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TA/4859

COXSACKIE-ATHENS CENTRAL SCHOOL DISTRICT

AND

COXSACKIE-ATHENS TEACHERS ASSOCIATION



COLLECTIVE BARGAINING AGREEMENT

July 1, 2005 to June 30, 2008

**RECEIVED**

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NYS PUBLIC EMPLOYMENT  
RELATIONS BOARD

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## **PREAMBLE**

In order to effectuate the provisions of Chapter 390 of the Laws of 1967 (The Public Employee's Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Cocksackie-Athens Central School District (hereinafter referred to as the "District") and its professional employees represented by the Cocksackie-Athens Teachers Association (hereinafter referred to as the "Association"), and to enable the certified professional employees more fully to participate in an advisory capacity and contribute to the development of policies for the School district so that the cause of public education may best be served in the Cocksackie-Athens Central School District;

This Agreement is made and entered into by and between the District and the Association.

## **ARTICLE I - RECOGNITION**

The District recognizes the Cocksackie-Athens Teachers' Association as the exclusive representative for the purpose of negotiating collectively in the determination and settlement of grievances arising under, the terms and conditions of, employment of all certified instructional employees of the District, including registered school nurse, licensed practical nurse, certified occupational therapy assistant, teacher of speech and hearing handicapped, social worker and school psychologist, except the Superintendent of Schools, Chief Financial Officer, Principals, Director of Pupil Personnel Services, Director of Special Education, Administrator for Student Discipline/Athletic Director, Director of Technology & Curriculum Integration and instructional employees employed exclusively on an hourly or daily basis. The Association shall have unchallenged representation status for the maximum period permitted by law on the date of execution of this Agreement.

## **ARTICLE 2 - DUES DEDUCTION/AGENCY FEE**

### **A. Voluntary Dues Deduction**

1. The District agrees to deduct from the salaries of members of the Cocksackie-Athens Teachers Association the combined dues for the Cocksackie-Athens Teachers Association and its professional affiliates as said members of the CATA shall individually and voluntarily authorize the District to deduct.
2. Individual authorization for dues deduction shall be in writing in the form set forth in Section 7 of this Article, and such authorization shall remain in effect so long as the individual executing same is employed by the School District or until revoked in writing by the individual executing same. An individual may withdraw their authorization for dues deduction by filing written notice to the effect with the School District Business Office.
3. The Cocksackie-Athens Teachers Association shall certify to the School District Business Office in writing by October 1st of each year the current rate of membership dues for the combined associations indicated in Section 1.
4. The Cocksackie-Athens Teachers Association shall submit to the School District Business Office a list of new members who have executed authorization cards along with their original authorization cards by October 1st of each year. The authorized deductions shall be made for each individual member by totaling the annual membership dues for the combined associations and deducting these total dues in sixteen equal installments commencing with the second payroll in October. Dues deductions shall continue for the specified period so long as the member is entitled to receive pay sufficient to cover the deductions. In the event a suspension of pay occurs for any member which prevents the Business Office from completing the total authorized deductions during the scheduled deduction period, the CATA shall make special arrangements with such member for the collection of the dues remaining unpaid.



5. A unit member who is initially employed by the District subsequent to October 1st of a school year may have dues deducted from the unit member's salary during that year. Dues deduction will commence on the first appropriate payroll following receipt by the Business Office of an executed dues deduction authorization card from the teacher and a certification of the total amount of dues to be deducted for that teacher from the Association.
6. The District will deduct and remit payments to NYSUT Benefit Trust upon submission of a signed authorization form (copy attached hereto) to the District for any NYSUT member or agency fee payer. The authorization may be discontinued at the end of its term upon written notice by the employee to the District. The District shall remit to NYSUT the payments deducted and shall furnish the plan and the CATA with a list of all members from whose salaries such deductions have been made.
7. Following each of the sixteen scheduled payrolls from which dues deductions are made, the School District Business Office shall transmit the total amount so deducted to the Treasurer of the CATA along with a listing of the members for whom deductions were made and the amount deducted for each. The Cocksackie-Athens Teachers Association shall be responsible for the final accounting of all dues receipts and distributions.
8. The individual authorization card for dues deduction shall be in the following form:

## **AUTHORIZATION FOR DUES DEDUCTION**

NAME: \_\_\_\_\_

(Last)

(First)

(Initial)

TO: The Board of Education of Cossackie-Athens Central School District

I hereby authorize you, according to arrangement agreed upon with the Cossackie-Athens Teachers Association, to deduct from my salary and transmit to said Association, dues as certified by said Association. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability therefore. I revoke any and all instruments heretofore made by me for such purposes. This authority shall remain in full force and effect for all purposes while I am employed in this school system, or until revoked by me in writing.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### **B. Agency Fee**

1. The District shall deduct from the salaries of those members of the bargaining unit who are not members of the Association a service fee (agency fee) equivalent to the total annual per capital dues paid by members of the Association.
2. The agency fee shall be deducted in the same manner as payroll deduction of dues, described in Section A above.
3. Any bargaining unit member subject to the agency fee charge who is employed for less than a full school year or for less than a full-time equivalent position shall pay a service fee equivalent to the pro rata portion of the total dues paid by members of the Association.
4. The Association has affirmed that it has adopted the procedure for refund of agency fee deduction as required in Section 208-3(b) of the Civil Service Law.
5. The Association hereby agrees that it will at all times hereafter indemnify and save harmless the District against any liability, loss, damage, cost or expense which it may incur or sustain by reason of any action, suit or proceeding which may be brought against the District by any other person,

firm or corporation that may have been or may be claimed to have been damaged or injured in any way by reason of the foregoing agency fee provision in this contract. It is further agreed that in the event any action, suit or proceeding is brought against the District or any officer or employee for any liability arising out of the aforesaid agency fee provision the said District or District officer or employee shall at once give notice in writing to the Association by mail addressed to the President of the Association. Upon the giving of such notice the Association at its own expense shall defend any such action, suit, or proceeding and take all such steps as may be necessary or proper therein to prevent the obtaining of a judgment against the District or its officer or employee, and in the event that any such judgment is obtained by the District prior to the making of any demand upon the District for payment, will pay such judgment in its entirety.

### **ARTICLE 3 - RESPONSIBILITIES AND PRACTICES**

- A. The Association and the District recognize their common responsibility to work together to establish and maintain a climate conducive to producing the best possible teaching-learning situation. Both parties agree to cooperate in fostering mutual respect for each other and to strive for mutually acceptable solutions to problems confronting each in the fulfillment of their responsibilities.
- B. The District agrees that neither it nor any of its administrative agents shall discriminate against any unit member by reason of race, creed, color, national origin, sex, marital status, political activities or membership or participation in the activities of the Association.
- C. The Association agrees that it shall admit all unit members to membership without discrimination by reason of race, creed, color, national origin, sex, marital status, political activities or prior membership or past participation in the activities of any other employee organization.

- D. It is recognized by both parties that the unit members have the right to join, or not to join, any organization for their professional or economic improvement, but no membership in any organization shall be required as a condition of employment in this School District.
- E. Complaints regarding a unit member made to any member of the administration by any parent, student or other person will be called to the attention of the teacher.
- F. The Association recognizes the authority and responsibility of the Administration to counsel unit members. All such counseling shall be done in private. Any discipline of a unit member shall be in accordance with applicable Education Law.
- G. Registered school nurses and occupational therapist assistants shall be subject to discharge for good and just causes, and where appropriate, in accordance with Civil Service Law.
- H. The Superintendent and Association President(s) shall meet at least monthly to discuss mutual concerns.

#### **ARTICLE 4 - NEGOTIATION PROCEDURES**

- A. After an agreement between the District and the Association has been signed by both parties, it is possible that situations might arise which would cause either or both of the parties to desire a re-opening of negotiation procedures. Such situations might concern points inadvertently left out of the agreement, or points in the agreement that may need further study or revision. In this event, it is necessary that both the District and the Association consent to re-opening negotiations. If either side refuses to consent to re-opening negotiations, the signed agreement in effect is binding until expiration of that agreement.
- B. No later than January 15th of the school year the contract expires, the parties will enter into good faith negotiations over a successor agreement. In the event an impasse should occur at any time during the course of negotiations, the parties shall request the State Public Employment Relations Board to assist the parties to reach an agreement. Mediation and fact finding will be governed by the provisions of Section 209 of the Public Employees Fair Employment Act.
- C. Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its representatives from within or outside the School District. While no final agreement shall be executed without ratification by the Association and the Board of Education, the parties mutually pledge that their representatives will be empowered with all necessary authority to make proposals, consider proposals, and reach compromises in the course of negotiations.

#### **ARTICLE 5 - GRIEVANCE PROCEDURES**

##### **A. Purpose**

It shall be the policy of the District and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of discrimination because of its use. An informal settlement at any

stage shall bind the immediate parties to the settlement but shall not be precedent in a later grievance proceeding. Such informal settlement shall be consistent with the terms of this Agreement.

**B. Definitions**

1. A "grievance" shall mean any alleged violation of this agreement or any dispute with respect to its meaning or application.
2. A "teacher" shall mean any person in the unit covered by this agreement.
3. An "aggrieved party" shall mean a teacher or group of teachers who submit a grievance, or the Association when it submits a grievance.

**C. Submission of Grievances**

1. A grievance shall be deemed waived unless it is submitted within twenty (20) school days after the aggrieved party knew or should have known of the events or conditions on which it is based.
2. The aggrieved party must attempt to resolve the grievance informally with the appropriate Building Principal as the first step.
3. Each grievance not resolved informally at the first stage shall be submitted in writing and shall identify the aggrieved party, the provision of this agreement involved in the grievance, the time and place of the alleged events or conditions constituting the grievance and, if known, the identity of the person responsible for causing such events or conditions in a general statement of the grievance and redress sought by the aggrieved party.  
(See Appendix F)

**D. Formal Grievance Procedures**

1. The aggrieved party shall submit the grievance to the Building Principal, if it is limited in effect to one school. Otherwise, it shall be submitted directly to the Superintendent of Schools.

2. The Building Principal shall respond in writing to each written grievance received. If the aggrieved party is not satisfied with the response of the Building Principal or if no response is received within five school days after the submission of a grievance, such aggrieved party may submit a copy of the grievance to the Superintendent of Schools.
3. The Superintendent of Schools or designee representative shall, upon request, confer with the aggrieved party with respect to the grievance and shall deliver to the aggrieved party and the Association a written statement of the Superintendent's position with respect to it no later than ten (10) school days after it is received.
4. If the Association is not satisfied with the statement of the Superintendent of Schools with respect to the grievance, the Association may, within ten (10) school days after receiving the statement, refer the grievance to arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association.

**E. Arbitration**

1. Arbitration of the grievance shall be conducted in the School District office, Sunset Boulevard, Cossackie, New York.
2. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The arbitrator shall have no power to alter, add to or detract from the provisions of the agreement. The decision of the arbitrator shall be final and binding.
3. The cost of arbitration shall be borne equally by the District and the Association.
4. The election to submit a grievance to arbitration shall automatically be a waiver of all other remedies or forums outside the provisions of this Article

which otherwise could be available for the resolution of the grievance until the arbitrator has rendered a decision.

## **ARTICLE 6 - TEACHING LOAD**

### **A. Middle and Secondary Teachers**

1. If a traditional schedule of seven instructional periods daily is in effect, the District will assign no more than 25 classroom periods of instruction weekly with no more than 6 classroom periods of instruction daily to a middle school and/or secondary teacher. The District will assign no more than 5 classroom periods of non-teaching duty weekly, exclusive of home-room supervision, to a middle school and/or secondary teacher. If it is necessary to assign more than 25 classroom periods of instruction weekly to a middle school and/or secondary teacher, the teacher's periods of non-teaching duty will be reduced accordingly so that no middle school and/or secondary teacher will have more than 30 classroom periods of instruction and non-teaching duty assigned weekly. In assigning middle school and/or secondary teaching duties, the District will keep the number of different course preparations and number of different levels taught daily to a minimum.

The District may assign band and chorus in ninth period, four days per week, exclusive of Fridays.

9<sup>th</sup> Period – Barring other professional obligations, all teachers are required to offer 9<sup>th</sup> period remediation opportunity for their own students (but not on Friday). It is also expected that teachers will post their availability for the 9<sup>th</sup> period at the end of the previous week. Teachers shall keep a log of student attendance.

2. The District will assign curriculum leaders and team leaders one less period of duty daily than the maximum number of periods of assigned duty provided in Section 1 above.



3. Unit members may leave the building at the end of eighth period on the final day of scheduled session each week.
4. Middle school and/or secondary teachers shall be assigned, on a rotating basis, to supervise an extended detention period. The extended detention period shall begin at the start of eighth period and extend no longer than two hours. The extended detention shall be held twice per week, the days of the week to be determined by the District. Extended detention shall not be scheduled on Friday or the last day of any work week. Two middle school and/or secondary teachers shall be assigned to each extended detention period.
5. The working conditions for all grade levels assigned to the middle school shall be the same as those traditionally applied to grades 7 and 8.

It is understood that unit members in the middle school within the N, K-6 tenure area shall retain all statutory rights applicable to the N, K-6 tenure area and shall remain unchanged by virtue of providing instruction in the middle school setting. (e.g. seniority, tenure rights, EL 3013.)

**B. Elementary Teachers (K-4)**

1. The District guarantees a total of not less than 200 unassigned, unencumbered minutes per five day week during the student day for planning time. Of the 200 minutes, the District will provide planning time of at least 30 consecutive minutes daily in addition to a 30 minute duty free lunch period.
2. If an elementary teacher's class size maximum in Section C below is exceeded, the Building Principal will relieve the impact on that teacher by providing teacher aide time or release from a non-instructional duty.

### C. K-12 Teachers

The District will establish the following goals with regard to class size:

	<u>Average</u>	<u>Maximum</u>
Elementary Primary (Grades K-3)	26@	30
Elementary Intermediate (Grades 4-6)	28@	32
Secondary Physical Education	30*	35
Secondary Technology and Home Careers	20*	24
Secondary Art (Grades 9-12)	22*	26
Secondary Low Ability Discipline Group (Grades 7 & 8)		20
Secondary - All other than above	30*	32

@Average per level per building

\*Average per class per teacher

The parties to this Agreement hereby agree to re-open negotiations on class size for Secondary Technology and Home Careers if the direction of the program changes.

- D. The District will assign one teacher or aide for each 50 students or fraction thereof in a large group study hall. The District will assign insofar as possible, supervision of classroom study halls of seventh and eighth grade students only to teachers who teach primarily seventh and eighth grade students.
- E. The District will employ a substitute whenever a unit member is absent. Unit members will be expected to assist other unit members by accepting part of their responsibilities in emergency situations when a unit member is absent from the unit member's regular assignment and a substitute cannot be secured to replace the unit member.
- F. Whenever possible a unit member will notify the Substitute Calling Service by a time designated by the principal if the unit member is to be absent.

- G. Teachers will be available in both elementary schools on a voluntary basis to assist those students requiring or requesting special assistance or for extra-curricular activities or projects one day per week until 4:30 p.m., such day to be determined by the Building Principal after consultation with the certified staff.
- H. The District will schedule noon hour supervision of students so that no more than five teachers will be required to be on noon hour duty in each building at any one time. In the event of an emergency in any building, additional assistance may be requested from other certified staff members.
- I. Unit members will be expected to perform the following as part of their regular duties:
  - 1. Participate in supervision of homerooms, study halls, corridors and assemblies.
  - 2. Conduct class or school sponsored trips.
  - 3. Assist in noontime supervision.
  - 4. Assist in loading and unloading buses.
  - 5. Supervise detention sessions.
  - 6. Attend Parent Meetings whenever possible.
- J. The teacher work day in the middle school and high school shall be 7:55 a.m. through 3:20 p.m. on Monday through Thursday and 7:55 a.m. through 2:20 p.m. on Friday, or the last day of scheduled classes each week.

The teacher work day for the Cocksackie and E.J. Arthur Elementary Schools shall be 8:45 a.m. through 3:30 p.m.

There will be no additional student contact time scheduled by virtue of any lengthening of the teacher work day.

All unit members recognize their professional responsibilities to the District and shall abide by such professional obligations.

- K. Upon request of the building administrators, unit members shall be responsible for attending a maximum of two evening events per school year, in addition to attending scheduled parent teacher conferences.

#### **ARTICLE 7 - FACULTY MEETINGS**

- A. The District will schedule faculty meetings which are held other than during normal school hours, only when at least one week's advance notice is given. Mondays shall be reserved for secondary faculty meetings. Elementary faculty meetings will be scheduled by the building principal after consultation with the certified staff in the building. The Superintendent of Schools may call a general faculty meeting or a Building Principal may call a building faculty meeting without advance notice at any time due to an emergency.
- B. Faculty meetings shall normally be held on days when teachers are not required to attend Parent-Teacher Meetings, Open House, Parents Night, or Parent-Teacher Conferences. Except in case of an emergency, faculty meetings will not be held after 3:30 p.m. on any Wednesday.

#### **ARTICLE 8 - WORKING CONDITIONS**

- A. Upon the unit member's request, the building principal will provide building keys and the security code for the bargaining unit member's use on weekends or vacation periods. Any abuse of this privilege could result in a unit member being refused the key.
- B. The total length of the work year shall not exceed 188 days (188<sup>th</sup> day a conference day) days, commencing no earlier than September 1 and ending no later than June 30, inclusive of all instructional days, conference days, inservice workshop days and examination days. The final two days of scheduled sessions for students in June will be limited to 1 one-half day session provided that at least 180 full days of attendance, consistent with the requirements of Section 175.5 of the Regulations of the Commissioner of Education, have been met, exclusive of the final two scheduled days. If 180 days have been com-

pleted, exclusive of the last scheduled day, the final day will be without students.

The last day of student attendance will be for one hour. The day before the last student attendance day will be a half-day without lunch for students. Two early release days will be scheduled during the month of June. The determination of these two days will be by a unanimous decision of the District and the Association.

No later than May 15, the Association and the District will meet to determine if any adjustments need to be made for the early release days in June due to snow day use beyond those provided in the school calendar. Such adjustment will be made to the calendar for the month of June.

- C. Clerical services will be provided in each building to assist teachers in the preparation of typed and/or duplicated material for instructional use. All such material must be submitted with the appropriate written instructions to the building principal's secretary far enough in advance of the time needed to be reasonably completed. The scheduling of clerical services for teachers in each building will be the responsibility of the building principal. The Superintendent of Schools will ask the Teachers Association President for suggestions regarding the school calendar prior to the adoption of the calendar by the Board of Education.
- D. Bargaining unit members will have full access to the use of a copy machine in the building to which they are assigned between the hours of 7:00 a.m. and 4:30 p.m.
- E. Teacher Aides/Teaching Assistants will be provided at the Elementary level during the last week of the teaching year, to provide assistance with the end of year procedures.

Each elementary building shall form a committee of Association members and principals who will examine the procedures for the last week of school. The committee will submit its recommendations to the Superintendent. The deci-

sions of these committees shall be reached by consensus. One topic for discussion will be the scheduling of field days.

- F. The District will reimburse a unit member for the cost of replacing with like kind or repairing dentures, eyeglasses, hearing aids, or articles of clothing which are damaged or destroyed as a result of an identifiable act of vandalism or violence suffered by a unit member while said unit member is acting in the discharge of the unit member's duties within the scope of employment, only to the extent that such cost of replacement or repair of said items is not covered by provisions of Workers' Compensation Insurance or employee health and/or dental insurance plans or student reimbursement.

**G. Transfer or Reassignment**

1. The District shall give notice in writing of a transfer or reassignment of a unit member by June 30, except when extenuating circumstances delay the development of a master schedule or developments after June 30 compel transfers or reassignments.
  - a. Transfer shall mean a change in building assignment.
  - b. Reassignment shall mean:
    - Elementary - grade level changes
    - Middle School/High School - a change from the previous year's course assignment.
2. Current employees who apply for newly-posted vacancies will have their qualifications reviewed by the responsible administrator and considered for transfer into that vacancy. Should the administrator decide to grant the transfer, he/she will do so and a posting and screening will be done for the then newly created vacancy.

Should the current employee not be granted the transfer, he/she will be so notified in writing by the responsible administrator. Following said notification, the issue of that person's candidacy is concluded.

Should the person so request, a personal meeting will be held with the principal and/or Superintendent. Such meeting shall be scheduled no later than 10 school days following notification of the denial of the transfer.

3. When a transfer or reassignment is made, the unit member and an administrator will discuss the reasons for such change.
4. Unit members who are transferred or reassigned to teach in an uncertified area will receive payment for courses in accordance with Article 17.K. Any such transfer or reassignment must be made in accordance with the applicable rule, regulation, statute or laws.

#### **H. Vacancies**

When any vacancy occurs in the professionally certified staff of the School District, the District will notify the Association President(s). Notices will also be posted on the office bulletin boards in each building for five (5) days.

Vacancy notification will be made for all positions with a salary of \$500 or more.

If a vacancy occurs during vacation notice will be posted in the office of each building and a copy mailed to the President(s) of the Association. If a vacancy occurs between August 1 and September 15, notice will not be posted but a copy will be mailed to the President(s) of the Association.

#### **I. Tenure Appointment**

A probationary unit member will be informed of the Superintendent of Schools' recommendation to the Board of Education regarding the unit member's tenure appointment not less than 60 days before the recommendation is presented to the Board of Education.

**J. Work Schedules for RNs, OTA, & LPNs**

For registered school nurses, licensed practical nurses and occupational therapist assistants, the regular work day and regular work week shall be set by the administration to meet the needs of the school program. The employee shall review the work schedule with the immediate supervisor to whom he/she is directly responsible.

**K. Working Conditions**

To the extent possible, part-time teachers will be given consecutive teaching assignments and a written schedule. A copy of the written schedule will be given to the Association.

**ARTICLE 9 - PUPIL DISCIPLINE**

Whenever a pupil is continuously disruptive and unruly, the affected unit member will have a conference with the appropriate building principal concerning the child's behavior. Prior to the conference the unit member shall submit a written report detailing the nature of the offense and the corrective action taken prior to the child being sent to the office. The administration will then report back to the unit member concerning what corrective action has been taken to help alleviate the problem.

**ARTICLE 10 - TEACHER EVALUATION**

- A. The District, through its administrators, has the right and obligation to evaluate the performance of bargaining unit members; formal classroom observations are a component of this evaluation process. The District shall comply with the requirements of applicable law in such evaluation.



## **B. Formal Observations**

1. Formal observations of classroom teachers shall be conducted periodically throughout each school year, in accordance with the following:
  - a. Each tenured classroom teacher shall be observed at least once per school year.
  - b. Each probationary classroom teacher shall be observed at least two (2) times during each school year of the probationary period; at least one such observation shall be conducted on or before December 1<sup>st</sup>. A second shall be conducted by March 15<sup>th</sup>, however, if there is an indication of satisfactory performance as evidenced by the previous observation report, then the classroom teacher and principal may mutually agree to set an alternate date beyond the March 15<sup>th</sup> date. In no case should the alternate date be beyond May 1<sup>st</sup>.
2. A formal observation of a classroom teacher shall be conducted for a full class period, or a full lesson, whichever is more appropriate to the instructional setting.
3. Formal classroom observations shall be conducted openly, with the full knowledge of the unit member, and without the use of recording and/or surveillance equipment. The unit member's lesson may be videotaped, with the consent of both the unit member and the District.
4. Formal observations shall be reported on the standard District observation form. No later than ten school days after the observation a copy of the written report of the observation shall be provided to the bargaining unit member. No later than ten (10) school days following receipt of the written observation report, the bargaining unit member and the observer shall meet to review the report. The bargaining unit member shall sign the written report; such signature shall signify only that the bargaining unit member has seen and reviewed the report and shall not be interpreted as indicating agreement with the content of the report. The bargaining unit member shall have the right to submit a written response, within ten (10)

school days of this post-observation conference, and that response shall be attached to the observation report and both shall then be placed in the personnel file.

5. Formal observations of the performance of bargaining unit members other than classroom teachers shall be conducted consistent with the formal observation procedures for classroom teachers. Such procedures will be followed to the extent possible given the nature of the duties of each unit member's position.

**C. Annual Professional Performance Review (APPR)**

1. The final APPR shall be prepared by June 1<sup>st</sup> for each bargaining unit member for each school year and shall be based on matters previously addressed with the unit member and the formal observation process.
2. The APPR shall be reported on the standard APPR form. Prior to preparation by the evaluator of a draft, APPR the bargaining unit members input into the evaluation will be solicited by providing the bargaining unit member with a blank APPR Form no later than May 1<sup>st</sup>, to be returned to the evaluator within five (5) school days of receipt. The evaluator shall meet with the bargaining unit member no later than May 20<sup>th</sup> to review and discuss the content of a draft APPR a copy of which will be provided to the bargaining unit member in advance of the meeting.

Subsequent to that meeting, the evaluator will prepare a final version of the APPR which will be returned to the bargaining unit member within ten school days following such meeting. The bargaining unit member shall sign the final APPR such signature shall signify only that the bargaining unit member has seen and reviewed the evaluation and shall not be interpreted as indicating agreement with its content. The bargaining unit member shall have the right to submit a written response, within ten (10) school days of receipt of the final version of the APPR and that response shall be attached to the APPR and then both shall be placed in the personnel file.

- D. The standard District observation form and the standard district APPR form shall be used district-wide and shall not be varied in individual buildings without the review and approval of the Annual Professional Performance Review (APPR) Committee.
- E. In accordance with section 100.2 of the Commissioner's Regulations, the following addresses the performance of teachers whose performance is evaluated as unsatisfactory, and shall require the development of a teacher improvement plan. In the event of an unsatisfactory rating, the teacher and administrator shall collaborate to write a Teacher Improvement Plan. The plan must focus on those areas deemed deficient, and shall include the criteria specified for a teacher improvement plan in the regulations of the commissioner.

#### **ARTICLE 11 - PERSONNEL FILES**

- A. No material derogatory to a unit member's conduct, service, character, or personality will be placed in the unit member's personnel file unless the teacher has had the opportunity to review such material. The unit member will be required to sign the material to signify that the unit member has reviewed same, and will have the right to submit a written response to the material which will be affixed to same before it is placed in the unit member's file.
- B. A unit member will have the right, upon request, to review the contents of the unit member's personnel file in the presence of the Superintendent of Schools. A unit member will be entitled to have any individual the unit member chooses accompany him/her during such review.

#### **ARTICLE 12 - PAID LEAVES OF ABSENCE**

##### **A. Sick Leave**

- 1. (a) Each tenured unit member employed on a ten month basis shall be allowed fifteen (15) days sick leave per year granted on the first day of employment, the unused days of each year to be accumulated to a maximum of 220 days. Each tenured unit member employed on an

eleven month basis shall be allowed sixteen and one-half (16.5) days sick leave per year granted on the first day of employment, the unused days of each year to be accumulated to a maximum of 240 days. The new year's credit shall be counted in determining the cumulative total at the beginning of each year.

- (b) Non-tenured unit members employed on a ten-month basis shall be allowed twelve (12) days sick leave per year granted on the first day of employment. Each non-tenured unit member employed on an eleven-month basis shall be allowed thirteen and five tenths (13.5) days sick leave per year granted on the first day of employment. The year following receipt of tenure the unit member will be credited with fifteen (15) days per year or sixteen and one half (16.5) days per year, whichever is appropriate, in accordance with paragraph "A.1.(a)" above.
- (c) Registered school nurses, occupational therapist assistants and LPN's shall be entitled to fifteen (15) days sick leave per year to be accumulated to a maximum of 200 days. LPN's may accumulate 206 sick leave days effective July 1, 2005, 210 days effective July 1, 2006, and 214 sick leave days effective July 1, 2007.

The new year's sick leave credit shall be counted in determining the cumulative sick leave total at July 1 of each year. New full-time employees, whose employment commences after July 1 of any year shall receive sick leave credit for the remainder of that school year prorated on the basis of the number of months remaining in the school year when employed and the annual sick leave allowance as provided above.

A maximum of fifteen (15) days per year of accumulated sick leave credit may be used for absence due to illness in the immediate family. Illness shall include visits by a member of the employee's immediate family to doctors and/or dentists which cannot otherwise be sched-

uled causing the employee's absence from normal duties. Immediate family shall be defined as children of an employee, parent, husband, wife, brother, sister, or a permanent member of the employee's household.

2. Accumulated sick leave credit may be used for (a) personal illness, (b) family illness or, (c) physical disability, subject to the following terms and conditions:
  - a. Personal illness shall include visits to a licensed health care provider which cannot be scheduled except during normal school time, causing a teacher's absence from the unit member's normal duties.
  - b. Family illness shall include emergency visits by a member of the unit member's immediate family to a licensed health care provider which occurs during normal school time causing a unit member's absence from the unit member's normal duties. Immediate family shall be defined as the unit member's child, parent, husband, wife, brother, sister, or a permanent member of the unit member's household. A maximum of 15 days per school year of a unit member's accumulated sick leave credit may be used for absence due to family illness or family physical disability.
  - c. A unit member absent as a result of personal injury in the course of employment entitling the unit member to benefits under the Worker's Compensation Insurance Law of the State of New York shall receive full salary during the period of disability up to the unit member's number of accumulated sick leave days, except as provided in Subsection A.2.d. below. All days of absence due to job-incurred disability in excess of accumulated sick leave shall be without salary. The District shall file for re-

imbursement of salary paid the unit member during the period of absence due to job-incurred disability, and shall reinstate to the teacher's accumulated sick leave account the number of days derived as follows:

Total amount of reimbursement received by the District divided by the teacher's daily rate of pay ( $1/200$  of annual salary), with any fraction rounded to the next higher whole number of days.

- d. A unit member absent as a result of personal injury sustained from a physical assault by a student(s) in the course of employment entitling the unit member to benefits under the Worker's Compensation Insurance Laws of the State of New York shall receive full salary for a period of disability of up to one full year at the discretion of the District with no effect upon the individual's sick leave accumulation.
- e. The Superintendent of Schools may require, at the Superintendent's discretion, a physician's certificate after two consecutive days of absence under provisions 2(a) and (b) above.
- f. When the registered school nurse/LPN/occupational therapist assistant is absent from duties as a result of personal injury incurred in the course of employment entitling him/her to benefits under the Worker's Compensation Laws of the State of New York, the employee shall receive full salary from the employer during the period of disability up to the employee's number of accumulated sick leave days. If the employee's period of disability from the job-incurred injury exceeds the employee's accumulated sick leave, all days of absence in excess of accumulated sick leave shall be without salary from the employer. The employer shall file with its Worker's Compensation Insurance carrier for reimbursement of wages paid the employee during the

period of disability and shall reinstate to the employee's accumulated sick leave account the number of days derived by the following determination:

Total amount of reimbursement received by the employer divided by the employee's daily rate of pay, with any fraction in the quotient rounded to the next highest whole number of days.

The Superintendent of Schools may require, at his discretion, a physician's certificate regarding the illness of this employee. Pay for any absence shall be subject to the approval of the Superintendent of Schools.

- g. The employee does hereby agree to have a comprehensive medical examination in accordance with Board Policy and a report of that examination shall be filed in the District records.

#### **B. Sick Leave Bank**

A sick leave bank shall be established in which any unit member covered by the terms of this agreement may elect to participate. A unit member electing to participate shall submit in writing to the District by September 30th of any school year a waiver of up to two days from that year's sick leave allowance to be placed in the bank. A unit member who has contributed to the sick leave bank in any school year will be eligible to apply for and receive up to 10 days sick leave for each day contributed up to a maximum of 40 days in any school year, provided sufficient days are in the bank to cover required withdrawals. Withdrawals from the bank shall be limited to unit members who are disabled by a catastrophic illness or accident (other than a job-related illness or accident) and who have exhausted their personal sick leave accumulation. Requests for withdrawal of days from the bank by any teacher shall be submitted in writing to the Superintendent of Schools. Approval of withdrawal of days from the bank shall be made by a committee composed of the Superintendent

of Schools and the President of the Association. The decisions of the above committee shall be final and binding.

All terms of the sick leave bank are applicable to registered school nurses/LPNs and occupational therapist assistants.

**C. Personal Leave**

1. Each unit member shall be granted up to three (3) days of leave per year without salary deduction in order to meet important personal business obligations which cannot be conducted during non-school time subject to the following terms and conditions:
  - a. Request for authorized leave must be made in writing in advance, with the reason specified, to the Superintendent of Schools for his approval, except in extenuating circumstances.
  - b. Leave days may not be used to extend holidays in the school calendar. Exceptions for unusual circumstances may be approved at the discretion of the Superintendent of Schools.
  - c. Unused days shall be added to the unit member's sick leave accumulation each year.



#### **D. Bereavement Leave**

1. Each unit member shall be granted up to three (3) days of leave per year without salary deduction for absence due to death in the family or immediate household. Additional days may be granted at the discretion of the Superintendent.
2. Unused days shall be non-cumulative from year to year.

#### **E. School Business Leave**

1. A unit member's absence to visit another School District or to attend a workshop, meeting or conference approved by the District shall be considered school business leave and shall be without salary deduction. Absence for attendance as an official delegate to the annual New York State United Teachers Representative Assembly and the annual New York State Teachers Retirement System Board Election shall be considered business leave.
2. The Association President(s) and/or his/her designees shall be granted a maximum total of 12 days per year of paid leave with no charge to leave credits, to attend to Association business. The use of such leave is subject to notification to the Superintendent at least one day in advance.

The Association will reimburse the District for any costs incurred by the District including the cost of hiring substitutes as a result of the use of Association leave.

#### **F. Jury Duty Leave**

1. A unit member shall be granted leave without salary deduction to serve on a jury, subject to the following terms and conditions:
  - a. The unit member shall return all per diem pay for jury service to the School District upon receipt of same (travel and meal allowances excluded.)

- b. The unit member shall report to school for the unit member's normal assignment on any given school day when jury service is not required or when the unit member is excused from jury service prior to 12:00 noon. For registered school nurse/LPNs and occupational therapist assistant, he/she shall report to work prior to regular starting work time.
- c. The terms of jury duty leave as set forth herein shall apply to registered school nurses/LPNs and occupational therapist assistants.

**G. Professional Improvement Leave**

Professional improvement leave may be granted, at the discretion of the District, in accordance with the provisions of Article 14, Section E.

**H. Other Paid Leaves of Absence**

- 1. Leaves of absence with pay shall be granted as required by applicable provisions of the Military Law for required services in the organized militia, reserves or military forces of the country.
- 2. Leaves of absence with pay may be granted, if requested, for exchange teaching in accordance with applicable provisions of the Education Law.
- 3. Any leave requested for registered school nurses, LPN's or occupational therapist assistants, in addition to that provided in prior sections above, shall be considered on an individual basis by the employer, to be granted at the discretion of the employer.

**ARTICLE 13 - UNPAID LEAVES OF ABSENCE**

**A. Military Leave**

A leave of absence for military service shall be granted as required in accordance with applicable statutes of the Military Law.

## **B. Extended Leaves of Absence**

1. A leave of absence without pay may be granted, at the discretion of the District, for a period not to exceed two (2) years, subject to the following terms and conditions:
  - a. The request for the leave must be in writing and state the reason for the requested leave.
  - b. A unit member shall have all rights and benefits restored to the unit member upon return from leave and the unit member will be assigned to the same position the unit member held prior to commencement of leave, if available, or if not, to a position in the same tenure area. The unit member shall be placed on the same level and step of the salary schedule the unit member was on when leave commenced, except if the unit member served at least five months of the school year during which leave commenced, the unit member shall be placed on the next higher step of the salary schedule.
  - c. A unit member who was a participant in the Health Insurance Plan and/or Dental Insurance Plan and was enrolled in the local School District group when leave commenced may continue participation in either or both plans and enrollment in the group by paying the full rate of contribution costs (both District and employee share) to the School District during such leave.
  - d. A unit member on leave of absence for one school year or more shall notify the District in writing as to the unit member's intention to return to service at least five months prior to the expiration date of such leave. If the District fails to receive timely notice, a letter of inquiry shall be sent to the unit member at an address provided for such purpose. The unit member's failure to respond to the District within

one month of such inquiry shall be assumed to constitute a resignation.

- e. Certification by a physician and/or the School District physician of the unit member's physical and mental ability to satisfactorily perform the teacher's normal duties may be required by the District before the unit member is returned to service.

### **C. Child Rearing Leave**

1. A child rearing leave of absence without pay shall be granted to a unit member who complies with the requirements of Section (2) below for a period not to exceed one (1) year. Requests for an additional one (1) year leave may be granted or denied at the discretion of the Board of Education.
2. A unit member requesting a child rearing leave must submit a written request to the Superintendent at least sixty (60) days prior to the commencement of the leave. Such request shall include the approximate commencement date and the date of return to teaching duties. Unit members who plan to request a child rearing leave should verbally advise the Superintendent at the earliest possible time.
3. Child rearing leave may be shortened or extended upon mutual agreement of the unit member and the Board of Education.
4. Upon return to regular employment in the School District the unit member shall be placed on the same level and step of the salary schedule the unit member was on when the leave commenced, except if the unit member served at least five months of the school year during which leave commenced, the unit member shall be placed on the next higher step of the salary schedule.
5. Prior to returning to the unit member's regular teaching duties, the District may require a unit member to submit a physician's written statement

declaring such teacher capable of performing the unit member's teaching duties.

6. The unit member must return from child rearing leave only at the beginning of a semester. The Superintendent and the Association President must mutually agree that extenuating circumstances exist which would necessitate the return from child rearing leave at a time other than the beginning of a semester.

- D. The Family Medical Leave Act of 1993 (FMLA) shall be considered the minimum standard for leaves of absences.

#### **ARTICLE 14 - PROFESSIONAL DEVELOPMENT**

##### **A. Conferences and Visitations**

1. The District shall pay all approved costs for a unit member's attendance at a professional conference or school visitation when such attendance is at the request of the District.
2. A unit member may file a written request for authorization to attend a professional conference or school visitation and be granted approval for attendance subject to the following terms and conditions:
  - a. The written request form must be filed with and recommended by building principal(s) at least ten days prior to the date of the conference or visitation. If the request is not recommended, the employee may appeal the building principal's decision to the Superintendent.
  - b. If the attendance of the unit member is adjudged by the Superintendent to be of demonstrable benefit to the school district, the attendance may be authorized and the District will 2005-2006 up to \$260 for approved conference expenses and up to \$110 for approved travel expenses; 2006-2007 up to \$275 for approved conference expenses and up to \$125 for approved travel expenses; 2007-2008 up to \$290

for approved conference expenses and up to \$140 for approved travel expenses.

- c. If the attendance of the unit member is adjudged by the Superintendent of Schools to be of insignificant benefit to the School District, attendance may be authorized without any reimbursement of the expenses.
  - d. The District agrees to appropriate the sum of at least \$5,000 to implement the terms of Section b. above.
- 3. Absence of a unit member from his regular assignment pursuant to Sections 1 and 2 above shall be considered school business leave and shall be without salary deduction.
  - 4. A unit member authorized to attend a professional conference or school visitation may be required to file a written report on the conference or visitation with the Superintendent of Schools.
  - 5. Reimbursement to a unit member for approved expenses pursuant to Sections 1 and 2 above shall be made after the unit member has filed a properly substantiated claim for same.

## **B. Professional Development**

- 1. Professional Development credit will be granted only for participation in approved Professional Development workshops conducted at times other than when school is in session.
- 2. Prior approval of the Superintendent of Schools will be necessary in order to receive credit for participation in workshops held outside the District.
- 3. For workshops where credit is not designated by a college or other institution, one clock hour is worth one credit.
- 4. In order for credit to be granted, the workshop must be based upon educational content which has been approved by the Superintendent of Schools.

5. Bargaining unit members who are instructors of professional development programs shall be paid \$40 per hour of instruction.
6. Payment for Professional Development workshops will be at the rate of 2005-2006 \$21.00 per clock hour; 2006-2007 \$22.50 per clock hour; 2007-2008 \$24 per clock hour each year earned in accordance with the above provisions. Payment will be made subsequent to the submission of proof of course completion.

### **C. Curriculum Development**

1. Any unit member who works outside of regular school hours on the development of a curriculum for use within the school system at the request of and approval by the District will receive 2005-2006 \$25.00; 2006-2007 \$26; 2007-2008 \$27 per hour. This rate will be effective with the ratification of this agreement. Payment will be received upon satisfactory participation and upon the recommendation of the building principal and the approval of the Superintendent.

### **D. Graduate Education**

1. Payment for approved and completed graduate courses selected by a unit member will be made in accordance with the following provisions:
  - a. Approved graduate study shall be graduate level courses offered by an accredited college or university which are directly related to the unit member's assignment and/or will be of substantial benefit to a unit member in more effectively carrying out the teacher's teaching assignment responsibilities.
  - b. The unit member must have at least a Bachelor's Degree (or Master's Degree) and hold permanent certification in the teacher's major teaching assignment area.

- c. Approval of the Superintendent of Schools prior to a unit member's enrollment may be waived at the discretion of the Superintendent of Schools due to extenuating circumstances.
  - d. Transcripts verifying satisfactory completion of any course must be received by the District before payment for credit hours of study for that course will commence.
  - e. Graduate credit hours shall be paid in accordance with Appendices "A", "B", "C", "D" and "E" of this agreement.
  - f. No payment will be made under the above provision of Section D.1 for graduate study completed during a professional improvement leave as provided in Section 13.E.
2. Payment for approved graduate courses selected by the District and completed by a unit member at the request of the District will be made in accordance with the following provisions:
- a. Approved graduate study shall be graduate level courses offered by an accredited college or university which in the judgment of the Superintendent of Schools will provide a unit member with permanent certification in another teaching area or broaden the unit member's background in the teacher's primary teaching assignment area.
  - b. Transcripts verifying satisfactory completion of any course taken under the provisions of Section a above must be received by the District before reimbursement of expenses will be made.
  - c. A unit member will be reimbursed directly for the following expenses incurred in satisfactorily completing any selected graduate level course:
    - (1) Full cost of tuition, registration, related fees and books.
    - (2) Travel allowance of \$20 daily for each day of class session.



- d. Reimbursement of expenses for satisfactory completion of graduate level courses under the above provisions will be made directly to the unit member by the District within 30 days of receipt of verifying transcripts and receipt of copies of tuition bills and related expense bills.
- e. Unit members will have the opportunity to indicate an interest in being considered for selection to attend graduate level courses for which the Superintendent of Schools will make a determination under the provisions of Section D.2 above.
- f. No payment will be made as provided in Section D.1. for graduate level courses completed in accordance with the provision of Section D.2.

**E. Professional Improvement Leave**

- 1. Professional improvement leave may be granted, at the discretion of the District, to a unit member who has served at least seven (7) years in the School District (extended leaves of absence without pay excepted), subject to the following terms and conditions:
  - a. No more than two (2) unit members in the District shall be granted such leave during any one school year.
  - b. Application for such leave is to be made no later than March 1st of the school year prior to the school year for which the leave is requested. Applicants will be informed no later than May 1st of the action taken on their application.
  - c. The leave must be of demonstrable benefit to the unit member and the School District and the application must contain a detailed plan of how the leave will be spent and how it will benefit the unit member and the District.

- d. The applicant will sign an agreement to return to service in the District for a two year period after completion of the leave, or repay the full amount of salary paid to the unit member by the School District during such leave, or a pro-rated amount of said salary dependent upon the length of time served if less than the stipulated two years. The repayment procedures may be waived at the discretion of the District due to extenuating circumstances. If the unit member fails to return to service in the District upon completion of said leave, the Association will not be held financially liable.
  - e. Leave will be granted for one year at one-half (1/2) pay or one-half (1/2) year at full pay, without restriction on grants or fellowship awards receivable.
  - f. Full tenure rights will be retained by the unit member and the leave period will be considered a full period of teaching service for all purposes. The unit member shall be returned to the same teaching position, if available, the unit member held prior to leave. If unavailable, the unit member shall be given a position in the same tenure area.
  - g. Compensation during leave will be by the method in effect throughout the District and all specified deductions will continue during such time.
- 2. If more than two unit members apply for professional improvement leave during the same school year, preference shall be given to those applicants whose leave plans would seem to benefit the unit member and School District the most and whose absence would least prejudice the operation of the District.
  - 3. No payment will be made as provided in Section D.1. for graduate level courses completed by a unit member while on a professional improvement leave.

#### **F. Cooperating Teacher**

1. A teacher serving as a cooperating or supervising teacher for a student teacher doing a Field Experience I program from an accredited college or university program will be paid \$100 per student for such service.
2. A teacher serving as a cooperating or supervising teacher for a student teacher doing a Field Experience II program from an accredited college or university program will be paid \$300 per student for such service.

#### **G. Professional Development Seminar**

For any program which is offered through the District and designated by the Superintendent as a Professional Development Seminar which is not in accordance with any other section set forth above, the District will pay \$100 per day. A day is defined as 7.5 hours. The seminar must provide for a one day minimum and any portion thereafter shall be pro-rated.

- H. The District and the Association shall create a Discipline Referral Form Committee. Membership on the committee shall consist of one CATA member from each of the four buildings appointed by the CATA President(s) and two administrators appointed by the Superintendent. The sole purpose of the committee shall be the development of a district-wide discipline referral form to be used for all students. One form will be developed and, following a consensus of the committee members, the form shall be submitted to the Association President(s) and the Superintendent for final approval.

## **ARTICLE 15 - HEALTH AND DENTAL INSURANCE BENEFITS**

### **A. Health Insurance**

The District shall have the right to select the health insurance carrier and the health insurance plan which shall be provided to any employee who meets the eligibility requirements set forth below. The health insurance plan chosen by the District shall be equal to or better than the Plan in effect on June 30, 1989.

1. Eligibility for enrollment will be open to any employee covered by the terms of this agreement.
2. A new employee may be enrolled on the first of the month following the date of application, but no earlier than the first day of the initial month of employment. Applications must be completed within 90 days of initial date of employment.
3. A new employee who fails to enroll within 90 days of initial employment will be eligible to enroll as a "late enrollee" effective only on July 1st of any given year.
4. If the spouse of an employee terminates health insurance coverage through the spouse's employer and the spouse's employer provides a written statement indicating health insurance coverage has been terminated for that spouse, such employee shall be eligible for enrollment or change of enrollment effective the first day of the month following the date of application, provided the application is made within 90 days of such termination.
5. An enrollee's health insurance coverage will terminate at the end of the month in which the enrollee's employment with the School District terminates.
6. An enrollee may continue coverage during an unpaid leave of absence by paying the full cost of the enrollee's coverage for each full month the enrollee is on an unpaid leave of absence.

7. Coverage through the School District group will be available, upon written request, to the dependent survivor of an enrollee who dies while employed by the District, with the full monthly cost of coverage to be paid by the survivor, commencing the month in which the enrollee dies, except where the dependent survivor is an employee of the District eligible for enrollment in the health insurance plan.

8. Employees hired prior to 7/1/83

The District's share of the cost of Health Insurance coverage will be 100 percent of the monthly premium cost regardless of type of plan for all full time employees employed by the District prior to July 1, 1983.

Enrollees employed on less than a half-time basis prior to July 1, 1983, shall pay for premiums in excess of the monthly premium cost of an individual plan.

Employees hired after 6/30/83

Employees hired after June 30, 1983, will contribute 10% of the monthly cost of their selected health insurance plan.

Enrollees employed after June 30, 1983, on less than a half-time basis shall pay for 10% of the monthly premium cost of an individual plan and all premiums in excess of that cost of family plan.

9. An enrollee in the health insurance plan may continue enrollment in the plan upon retirement from active service so long as the plan is provided by the District under the terms of a contract with the Association.
10. The District's current HMO is CDPHP and is offered by the District as an option to the basic health plan provided above, subject to the rules and regulations governing HMO enrollment. Should it be necessary for the District to change HMO's the District will notify the Association to determine what replacement HMO shall be offered. The District's share of the cost of the HMO enrollment for any employee shall not exceed the monthly

cost for comparable enrollment in the basic health plan (Effective July 1, 2001, PPO) provided in Section A.8 above. The office visit co-payment for the HMO shall be \$10.00 or the lowest office visit co-payment, whichever is offered by the HMO plan.

11. The above coverage shall be at least comparable to June 30, 1989 level of benefits.
12. All health insurance enrollments shall be subject to COBRA regulations.
13. The District shall provide a point of service plan as an option to the employee. The District's share of the cost of POS enrollment for any employee shall not exceed the monthly cost for comparable enrollment in the basic health plan provided in Section A.8 above. There shall be one combined deductible for major medical and hospitalization. The POS deductible shall be \$100 individual/\$300 family. Furthermore, office visits shall be \$10.00. There shall be an open enrollment period in the point of service plan.
14. The health insurance deductibles (major medical and hospitalization) shall be \$200 individual and \$600 family and will apply only to the BSNENY Indemnity plan.
15. Effective with the ratification of this agreement by the Board of Education and the Association, any new unit member employed by the District will be eligible to participate in the Blue Shield North Eastern New York (hereinafter BSNENY) PPO plan or the District's HMO plan. Effective with the ratification date of this agreement, unit members employed on or before the ratification date of this agreement may continue to participate in the BSNENY Indemnity plan, the BSNENY PPO plan, BSNENY POS or the District's HMO plan at his/her discretion. The prescription drug co-payment for the PPO plan shall be \$10.00 for generic drugs and \$20.00 for brand name drugs.

## **B. Dental Insurance**

The District shall offer unit members the APA Dental plan with no diminution of benefits of the dental plan in effect for 2004 – 2005.

1. Eligibility for enrollment will be open to any employee covered by the terms of this agreement.
2. A new employee may be enrolled on the first of the month following the date of application, but no earlier than the first day of the initial month of employment.
3. An employee who fails to enroll within 90 days of initial date of employment will be eligible to enroll as a “late enrollee” effective only on July 1st of any given year.
4. An enrollee’s dental insurance coverage will terminate at the end of the month in which the enrollee’s employment with the School District terminates.
5. An enrollee may continue coverage during an unpaid leave of absence by paying the full cost of the enrollee’s coverage for each full month the enrollee is on an unpaid leave of absence.
6. The District’s contribution toward the cost of the dental insurance coverage shall be \$40.00 per enrolled employee per month. Such contribution shall be used, at the discretion of the unit member, to purchase either a family dental plan or an individual dental plan. For an enrollee employed on less than a full time basis, the \$40.00 per month District contribution shall be pro-rated.
7. All dental insurance enrollments shall be subject to COBRA regulations.

### **C. Prescription Drug Insurance**

The District's HMO, BSNENY Indemnity (80/20 co-insurance), BSNENY POS and PPO plans will provide prescription drug coverage through the plan selected. Prescription drug co-pay for the PPO Plan shall be \$10 for generic drug and \$20 for name brand drugs. Effective first of month following ratification of the agreement, the mail order prescription drug on the PPO Plan shall be changed from a \$0 co-pay for a three month's supply to a one month's co-pay for a three month supply.

- D. For a registered school nurse, LPN or occupational therapist assistant employed by the District prior to July 1, 1994, the prescription drug plan shall be replaced with a payment of \$650 per calendar year for the cost of drug reimbursement should the nurse or OTA continue with the BSNENY Indemnity plan. The \$650 payment shall be placed in the unit member's IRS code 125 Plan.
- E. For all registered school nurses, LPN and occupational therapist assistants hired by the District on or after July 1, 1994, the health insurance, dental insurance and prescription drug insurance benefits as set forth above shall be provided at the same contribution as those hired as "post 6/30/83" employees.

### **ARTICLE 16 - ANNUITIES AND IRS CODE 125**

- A. The District shall not be obligated to purchase tax sheltered annuities for employees from any company unless a minimum of five (5) employees are enrolled. The District shall, however, continue to purchase such annuities from any company in which less than five employees are enrolled, provided that the District was purchasing annuities, on behalf of unit members, from such company on June 30, 1989.
- B. The Chief Financial Officer of the District shall be authorized to approve, on behalf of the District, applications from employees for agreements with the District to reduce contract salary and remit such reduction to the company specified by the employee in the agreement.



- C. The District shall be obligated only to see that salary reductions for annuity contract purchases are made in accordance with duly executed agreements with employees, and that such salary reductions are remitted to the company specified by the employee in the agreement.
- D. The employee shall be the absolute owner of the employee's annuity contract or annuity account purchased under the above provisions.
- E. If legally permissible, under the IRS code, the District shall continue the current IRS Code 125 plan.

#### **ARTICLE 17 - EXCESSED TEACHERS**

The unused accumulated sick leave credit of any unit member whose service is terminated due to abolition of the unit member's position or the consolidation of two positions and who is placed upon a preferred eligibility list for future appointment, shall be restored to the unit member upon reappointment to a position in the District from the preferred eligibility list.

#### **ARTICLE 18 - SALARY AND RELATED COMPENSATION**

##### **A. Salary Schedules**

The salary schedules for 2005-06, 2006-07 and 2007-08 are attached hereto as Appendices A, B and C.

##### **B. Credit for Prior Teaching Experience**

1. Unit members hired on or before 9/1/89: Full credit will be given for all service either in or out of the District. For example, a teacher with previous credit of ten (10) years and District credit of sixteen (16) years was placed on step 25, a teacher with twenty-one (21) years in the District was placed on step 21.

Unit members hired on or after 7/1/90 but before 7/1/94 were given 75% of previous service plus full District service. For example, a unit member with eight (8) years of previous service and completed five (5) years of District service was placed on step 11. ( $8 \times 75\% = 6 + 5 = 11$ )

Unit members hired on or after 7//1/94 and before 6/30/01 were given two (2) years credit for each three (3) years of prior service plus full District service. For example, a unit member with seven (7) years of prior service and completed five (5) years of District service was placed on step 10. ( $7/3 \times 2 = 4.66 = 5 + 5 = 10$ )

Effective 7/1/01, all new hires will receive two (2) years credit for each three (3) years of experience, rounded to the nearest whole number. For example, a brand new hire with no experience starts on step 1, after one year, step 2 and so on.

Former district teachers who are re-hired within two years of their last day of employment with the district shall be placed on a step of the salary schedule that they were on in their last year of district employment and then may be advanced one step of the salary schedule if otherwise qualified. Such salary step placement shall be consistent with the conversion feature in the preceding paragraphs of this section B.1.

**C. Payment for Professional Development and Curriculum Development Work**

1. Payment for approved Professional Development and Curriculum Development earned by a unit member will be made in accordance with the provisions of Article 14, Section B, C and G.

**D. Payment Differential for School Counselor/Psychologist**

1. A full-time School Counselor or psychologist will be paid in accordance with Article 18 where appropriate. An additional five percent will be paid for the period September 1 through June 30. It is understood that the five (5%) percent differential in salary will be compensated for the hours worked beyond the contractual time; more specifically Monday through Thursday, 3:20 to 4:00 p.m. An additional ten percent of the preceding salary will be paid for the one month between June 30 and September 1 which a counselor or psychologist is required to work. It is understood that the ten (10%) percent differential in salary will be compensation for

the extra month (20 days) additional work performed during the period from July 1 through August 30. Additional days worked beyond twenty will be compensated at 1/200<sup>th</sup> of the teacher's salary.

It is understood that any days of work required beyond the 188, (Article 8, Section B) shall be compensated at the rate of 1/200<sup>th</sup> of the unit member's salary for each day beyond the 188, worked during the period September 1 through June 30.

**E. Payment for Service During July and August**

1. Coxsackie-Athens unit members will have the first option to perform related services during July and August provided that they are qualified and certified to do so. If more than one qualified and certified Coxsackie-Athens unit member applies for any such open position, the District shall, in its sole discretion, determine which applicant shall fill such position.

**F. Payment for Service as, Curriculum Leader, Team Leader, Facilitator for Compensatory Education and Curriculum Leader Chair.**

1. In addition to the base salary, a teacher appointed to a Curriculum Leader position will \$2,100 in 2005-2006, \$2,250 in 2006-2007, and \$2,400 in 2007-08.

Individuals assigned as curriculum leaders and team leaders in the middle school or high school will not be assigned a period of supervisory duty. Individuals assigned as curriculum leaders in either of the elementary schools and curriculum leaders teaching grades 7-12 and teaching six sections will be provided up to two half days per month, determined at the discretion of the individuals involved and approved by the administrator as additional time to perform such duties.

The payment for each Team Leader shall be \$2,100 in 2005-2006, \$2,250 in 2006-2007, and \$2,400 in 2007-08 with a Team Leader position at each grade level.

2. In addition to the base salary, a unit member appointed as Facilitator for Compensatory Education will receive \$1,100 for each year of the contract.
3. The Curriculum Leader Chair shall receive an annual stipend as follows: \$1,800 in 2005-2006, \$1,900 in 2006-2007, \$2,000 in 2007-2008.

**G. Payment for Extra-Curricular Activities**

1. For serving as a duly appointed advisor to an organized student group, a teacher will be paid in accordance with Appendix I attached.

2a. Coaching Point Committee

The Coaching Point System Committee will consist of the Middle School Principal (Athletic Director), a member of the CATA negotiating team, the High School Principal, and a designee of the CATA.

During December the coaching Point System Committee will consider written appeals from the coaches who desire to have the number of points for their coaching position reconsidered. The Committee shall make any recommendations for changes to the Board of Education by January 15. The decision of the Board of Education shall be final. Such changes shall become effective on September 1 of the following year.

If the Cocksackie-Athens Central School District wishes to establish a new coaching position, the Coaching Point System Committee shall establish the number of points by using the weighting factors.

2b. Coaching Points

For serving as coach, a unit member will be paid in accordance with Appendix J attached.

2c. Payment for Coaching

For serving as a duly appointed interscholastic athletic team coach, a unit member will be paid \$39 per point in 2005-06, \$40 per point in 2006-07 and \$41 per point in 2007-08.

3. A unit member appointed to one of the Extra-curricular service assignments in items G1 or G2 above will receive an annual appointment notice stating salary and assignment immediately following said appointment by the Board of Education. A teacher so appointed will be compensated at the appropriate fee for such assignment.
4. A unit member who is assigned by the unit member's Building Principal to chaperone an extra-curricular student activity will be paid \$12.75 per hour in 2005-06, \$13.00 per hour in 2006-07, and \$13.25 per hour in 2007-2008. An advisor under Section G, Item 1 of this Article will not receive this compensation for chaperoning activities relating to that particular student group which the unit member advises.
5. Music teachers will be paid \$18.00 per hour in each year of the agreement for time spent on the day of event outside the teacher's regular work day for supervising music students participating in the NYSSMA or the Greene County Music Festival.

Student rehearsal time for the Greene County Music Festival that is held outside the teacher's work day shall also be covered by this provision.

6. Extra-Curricular Club/Activities at Elementary Level

The District agrees to budget \$1,500 annually per elementary building to pay unit members who serve as advisors or sponsors of extra-curricular clubs or activities not listed above in Article 18-G. Such clubs or activities will be formulated and paid for as follows:

- a. A written proposal by the unit member will be submitted to a committee of the building principal and three unit members for review and approval or denial. The CATA shall select the three unit members of the committee. The teachers shall be a grade level teacher, a special area teacher and a special education teacher.

- b. The proposal must provide for a minimum of at least eight sessions of not less than one hour nor less than five students.
  - c. Each elementary unit member will be eligible for three clubs or activities per year under this section in addition to any other club or activity the unit member may sponsor or advise.
  - d. The maximum compensation per activity unit will be \$100.
7. For serving as the Student Mentor Advisor for a building, a bargaining unit member will be paid a base annual stipend of \$750, together with an additional annual stipend, as set forth below, based on the number of student mentors being supervised by the Advisor as part of the program as of January 1 of the school year:

Up to 20 students	\$250
21 to 40 students	\$250
More than 40 students	\$250

The minimum annual stipend a Student Mentor Advisor can receive is \$1,000; the maximum annual stipend a Student Mentor Advisor can receive is \$1,500.

#### **H. Payment for Home Teaching Services**

- 1. A unit member covered by the terms of this contract who provides home teaching services will be paid at the rate of \$26.00 per hour of instruction. In 2005-06, \$29 in 2006-07, and \$30 per hour in 2007-08.

#### **I. Method of Payment of Salary and Related Compensation**

- 1. Any compensation due a unit member under the terms of this Agreement shall be paid via direct deposit on a regular payroll date according to a schedule set by the Superintendent of Schools each year. The employee shall designate the financial institution(s) for direct deposit.

2. A unit member employed on a ten-month basis shall have the option to be paid the unit member's base contract salary (includes payment due in accordance with the provisions of Section A, B, C, D, and F above in either of the following ways:
  - a. Annual contract salary divided into 26 equal payments, with one twenty-sixth ( $1/26$ ) of the salary paid bi-weekly from September through the first payroll in June and five twenty-sixths ( $5/26$ ) of the salary paid on the final payroll in June.
  - b. Annual contract salary divided in 22 equal payments and paid in 22 bi-weekly payments from September through June.
3. Compensation for other services not included in the base contract salary shall be paid in the first regular payroll date following certification of completion of such services by the appropriate Principal or Supervisor to the Business Office.

#### **J. Retirement Benefits**

1. Upon notifying the school district by March 1st, of the intent to retire before the commencement of the following school year, a unit member except those provided for in Article 18, Section J.4. will receive a lump sum cash payment upon retirement. The cash payment is determined by multiplying the number of accumulated sick days by the dollar amount indicated in the following table and will be paid after July 1 under the rules of NYSTRS and upon proof of official retirement under the New York State Teachers' Retirement System

<u>Number of Accumulated Sick Days</u>	<u>Dollar Amount Per Day</u>
<b>2005-06</b>	
1 – 75	\$55
76 – 150	\$60
151 – 220	\$65

**2006-07**

1 – 75	\$55
76 – 150	\$60
151 – 220	\$65

**2007-08**

1 – 75	\$60
76 – 150	\$65
151 – 220	\$70

2. Unit members who have qualified for retirement benefits in accordance with Paragraph J Section 1 and have accumulated the maximum sick leave, shall in the last year of employment, be granted 15 days of sick leave beyond the maximum. These days shall be granted solely for the use of sick leave and shall not be added to the accumulated sick leave used for retirement benefits.
3. Should a state retirement incentive be offered the accumulated sick leave buy-out will be paid to the retiring unit member and the timeline for notification to the district shall be waived. To receive the sick leave buyout, the member must retire under rules of the NYSTRS and provide proof of official retirement under the NYSTRS.
4. The District shall grant the registered school nurse/occupational therapist assistant, and LPN's the opportunity to join the New York State Employees Retirement System and shall provide the provisions benefits of the 1/60th non-contributory plan of the Retirement System.

Pursuant to Regulations, the District shall provide the benefits of Section 41, sub-division J of the Retirement and Social Security Law as presently written or hereafter amended, granting allowance for unused sick leave for eligible employees, and/or upon notifying the District by March 1st of the intent to retire during the following school year, this employee will receive a lump sum cash payment upon retirement, under the rules of the New York State Employees Retirement System and upon proof of official retirement under New York State Employees Retirement System. The cash



payment to be determined by multiplying the number of accumulated sick days by \$22 in 2005-06, \$25 in 2006-07, and \$25 in 2007-08; and would be paid in the last regularly scheduled paycheck prior to effective date of retirement.

K. Unit members who are transferred or reassigned to teach in an uncertified area will receive compensation for satisfactorily completed undergraduate courses taken and will be paid one year only at the rate of \$75 per hour as in-service credit payments with the following limitations;

1. The undergraduate course must be in an area directly related to the uncertified area in which the individual will be teaching.
2. Each hour of undergraduate credit will be paid as an hour of in-service credit.

**L. Project Adventure:**

Project Adventure shall be allotted \$750 per year to complete its planning tasks. The funding for Project Adventure shall be provided through the Drug Free Schools and Community Act. Should the grant allocation increase or decrease, the parties agree to re-negotiate the amount of the stipend.

M. The following paid holidays will be allowed each year for registered school nurses and occupational therapist assistants:

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day (2)

Christmas (2)

New Year's Day (2)

Martin Luther King's Birthday Observance

Lincoln's Birthday or Washington's Birthday, whichever is  
in the school calendar for that year

Good Friday

**ARTICLE 19 - MISCELLANEOUS PROVISIONS**

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement. Before the District adopts a change in policy which affects wages and/or substantial change in hours the District will notify the Association in writing that it is considering such a change with the Association having the right to negotiate the impact of such change with the District within twenty (20) calendar days after receipt of said notice.
- B. This Agreement shall supersede any rules, regulations or practices of the District which shall be contrary to or inconsistent with its terms. The provisions of the Agreement shall be incorporated into and be considered part of the established policies of the District.
- C. Any individual arrangement, agreement or contract between the District and an individual unit member shall be subject to and consistent with the terms and conditions of this Agreement and any individual arrangement, agreement or contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual arrangement, agreement or contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- D. If any provision of this Agreement or any application of the Agreement to any unit member or group of unit members shall be found to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- E. General conditions of employment shall be maintained at not less than the minimum standards in effect in each school building at the time this Agree-

ment is signed, provided that such conditions shall be improved as required by express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

- F. Those rules and regulations governing the activities of all unit members within a school building shall be uniform or equivalent throughout the building.
- G. The parties agree to establish Secondary Schedule Study Committee per Appendix E and E1 of this Agreement.
- H. There shall be established a joint District and Administration Communications Committee whose terms are set forth in Appendix J attached hereto.

**I. Scheduling Committee:**

No later than 30 days after the ratification of this agreement by the Board and Association, a committee will be convened to develop a schedule providing common planning time for those bargaining unit members involved in the co-teaching system of instruction and those bargaining unit members providing academic intervention services. The committee will be composed of four members designated by the Association and four members designated by the Superintendent. The recommendations of the committee will be presented to the Association President and the Superintendent no later than April 15<sup>th</sup>. Should the President and the Superintendent agree, the proposed new schedule will be presented to the Board of Education for its approval and implementation. It is understood that there are not restrictions on the committee except as limited by the contract and external rule, regulation or statute and it is further understood that the board will not unreasonably withhold its approval of the new plan and its implementation. Such new plan will be implemented for the 2001-02 school year.

**H. Instructional Alternative for Suspended Students**

1. The District has created a new program entitled Instructional Alternatives for Suspended Students effective January 24, 2002. The hours of

duty will be Monday through Friday from 4:00 p.m. to 6:00 p.m. unless the administrator, Association, and the teacher mutually agree upon a change.

2. There will be a class size limit of seven (7) students per unit member.
3. Unit members will be compensated at the rate of \$30 per hour and shall be compensated regardless of whether students are in attendance.
4. Additional preparation may be required only to the extent that the teacher may have to gather materials, information and assignments for the students during the scheduled program time. During the scheduled sessions as set for the above, the teachers may use that time to develop alternative activities, as appropriate when time permits and/or when there are no students assigned to the program on a particular day.
5. A separate room or facility, on school campus, will be provided for each unit member to use as he/she may deem appropriate.
6. It is understood that a District administrator will be available at all times that the programs are in session so as to provide guidance to a unit member who should need it if problems arise with the students to whom they are providing services. The District will provide an Emergency Contact Protocol form which will list responses to various levels of emergencies as well as contact information, such as phone numbers, for any District administrator who may be needed.
7. At the discretion of the unit members who agree to provide services to this program, they may agree to team together to provide coverage and relief to each other.

#### I. Professional Partners Program

1. Bargaining unit positions shall include but are not limited to Professional Partner Coordinators, Veteran Professional Partners, and New Member Professional Partners.

2. The Professional Partner Coordinator positions will be filled in accordance with any posting requirements as set for the in the Agreement and unit member shall apply for these positions. The parties understand that for each school year there will be two coordinators appointed by the District. Further, the parties agree that both the District and the Association shall consult on the selection of the candidate(s) to fill these positions.
3. The Veteran Professional Partners' positions will be filled in accordance with any posting requirements as set forth in the Agreement and unit members shall apply for these positions. Should there be no volunteers for the posted positions, the District may consult with the Association as to how to seek volunteers to serve as mentors but in no instance may involuntary appointments be made. The assignments of Veteran Professional Partners and New Member Professional Partners shall be done by the mutual consent of the parties. Further, the parties agree that both the District and the Association shall consult on the selection of the candidate(s) to fill these positions.
4. New Member Professional Partners will be those unit members who are in their first year of employment with the District. While it is not the intention of the parties to require that a New Member Professional Partner be part of the program, and while it may not become a condition of his/her employment, the parties mutually agree to strongly recommend and encourage participation in this program.
5. A one year commitment to the program will be made by those who volunteer to participate in the Professional Partners Program.
6. The qualifications, duties, and responsibilities for the titles listed in 2, 3, 4 above shall be consistent with the descriptions attached hereto as Appendix J.
7. Quarterly meetings will be held with all participants of the Professional Partners Program. Meetings will be no longer than one hour in length unless mutually agreed to by the Association and the District. Notification of the

meetings will be given as soon as practicable but in no instance shall they be scheduled with less than three weeks notice to all participants. Second year teachers will be invited to attend. Meeting topics to be offered will be determined by the mutual agreement of the Association and the District.

8. A requirement of all participants of the program will be attendance at the Summer Orientation Program. The orientation program agenda shall be consistent with Appendix K.
9. The checklists attached hereto as Appendix L shall be shared between the Veteran Professional Partner, his/her assigned New Member Professional Partner and the Professional Partner Coordinator. These lists may be changed through mutual agreement of the parties.
10. It is expressly understood that no part of this program, either formal or informal, written or oral shall be used in determining the future employment status or future tenure status of a New Member Professional Partner.
11. A new member's decision not to participate in this program shall not be used in the District's determination to continue a unit member's employment nor the granting or denial of tenure.
12. No written record coming from this program shall be made a part of the New Member Professional Partner's personnel file unless expressly agreed to by the Association, the Veteran Professional Partner, the New Member Professional Partner and the Superintendent.
13. Release time shall be provided for both the new member(s) and the Veteran Partner(s) for the first four months of the program. New member(s) shall receive four (4) hours per month for observation of the Veteran Partner, other teachers in the appropriate area, and for conferring with those teachers. Veteran Partner(s) shall receive three (3) hours per month to be used to observe the new member and for conferring with the new member.
14. Compensation –

- There will be two Professional Partner Coordinators, one each at the elementary and secondary level. Each Professional Partners Coordinator shall receive an annual stipend as set forth in Appendix F. In addition, each shall be compensated for summer curriculum development time as agreed by the parties.
- Each New Member Professional Partner attending the summer orientation program shall receive a \$100 stipend paid in a separate check at the end of the orientation program.
- Each Veteran Professional Partner shall receive an annual stipend set forth in Appendix F for mentoring one new member. The parties recognize that there will be a 1:1 assignment of a Veteran Professional Partner and a new member with no teaching experience. However, it is further understood that for newly hired employees with previous teaching experience (at least three to five years) the District and the Association may mutually agree that two such employees may be assigned to a single Veteran Professional Partner. It is understood that if a New member Partner discontinues their participation, the Veteran Professional Partner will continue to participate to qualify for the full stipend amount.

## **ARTICLE 20 - IMPLEMENTATION OF AGREEMENT**

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

## **ARTICLE 21 - DURATION OF AGREEMENT**

This Agreement shall take effect July 1, 2005 and shall continue in full force and effect through June 30, 2008.

**COXSACKIE ATHENS CENTRAL  
SCHOOL DISTRICT:**

BY: Carle L. Gregory  
Superintendent

Date: June 2, 2006

**COXSACKIE-ATHENS TEACHERS  
ASSOCIATION:**

BY: Sharon Gerson  
Co-President  
BY: Mary P. Thuman  
Co-President

Date: June 9, 2006



Appendix A				
Coxsackie-Athens Central School District				
2005-06 Salary Schedule				
Step	BS	BS+15	BS+30	MS
0	eliminated			
1	36,157	36,936	37,196	37,612
2	36,988	37,768	38,027	38,443
3	37,820	38,599	38,859	39,274
4	38,651	39,430	39,690	40,105
5	39,482	40,261	40,521	40,937
6	39,482	41,092	41,352	41,768
7	39,482	41,924	42,183	42,599
8	39,482	41,924	43,015	43,430
9	39,482	41,924	43,846	44,261
10	39,482	41,924	44,677	45,093
11	39,482	41,924	45,716	46,132
12	39,482	41,924	46,755	47,171
13	39,482	41,924	47,794	48,210
14	39,482	41,924	48,833	49,249
15	39,482	41,924	49,872	50,288
16	39,482	41,924	50,911	51,327
17	39,482	41,924	51,950	52,366
18	39,482	41,924	52,989	53,405
19	39,482	41,924	54,028	54,444
20	39,482	41,924	55,067	55,483
21	39,482	41,924	56,210	56,626
22	39,482	41,924	57,353	57,768
23	39,482	41,924	58,496	58,911
24	39,482	41,924	59,639	60,054
25	39,482	41,924	60,782	61,197
26	39,482	41,924	61,924	62,340
27	39,482	41,924	63,067	63,483
28	39,482	41,924	64,210	64,626
29	39,482	41,924	65,353	65,769
30	39,482	41,924	66,853	67,269
31	39,482	41,924	66,853	67,269
32	39,482	41,924	66,853	67,269
33	39,482	41,924	66,853	67,269
34	39,482	41,924	66,853	67,269
35	39,482	41,924	68,353	68,769
All credits beyond certification paid at the rate of \$60 per credit				

Appendix B					Coxsackie-Athens Central School District				
2006-07 Salary Schedule									
Step	BS	BS+15	BS+30	MS					
0	eliminated								
1	37,567	38,377	38,647	39,079					
2	38,431	39,241	39,510	39,942					
3	39,295	40,104	40,375	40,806					
4	40,158	40,968	41,238	41,669					
5	41,022	41,831	42,101	42,534					
6	41,022	42,695	42,965	43,397					
7	41,022	43,559	43,828	44,260					
8	41,022	43,559	44,693	45,124					
9	41,022	43,559	45,556	45,987					
10	41,022	43,559	46,419	46,852					
11	41,022	43,559	47,499	47,931					
12	41,022	43,559	48,578	49,011					
13	41,022	43,559	49,658	50,090					
14	41,022	43,559	50,737	51,170					
15	41,022	43,559	51,817	52,249					
16	41,022	43,559	52,897	53,329					
17	41,022	43,559	53,976	54,408					
18	41,022	43,559	55,056	55,488					
19	41,022	43,559	56,135	56,567					
20	41,022	43,559	57,215	57,647					
21	41,022	43,559	58,402	58,834					
22	41,022	43,559	59,590	60,021					
23	41,022	43,559	60,777	61,209					
24	41,022	43,559	61,965	62,396					
25	41,022	43,559	63,152	63,584					
26	41,022	43,559	64,339	64,771					
27	41,022	43,559	65,527	65,959					
28	41,022	43,559	66,714	67,146					
29	41,022	43,559	67,902	68,334					
30	41,022	43,559	69,402	69,834					
31	41,022	43,559	69,402	69,834					
32	41,022	43,559	69,402	69,834					
33	41,022	43,559	69,402	69,834					
34	41,022	43,559	69,402	69,834					
35	41,022	43,559	70,902	71,334					
All credits beyond certification paid at the rate of \$60 per credit									

Appendix C				
Coxsackie-Athens Central School District				
2007-08 Salary Schedule				
Step	BS	BS+15	BS+30	MS
0	eliminated			
1	39,032	39,874	40,154	40,603
2	39,930	40,771	41,051	41,500
3	40,828	41,668	41,950	42,397
4	41,724	42,566	42,846	43,294
5	42,622	43,462	43,743	44,193
6	42,622	44,360	44,641	45,089
7	42,622	45,258	45,537	45,986
8	42,622	45,258	46,436	46,884
9	42,622	45,258	47,333	47,780
10	42,622	45,258	48,229	48,679
11	42,622	45,258	49,351	49,800
12	42,622	45,258	50,473	50,922
13	42,622	45,258	51,595	52,044
14	42,622	45,258	52,716	53,166
15	42,622	45,258	53,838	54,287
16	42,622	45,258	54,960	55,409
17	42,622	45,258	56,081	56,530
18	42,622	45,258	57,203	57,652
19	42,622	45,258	58,324	58,773
20	42,622	45,258	59,446	59,895
21	42,622	45,258	60,680	61,129
22	42,622	45,258	61,914	62,362
23	42,622	45,258	63,147	63,596
24	42,622	45,258	64,382	64,829
25	42,622	45,258	65,615	66,064
26	42,622	45,258	66,848	67,297
27	42,622	45,258	68,083	68,531
28	42,622	45,258	69,316	69,765
29	42,622	45,258	70,550	70,999
30	42,622	45,258	72,050	72,499
31	42,622	45,258	72,050	72,499
32	42,622	45,258	72,050	72,499
33	42,622	45,258	72,050	72,499
34	42,622	45,258	72,050	72,499
35	42,622	45,258	73,550	73,999
All credits beyond certification paid at the rate of \$60 per credit				

**APPENDIX D**

**COXSACKIE-ATHENS CENTRAL SCHOOL DISTRICT  
GRIEVANCE FORM**

Number: \_\_\_\_\_

Name of Aggrieved: \_\_\_\_\_ Date: \_\_\_\_\_

Level of Claim: \_\_\_\_\_

Date on which problem occurred (or date aggrieved became aware of the problem)

\_\_\_\_\_

Claimant's instructional assignment : \_\_\_\_\_

Nature of Problem:

Settlement Desired:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Aggrieved) For the Association if Applicable

Respondent's Reply:

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

-----

**GRIEVANCE RECEIPT FORM**

Grievance Number: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX E**

### **SECONDARY SCHEDULE STUDY COMMITTEE**

If changes are contemplated to the secondary schedule, the C-A CSD and the CATA hereby agree to establish a Secondary Schedule Study Committee (SSSC).

**Members** The SSSC shall be composed of the following 16 members:

- 1 teacher of either English, History or Mathematics
- 1 science teacher
- 1 music or art teacher
- 1 foreign language teacher
- 1 physical education or health teacher
- 1 School Counselor
- 1 technologies teacher or home career teacher
- 1 team leader (Middle School)
- 3 Elementary teachers
- 1 Principal, Middle School
- 1 Principal, High School
- 1 Director of Instruction
- 1 Superintendent of Schools
- 1 Elementary Principal

The CATA shall appoint the first 11 members above and the C-A CSD Board of Education shall appoint the last five members.

**Purpose** The purpose of the committee is to examine, study and analyze, the current master schedule at the high school and middle school and to make a recommendation as to whether or not the master schedule should be changed, and if so, in what manner.

**Procedure** The Committee shall procure comparative data on secondary school schedules in the area, examine research literature on scheduling and interview teachers and administrators who have worked under various schedules, and survey parents and student attitudes.

In addition, the SSSC will hear a presentation from management personnel of the C-A CSD who will explain the pros and cons of the current schedule in C-A CSD.

### **SSSC Structure**

The members of the SSSC shall determine how it will operate, i.e., determine the chairperson (if any); agenda; subcommittees; meeting dates, places, length; i.e., the SSSC is to become a self-directed work team for the purpose of analyzing the secondary schedule.

Members of the SSSC shall not receive any additional salary for serving on the SSSC.

### **Recommendation(s)**

1. The recommendation of the SSSC shall be based on a consensus of the group. However, if the SSSC cannot reach a consensus, it may issue a majority and a minority recommendation. There shall be an informational presentation on the recommendations of the SSSC at a Board meeting.

2. Any recommendations of the SSSC that may require any changes in the provisions of the Agreement between the parties shall be subject to negotiations between the parties.

3. The final recommendations of the SSSC shall be submitted to the C-A CSD Board of Education.

## **APPENDIX E1**

### **MIDDLE SCHOOL SCHEDULE STUDY COMMITTEE**

If changes are contemplated to the middle school schedule, the C-A CSD and the CATA hereby agree to establish a Middle School Schedule Study Committee (MSSSC).

**Members** The Middle School Schedule Study Committee will be representative of the following constituencies:

- Core academic areas (English, Social Studies, Science, Math, Foreign Language and Technology)
- Special subject areas – (music, art, physical education, home and career Skills)
- Guidance
- Team Leaders (may be represented by one of the academic discipline Representatives)
- Principal

In addition to the named representation above, the committee may invite other representatives or resource people to participate on an as-needed basis. These may include (but are not necessarily limited to) the following:

- Teacher aides, assistants
- Clerical personnel
- Other support staff
- Board of Education members
- Community or parent representatives

The Building Principal shall solicit interested volunteers to participate on this committee; no person shall serve without the mutual agreement of the CATA and the District.

**Purpose** The purpose of the committee is to examine, study, and analyze the current middle school schedule, conduct comparative studies with other successful districts, and access other current research or resources with the purpose of making recommendations for changes that are anticipated to improve instructional delivery and student achievement.

**Implementation.** Prior to implementing any changes, a recommendation will be presented to the Cossackie-Athens Board of Education fully detailing the scope and parameters of the proposed change(s) and the budgetary impact, if any, of such recommendations(s).

To the extent possible, those recommendations should represent the consensus of the group. If, however, the committee is unable to reach consensus, it may issue a majority and minority recommendations if it is deemed that there is merit in doing so.

Any recommendations of the MSSSC that may require changes in the provisions of the Agreement between the parties shall be subject to negotiations between the parties prior to implementation of any such changes.

**MSSSC Structure** The members of the committee shall determine mutually how it will operate, e.g. determine the chairperson (if any), agenda, subcommittees, meeting dates, places, length of meetings, etc.

Members of the committee shall not receive any additional compensation for serving on the MSSSC.



## APPENDIX F

### Coaching/Co-Curricular Stipends

	2005-06 Stipend @ \$39.00	2006-07 Stipend @ \$40.00	2007-08 Stipend @ \$41.00
<b>COACHING</b>			
Varsity Football	3,198.00	3,280.00	3,362.00
Asst. Varsity Football	2,730.00	2,800.00	2,870.00
JV Football	2,652.00	2,720.00	2,788.00
Asst JV Football	2,457.00	2,520.00	2,583.00
Modified Football	2,106.00	2,160.00	2,214.00
Asst Modified Football	1,911.00	1,960.00	2,009.00
Boys Varsity Soccer	2,457.00	2,520.00	2,583.00
Boys JV Soccer	2,028.00	2,080.00	2,132.00
Boys Modified Soccer	1,755.00	1,800.00	1,845.00
Boys Varsity Golf	1,287.00	1,320.00	1,353.00
Varsity Soccer – Girls	2,457.00	2,520.00	2,583.00
JV Soccer-Girls	2,028.00	2,080.00	2,132.00
Modified Soccer-Girls	1,599.00	1,640.00	1,681.00
Girls Varsity Field Hockey	2,379.00	2,440.00	2,501.00
Girls JV Field Hockey	2,223.00	2,280.00	2,337.00
Girls Modified Field Hockey	1,599.00	1,640.00	1,681.00
Girls Tennis	2,028.00	2,080.00	2,132.00
Girls Varsity Volleyball	1,794.00	1,840.00	1,886.00
Girls JV Volleyball	1,482.00	1,520.00	1,558.00
Boys Varsity Volleyball	2,208.00	2,080.00	2,132.00
Boys Varsity Basketball	2,535.00	2,600.00	2,665.00
Boys JV Basketball	2,184.00	2,240.00	2,296.00
Boys Modified Basketball	1,638.00	1,680.00	1,722.00
Girls Modified Basketball	1,638.00	1,680.00	1,722.00
Girls Varsity Basketball	2,379.00	2,440.00	2,501.00
Girls JV Basketball	2,067.00	2,120.00	2,173.00
Bowling	1,638.00	1,680.00	1,722.00
Boys Varsity Baseball	2,418.00	2,480.00	2,542.00
Boys JV Baseball	1,989.00	2,040.00	2,091.00
Boys Modified Baseball	1,716.00	1,760.00	1,804.00
Girls Varsity Softball	2,418.00	2,480.00	2,542.00
Girls JV Softball	1,989.00	2,040.00	2,091.00
Girls Modified Softball	1,716.00	1,760.00	1,804.00
Boys Varsity Track	2,574.00	2,640.00	2,706.00
Girls Varsity Track	2,574.00	2,640.00	2,706.00
Modified Track	1,950.00	2,000.00	2,050.00
Boys Varsity Tennis	2,028.00	2,080.00	2,132.00
<b>Co-Curricular Services</b>			
<b>Elementary</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
Elem Activity Stipends – EJA	1,500.00	1,559.00	1,620.00
Elem Activity Stipends – CE	1,500.00	1,559.00	1,620.00
Safety Patrol Advisor – CE	600.00	623.00	647.00

Safety Patrol Advisor – EJA	600.00	623.00	647.00
Concert Accompanist	\$25/hr	26.00	27.00
Elem School Store – EJA	350.00	364.00	378.00
Elem School Store – CE	350.00	364.00	378.00
Intra-mural Instructor – CE	460.00	478.00	497.00
Intra-mural Instructor – EJA	460.00	478.00	497.00
Odyssey of the Mind Advisor	1,200.00	1,247.00	1,296.00
	\$125 per grade		
Elementary Drama Advisor	level	130.00	135.00
Elementary Drama Accompanist	\$25/hr	26.00	27.00
	\$125 per grade		
Elementary Drama Advisor	level	130.00	135.00
Elementary Drama Accompanist	\$25/hr	26.00	27.00
Student Activities Treasurer – CE	400.00	416.00	432.00
Student Activities Treasurer – EJA	400.00	416.00	432.00
<b>Secondary</b>			
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
AM Supervisor	1,600.00	1,662.00	1,727.00
Advisor Senior Class	1,650.00	1,714.00	1,781.00
Advisor Junior Class	1,400.00	1,455.00	1,512.00
Advisor Sophomore Class	350.00	364.00	378.00
Advisor Freshman Class	350.00	364.00	378.00
Cheerleading-Basketball 60%	1,200.00	1,247.00	1,296.00
Cheerleading-Football 40%	800.00	831.00	863.00
Curriculum Leader Chairperson	1,800.00	1,900.00	2,000.00
Curriculum Leader – K-4 ELA	2,100.00	2,250.00	2,400.00
Curriculum Leader – K-4 Social Studies	2,100.00	2,250.00	2,400.00
Curriculum Leader – K-4 Science	2,100.00	2,250.00	2,400.00
Curriculum Leader – 5-8 ELA	2,100.00	2,250.00	2,400.00
Curriculum Leader 5-8 Math	2,100.00	2,250.00	2,400.00
Curriculum Leader 5-8 Social Studies	2,100.00	2,250.00	2,400.00
Curriculum Leader 5-8 Science	2,100.00	2,250.00	2,400.00
Curriculum Leader – 5-12 Foreign Lang	2,100.00	2,250.00	2,400.00
Curriculum Leader – Bus/Tech/HC	2,100.00	2,250.00	2,400.00
Curriculum Leader – 9-12 ELA	2,100.00	2,250.00	2,400.00
Curriculum Leader – 9-12 Math	2,100.00	2,250.00	2,400.00
Curriculum Leader 9-12 Science	2,100.00	2,250.00	2,400.00
Curriculum Leader 9-12 Social Studies	2,100.00	2,250.00	2,400.00
Curriculum Leader K-12 Physical Ed	2,100.00	2,250.00	2,400.00
Curriculum Leader K-12 Art	2,100.00	2,250.00	2,400.00
Curriculum Leader K-12 Music	2,100.00	2,250.00	2,400.00
Dramatics Club Advisor	1,070.00	1,112.00	1,155.00
Fine Arts Prod-General Director	1,400.00	1,455.00	1,512.00
Fine Arts Prod-Artistic Director	1,400.00	1,455.00	1,512.00
Fine Arts Prod-Musical Director	1,400.00	1,455.00	1,512.00
Sat Prep Course-Math FALL	700.00	727.00	755.00
SAT Prep course-Verbal FALL	700.00	727.00	755.00
SAT Prep Course-Math	700.00	727.00	755.00

SAT Prep Course-Verbal SPRING	700.00	727.00	755.00
School Store (High School)	450.00	468.00	486.00
School Store (Middle School)	400.00	416.00	432.00
Media Advisor	550.00	571.00	593.00
Nat'l Honor Society-Sr. High	600.00	623.00	647.00
Newspaper Advisor	800.00	831.00	863.00
Odyssey of the Mind	600.00	623.00	647.00
Quizbowl Team Advisor	1,000.00	1,039.00	1,080.00
HS Student Act. Treasurer	550.00	571.00	593.00
MS Student Act. Treasurer	550.00	571.00	593.00
Student Council-Sr. High Advisor	1,800.00	1,870.00	1,943.00
Yearbook Advisor	1,700.00	1,766.00	1,835.00
MS Yearbook Advisor	650.00	675.00	701.00
Yearbook Business Manager	600.00	623.00	647.00
Nat'l Honor Society-Middle School	400.00	416.00	432.00
SADD Advisor	550.00	571.00	593.00
Student Council-Middle School	1,100.00	1,143.00	1,188.00
Team Leaders-Middle School Gr5	2,100.00	2,250.00	2,400.00
Team Leaders-Middle School Gr6	2,100.00	2,250.00	2,400.00
Team Leaders-Middle School Gr7	2,100.00	2,250.00	2,400.00
Team Leaders-Middle School Gr8	2,100.00	2,250.00	2,400.00
Choir Accompanist	\$25/hour	26.00	27.00
Mock Trial	1,200.00	1,247.00	1,296.00
Pep Band \$58 currently-\$75 proposed	\$25/hour	26.00	27.00
Interact club	1,225.00	1,273.00	1,323.00
World of Difference	600.00	623.00	647.00
Student Mentor Program	750 base	779.00	809.00
Student Mentor Program	750 base	779.00	809.00
Foreign Language Club	500.00	520.00	540.00
Professional Partner Coordinator	1,100.00	1,143.00	1,188.00
Professional Partner Coordinator	1,100.00	1,143.00	1,188.00
Veteran Professional Partner	800.00	831.00	863.00
(Per mentee)			
4pm to 6pm Instructional Alternative			
For Suspended Students	\$30 per hour	\$31 per hour	\$32 per hour

**APPENDIX G**  
**COACHING SCHEDULE**

<b><u>Sport</u></b>	<b><u>Points</u></b>
<b>Football</b>	
Varsity	82
Assistant Varsity	70
Junior Varsity	68
Assistant Junior Varsity	63
Modified	54
Assistant Modified	49
<b>Basketball</b>	
Boys Varsity	65
Boys Jr. Varsity	56
Boys Modified	42
Girls Varsity	61
Girls Jr. Varsity	53
Girls Modified	42
<b>Baseball</b>	
Boys Varsity	62
Boys Jr. Varsity	51
Boys Modified	44
<b>Softball</b>	
Girls Varsity	62
Girls Jr. Varsity	51
Girls Modified	44
<b>Field Hockey</b>	
Varsity	61
Jr. Varsity	57
Modified	41

<b>Track</b>	
Boys Varsity	66
Girls Varsity	66
Modified Track	50
<b>Soccer</b>	
Boys Varsity	63
Boys Jr. Varsity	52
Modified Boys	45
Girls Varsity	63
Girls Jr. Varsity	52
Girls Modified	41
<b>Volleyball</b>	
Girls Varsity	46
Girls Jr. Varsity	38
Boys Varsity	52
<b>Bowling</b>	42
<b>Golf</b>	33
<b>Tennis</b>	
Boys	52
Girls	52

## **APPENDIX H**

### **DISTRICT ASSOCIATION COMMUNICATIONS COMMITTEE (DACC)**

1. The Cossackie-Athens Central School District (District) and the Cossackie-Athens Teachers Association (Association) will establish a Communications Committee for the purpose of discussing matters of concern to both parties and to develop solutions to those concerns, issues, and problems which are brought to the committee in accordance with the structure outlined herein.
2. The Superintendent and the Association president will select membership on the committee. Membership shall consist of the Superintendent and 4 of his/her designees, and the Association president and 4 of his/her designees.
3. Meetings of the committee shall be convened every two months pursuant to a calendar of dates established each September by the Superintendent and the Association president.
4. At least 7 calendar days prior to a regularly scheduled Committee meeting the Superintendent and the Association president shall exchange a written agenda of items to be discussed at the upcoming committee meeting. If the District and Association have no items for discussion than the meeting will be canceled.
5. The President and Superintendent shall, at each meeting, share the facilitation of the meetings and will act as co-chairpersons of the meetings. Each party shall be responsible for taking and keeping its own minutes and notes of the meetings.
6. The meetings will be held for no longer than 2 hours. The starting times of the meetings will alternate between 4:00 p.m. for one meeting and then 2:00 p.m. for the next meeting.
7. From time to time the parties may invite guests, consultants, other district employees, school board members, as the committee deems appropriate to conduct the business of the committee. Guests will not be allowed to attend more than one meeting.
8. The deliberations of the committee should not be conducted by a voting process. Rather the parties should strive to reach decisions by concordance.

Should this not be possible then the agenda item will be dropped or the parties have the option of convening its respective negotiating teams to address the issue(s).

9. The committee shall be experimental for two years and will commence with the 2001-2002 school year and shall complete its experimental function by June 2003. The Committee may become permanent beyond the 2002-2003 school year by mutual consent of the Association president and the Superintendent.
10. Nothing contained in the protocol or deliberations of the committee will vest the committee with the power or authority to change any terms and conditions of employment or to change any of the terms of the existing contract. This will apply for either a particular building or district wide.
11. Should the Committee determine that such a change may be in the best interests of the District and the Association membership than the committee may present its opinions and recommended suggestions to the parties respective negotiating teams for their action, if any.

## **APPENDIX I**

### **NURSES, LPNs AND OCCUPATIONAL THERAPIST ASSISTANT**

Salaries will increase by the following percents, based on the 2004-2005 salary:

2005-06	5%
2006-07	5%
2007-08	5%

The parties agree that the salaries of new employees in these categories must be negotiated prior to the first date of employment.



## **APPENDIX J**

### **PROFESSIONAL PARTNER COORDINATOR**

#### **Qualifications**

- Have received tenure in current assignment
- Friendly and approachable
- Recognized as quality teacher
- Demonstrates organizational skills and an ability to complete duties independently
- Good communicator
- Active in union

#### **Job Description**

- Establish and implement a comprehensive plan for each year's class of new hires. This will include professional development, understanding of contract, employment procedures and practices, discipline strategies, and classroom management techniques.
- Conduct veteran partner program training and supply materials to mentors.
- Coordinate and manage the professional partner program.
- The coordinator(s) will report to both the CATA president and the Superintendent of Schools.

## **PROFESSIONAL PARTNER RESPONSIBILITIES**

- Meet formally with new member for the purpose of providing professional support and encouragement a minimum of one hour per month.
- Complete and initial monthly checklists during meeting with new member and return list to appropriate coordinator.
- Provide pertinent information regarding District/Building/CATA policies and procedures
- Maintain a high level of confidentiality
- Model professional qualities for the new member
- Assist pre-tenured teachers in evaluating their progress
- Conduct periodic self-assessment and program assessment
- Participate in CATA activities with new members
- Guide choices for professional development, instructional resources, conferences, etc.

### **Qualifications**

- Desire to participate
- Knowledge of district policies/expectations and subject area of mentee
- Physical proximity to new teacher (i.e. same building/wing)
- Friendly and Approachable

### **New Member Responsibilities**

- Meet formally with professional partner for professional support and encouragement a minimum of one hour per month
- Take suggestions in the spirit that they are meant, as constructive and helpful
- Always ask for help
- Initial monthly checklists during meetings with professional partner
- Maintain a high level of confidentiality
- Act professionally at all times
- Conduct periodic self-assessment and program assessment
- Participate in CATA activities with professional partner

**APPENDIX K**  
**Coxsackie-Athens Central School District**  
**New Staff Professional Partner Program**  
**2005 Summer Orientation Schedule**

***Tuesday, August 30th: Overview of the District***

- 9:00-9:30** Breakfast for New Staff, Administrators, and Coordinators (MS Cafeteria)
- 9:30-9:45** Welcome by Coordinators and Superintendent
- 9:45-11:30** Bus Tour of District/Tour of EJ Arthur Elementary  
*Town of Coxsackie tour led by Mayor Diane Ringwald, followed by introduction to EJ Arthur Principal, Paul Snyder; Town of Athens tour led by Mayor Dave Riley*
- 11:30-12:30** Technology Introduction and Set-Up (MS Computer Lab)  
*Presented by Technology Staff: Jim Martino, Darlene Ramm, and Candace Nichols*
- 12:30-1:15** Lunch with Technology Staff and Administration (MS Cafeteria)
- 1:15-2:00** Main Campus Building Tours
  - Scavenge your way through the schools-will you be able to find your way?*Led by Coordinators Diana and Heather*
- 2:10-3:00** Meet with Building Principals  
All New Staff Members should report to their assigned school's library
  - *Coxsackie Elementary members to Coxsackie Elementary Library*
  - *EJ Arthur Members to EJ Arthur Library*
  - *Middle School Members to Middle School Conference Room*
  - *High School Members to High School Library*

***Wednesday, August 31st: Working With a Professional Partner***

- 9:00-9:30** Breakfast for New Staff, Administrators, CATA Co-Presidents, and Coordinators (MS Cafeteria)
- 9:30-10:30** Welcome to CATA (MS Library)
  - Brainstorming-Views about Union
  - Getting Started on the Right Foot: Your Role in the CATA and the Importance of Involvement*Led by the CATA Co-Presidents*
- 10:30-11:00** Are you ready to work at C-A? (MS Library)
  - Meet with Staff Members from the District Office to make sure last minute paperwork and certification questions are answered before you begin*Led by Judy Zoller and Mark Patrick*

- 11:00-11:30** Professional Partners Program During the School Year  
*Veterans (MS Library)/New Staff (MS Cafeteria)*
- Training: How to be a Successful Professional Partner
  - Need for the Program
  - Roles and Responsibilities of Professional Partners
- 11:30-12:30** Professional Partner Meeting Time (MS Library)
- Exchange what you did in the separate trainings, and start to get to know each other better.
- 12:30-1:15** Lunch with Professional Partners, Board of Education Members, and CATA Executive Members (MS Cafeteria)
- 1:15-2:50** Professional Partner Meeting Time (MS Cafeteria/Library)
- Start going over handbook/"Things to Discuss With Your Professional Partner"
- 2:50-3:00** Wrap up (MS Library)

**Have a great year!!**

**Appendix L**  
**Professional Partner Monthly Checklists**

**September Checklist**

<b>Suggested topics for discussion</b>	<b>Date Completed</b>
Review lunch procedures	_____
Record student address, telephone numbers, and vital information	_____
Review placement cards and student folders	_____
Prepare behavior management system	_____
Prepare Open House materials	_____
Develop homework guidelines and policies	_____
Think about class field trips	_____
Discuss Picture Day procedures	_____
Set up grade book	_____
Be sure you are enrolled for all benefits available to you	_____
Check your pay stub	_____
Emergency Substitute Folder / Plans	_____
Other (please specify)	_____

**Coming up:**

- Quarterly Professional Partner Meeting (discussions will include classroom management, technology, a mentoring update, contract highlights)
- CATA Contract Dinner

**Comments:**

**Veteran Partner**

**New Staff Member**

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## October Checklist

Suggested topics for discussion	Date Completed
Compile materials for parent/teacher conferences (work samples, assessments, unit tests)	_____
Review Halloween procedures	_____
Check into how to complete interim reports	_____
Other (please specify)	_____

### Coming up:

- Building level meetings with new members (if necessary)

### Comments:

Veteran Partner

New Staff Member

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## November Checklist

### Suggested topics for discussion

Parent/Teacher Conferences

Report Cards

Other (please specify)

### Date Completed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Coming up:

- Quarterly Professional Partner Meeting (observations and evaluations, follow up meeting with administrator)

### Comments:

Veteran partner

New Staff Member

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## December Checklist

### Suggested topics for discussion

### Date Completed

Prepare for holiday party (if applicable)

\_\_\_\_\_

Prepare interim reports

\_\_\_\_\_

Save your last pay stub for tax purposes

\_\_\_\_\_

Other (please specify)

\_\_\_\_\_

### Coming up:

- CATA Holiday Party

### Comments:

Veteran Partner

New Staff Member

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_



## January Checklist

**Suggested topics for discussion**  
Second Marking Period Grade are due  
Other (please specify)

**Date Completed**

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

### Coming up:

- Program Evaluations (Please take time to fill these out when you receive them so that we can best serve your needs as a new staff member)

**Comments:**  
**Veteran Partner**

**New Staff Member**

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## February Checklist

### Suggested topics for discussion

### Date Completed

100<sup>th</sup> Day of School

\_\_\_\_\_

Valentine's Day (party, management)

\_\_\_\_\_

Review student progress and contact parents as needed

\_\_\_\_\_

Other (please specify)

\_\_\_\_\_

### Coming up:

- Quarterly Professional Partner Meeting (role of the union, state politics, member benefits)

### Comments:

Veteran Partner

New Staff Member

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## March Checklist

### Suggested topics for discussion

Superintendent's Conference Day regarding motivation

Prepare interim reports

Other (please specify)

### Date Completed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Coming up:

- Social Activity

### Comments:

Veteran Partner

New Staff Member

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## April Checklist

### Suggested topics for discussion

Complete grades for 3<sup>rd</sup> marking period

Parent Conferences

Other (please specify)

Date Completed

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

### Coming up:

- Building level meeting with new staff members (if necessary)
- Secretary's Day

### Comments:

Veteran Partner

New Staff Member

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

## May Checklist

### Suggested topics for discussion

### Date Completed

State Exams

\_\_\_\_\_

Prepare interim reports

\_\_\_\_\_

Make sure certification requirements are completed or progressing

\_\_\_\_\_

Other (please specify)

\_\_\_\_\_

### Coming up:

- Budget Vote
- Quarterly Meeting with Professional Partners (end of the year preparations, personnel files, what to do with written records)

### Comments:

**Veteran Partner**

**New Staff Member**

Veteran Partner Signature \_\_\_\_\_ Date: \_\_\_\_\_

New Staff Member Signature \_\_\_\_\_ Date: \_\_\_\_\_