placement chart for the period July 1, 2002 to June 30, 2003 is attached hereto as Exhibit "C."

The salary placement chart for the period July 1, 2003 to June 30, 2004 is attached hereto as Exhibit "D."

B. The requirements governing the salary schedule and the salary schedules for Differentials, Co-Curricular Activities, Coaching, Intramurals and Copiague Alternate Routes to Education Programs [CARE] are annexed hereto as Exhibits E, F, G, H, I and J respectively.

C. Teachers may elect one of two plans for salary payments. One plan covers 21 salary payments per year; the second plan, 25 payments per year. The payment plan selected remains in effect for the full school year.

- D. 1. Payment of accumulated sick leave: All teachers whose employment continues in this School District until retirement shall be entitled at the time of retirement under the New York State Teachers Retirement System to receive payment for accumulated unused sick leave at the rate of one day for every two days so accumulated. Such payment shall be calculated on the basis of 1/200th of the teacher's annual salary at the time of retirement. For teachers hired after June 30, 2000, the accumulation of sick leave for payment under this provision will be limited to one hundred eighty (180) days.
2. Should a teacher in the employ of the District who has completed at least 20 years in the teaching profession, 10 of which must have been served in the Copiague Public Schools, die while in the service of the District, the estate of such teacher will be entitled to receive payment for accumulated unused sick leave of the deceased teacher at the rate of one day for every two days so accumulated.
3. In lieu of fully accumulating unused sick days each year, teachers may have the option of being reimbursed for a portion of such days at the rate of \$50.00 per day with annual reimbursement not to exceed \$350.00. In the event such option is exercised, payment therefore will be made at the end of the school year. Upon such payment, such days so reimbursed will not accumulate to sick leave.

E. Payroll Deduction

1. Annuity plans - Teachers may enroll in approved tax sheltered annuity plans by payroll deduction:

- a. Union Central Life Insurance Company
- b. AUSA Life Insurance Co., Inc.
- c. Aetna Life and Casualty Company
- d. Edward D. Jones & Co.
- e. The Equitable Life Assurance Co.
- f. Fidelity Service Group
- g. Presidential Life Insurance Company
- h. Legend Service Corporation
- i. Lincoln Investment Planning, Inc.
- j. Long Island Financial Executives, Inc.
- k. Mutual Financial Serv./Extebank
- l. PMG Financial Services
- m. Royal Life Insurance Co. of NY

Additional companies may be added subject to the approval of the Board of Education.

2. Teachers may utilize payroll deduction for payment of loans to the Teachers Federal Credit Union, Great River, New York, and the New York State Teachers Retirement System by filing a payroll deduction form with the Business Office.
3. Teachers may utilize payroll deduction for payments to NYSUT Benefit Trust and for Teachers Federal Credit Union by filing a payroll deduction form with the Business Office.

ARTICLE 10 INSURANCE PROGRAMS

A. The Board of Education shall provide through June 30, 2004 to each member of the Instructional Negotiating Unit the following:

1. The dental health insurance plan in effect during the year 1969-70 for each member and dependents, at no cost to the member.
2. The long term disability insurance plan as issued to the District by First Fortis, at no cost to the member.
3. Insurance on the life of each member, at no cost to the member, in the sum of \$45,000.00.

Effective July 1, 1994, the face value of the life insurance shall be reduced in accordance with the carrier's rules and procedures as per Memorandum of Agreement dated June 21, 1994.

B. Teachers may enroll on a contributory basis in the New York State Health Insurance Plan presently in force in the School District. Ninety (90%) percent of the cost will be paid by the District.

Effective July 1, 1996, new hires shall contribute fifteen (15%) percent of the family premium costs for health insurance and twelve and one-half (12 ½%) percent for individual coverage.

The District may change health insurance carriers with the consent of the Association.

Unit members who are eligible to participate in the health insurance plan presently in force in the District may opt to waive participation in said plan by submission of a waiver of coverage, in a form designated by the District, on or before June 15 of the previous school year. The unit member shall be entitled to receive thirty-five (35%) percent of the District's portion of the annual premium contribution that would normally be paid on the unit member's behalf. Said waiver payment, or pro-rata amount if the unit member does not exercise the option for the full year, shall be paid annually in one (1) lump sum in the last payroll in June of the year of non-participation, to the extent practical. Any unit member who wishes to participate in this benefit must present documentary proof that he/she possesses alternate or dual health insurance coverage.

C. The District will contribute the sum of \$22.00 for each teacher in a pre-paid legal plan.

ARTICLE 11 RETIREMENT

A. Unit members who plan to retire shall advise the Superintendent of Schools, in writing, no later than April 1 of the school year in which the unit member intends to retire, of such retirement. It is understood that July and August following April 1 constitute part of the same year.

B. Retirement Incentive: The following retirement incentive shall be offered to unit members. During year one of the agreement, any teacher eligible to retire under the New York State Teachers Retirement System shall be offered continuation of health insurance into retirement at the contribution rate of twenty (20%) percent [eighty (80%) percent District contribution] through age 65. In order to become eligible for this incentive, the unit member must notify the Superintendent of Schools of his/her intention to retire, accompanied by an irrevocable letter of resignation, no later than March 15, 2001. In years two, three and four of this agreement first time eligibles only shall be entitled to the above described incentive, with the notification date of March 15, respectively. Individual contracts will be entered into between the District and the retiree concerning this incentive. The Association herewith waives the applicability of Section 209-a-1-e of the Taylor Law to the entirety of this retirement incentive provision, and the retirement incentive shall become null and void and have no force and effect on June 30, 2004.

ARTICLE 12 PROTECTION OF TEACHERS

A. Teachers will report all cases of physical assault suffered by them in connection with their employment:

1. Such report shall be in writing; shall be addressed to and filed immediately with the building principal. This report shall be forwarded by the building principal to the Superintendent of Schools.

2. The Board of Education shall provide, at its sole cost and expense, the services of the School Attorney where civil or criminal action is brought against a teacher, based upon disciplinary action taken by him against a pupil. In order to receive this protection, the teacher must notify the Superintendent of Schools and the building principal promptly upon becoming aware that such disciplinary action might result in further proceedings against the teacher.
3. Whenever a teacher is absent from school as a result of personal injury caused by an assault occurring in the course of employment or where the injury is sustained by a conflict with students while preventing harm to the teacher, student or staff member, the teacher shall be paid the teacher's full salary during such absence, for a period not to exceed one (1) year from the date of the occurrence, less the amount of any Workers' Compensation Insurance proceeds, and no such part of such absence shall be charged to the teacher's annual or accumulated sick leave.

B. In the event a personal injury does not arise as described in paragraph 3 of this article, but occurs otherwise in the course of a teacher's employment, District obligation for the protection provided by paragraph 3 shall not exceed a period of 120 school days within one (1) year from the date of occurrence.

ARTICLE 13 STUDENT DISCIPLINE

The classroom teacher is primarily responsible for the discipline and maintaining of order in the group assigned for instruction. The teacher is also responsible for assisting in student discipline and control in the building in which the teacher works.

It shall be the building principal's responsibility for the formulating of procedures for disciplinary problems, and the principal will have the flexibility for utilizing procedures deemed adequate in the best interest of the students, staff, building and District. Any serious or repeated offenses should be reported to the principal.

ARTICLE 14 TEACHER PERSONNEL FOLDER

The Board of Education and Copiague Teachers' Association agree that teacher personnel folders will be utilized to contain credentials, certification documents, transcripts, employment recommendations received by the District, statements of evaluation, and an employment record card.

A teacher may inspect his/her personnel folder in the presence of a duly authorized Central Office Administrator, when an appointment has been made to do so, during Central Office business hours.

At the time of inspection, the teacher may make notes concerning the contents of the folder.

ARTICLE 15
CURRICULUM CONSULTATION

There shall be a District Curriculum Advisory Council and Elementary and Secondary School Curriculum Committees. The organization, functions and responsibilities shall be set forth in the Appendix.

ARTICLE 16
TEACHING MATERIALS AND SUPPLIES

The District shall continue the practice of involving the professional staff in making suggestions and recommendations concerning materials and supplies. The District's administrative staff shall review and make recommendations concerning requests for materials and supplies, and shall when possible, discuss with staff members their requests. It is the responsibility of the Board of Education and the Superintendent of Schools to make final decisions regarding budgetary items.

ARTICLE 17
GRIEVANCE PROCEDURE

A "grievance" is defined as a complaint by a teacher or a group of teachers based upon an alleged violation of the provisions of this Agreement.

A. **PURPOSE:** The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may, from time to time, arise with respect to the working conditions of teachers under the terms of this Agreement. Both parties agree that this proceeding will be kept as informal and confidential as may be appropriate at any level of the procedure. Nothing herein contained 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 with a view to having the grievance adjusted.

B. PROCEDURES:

1. **LEVEL ONE:** A teacher with a grievance shall present the grievance in writing to the building principal, who may render a written decision thereon within five (5) school calendar days after presentation.
2. **LEVEL TWO:**
 - a. If the aggrieved person is not satisfied with the decision on the grievance at Level One, or if no written decision has been rendered within five (5) school calendar days after presentation of the grievance at Level One, the teacher may file the grievance in writing with the Superintendent of Schools. Such written grievance shall be filed within ten (10) school calendar days after presentation of the grievance at Level One.

- b. The Superintendent of Schools, or his designee, will represent the Administration at this level of the grievance procedure. The Superintendent, or his designee, will meet with the aggrieved person in an effort to resolve the grievance. The Superintendent, or his designee, may render a written decision on the grievance within ten (10) school calendar days after receipt of the written grievance.

LEVEL THREE: If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered on the grievance within ten (10) school calendar days after the teacher has presented the written grievance to the Superintendent at Level Two, the teacher may file the grievance in writing with the Board of Education no later than fifteen (15) days after the presentation of the written grievance at Level Two.

The Board of Education, or a committee thereof, shall meet with the aggrieved teacher in an effort to resolve the grievance, and the Board may render a written decision thereon within fifteen (15) school calendar days after presentation of the written grievance at this level.

4. LEVEL FOUR:

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within fifteen (15) school calendar days after the presentation thereof, the teacher may elect to submit the grievance to arbitration by filing a written request, therefore, with the Board of Education within twenty (20) school calendar days after presentation of the grievance at Level Three.
- b. Within ten (10) school calendar days after such written request for arbitration has been filed with the Board of Education, the aggrieved person and the Board shall agree upon a mutually acceptable arbitrator who shall be an experienced, impartial and disinterested person of recognized competence in the field of public education, and will endeavor to obtain a commitment from said person to serve as the arbitrator. If the parties are unable to agree upon an arbitrator or to obtain a commitment to serve within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party.

The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

- c. The arbitrator so selected will confer with the representatives of the School Board or a committee thereof and the aggrieved person; shall promptly hold such hearings as may be necessary; and shall issue a decision not later than twenty (20) school calendar days from the date of the close of such hearings, or if oral hearings have been waived, then from the date of submission of the final written statements and proofs which may be furnished. The arbitrator's decision shall be in writing and shall set forth findings of fact and conclusions on the issue submitted. The arbitrator will be without power or authority to

make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be filed with the School Board and the aggrieved person, and subject to all provisions of the law, shall be final and binding. The arbitrator shall have no power to alter, add to, or detract from the provisions of this Agreement.

- d. The cost for the services of the arbitrator, including per diem expenses, if any, and actual or necessary travel or subsistence expense, shall be borne equally by the School Board and the aggrieved person.

C. RIGHTS OF TEACHERS TO REPRESENTATION:

1. No reprisals of any kind will be taken by the School Board or any member of the Administration against any party in the grievance procedure by reason of participation therein.
2. Any party in interest may be represented at all stages of the grievance procedure by a person of the party's own choosing, except that the teacher may not be represented by a representative of any teaching organization other than the Copiague Teachers' Association. All written notices and statements required in this grievance procedure may be served and filed by such representative, but the aggrieved person must also sign.

D. MISCELLANEOUS:

1. If, in the judgment of the Association, a grievance affects a group or class of teachers, the processing of such a grievance may be commenced at Level Two, and the Association shall be deemed to be the "aggrieved person" within the meaning of this grievance procedure.
2. Decisions at all levels of the grievance procedure shall be in writing and shall be transmitted promptly to all interested parties.
3. Anything contained herein to the contrary, notwithstanding, if a teacher or group of teachers claim a grievance with respect to a matter not embraced within this contract, the teacher may nevertheless pursue such grievance under the terms of this Article, except for Level Four which shall not be available to the teacher in such case. In such case, the party claiming grievance shall be entitled to a hearing before the Board of Education.
4. In the event the Superintendent proposes a change of by-laws or policy to the Board of Education which will affect the terms or conditions of employment not covered by the terms of this Agreement, he shall discuss the proposal with representatives of the Copiague Teachers' Association with respect to the substance of such proposal.
5. A grievance will be deemed to have been waived unless presented within forty-five (45) school days after the event or events on which the grievance is based is known or reasonably should have been known by the grieving party.

ARTICLE 18
SCHOOL INSTRUCTIONAL IMPROVEMENT
LEAVE OF ABSENCE

A Sabbatical Leave of Absence, under the provisions of the School Instructional Improvement Leave of Absence Policy, shall be granted to 1% of the instructional unit, provided they meet the criteria established by the Superintendent of Schools and approved by the Board of Education. A copy of the aforementioned policy is included in the Appendix.

ARTICLE 19
IDENTIFICATION TAGS

All teachers shall be required to wear District-issued identification tags at all times while on duty.

ARTICLE 20
SECTION 125 OF THE I.R.S. CODE

All unit members shall be entitled to participate in a Section 125 plan implemented by the District.

ARTICLE 21
ASSOCIATION RIGHTS

1. The Association may request use of school buildings for Association building meetings. Such request is to be in writing, indicating time, date and purpose of meeting. The request is to be submitted for approval to the building principal forty-eight (48) hours prior to the requested meeting where possible and will be granted except when in conflict with other scheduled meetings or activities.

Request by the Association for the use of a school building for Association District-wide or multi-building meetings on days when school is in session must be submitted to the Superintendent of Schools for approval. The request must indicate date, time, purpose of meeting and building requested. Such request will be submitted in writing at least forty-eight (48) hours prior to the requested meeting where possible and will be granted except when in conflict with other scheduled meetings or activities. The District regulations covering use of school buildings shall apply.

2. Use of school facilities for fund raising activities for the COPTA scholarship fund requires District approval. Regular application and procedures regarding use of school buildings shall be followed.

3. The Association may utilize existing teacher school mailboxes for the purpose of distributions of Association information. The Association shall provide the Superintendent of Schools and principals with a courtesy copy of all material at the time of distribution to the faculty. Teacher mailboxes shall not be utilized for distribution of defamatory materials. The Association may utilize

existing bulletin boards located in staff lounges and/or dining rooms for the purpose of posting materials dealing with COPTA business.

4. The Association may utilize the copying equipment for official Copiague Teachers' Association business. However, such use may not interfere or interrupt normal school operations. All materials and supplies needed are to be furnished by the Association.

5. The Superintendent of Schools and/or his designee shall meet monthly on mutually agreed dates with the Copiague Teachers' Association Executive Board. The meeting may be postponed or canceled by mutual agreement between the Superintendent of Schools and the President of the Copiague Teachers' Association.

6. The President of the Copiague Teachers' Association and Grievance Chairperson will not have a regularly scheduled duty period.

7. COPTA building representatives may meet with their building principal by appointment regarding contractual matters relating to the building.

8. The President and Grievance Chairperson of COPTA may visit schools in the District during their preparation period or relieved duty period to confer with teachers regarding COPTA business provided the same does not interfere with or interrupt the programs of the school or of any of the teachers. It is understood that the President or Grievance Chairperson of COPTA will not confer with teachers or enter a teacher's classroom during the teacher's teaching time, duty period, homeroom or supervisory time. Regular sign-in and sign-out procedures must be followed.

9. Association building representatives may confer with teachers in their building regarding Association business during the school day provided same does not interfere with or interrupt the programs of the school, any teachers, or of the building representative. It is understood that the building representative will not confer with teachers or enter the teacher's classroom during a teacher's teaching time, duty period, homeroom or supervisory time.

10. Non-District Association representatives may meet with a teacher regarding COPTA business during the scheduled lunch periods of the particular building and before and after the work day provided the same does not interfere with or interrupt the programs of the school or of any teachers. It is understood that the non-District Association representatives will not confer with teachers or enter a teacher's classroom during the teacher's teaching time, duty period, homeroom or supervisory time. Regular sign-in and sign-out procedures must be followed.

11. The Association shall be supplied the schedules of teaching assignments and duties for all buildings as soon as practicable.

12. The Association will be afforded a total of fourteen (14) Association days to attend conferences.

13. The Association shall have the opportunity to see the approved minutes of the Board of Education meeting.

ARTICLE 22
CONTRACTUAL PROVISIONS

1. This Agreement shall become effective as of July 1, 2000, and shall expire on June 30, 2004.
2. This Agreement cannot be changed, altered, or modified, except in writing, signed by both parties, which writing will be considered as an addendum to this Agreement.
3. In the event any part of this Agreement is determined to be unenforceable, as being contrary to law, the remainder of the Agreement shall survive and continue in effect.
4. Copies of this contract will be made available by the Board of Education, and a copy distributed to each teacher now employed or hereafter employed by the School District.
5. 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.
6. The Association shall notify the Board of Education at least six months prior to the expiration of this contract, of its intention to negotiate for a new contract, and negotiations shall commence by mutual agreement of the parties but in no event later than February 1.

ARTICLE 23
NO STRIKE CLAUSE

Pursuant to the provisions, subdivision 3(b) of Section 207 Civil Service Law, the Copiague Teachers' Association hereby affirms that it does not assert the right to strike against any government; to assist or participate in any such strike; or to impose an obligation to conduct, assist or participate in such a strike.

COPIAGUE UNION FREE SCHOOL DISTRICT

By William R. Bolton
Superintendent of Schools

Bruce J. De...
President, Board of Education

COPIAGUE TEACHERS' ASSOCIATION

By Rosemary A. Lipkin
President, Copiague Teachers' Association

EXHIBIT A - TEACHER SALARY SCHEDULE 2000/01

STEP	BA	BA+15	BA+30	BA+60	MA	MA+15	MA+30	MA+45	MA+60	DR
1	38,418	40,014	41,791	44,809	44,047	45,703	47,543	49,733	51,220	53,033
2	39,642	41,461	43,284	46,282	45,567	47,063	48,882	51,066	52,811	54,771
3	41,330	43,099	45,080	48,212	47,356	49,002	50,821	52,710	54,550	56,596
4	43,147	44,857	46,747	50,122	49,517	51,226	53,042	54,897	56,735	58,667
5	44,915	46,689	48,624	52,219	51,518	53,271	54,931	56,843	58,670	60,576
6	46,730	48,313	50,654	54,285	53,421	55,272	56,883	58,826	60,552	62,514
7	48,357	49,905	52,687	56,059	55,479	57,277	58,884	60,874	62,440	64,541
8	50,001	51,460	54,544	58,300	57,524	59,293	60,952	63,001	64,565	66,641
9	51,624	53,172	56,475	60,465	59,736	61,322	63,071	65,199	66,726	68,810
10	53,540	54,993	58,462	62,517	61,786	63,452	65,200	67,252	68,762	70,646
11	55,295	56,823	60,376	64,761	63,836	65,523	67,252	69,225	70,813	72,868
12	56,794	58,660	62,352	66,789	65,941	67,728	69,310	71,353	72,996	74,861
13	58,438	60,483	64,566	68,803	68,173	69,983	71,649	73,592	75,388	76,967
14	59,878	62,047	66,298	70,849	70,321	72,150	73,948	75,750	77,563	79,096
15	61,229	63,076	68,244	72,976	72,339	74,140	75,606	77,832	79,603	81,278
16				74,756	73,699	75,706	77,408	80,137	81,811	83,641

Effective July 1, 2000, the salary schedule will be limited to the BA, BA+15, MA, MA+30, MA+60, and DR columns, except as noted below:

- A. Unit members in the BA+30, BA+60, MA+15 and MA+45 columns as of June 30, 2000 may remain in those columns.
- B. Unit members on Step 15 of the BA+30 column as of June 30, 2000 will be given until June 30, 2002 to complete the appropriate amount of inservice and/or graduate credits necessary to place them in the BA+60 column where they may remain.

EXHIBIT B - TEACHER SALARY SCHEDULE 2001/02

STEP	BA	BA+15	BA+30	BA+60	MA	MA+15	MA+30	MA+45	MA+60	DR
1	39,571	41,214	43,045	46,153	45,368	47,074	48,969	51,225	52,757	54,624
2	40,831	42,705	44,583	47,670	46,934	48,475	50,348	52,598	54,395	56,414
3	42,570	44,392	46,432	49,658	48,777	50,472	52,346	54,291	56,187	58,294
4	44,441	46,203	48,149	51,626	51,003	52,763	54,633	56,544	58,437	60,427
5	46,262	48,090	50,083	53,786	53,084	54,869	56,579	58,548	60,430	62,393
6	48,132	49,762	52,174	55,914	55,024	56,930	58,589	60,591	62,369	64,389
7	49,808	51,402	54,268	57,741	57,143	58,995	60,651	62,700	64,313	66,477
8	51,501	53,004	56,180	60,049	59,250	61,072	62,781	64,891	66,502	68,640
9	53,173	54,767	58,169	62,279	61,528	63,162	64,963	67,155	68,728	70,668
10	55,146	56,643	60,216	64,393	63,640	65,356	67,156	69,270	70,825	72,765
11	56,954	58,528	62,187	66,704	65,751	67,489	69,270	71,302	72,937	75,054
12	58,498	60,420	64,223	68,793	67,919	69,760	71,389	73,497	75,186	77,107
13	60,191	62,297	66,503	70,867	70,218	72,082	73,798	75,800	77,650	79,276
14	61,674	63,908	68,287	72,974	72,431	74,315	76,166	78,023	79,890	81,469
15	63,066	64,968	70,291	75,165	74,509	76,364	77,874	80,167	81,991	83,716
16				76,999	75,910	77,977	79,730	82,541	84,265	86,150

Effective July 1, 2000, the salary schedule will be limited to the BA, BA+15, MA, MA+30, MA+60, and DR columns, except as noted below:

- A. Unit members in the BA+30, BA+60, MA+15 and MA+45 columns as of June 30, 2000 may remain in those columns.
- B. Unit members on Step 15 of the BA+30 column as of June 30, 2000 will be given until June 30, 2002 to complete the appropriate amount of inservice and/or graduate credits necessary to place them in the BA+60 column where they may remain.

EXHIBIT C - TEACHER SALARY SCHEDULE 2002/03

STEP	BA	BA+15	BA+30	BA+60	MA	MA+15	MA+30	MA+45	MA+60	DR
1	40,560	42,244	44,121	47,307	46,502	48,251	50,193	52,506	54,076	55,990
2	41,852	43,773	45,698	48,862	48,107	49,687	51,607	53,913	55,755	57,824
3	43,634	45,502	47,593	50,899	49,996	51,734	53,655	55,648	57,592	59,751
4	45,552	47,358	49,353	52,917	52,278	54,082	55,999	57,958	59,898	61,938
5	47,419	49,292	51,335	55,131	54,391	56,241	57,993	60,012	61,941	63,953
6	49,335	51,006	53,478	57,312	56,400	58,353	60,054	62,106	63,928	65,999
7	51,053	52,687	55,625	59,185	58,572	60,470	62,167	64,268	65,921	68,139
8	52,789	54,329	57,585	61,550	60,731	62,599	64,351	66,513	68,165	70,356
9	54,502	56,136	59,623	63,836	63,066	64,741	66,587	68,834	70,446	72,435
10	56,525	58,059	61,721	66,003	65,231	66,990	68,835	71,002	72,596	74,584
11	58,378	59,991	63,742	68,372	67,395	69,176	71,002	73,085	74,760	76,930
12	59,960	61,931	65,829	70,513	69,617	71,504	73,174	75,334	77,066	79,035
13	61,696	63,854	68,166	72,639	71,973	73,884	75,643	77,695	79,591	81,258
14	63,216	65,506	69,994	74,798	74,242	76,173	78,070	79,974	81,887	83,506
15	64,643	66,592	72,048	77,044	76,372	78,273	79,821	82,171	84,041	85,809
16				78,924	77,808	79,926	81,723	84,605	86,372	88,304

Effective July 1, 2000, the salary schedule will be limited to the BA, BA+15, MA, MA+30, MA+60, and DR columns, except as noted below:

- A. Unit members in the BA+30, BA+60, MA+15 and MA+45 columns as of June 30, 2000 may remain in those columns.
- B. Unit members on Step 15 of the BA+30 column as of June 30, 2000 will be given until June 30, 2002 to complete the appropriate amount of inservice and/or graduate credits necessary to place them in the BA+60 column where they may remain.

EXHIBIT D - TEACHER SALARY SCHEDULE 2003/04

STEP	BA	BA+15	BA+30	BA+60	MA	MA+15	MA+30	MA+45	MA+60	DR
1	41,777	43,511	45,445	48,726	47,897	49,699	51,699	54,081	55,698	57,670
2	43,108	45,086	47,069	50,328	49,550	51,178	53,155	55,530	57,428	59,559
3	44,943	46,867	49,021	52,426	51,496	53,286	55,265	57,317	59,320	61,544
4	46,919	48,779	50,834	54,505	53,846	55,704	57,679	59,697	61,695	63,796
5	48,842	50,771	52,875	56,785	56,023	57,928	59,733	61,812	63,799	65,872
6	50,815	52,536	55,082	59,031	58,092	60,104	61,856	63,969	65,846	67,979
7	52,585	54,268	57,294	60,961	60,329	62,284	64,032	66,196	67,899	70,183
8	54,373	55,959	59,313	63,397	62,553	64,477	66,282	68,508	70,210	72,467
9	56,137	57,820	61,412	65,751	64,958	66,683	68,585	70,899	72,559	74,608
10	58,221	59,801	63,573	67,983	67,188	69,000	70,900	73,132	74,774	76,822
11	60,129	61,791	65,654	70,423	69,417	71,251	73,132	75,278	77,003	79,238
12	61,759	63,789	67,804	72,628	71,706	73,649	75,369	77,594	79,378	81,406
13	63,547	65,770	70,211	74,818	74,132	76,101	77,912	80,026	81,979	83,696
14	65,112	67,471	72,094	77,042	76,469	78,458	80,412	82,373	84,344	86,011
15	66,582	68,590	74,209	79,355	78,663	80,621	82,216	84,636	86,562	88,383
16				81,292	80,142	82,324	84,175	87,143	88,963	90,953

Effective July 1, 2000, the salary schedule will be limited to the BA, BA+15, MA, MA+30, MA+60, and DR columns, except as noted below:

- A. Unit members in the BA+30, BA+60, MA+15 and MA+45 columns as of June 30, 2000 may remain in those columns.
- B. Unit members on Step 15 of the BA+30 column as of June 30, 2000 will be given until June 30, 2002 to complete the appropriate amount of inservice and/or graduate credits necessary to place them in the BA+60 column where they may remain.

EXHIBIT E
REQUIREMENTS GOVERNING THE SALARY SCHEDULE

1. Additional allotment for Special Work to be specified by the Superintendent of Schools.
2. Full credit given for Military Service only if entered while teaching in the Copiague Schools.
3. The following additional amount: \$2,250 commencing with the twentieth (20th) year in the teaching profession; 10 of the years must have been served in the Copiague Schools.
4. The following additional amount: \$1,000 commencing with the twenty-third (23rd) year in the teaching profession; 13 of the years must have been served in the Copiague Schools.
5. The following additional amount: \$2,500 commencing with the twenty-fifth (25th) year in the teaching profession; 15 of the years must have been served in the Copiague Schools.
6. The following additional amount: \$3,500 commencing with the twenty-seventh (27th) year in the teaching profession; 17 of the years must have been served in the Copiague Schools.
7. All teachers who do not receive an increment shall receive an additional \$1,000.
8. Eligibility for longevity payments shall be as follows:

Longevity payments shall be made automatically to teachers in accordance with the schedule and time tables as follows:

- a. Teachers commencing their 20th/23rd/25th/27th year of service between September 1 and November 30, shall be eligible for longevity payment on September 1 of that school year.
- b. Teachers commencing their 20th/23rd/25th/27th year of service between December 1 and March 31, shall be eligible for longevity payment on February 1 of that school year.
- c. Teachers commencing their 20th/23rd/25th/27th year of service between April 1 and June 30, shall be eligible for longevity payment on September 1 of the following school year.

No grievances shall be raised by the Union with respect to any alleged dispute regarding the District's implementation of this policy prior to September 1, 1988.

It is further agreed and understood by the parties that the definition of "teaching profession" for purposes of longevity, while clear on its face, was intended by the parties to mean full-time teaching experience in the classroom by certified unit members excluding work experience of teacher assistants, per diem substitutes, et al.

9. Acceptability of credits for advancement to a higher salary classification.
 - a. College credits taken by staff members matriculated in an acceptable program toward an advance degree may be credited for salary purposes.
 - b. College credits taken for professional growth and salary purposes toward the BA+30 salary classification and the BA+60 classification are to be in related courses.
 - c. Beyond the MA classification level, college credits for salary purposes must be at the graduate level and earned after full completion of the MA requirements. Credits must be in related courses.
 - d. All inservice credits must have prior approval of the Superintendent of Schools if they are to be credited for salary purposes. Teachers shall not be charged a fee for District inservice courses.
 - e. Requests for a change to a higher salary classification is the responsibility of the teacher. This request must be in writing to the Superintendent of Schools. Salary classification changes will become effective September 1 of the school year. Written requests must be submitted on or before September 10 for courses completed prior to September 1. Official transcripts must be submitted by October 1, or salary change will not be granted until September 1 of the following year. Official documentation of successful completion of courses will be accepted in lieu of official transcript until October 1. However, official transcript must be submitted for final approval as noted.
10. Advancement from one salary step to the next salary step (except as otherwise herein provided in Article 9):
 - a. Advancement from step to step shall be automatic.
 - b. Advancement shall be at the rate of only one (1) step per year.
 - c. Advancement shall be on September 1 and February 1 of each school year.
 1. Those teachers whose appointment date is effective between September 1 and November 30 shall advance to their next step on September 1 of the following school year.
 2. Those teachers whose appointment date is effective from December 1 to March 31 shall advance to their next step on February 1 of the following school year.
 3. Those teachers whose appointment date is effective from April 1 to June 30 shall advance to their next step on September 1 of the school year following the completion of one full year of teaching in the school district.
11. This schedule is not retroactive.

**EXHIBIT F
DIFFERENTIALS**

Guidance	.045
Psychologist	.045
Teacher - Special Education	.010
H.S. Occupational Exp. Program	.045
M.S. Career Learning Resource Center Program	.045
Social Worker	.045

(The above percentages shall be applied to base salary. Base salary shall be defined as annual salary, less longevity.)

Instructional Resource Teachers 2000-2004	\$484.
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EXHIBIT G - CO-CURRICULAR

HIGH SCHOOL:	2000/01	2001/02	2002/03	2003/04
African American Student Organization	953	982	1,007	1,037
Art Club	953	982	1,007	1,037
Band Camp	1,030	1,061	1,088	1,121
Band Director	2,278	2,346	2,405	2,477
Bringing Unity Through Youth/BUTY	953	982	1,007	1,037
Central Treasurer	2,162	2,227	2,283	2,351
Cheerleader (Varsity)	3,204	3,300	3,383	3,484
Cheerleader (JV)	2,266	2,334	2,392	2,464
Choral Director	2,060	2,122	2,175	2,240
Choral Director (HS Play)	1,336	1,376	1,410	1,452
Choreography (HS Play)	1,336	1,376	1,410	1,452
Class Advisor - Freshman	1,205	1,241	1,272	1,310
Class Advisor - Sophomore	1,205	1,241	1,272	1,310
Class Advisor - Junior	1,360	1,401	1,436	1,479
Class Advisor - Senior	1,825	1,880	1,927	1,985
Color Guard	1,537	1,583	1,623	1,672
Distributive Education Club/DECA	953	982	1,007	1,037
French Club	953	982	1,007	1,037
Future Business Leaders/FBLA	953	982	1,007	1,037
German Club	953	982	1,007	1,037
Humanities Club	953	982	1,007	1,037
Intercultural Club	953	982	1,007	1,037
Italian Club	953	982	1,007	1,037
Jazz Band	1,813	1,867	1,914	1,971
Key Club	953	982	1,007	1,037
Literary Magazine	1,938	1,996	2,046	2,107
Madrigal Choir Director	1,813	1,867	1,914	1,971
Marching Band Assistant Director	1,449	1,492	1,529	1,575
Marching Band Director	2,665	2,745	2,814	2,898
Mathletes	953	982	1,007	1,037
Moot Court	953	982	1,007	1,037
National Honor Society	953	982	1,007	1,037
Newspaper	2,584	2,662	2,729	2,811
Pit Orchestra	1,336	1,376	1,410	1,452
Quiz Bowl/Knowledge/Science Brain	953	982	1,007	1,037
Science Olympiad	953	982	1,007	1,037
Senior Play Director	2,584	2,662	2,729	2,811
Set Designer (Senior Play)	1,813	1,867	1,914	1,971
Spanish Club	953	982	1,007	1,037
Student Activities Coordinator	2,193	2,259	2,315	2,384
Student Faculty Communications	953	982	1,007	1,037
Students Against Drunk Driving	953	982	1,007	1,037
Technology Club	953	982	1,007	1,037
Weight Training Fitness Club	3,246	3,343	3,427	3,530
Yearbook	3,102	3,195	3,275	3,373
MIDDLE SCHOOL:	2000/01	2001/02	2002/03	2003/04
Art Club	953	982	1,007	1,037
Band (6-7-8)	2,000	2,060	2,112	2,175
Builder's Club	953	982	1,007	1,037
Central Treasurer	1,482	1,526	1,564	1,611
Cheerleading	2,068	2,130	2,183	2,248
Chorus - 6th Grade	1,041	1,072	1,099	1,132
Chorus - 7th & 8th Grade	1,041	1,072	1,099	1,132
Foreign Language Club	953	982	1,007	1,037
Multi-Media	1,813	1,867	1,914	1,971
National Junior Honor Society	953	982	1,007	1,037
Newspaper	2,584	2,662	2,729	2,811
Photo-Darkroom	1,671	1,721	1,764	1,817
Student Council Advisor	2,068	2,130	2,183	2,248
Technology Club	953	982	1,007	1,037
Yearbook	2,584	2,662	2,729	2,811
DISTRICT:	2000/01	2001/02	2002/03	2003/04
Elementary Band (3)	894	921	944	972
SYSOPs (5)	1,813	1,867	1,914	1,971
Webmaster	3,814	3,928	4,026	4,147

EXHIBIT H - COACHING

BOYS:	2000/01	2001/02	2002/03	2003/04
Football - Varsity	5,381	5,542	5,681	5,851
Football - Varsity Assistant (3)	4,014	4,134	4,237	4,364
Football - JV Head	4,029	4,150	4,254	4,382
Football - JV Assistant	3,595	3,703	3,796	3,910
Football - Middle School	2,976	3,065	3,142	3,236
Football - MS Assistant	2,564	2,641	2,707	2,788
Soccer - Varsity	4,876	5,022	5,148	5,302
Soccer - JV	3,741	3,853	3,949	4,067
Soccer - Middle School	2,718	2,772	2,827	2,872
Cross Country - Varsity	3,595	3,703	3,796	3,910
Cross Country - Middle School	2,718	2,772	2,827	2,872
Basketball - Varsity	5,381	5,542	5,681	5,851
Basketball - JV	3,756	3,869	3,966	4,085
Basketball - Freshman	2,718	2,772	2,827	2,872
Basketball - 8th Grade	2,718	2,772	2,827	2,872
Basketball - 7th Grade	2,718	2,772	2,827	2,872
Wrestling - Varsity	5,381	5,542	5,681	5,851
Wrestling - JV	3,756	3,869	3,966	4,085
Wrestling - Middle School	2,718	2,772	2,827	2,872
Bowling - Varsity & JV	2,718	2,772	2,827	2,872
Track & Field - Varsity	4,876	5,022	5,148	5,302
Track & Field - Ass't Varsity (2)	3,595	3,703	3,796	3,910
Track & Field - Middle School	2,718	2,772	2,827	2,872
Baseball - Varsity	4,876	5,022	5,148	5,302
Baseball - JV	3,741	3,853	3,949	4,067
Baseball - Freshman	2,718	2,772	2,827	2,872
Baseball - Middle School	2,718	2,772	2,827	2,872
Winter Track - Varsity	4,876	5,022	5,148	5,302
Tennis - Varsity	3,595	3,703	3,796	3,910
Tennis - Middle School	2,718	2,772	2,827	2,872
Lacrosse - Varsity	4,876	5,022	5,148	5,302
Lacrosse - Assistant Varsity	4,014	4,134	4,237	4,364
Lacrosse - JV	3,741	3,853	3,949	4,067
Lacrosse - Middle School	2,718	2,772	2,827	2,872
GIRLS:	2000/01	2001/02	2002/03	2003/04
Field Hockey - Varsity	4,876	5,022	5,148	5,302
Field Hockey - JV	3,756	3,869	3,966	4,085
Tennis - Varsity	3,595	3,703	3,796	3,910
Tennis - Middle School	2,718	2,772	2,827	2,872
Volleyball - Varsity	4,876	5,022	5,148	5,302
Volleyball - JV	3,756	3,869	3,966	4,085
Volleyball - 8th Grade	2,718	2,772	2,827	2,872
Volleyball - 7th Grade	2,718	2,772	2,827	2,872
Basketball - Varsity	5,381	5,542	5,681	5,851
Basketball - JV	3,756	3,869	3,966	4,085
Basketball - 8th Grade	2,718	2,772	2,827	2,872
Basketball - 7th Grade	2,718	2,772	2,827	2,872
Softball - Varsity	4,876	5,022	5,148	5,302
Softball - JV	3,741	3,853	3,949	4,067
Softball - Middle School	2,718	2,772	2,827	2,872
Gymnastics - Varsity	4,876	5,022	5,148	5,302
Gymnastics - Assistant Varsity	3,595	3,703	3,796	3,910
Gymnastics - Middle School	3,756	3,869	3,966	4,085
Track & Field - Varsity	4,876	5,022	5,148	5,302
Track & Field - Middle School	2,718	2,772	2,827	2,872
Winter Track - Varsity	4,876	5,022	5,148	5,302
Soccer - Varsity	4,876	5,022	5,148	5,302
Soccer - JV	3,756	3,869	3,966	4,085
Soccer - Middle School	2,718	2,772	2,827	2,872

Post season work (practice/contest) will be compensated at the rate of .01 per day of the annual base coaching salary not to exceed .12.

Effective July 1, 2000, an additional longevity stipend of four hundred (\$400) dollars will be paid to coaches who have completed five continuous years of coaching in the same sport.

**EXHIBIT I
INTRAMURALS**

	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
High School & Middle School Boys & Girls Intramural Activities	788	812	832	857

**EXHIBIT J
COPIAGUE ALTERNATE ROUTES TO EDUCATION**

	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
CARE/PAD/STRIDE				
Teaching	8,403	8,655	8,871	9,137
Guidance	3,361	3,462	3,548	3,655

APPENDIX

Elementary & Secondary School Building Curriculum Committees	29
District Curriculum Advisory Council	31
School Instructional Improvement Leave of Absence Policy	33

ELEMENTARY AND SECONDARY SCHOOL BUILDING CURRICULUM COMMITTEE

1. PURPOSES OF BUILDING CURRICULUM COMMITTEE

- A. Assist the building principal in implementing and interpreting the curriculum to staff members.
- B. Meet, when necessary, with the building principal to discuss the progress of the current curriculum and present suggestions and improvements for consideration.
- C. Suggest to the principal innovations in curriculum which can be practically implemented and seem to stand a good chance of being successful.
- D. Work with the building principal in a program of continuous evaluation and improvement of the curriculum.

2. FUNCTIONS OF BUILDING CURRICULUM COMMITTEE

- A. Assist the building principal in the identification and refinement of curriculum needs.
- B. Coordinate with the building principal recommendations for curriculum improvement and help prepare proposals to be presented to the District Curriculum Advisory Council for consideration.
- C. Work in conjunction with the building principal to:
 - a. Further develop a functioning spirit of professionalism toward the improvement of the curriculum.
 - b. Assist in the implementation of the curriculum at the building level.
 - c. Assist in the distribution and interpretation of curriculum materials and printed matter to the staff.
 - d. Assist in interpreting the curriculum program to parents and public.
 - e. Coordinate grade level activities such as contests, budget, grade assembly, etc.
 - f. Assist in the establishment of techniques and procedures for the evaluation of specific curricular areas.
 - g. Develop a greater sensitivity toward areas in need of evaluation and improvement.
 - h. Help increase the extent and range of useful information for staff members.
 - i. Assist in developing a wider and deeper interest in the importance of specific areas being highlighted.
 - j. Further develop an awareness and sensitivity to others' needs and appreciation of all contributions.
 - k. Assist, as needed, in teacher orientation programs.

3. MEMBERSHIP

The Building Curriculum Committee for elementary buildings, K-5, shall be composed of the following:

- A. The building principal shall act as chairperson for the Building Curriculum Committee.
- B. Seven (7) staff members will be selected annually by the building principal for membership on the committee. Of this number, one (1) staff member shall be selected from each grade level, K-5, and one (1) staff member from the special areas.

The Building Curriculum Committee for the Middle School, 6-8 shall be composed of the following:

- A. The building principal shall act as chairperson for the Building Curriculum Committee.
- B. Chairpersons or supervisors of the following departments: English, Social Studies, Science/Health, and Mathematics.

In those departments which have supervisors on the committee, a staff member from that department will be added to the committee.

One Middle School staff member from each of the following areas will also be included: Home Economics, Art, Music, Industrial Arts, Physical Education, Foreign Language, one teacher from grade 6, and a guidance counselor.

The Building Curriculum Committee for the High School, 9-12, shall be composed of the following:

- A. The building principal shall act as chairperson for the Building Curriculum Committee.
- B. All department chairpersons or supervisors: English, Social Studies, Science/Health, Mathematics, Foreign Language, Home Economics, Industrial Arts, Music, Physical Education, Art and Business Education.

In those departments which have supervisors on the committee, a staff member from that department will be added to the committee.

In the event neither a department chairperson nor a supervisor has been assigned to a department, a staff member from that department will be added to the committee.

The head librarian, Director of Athletics and Physical Education, and the head counselor.

The assistant principals.

Special area teachers may be invited by the chairperson of the Building Curriculum Committee when the need arises. Special area teachers are defined as Art, Physical Education, Music, Psychologist, Remedial Reading, Special Education, Speech, librarian, social worker, and guidance counselor.

Reports of the Building Curriculum Committee meetings will be distributed to the individual building staff members and the Superintendent of Schools.

The Building Curriculum Committee shall meet a minimum of five (5) times during the school year. Chairperson of the committee is responsible for calling the meetings.

DISTRICT CURRICULUM ADVISORY COUNCIL

The Curriculum Advisory Council shall be composed of members of the school district administrative and teaching staff, whose sole responsibility shall be to act as an advisory body to the Superintendent of Schools in relationship to curriculum development within our school district.

1. PURPOSES OF THE CURRICULUM ADVISORY COUNCIL

- A. Foster coordination and articulation in the planning of curriculum development, K-12.
- B. Promote continuous evaluation and improvement of the curriculum.
- C. Make recommendations for the coordination of curriculum and instructional improvement.

2. FUNCTIONS OF THE CURRICULUM ADVISORY COUNCIL

- A. Serve as an advisory body to the Superintendent of Schools.
- B. Advise the Superintendent of Schools regarding recommendations for curriculum changes within the district.
- C. Help coordinate recommendations for curriculum improvement.
- D. Assist in the identification and clarification of needs for curriculum improvement.
- E. Assist in identifying curriculum needs and establish priorities.
- F. Review and help coordinate work of all committees.
- G. Serve as liaison between administrative and teaching staff.

3. MEMBERSHIP

Each building principal will select a teacher from the Elementary and Secondary Building Committee to serve on the District Curriculum Advisory Council.

The Curriculum Advisory Council shall be composed of the following:

- A. Assistant Superintendent of Schools
- B. Elementary schools, K-5, shall have three (3) elementary school teachers, one from each of the elementary buildings.
- C. Middle School, 6-8, shall have three (3) middle school teachers.
- D. High School, 9-12, shall have three (3) high school teachers.
- E. Administrative Council: The Superintendent of Schools shall elect members from the Administrative Council as follows:
 - The elementary school administrative staff shall have one (1) member.
 - The secondary school administrative staff shall have two (2) members: one from the Middle School and one from the High School.
- F. The Superintendent of Schools shall select three (3) supervisory staff members.
- G. Director of Pupil Personnel
- H. Superintendent of Schools' two (2) designees.

4. ORGANIZATION

- A. The Assistant Superintendent or the Superintendent's designee shall act as chairperson of the Council.
- B. The Council shall meet, as a single body, no less than four (4) times a year and be subject to call by the chairperson.
- C. Ad hoc sub-committees may be created to work on specific items. Specific instructions with regard to purpose and responsibility of each committee will be approved by the Council. These committees may be assigned to work independently or in conjunction with the Council.
- D. Building principals will be responsible for naming people to work on special committees as needed.
- E. District-wide committees may be organized by grade level, subject matter areas, or along lines determined by any of the needs of the Curriculum Advisory Council.
- F. No less than two (2) members of the Curriculum Advisory Council shall be working members of any and all special committees.

Reports of the District Curriculum Advisory Council will be distributed to all members of the District Advisory Council, the Superintendent of Schools, all principals and one copy forwarded to the principals' offices for posting.

SCHOOL INSTRUCTIONAL IMPROVEMENT LEAVE OF ABSENCE POLICY

PREAMBLE

The Board of Education, as part of its program for the improvement of the educational program in the school district, may grant a leave of absence to any member of the entire professional staff. The purpose of the leave would be to give the applicant an opportunity to make a substantial contribution to the improvement of the instructional program in the Copiague Public Schools and to enhance the competency of the staff member.

The Instructional Improvement Leave shall be systematically planned to promote changes in knowledge, techniques, skills and attitudes which improve an individual's effectiveness in the classroom and make a substantial contribution to the instructional program in the Copiague Public Schools.

SABBATICAL LEAVE OF ABSENCE

A Sabbatical Leave of Absence may be granted to any member of the professional staff of the Copiague Public Schools provided he meets the criteria established by the Superintendent of Schools and approved by the Board of Education. The granting of a leave of absence is also subject to the recommendation of the building principal and the Superintendent of Schools and the approval of the Board of Education.

The purpose of this leave would be to give a professional staff member an opportunity to devote one semester, or a full school year of two consecutive semesters, for study designed to make a substantial contribution to the improvement of the educational program and to enhance the competency of the professional staff member in his employed field of specialization in the Copiague Public Schools.

A leave, for study or study and travel, must be directly related and necessary to the accomplishment of the purpose enumerated throughout the School Instructional Improvement Leave of Absence Policy.

ELIGIBILITY AND QUALIFICATIONS

Professional staff members of the Copiague Public Schools, who meet the qualifications, shall be eligible to apply for a Sabbatical Leave.

1. The applicant must hold permanent New York State Certification in the area in which he is employed in the Copiague School District.
2. The applicant must have completed seven (7) years or more of continuous and uninterrupted service of a satisfactory nature as a full-time employee of the Copiague Public Schools. A leave, paid or unpaid, shall be considered an interruption of continuity in the consideration of seven (7) consecutive years of service, except in the following cases:

- a. A leave for maternity purposes will not be considered an interruption of service. However, the candidate must actually serve a minimum of seven (7) years on the job.
 - b. A sick leave that does not exceed one semester.
 - c. A sick leave that extends beyond one semester. However, the candidate must actually serve a minimum of seven (7) years on the job.
3. The applicant must hold a Master's Degree, or an equivalent of thirty (30) credits of graduate work in an approved institution of higher learning and hold tenure in his present assignment.
4. An applicant accepted for a Sabbatical Leave must guarantee, in writing, that he will return to the Copiague School District for two (2) full school years upon completion of his leave. Repayment of total funds granted under this leave will be required if the recipient fails to comply with this requirement.
5. The applicant agrees not to accept other employment, unless prior approval has been granted by the Board of Education, during the period of this leave. In no case will the total amount received from the leave pay, tuition allowance, a grant or a stipend, exceed the base salary of the employee. Should the amount of other remuneration be sufficient to cause the employee's base salary to be exceeded, the Sabbatical Leave pay will be reduced to the amount the employee would receive as his base salary if he had not taken such a leave.
6. A Sabbatical Leave will not be granted for completion of requirements for certification. Personnel shall not use this leave primarily to qualify for certification or preparation for a position in another field or area.
7. An applicant who wishes to undertake formal study shall agree to take at least fifteen (15) hours of graduate work per semester at a accredited university or institution of higher learning. Upon prior approval, the applicant for a one semester leave may be permitted, when necessary, to take up to three (3) credits in one summer session toward the fifteen (15) credit requirement. Upon prior approval, an applicant for a full year leave may be permitted, when necessary, to take up to six (6) credits in one summer semester toward the thirty (30) credit requirement. No more than six (6) credits may be taken in the summer portion of the full year sabbatical. An official transcript must be presented following the completion of courses.
8. An applicant who included travel as part of his leave of absence shall include with his application a detailed itinerary of his trip which will indicate specific ways in which the travel is directly related and necessary to the accomplishment of the program of study.
9. The credit requirements, or any of the above requirements, may be waived by the Superintendent of Schools. A variation essential and necessary to meet the purposes of the Sabbatical Leave may be considered provided the request is fully explained and included in the application for said leave.

FINANCIAL POLICIES

1. Compensation for a staff member under a Sabbatical Leave shall be as follows:
 - a. For one semester, the compensation will be a full base pay for one-half year.
 - b. For a full school year leave, the compensation will be 2/3 of base pay. In addition, for a leave of one year duration, a tuition allowance of up to a maximum of \$1,500 will be paid towards the cost of tuition, textbooks and fees incidental to college or university study. In no case will a staff member receive from leave pay, tuition allowance, grants or stipends, an amount in excess of the regular full base salary of the employee.
2. Payment of salary to a staff member on leave shall be made in accordance with the provisions of the Board of Education for payment of salary to other members of the professional staff. The employee on leave shall be responsible for keeping the Business Office advised of his address.
3. Staff members on leave will be considered in the employ of the Board of Education and shall retain all rights of tenure, retirement, salary rating and insurance.
4. Monies paid to the staff member during the time he is on leave of absence are subject to the required deductions: withholding taxes, social security, pension, insurance and other authorized deductions.
5. If a staff member on Sabbatical Leave fails to fulfill, successfully, all of the requirements and purposes for which the leave was granted, the Superintendent of Schools shall report this fact to the Board of Education and the Board may terminate the leave of absence. However, the employee will be granted an opportunity to present to the Superintendent of Schools, in writing, any circumstances that may warrant a partial or full waiver of the following provisions:
 - a. The recipient will be liable for the repayment of funds expended on his behalf for the purpose of this leave.
 - b. The latter stipulation applies also to a staff member who completes the leave in duration of time, but who does not fulfill, successfully, all of the requirements and purposes for which the leave was granted.

RETURN TO SERVICE

At the expiration or termination of the leave of absence, a staff member shall be assigned to a position in his tenure area.

REPORTS

1. A typewritten report shall be filed with the Superintendent of Schools at the mid-point of the period for which the leave of absence was granted. This report shall contain sufficient information consistent with the objectives and purposes of the leave.

2. Upon completion of the leave, a comprehensive typewritten report shall be filed with the Superintendent of Schools. This report shall cover in detail the work completed during the period of the leave. It shall also have the applicant's appraisal of the value of the activities while on leave and the manner in which the knowledge and experience gained is of benefit to the Copiague School District and the pupils of the District.
3. The staff member shall provide any additional written or verbal reports the Superintendent of Schools may require.

APPLICATION AND DUE DATES

Professional staff members shall make application for a Sabbatical Leave, in writing, on forms provided for this purpose by the Central Office.

Applications for such leaves are due by February 1 for leaves to be granted during the next school year.

The Superintendent of Schools shall make every effort to give notice to the applicant by May 1 whether the leave has been approved.