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Lawrence Ufsd And Lawrence
Teachers Association

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AGREEMENT

between

THE LAWRENCE BOARD OF EDUCATION

-and-

THE LAWRENCE TEACHERS' ASSOCIATION

July 1, 1995 to June 30, 1999

386

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PREAMBLE

The Lawrence Public Schools, hereinafter referred to as District, and the Lawrence Teachers' Association, hereinafter referred to as Association, recognize that the primary function of the school district and its professional staff is to assure each student the highest level of educational opportunities obtainable. The District recognizes that teaching is a profession and that education is a public trust; the District and the Association recognize that the objectives of the educational program are realized to the highest degree when mutual understanding, cooperation and effective communications exist between the District and its professional staff. Accordingly, as stipulated under Article 14 of the State Civil Service Law which authorizes public employees and employers to conduct collective negotiations dealing with salaries and terms and conditions of employment, the District and Association agree as follows:

ARTICLE I - RECOGNITION AND PROCEDURES FOR NEGOTIATIONS

A. Recognition

The District hereby recognizes the Association as the exclusive representative of teaching personnel employed by the District in the instructional unit for the purpose(s) of collective negotiations and the administration of grievances which arise from this Agreement. The unit shall include all salaried instructional personnel, all part-time Title I, part-time PSEN and elementary and secondary substitute pool teachers and, excluding positions designated by the District in administrative and supervisory units, psychologists and guidance counselors unit, Civil Service units, teaching assistants, per diem substitutes, non-contracted substitutes, and Central Office personnel. Such recognition is extended for the maximum period provided by law.

B. Procedures for Negotiations

1. A request of either party to open negotiations for successor Agreement shall be made no later than December 1, 1998.
2. All issues proposed for negotiations shall be submitted in writing by the Association to the District no later than January 10, 1999. The District shall submit in writing to the Association all its negotiations proposals no later than fifteen (15) days following the deadline for submission of Association proposals.
3. All other procedures for negotiations shall be mutually agreed upon by both parties.
4. A statutory impasse may be deemed to exist if the parties fail to achieve agreement at least one hundred twenty (120) days prior to the end of the fiscal year. Upon a declaration of impasse by either or both parties, a Board of Review shall be convened within fifteen (15) calendar days, consisting of one member designated by the District, one member designated by the Association and a third member to serve as a chairperson to be selected by the respective designees

of both parties. If agreement is not reached on a third member within five (5) calendar days, a mutual request shall be submitted to the American Arbitration Association, which shall be empowered to designate the third person to act as chairperson. The Board of Review shall act as a fact-finding body and, within thirty (30) calendar days from the date of its establishment, will transmit its written findings of fact and recommendations for the resolution of the dispute to both parties.

All fees and expenses for the chairperson of the Board of Review will be borne equally by the two parties. The parties will be individually responsible for any fees or expenses resulting from their designated appointee to the Review Board.

In the event that the use of procedures established herein fail to resolve the impasse, the parties will adhere to the provisions of the Public Employees' Fair Employment Act.

ARTICLE II - DUES DEDUCTIONS AND SAVINGS PLAN

A. Dues Deductions

1. The Lawrence Public Schools agree to deduct dues from the salaries of unit employees for the Lawrence Teachers' Association and its affiliates as said teachers individually and voluntarily authorize the District to deduct and to transmit the monies promptly to the Lawrence Teachers' Association. Teacher authorizations shall be in writing on a form provided by the District.

2. The Lawrence Teachers' Association shall certify to the District in writing the current rates of any dues to be deducted. The District shall be given thirty (30) days written notice prior to the effective date of any change in the rate of membership dues.

3. Deductions referred to in Section A-1 above shall be made in the following manner:

No later than August 1, the Association shall provide the District with a list and the original signed dues authorization cards of those employees who voluntarily authorized the District to deduct dues.

No later than October 1, the Association shall provide the District with a supplemental list and the original signed dues authorization cards of those additional employees who voluntarily authorized the District to deduct dues.

The total annual membership dues, as certified, shall be deducted in equal dollar installments for the school

year not later than forty five (45) days following the respective dates of August 1 and October 1.

4. The District shall transmit all dues collected to the Lawrence Teachers' Association monthly.

B. Agency Fee

1. The Lawrence Public Schools agree to deduct any agency fee from the salaries of non-member unit employees for the Lawrence Teachers' Association and its affiliates, and to transmit such monies to the Lawrence Teachers' Association.

2. Deductions referred to in Section B-1 above shall be made in the following manner: No later than October 1, the Association shall forward to the District a list of non-member unit employees for whom an agency fee is to be deducted. An agency fee in the amount equivalent to the membership dues, as certified, shall be deducted in equal dollar installments for the school year not later than forty-five (45) days following October 1.

3. The District shall transmit all agency fees collected to the Lawrence Teachers' Association monthly.

4. The Lawrence Teachers' Association By-Laws relating to Agency Fee Dues Refund shall not be altered during the life of this Agreement.

C. Payroll Deduction Plan

Professional staff members may elect to have withheld from the net amount ("take home") of each of their checks a sum of money in multiples of \$10.00, such monies to be transmitted promptly to the Nassau Educators Federal Credit Union. To be eligible for the payroll deduction plan, a unit member must submit a duly authorized payroll deduction card and comply with all regulations and procedures established by the Credit Union and the Lawrence Public Schools. The Assistant Superintendent for Business will notify the Association and unit members of required procedures for participation in this program. This optional plan, once elected, must remain in force for an entire school year.

D. VOTE/COPE

The Lawrence Public Schools agree to deduct contributions from the salaries of unit employees as said employees individually and voluntarily authorize in accordance with procedures agreed upon by the Assistant Superintendent for Business and the President of the Association, which shall be implemented on or before March 31, 1990.

E. When technically feasible, a deduction for NYSUT benefits shall be made available on a voluntary basis.

F. When technically feasible, a direct deposit option shall be made available on a voluntary basis.

G. General Release

1. The Association, in its own behalf, and in behalf of each teacher authorizing dues deductions, VOTE/COPE deductions and/or the Savings Plan, hereby releases the District, its officers, agents and employees from any and all liability and responsibility whatsoever for the use or application of dues or monies deducted for savings after such monies have been deducted and remitted.

2. The Association agrees to save and hold harmless the District from all loss, expense, damages, costs and attorney fees that may accrue as a result of this Article by reason of any claim(s) or suit(s) brought against the District by any employee in this unit of representation aggrieved by the implementation of the agency fee provision.

The Association will participate in all legal actions or proceedings brought which relate to the agency fee provision to the fullest extent possible. Representation of the Association by attorneys retained by the New York State United Teachers and/or direct participation by said Association will be deemed as fulfilling the conditions of this paragraph.

ARTICLE III - SALARIES AND OTHER COMPENSATION

A. Salary Schedule

Notwithstanding the salary increases described below, effective July 1, 1996 and through June 30, 1999, the step 1 salary in effect on June 30, 1996 shall remain the same throughout the remainder of this contract term.

1. 1995-1996

The salary schedule for the school year 1995-1996 for all teachers covered by this agreement shall be constructed by increasing each step of the salary schedule in effect on June 30, 1995 by 1.5% on July 1, 1995 and 1.5% on February 1, 1996. Step movement from the 1994-95 to the 1995-96 schedule, shall be effective on July 1, 1995. The salary schedule for the 1995-1996 school year is attached as Appendix A-1 and A-2.

2. 1996-1997

The salary schedule for the school year 1996-1997 for all teachers covered

by this agreement shall be constructed by increasing each step of the salary schedule in effect on June 30, 1996 by 1.5% on July 1, 1996 and 1.5% on February 1, 1997. Step movement for 1996-97 shall be effective on February 1, 1997. The salary schedule for the 1996-1997 school year is attached as Appendix B-1 and B-2.

Effective July 1, 1996, all unit members shall receive a one-time, lump-sum payment equal to their pro-rata share of \$105,000.00. Such payment shall not be included in the salary schedule.

3. 1997-1998

The salary schedule for the school year 1997-1998 for all teachers covered by this agreement shall be constructed by increasing each step of the salary schedule in effect on June 30, 1997 by 1.5% on July 1, 1997 and 1.5% on February 1, 1998. Step movement for 1997-98 shall be effective on February 1, 1998. The salary schedule for the 1997-1998 school year is attached as Appendix C-1 and C-2.

4. 1998-1999

The salary schedule for the school year 1998-1999 for all teachers covered by this agreement shall be constructed by increasing each step of the salary schedule in effect on June 30, 1998 by 1.5% on July 1, 1998 and 1.5% on February 1, 1999. Step movement from the 1997-98 schedule to the 1998-99 schedule shall be effective July 1, 1998. The salary schedule for the 1998-1999 school year is attached as Appendix D-1 and D-2.

4a. Upon the expiration of the 1995-99 Agreement, if a successor agreement has not been reached, increments under the 1995-99 Agreement will be deemed to have been paid on July 1 of each year for the purposes of increment payment during a contract hiatus, so that the increments shall be paid on July 1 of each year during a contract hiatus.

5. Effective July 1, 1976, the salary schedule columns will be, "B", "M", "M+15", "M+30", "Doctorate". Teachers, as of July 1, 1976, whose current placement is on a salary lane which previously existed (EX.: B+15, B+30, B+45, B+60, M+10, M+20, M+40, M+50, M+60) will continue to qualify for any scheduled increases they are entitled to under "A-1,2,3" above of this Agreement.

6. Beginning with the 1986-1987 school year, new salary lanes at MA+45 and MA+60 shall be created. Only those credits earned after July 1, 1986 may be used to move a teacher to either of these new lanes, provided that those credits for which a teacher had already been compensated in the 1985-1986 school year may also be used for such purpose. For example, teachers on the MA+40 lane in 1985-1986 must earn five credits after July 1, 1986 to move to the MA+45 lane, but those on the MA+30 lane must earn fifteen new credits to do so, even if they have already taken courses in excess of thirty credits above the MA level.

7. A further Amendment shall establish a new lane for Masters plus seventy five credits for credits earned prospectively on or after July 1, 1992. Each step in the new lane shall be one thousand dollars (\$1,000) greater than that paid for the Masters plus 60 lane as established for 1992-93.

8. Effective September 1, 1995, the doctoral column shall be applicable to MA+90 as well as the doctorate. Only those credits earned after July 1, 1995 may be used to move a teacher to MA+90 column.

9. Terminal Leave Pay. Effective October 1, 1995, employees who leave the District for purposes of retirement and/or resignation after twenty (20) years of service in the District shall be paid \$100 per day for up to 350 days of accumulated and unused sick leave. In order to qualify for the terminal leave pay, the employee shall provide written notice at least 60 days prior to the retirement or resignation date. In the event of an emergency situation, this prior notice requirement may be waived by the Superintendent.

B. General Provisions

1. Teachers who are certified and whose professional preparation includes the Baccalaureate Degree and/or the Master's Degree are eligible for lateral movement on the salary schedule, subject to additional requirements and conditions as indicated (Article III-D).

2. Teachers who are certified and whose professional preparation includes an Ed.D. or Ph.D. from a recognized educational institution are eligible for the Doctor's Degree classification. The term, "recognized educational institution", means any college or university recognized by the National Commission on Accrediting.

3. Salaries of individual teachers will be established in accordance with this guide and the regulations governing its use. These regulations will go into effect as of the date of adoption and will not, in any case, be retroactive.

4. Effective July 1, 1976, any new teachers whose employment begins prior to February 1 of any school year will be advanced one step on the appropriate schedule as of September 1 of the following school year; teachers whose employment begins between February 1 and the close of the school year will be advanced one step on the appropriate schedule as of September 1 following completion of a full year's service.

5. All increments are automatic; however, the Board of Education may, upon recommendation of the Superintendent of Schools, withhold for cause one or more further increments from the teacher. Any teacher hired for the 1969-70 school year or thereafter will not be able to go beyond the eleventh step without earning the Master's Degree.

6. Longevity increments at the 18th, 22nd and 26th salary steps will be paid to teachers who achieve these steps in any column through credited years of service.

7. Teachers who are assigned a sixth period assignment every day shall receive a stipend in addition to their regular salary. This stipend shall be prorated for those who are assigned a regular sixth period assignment for less than a full year or less than every day. Teachers who are assigned a sixth period assignment on an ad hoc basis shall be paid at the faculty overtime instruction rate. The stipend for a sixth period assignment shall be compensated at the annual rate of \$6,150, \$6,250, \$6,350, \$6,500 for each of the four years of the contract, respectively.

8. Middle School "X" Period - "X" period coverage shall be voluntary and rotated based on seniority whenever the LTA and the District agree on a need for the coverage. Payment for such coverage shall be the pro-rata portion of \$8,000.00 whenever the "X" period extends the school day. Such \$8,000.00 amount shall be increased by the same manner as extra compensation during the life of this agreement.

9. Effective July 1, 1989, home-based guidance teachers who work with Middle School students shall be paid a stipend of \$1000, for a maximum of 72 sessions.

C. Approval of Courses for Salary Credit

Teachers may receive salary credit for completed graduate and inservice study provided such study meets the approval of the Lawrence Teachers' Association/Superintendent's Professional Activity Committee (hereafter referred to as LSPAC).

1. Consideration will be given to the following areas of study:
 - a) Graduate courses required for permanent certification in the teacher's area of assignment or subject field as part of a planned program of directed study.
 - b) Graduate courses in the teacher's area of assignment or subject field as part of a planned higher degree program.
 - c) Graduate courses in the teacher's area of assignment or subject field.
 - d) Other courses or inservice study, designed to improve the individual's value to the District.
 - e) Effective July 1, 1981, graduate courses in administration/supervision as part of a planned certificated program.
2. Courses taken for residence, attendance or audit credit only will not be approved.

3. All approved graduate courses or inservice study will be given full credit toward salary if taken in point of time after the awarding of the highest degree claimed by the teacher.

4. To be eligible for salary credit, teachers must secure written approval in advance from the LSPAC on a form provided by the District.

5. The following regulations apply to courses approved for transfer to a higher salary classification:

a) Graduate courses given by a recognized institution of higher learning will receive the credits or semester hours awarded by the university upon the successful completion of each course. There is no limit to the number of such courses that may be credited for transfer to a higher salary classification. (See 5-e for exception).

b) Graduate level courses given through State and Federal grants such as N.D.E.A. institutes, N.S.F. grants and State scholarship courses at New York universities will receive credit as assigned in semester hour equivalencies by the institution offering the program upon the successful completion of each course. There is no limit to the number of such courses that may be credited for transfer to a higher salary classification.

c) Inservice courses offered or required by the District will be given the credit assigned by the District upon successful completion of each course. There is no limit to the number of such courses that may be credited for transfer to a higher salary classification.

d) Inservice courses, not District sponsored, related to teachers' grade level and subject matter responsibilities will receive the credit assigned by the District as it approves each such course in advance, upon the successful completion of that course. Effective July 1, 1976, a maximum of six (6) credit hours of inservice study will be approved for every fifteen (15) credit hours of study.

e) University or other courses involving travel away from the university will be given credit as assigned by the university or as assigned by the LSPAC when it approves non-university courses, upon successful completion of each course. A maximum of six (6) points of credit which is so earned may be applied toward higher salary classifications.

f) Self-directed inservice. No more than ten self-directed inservice activities will be approved in the course of any school year. The maximum number of credits to be awarded for any such program shall be limited to three credit hours per school year.

1. Application times: October 15 and February 1. February 1 will apply if and only if hours/credits remain.

the following information:

2. A proposal will be submitted to the LSPAC which will include

- a. purpose/topic of self study.
- b. faculty member(s) involved.
- c. Description of activity(ies) or study to meet the purpose. (For example, list of books or articles to be read, number of hours for discussion by group participants, Audio-visual materials to be created, creation of realia, etc.)
- d. Number of sessions/credits for this project. (To be in accordance with contract definition of sessions and credits.)
- e. Projected date of completion.
- f. Written approval, rejection or request for modification by the LSPAC will be within 15 school days.
- g. A rejection may be appealed, or a proposed modification may be re-submitted, to the LSPAC. In any event, the decision of the LSPAC will be final.
- h. A list of the projects approved will be compiled by the LSPAC posted in each school.
- i. At the time of completion, an "accountability document" will be submitted to the LSPAC. These may include an annotated bibliography, an outline of the subject matter, lesson plans, a videotape, a video of class, a paper, or the like.
- j. Within 20 school days after submission of the completed projects, the LSPAC will, in writing, communicate to the participants its approval of the project's completion. If the project has not been completed to the satisfaction of the LSPAC in keeping with the original proposal, the participant(s) will be notified, in writing, on what will be required to gain approval.
- k. The final approval will be sent to the participant(s) and the Assistant Superintendent for Curriculum and Instruction so that the teacher(s) will receive inservice credit towards salary.

6. The following procedures will be used for granting inservice and graduate course approval for salary credit:

a) Request for approval:

Inservice/graduate courses required or given by the District will carry that salary credit which is deemed appropriate by the LSPAC at the outset of each course. Inservice/graduate courses offered in or out of the school district by any organization or school district shall be presented on the form, "Course Approval Request Form", to the LSPAC. All requests are subject to the approval of the LSPAC.

The LSPAC will determine the amount of credit to be awarded for each course and the specific individual or group of professional staff members who may be eligible to receive salary credit for the course. The credit allowance for district-sponsored or approved inservice courses will generally be on the basis of two credits for fifteen two-hour sessions. Credit for salary purposes shall be held in abeyance until the equivalent of fifteen two-hour sessions are accumulated; two points of inservice credit will then be granted.

Completed forms are to be submitted to the LSPAC for review at least five days prior to the commencement of the course, unless waived by the LSPAC for good cause shown, and approval shall be granted or denied by the LSPAC within five days thereafter. To be eligible for salary credit, approval for each course must be obtained from the LSPAC in advance and prior to course registration.

7. A joint LTA-Superintendent's Professional Activities Committee shall be established which shall be empowered to: review and approve or deny requests for graduate courses established and inservice in accordance with contractual guidelines. This committee's charge supersedes existing language and approvals and shall reach decisions via consensus.

D. Transfer to Higher Salary Classification

1. Candidates for transfer to a higher salary classification are responsible for filing application on a "Request for Salary Change Form" which is available in the Principal's Office of all District schools.

2. Candidates for transfer to a higher salary classification are responsible for furnishing the Central Office with proof of satisfactory completion of approved courses or degrees. Only official college or university transcripts shall be accepted by the Central Office as proof of completion.

3. Salary adjustments will be made effective on September 1 or February 1 for course work completed prior to such date, provided the Personnel Office has all transcripts and other pertinent evidence on file by November 15 or April 1.

E. Individual Teacher Records

The Personnel Office will maintain all teacher records relating to study and salary classifications. Requests for approval will be submitted to the Curriculum Office. Proof of work completed to be submitted to the Personnel Office.

F. Salary Payment

Ten-month staff members will receive salary checks twenty (20) times each year from the month of September through the month of June. In most cases, checks will be issued on the 15th and 30th of each month. When variations in this schedule are necessary, staff members will be informed by an annual schedule of pay days to be prepared and issued to each staff member in September.

G. Extra Compensation Schedule

1. Effective July 1, 1995, extra compensation will be paid in accordance with the salaries listed in Appendices B and C. The salaries are based on a 2.5% increase in each year of the agreement.

2. Extra compensation shall not be paid to a teacher after the teacher ceases to serve in his/her extra-curricular or co-curricular activity due to long-term absence. For purposes of this provision, the term "long-term absence" is defined as an absence where another teacher is hired to take the first teacher's place.

3. There shall be a joint LTA-District Committee to study and review the extra compensation schedule. The Committee will be responsible for developing a formula to govern payment of extra compensation activities, consistent with the allocation of funds described in Section G.1.

4. The District shall determine those activities which are to be school-sponsored and may add or subtract from the category of such activities.

H. Newly Hired Teachers

1. All newly hired teachers shall participate in the half-day orientation program offered by the District. All newly hired teachers, who participate in additional training days offered by the District prior to the opening of school, shall receive \$60 per day for up to four full days.

2. Newly hired teachers who have three or fewer years of prior full-time teaching experience, and who are required by the District to attend the five half-days of the BOCES/SCOPE program, shall receive \$40 for each half-day of participation in the program.

I. Part-Time Teachers

Part time teachers working less than 0.5 Full Time Equivalent shall move one step on the salary schedule for every two years of service.

Part time teachers working 0.5 Full Time Equivalent or more shall move one step on the salary schedule for every year of service.

ARTICLE IV - TEACHER BENEFITS

A. Retirement Incentive Plan/Payment for Unused Sick Leave

1. If a retiring teacher suffered a long-term illness or disability that required an absence of 50 or more consecutive workdays during the two years of service preceding the date of retirement, he or she may elect a payment of \$7500 in lieu of the payment that would be made pursuant to the terminal leave pay provision.

2. Maximum Benefit -- \$9,000)

A teacher who has not elected the terminal leave pay (Article III A.9) shall, upon retirement from the New York State Teachers' Retirement System, be eligible for payment for accumulated sick leave at the rate of \$30 per day for each day of sick leave accumulated up to a maximum of 300 days. Teachers will be credited with accumulated leave earned beyond 200 days retroactive to July 1, 1976.

B. Dental Insurance

1. The group dental program, or its equivalent, available as of June 30, 1988, will continue to be made available to full-time unit members, subject to regulations and conditions as established by the plan, provided, however, that the "calendar year maximum benefit" limit shall be increased from \$1,000 to \$2,000 per annum effective July 1, 1989.

Effective and retroactive to July 1, 1992, the orthodontic limit will be raised to \$1500. Patients currently at the maximum are eligible for the differential if treatment is ongoing.

2. The District will pay 85% of the cost for the individual plan and 85% of the cost for the family plan.

C. Life Insurance

The current group life insurance program, or its equivalent, in the amount of \$12,500 term coverage will be made available to full-time unit members on an individual basis, subject to regulations and conditions established by the insurance carrier. The District will pay 100% of the premium cost for the plan.

D. Health Insurance

1. The current group health insurance program, or its equivalent, will be made available to unit members, subject to regulations and conditions established by the insurance carrier.

2. In the 1995-96, 1996-97, 1997-98 and 1998-99 school years, the District will pay 85% of the premium cost for the statewide individual plan and 85% of the premium cost for the statewide family plan.

3. Members of the unit who withdraw from the District's health insurance plan during the life of the Agreement because of alternative comparable coverage shall receive \$2,000 if they were covered by the family plan and \$800 if they were receiving individual coverage, provided they remain uncovered under such plan for the period of January 1 through December 31.

Such payment shall be made at the end of the twelve month calendar year. Nothing herein shall preclude a member from re-entering the plan within the twelve (12) month period; provided, however, that in the case of a member who re-enters within the twelve (12) month period re-entry shall be subject to insurance carrier rules and Internal Revenue Code Section 125 governing cafeteria plans. In such a case, no payment shall be made.

4. Members who have withdrawn from the health insurance plan and receive the bonus may apply for re-entry effective January 1 of any year by notifying the Personnel Office no later than July 15 of the previous year and by filing re-entry papers no later than September 1 so the waiting period will be completed by January 1, provided that such member may only re-enter the plan if he or she is no longer covered by alternate comparable coverage.

E. Optical Insurance

The current optical insurance plan, or its equivalent, will be made available to unit members. The District will contribute \$30 per participant and the Association will contribute \$15 per participant to the cost of such program on a self-insured basis.

F. Tax-Sheltered Annuity Program

Members of the professional staff will be eligible to join a tax-sheltered annuity program in the Lawrence Public Schools. The Board will authorize annuities for staff members in accordance with provisions of Section 403(B) of the Internal Revenue Code of 1954 as amended. Applications from staff members for agreement with the School District for reductions in contract salary will be submitted to and approved by the Assistant Superintendent for Business. Such agreement will specify the reductions in contract salary desired by the individual staff member, the amount of such reduction to be remitted to the company specified by the employee for the purpose of purchasing a nonforfeitable annuity or annuity account qualifying for the purpose of Section 403(B). Any company wishing to participate in the program must be licensed in the State of New York, sign a hold-harmless agreement provided by the Board of Education, have a minimum of twelve applications from members of the unit (approved by the company and accepted by the employee) and agree to provide a master monthly billing to the School District.

Any individual joining an annuity plan must commit her/himself to membership in that plan for no less than one calendar year. An employee who elects to discontinue contributions to a Tax-Sheltered Annuity Program will not be permitted to enter (reenter) a plan until January 1 of any year. The District will only accept changes in carrier or contribution rate effective for September 1 or January 1 of each year. Contributions to the Tax Sheltered Annuity shall be made twice each month.

The District shall permit exercise of both "catchup" or "year of separation from service" elections, as defined by Internal Revenue Service regulations, for employees who can substantiate their eligibility.

G. Section 125 Benefits

A full range IRC Section 125 plan shall be made available on a voluntary basis effective January 1, 1993.

ARTICLE V - TEACHER ABSENCE WITHOUT LOSS OF PAY

As of July 1, 1968, each full-time teacher shall be credited, during each year of active service to the District, with fifteen (15) days absence with full salary for the purposes set forth below, subject to the rules and regulations as stated. Teachers new to the District will receive 1-1/2 days per month during the first year of service. The fifteen (15) days per year may be accumulated, if not used, to a maximum of 200 days. During the time teachers are on leave of absence, maternity leaves, or other such leaves, there shall be no accumulation or entitlement to such absence. All days of absence not covered in these regulations will result in a salary deduction at the rate of 1/200th of the teacher's annual salary for each day of unexcused absence.

A. Personal Illness

1. Personal Illness--up to the maximum number of accumulated days as needed.
2. When a teacher is absent due to illness for more than five (5) consecutive school days, or if there is a recurring illness, then the District may require a statement, affidavit or certificate in respect to such illness and/or an examination by an independent physician. The District shall notify a teacher after three consecutive school days if such a statement, affidavit or certificate shall be required if the absence continues.

B. Illness or Death in Family

1. Serious illness in the immediate family where personal care by the teacher is required, or death in the immediate family -- up to fifteen (15) days in any single school year. Immediate family shall be defined as spouse, children, sibling, parents or parents-in-law.
2. When a teacher is absent due to serious illness in the immediate family for more than ten (10) consecutive days, or if there is a recurring illness, then the District may require a statement, affidavit or certificate in respect to such illness.

C. Personal Obligations

1. Days of absence of a personal nature to meet obligations which cannot be met at times other than during a school day -- up to three (3) days per school year.

2. Days of a "personal nature" are for personal business and for personal obligations such as:

a) Legal matters including house closings, income tax hearings, adoption proceedings, court appearances, probating wills and the like.

b) Ceremonies such as family weddings, graduations and religious exercises.

c) Moving.

d) Emergency family accidents, doctor or hospital visits.

e) Funerals of relatives other than immediate family.

f) Religious holidays. A teacher must notify the principal of his/her school, in writing, no later than September 15, of all the religious holidays he/she plans to observe during the school year.

Days of a personal nature may not be used for purposes of involvement for community affairs, for social causes or the like.

3. For any personal leave, a request must be filed with the building principal at least three (3) working days in advance on a form provided by the District. This notice may be waived in the event of an emergency at the discretion of the Superintendent.

4. In filing the District request form for personal leave, the unit member need only state the category of the personal business or personal obligation, such as "legal", "ceremonial", "moving", "emergency medical", "funeral", "religious".

a) When personal leave is requested for a day or days immediately preceding or following school holidays or vacations involving fewer than four (4) calendar days, approval will be granted if the purpose of the personal leave is consistent with the reasons set forth under Article V-C.2. above.

b) When personal leave is requested for a day or days during the three (3) day period preceding or following school holidays or vacations involving four or more calendar days or the summer vacation, principals or the immediate supervisor may not approve any request for personal leave. All such requests shall be reviewed by the teacher's immediate supervisor and the Superintendent, with approval granted only at the discretion of the Superintendent of Schools.

D. Jury Duty

1. Teachers required to serve jury duty shall be paid full salary without deduction from accumulated leave during the period of such service.

E. Additional Protection

1. In case of a tenured teacher using all accumulated days of leave and still being out with long-term illness or disability, the teacher shall be entitled to receive the difference between his/her pay and the rate established by the District for substitute teachers up to a cumulative total of 90 days during the life of this Agreement. To be eligible for this protection, the teacher will be required to submit evidence of long-term illness or disability from his/her physician.

F. Attendance Bonus

Any full-time teacher who has no absences due to illness or personal obligations for an entire school year shall be paid a bonus of \$600 at the end of the school year. Any such teacher, who has only one such absence, shall be paid a bonus of \$450, and any such teacher, who has only two such absences, shall be paid a bonus of \$400.

ARTICLE VI - PHYSICAL EXAMINATIONS

A. Requirements

For the protection of the individual teacher, the Association, the students and community in the operation of these regulations and in accordance with the recommendations of the State Department of Education:

1. Each teacher shall receive a complete physical examination, including a lung x-ray, and submit the results of such examination to the Superintendent of Schools on a form provided by the school at the following times:

- a) Prior to the first day of teaching.
- b) 120 days prior to tenure eligibility date.

2. A teacher may be required to receive a Tine test every two years and submit the results to the Superintendent of Schools.

3. In the event that a teacher does not desire to have the physical examination referred to in A-1 above performed by his/her family physician, the examination will be performed by a school physician at District expense.

4. In accordance with State Education Law, and notwithstanding the above, the Superintendent may require an examination of an employee by a school physician or an independent physician. An employee may have his/her personal physician present during any required examination by the school district physician.

5. A written appeal may be made to the Superintendent of Schools, through building principals, for some exception to the above regulations.

ARTICLE VII - LEAVES OF ABSENCE

A. Sabbatical Leave

During the life of this Agreement, a moratorium will be placed on the granting of sabbatical leaves.

B. Temporary Leaves of Absence

Any tenured teacher may make a written request for a leave of absence without pay for a period of time not to exceed one year. Such leaves may be granted when there are special personal situations which fully involve the teacher, but are not permanent in nature, or where special conditions or opportunities require specific time arrangements by the teacher. All applications are subject to the approval of the Superintendent and the Board of Education. All requests for a leave of absence shall be submitted not later than ninety (90) days prior to the commencement date of such leave. In the event of an emergency situation, this prior notice requirement may be waived by the Superintendent. The commencement and expiration date of any approved leave of absence shall be fixed by the Board of Education.

Any individual on leave will be responsible for the full payment of premiums or other obligations for fringe benefits to which he is entitled. He is not entitled to retirement credit, nor is he eligible for coverage under the District's insurance benefit programs except for health insurance, which he may continue by paying the full premium himself. The provisions of the "Teacher Absence Without Loss of Pay" do not apply to any staff member while on leave of absence without pay. Not later than ninety (90) days prior to the expiration date of a leave of absence, the teacher shall submit a letter to the Superintendent's Office indicating his/her intention to return or announcing his/her resignation as a teacher.

C. Child Care Leave

As an alternative to use of sick leave, upon written request submitted at least ninety (90) days before such leave would commence, teachers will be granted a leave of absence, without

pay, not to exceed two (2) years' duration, for the care of a newly-born infant or adopted child. The time on leave shall not apply to any longevity career increment calculations, nor shall the teacher be entitled to retirement credit during the time on leave.

Such leave shall be without pay or other employee benefits, except that teachers may, at their own cost and expense, continue as enrolled members of the District's health insurance plan. Such leave shall terminate at the beginning of the school year, provided, however, that if a teacher desires to return from a child care leave before such leave is scheduled to terminate, the teacher may make such request in writing to the Superintendent of Schools, provided such request is submitted no later than March 1 of the school year immediately prior to the beginning of the school year when such leave was scheduled to terminate. All requests for early return are subject to approval by the Board of Education, upon the recommendation of the Superintendent of Schools.

ARTICLE VIII - TEACHERS' DUTIES AND OBLIGATIONS

A. Policy

Professional staff members will be assigned duties and responsibilities by the building principal with the approval of the Superintendent of Schools. Such responsibilities and duties shall reflect the recognition of the teacher as a professional person, the educational safety and welfare requirements of the students of the District, and the requirements of the State Education Department and the Education Law.

Teachers will be responsible for meeting the duties and obligations described in this article, including those which require the teacher to remain in the building beyond the time of the pupils' normal school day. Within this framework and once their obligations have been met, middle school and high school teachers shall be free to leave school after seven hours and elementary teachers may leave school after six hours and fifty minutes; the last ten minutes of which, in each case, will not be used for assigned instruction or for non-teaching duty assignments.

B. Non-teaching Duties

The principal will be responsible to see that all of the most desirable and least desirable assignments are rotated in a fair and equitable manner among all of the members of the staff in accordance with the following guidelines:

1. Non-teaching duty assignments shall be rotated among all teachers.
2. Any middle school and high school teachers assigned to six (6) instructional periods (in the case of science teachers, to more than an average of five (5) periods per day over a 6-day cycle) shall not be assigned a duty period on the day(s) of the 6th teaching period assignment. Such teachers shall be compensated according to Article III(B)(7). Any other exclusions from duty periods shall require the mutual agreement of the District and the Association. Time made available through relief from non-teaching duties is to be used for job-related activities of a professional nature.

3. Except in emergency conditions, non-teaching duties related to the supervision of children shall be limited to those currently in effect and the following:

- a) Study hall supervision
- b) Homeroom supervision
- c) Supervision of out-of-school activities such as a class play, a gym show or a concert where there is no admission charge or fund-raising
- d) Bus supervision
- e) Supervision of aides on cafeteria, playground or inclement weather duty
- f) Hallway and door supervision
- g) Detention supervision
- h) Auditorium supervision

4. In the middle school, the District shall have the option to substitute a team preparation period for any non-teaching duty assignments.

C. Professional Obligations

Professional obligations to meet in order to keep up with content, technological, sociological and methodological changes and new materials and to fulfill public relations needs include the following:

1. Teachers will keep each Tuesday afternoon open for meetings as required. Such meetings will normally end no later than 5:30 p.m. Tuesday meetings may include faculty meetings, departmental or grade level meetings and meetings of committees for textbook selection or curriculum discussion.

The following schedule will be used to make the most effective use of Tuesdays for meetings:

- a) Normally, principals' faculty meetings will be held on the first Tuesday of each month in every month possible. Faculty meetings shall not be unduly prolonged.
- b) Building and District Advisory Councils for the teachers' unit may be held on the second Tuesday of each month, except those taken for principals' meetings above.
- c) Departmental meetings and grade level meetings within buildings, between buildings or District-wide, may be held on the third Tuesday of each month, except when

the day has been taken for a faculty meeting as indicated above.

d) Curriculum Committees, Textbook Selection Committees and other kinds of group meetings may be held on the fourth Tuesday of each month.

When groups have exhausted all of the Tuesday possibilities, they will then have to utilize other days of the week for meeting purposes. Since the Association holds its meetings on Wednesday afternoons, all other groups will make every effort to avoid scheduling meetings that would conflict with Association meetings. The above schedule does not preclude opening and closing school year principals' meetings and the scheduling of other principals' meetings that may be necessary due to emergency conditions. In no event shall there be more than 4 required meetings per month. For meetings conflicting with Tuesdays, the alternative day shall be scheduled on Thursdays. Notice of such alternative meeting schedules shall be given no later than the commencement of each 'semester'. No 'meeting entity' shall be scheduled on an alternative Thursday for two consecutive semesters.

2. a) Participation in education improvement efforts of the District as required. This includes participation in inservice programs of the Board of Education, although such participation will be limited to one required inservice program only when this is a necessary part of a building-wide, department-wide, or District-wide educational change or development.

b) In addition, any teacher who, in the previous school year, did not participate in an inservice course (sponsored or not sponsored by the District, including the Summer Institute) a graduate level course, a teacher training course sponsored by NYSUT, or a course sponsored by BOCES, may be required to attend one District inservice course in the following school year. Such course(s) shall be offered on a weekday other than Friday and shall not exceed four sessions. Each session shall not exceed two hours and for high school teachers shall commence not later than 30 minutes after the end of the high school teacher day.

3. Participation in tryout programs, innovative programs or experimental programs in the District.

4. Supervision of student teachers or teaching interns -- no more than one at any given time without teacher agreement and each candidate to be interviewed and accepted by the teacher and principal. Also, supervision of and coordination with substitute teachers and home teachers, preparation of assignments and materials for children out sick, etc.

5. Supervision of teacher aides and volunteers in connection with the instructional program.

6. Assist in the development of good parent-teacher relations - (Back to School Nights).

Elementary Schools - There shall be a maximum of two nights for parent-teacher conferences or "open school night" activities, and a maximum of four half days for parent-teacher conferences for elementary teachers. In addition, there will be one additional back to school night for fall orientation not to exceed two hours. Topics shall be determined by consensus with the

principals.

Middle Schools - There shall be a maximum of two nights for parent-teacher conferences or "open school night" activities. Effective July 1, 1992, there shall be one additional back to school night for grades 6 to 8 to focus on specific department topics. Each department will prepare two workshop sessions. Such topics shall be determined by consensus with the principal and chairperson (where applicable.)

High Schools - There shall be a maximum of two nights for parent-teacher conferences or "open school night" activities. Effective October 1, 1995, the first two high school parent-teacher nights shall be increased by fifteen (15) minutes. This shall be accomplished by commencing each session fifteen (15) minutes early. Effective July 1, 1992, there will be one additional back to school night for grades 9-12 to focus on specific department topics. Each department will prepare two workshop sessions. Such topics shall be determined by consensus with the principal and chairperson (where applicable).

7. Participation in meetings with parent and community representatives to discuss school – and child – related problems.

8. Implementation of District policies and regulations.

D. Responsibilities to Children

Teacher responsibilities to children shall include the following:

1. Evaluation of students—report cards and other records.

2. Parent conferences as required by the grade level pattern or by student performance.

3. Provision of individual student help as deemed necessary by the principal and the teacher. Such help might be remedial or developmental, makeup for work missed during absence or special assistance required by a specific student handicap. Teachers will announce to students the extra help schedule that will take place beyond the normal school day.

4. Supervision of student clubs. Such assignments shall, as far as possible, be made by the principal with the agreement of the teacher and based upon the teacher's particular interests and strengths.

5. Assisting in the preparation of a play as part of an in-school assembly program.

6. Planning and taking field trips with classes.

7. Attendance accounting.

E. Overnight Trips

Pay for chaperoning on overnight trips (approved in writing by the Superintendent) shall be \$50 per night. Such chaperoning duties shall continue to be voluntary. The activity advisor(s) paid for said activities on the extra compensation schedule shall not receive chaperoning pay.

ARTICLE IX - TEACHER ASSIGNMENTS AND SCHEDULES

A. Preparation Time

1. All middle school and high school teachers shall be scheduled for five periods of preparation time each week, during which they shall not be assigned to other duties, where feasible.
2. At the elementary schools, within limits set by available personnel, programs and facilities, each teacher will be assigned one period of preparation time each day, where feasible.
3. At the pre-kindergarten and kindergarten levels, within the limits set by available personnel, programs and facilities, preparation time will be provided each week during which they will not be assigned to other duties, where feasible.

B. Professional Periods

1. In school(s) in which there is a nine period day, the ninth period shall be designated as a professional period, consisting of one non-interrupted period equal in length of time to a regular teaching period. The professional period will be used for the following activities by all teachers:
 - a) curriculum involvement, including the discussion of curriculum-related matters and curriculum coordination, but not including written curriculum work of the type for which compensation is paid under this Agreement;
 - b) service on committees, including departmental, school or District committees, with each teacher not required to serve on more than one committee per year; and
 - c) teacher training, including voluntary peer coaching and classroom inter-visitations.
 - d) effective September 1, 1996, only teachers in the high school will devote one (1) professional period per week to work with an "at risk" student. The implementation of this program will be discussed between the District and the Association during the 1995-96 school year.
2. Preparation periods may be used in lieu of professional periods for the purpose of accomplishing 1 a), b) or c) above, provided that prior permission has been secured from the building principal or his/her designee.

3. Professional periods to be used for the purposes of accomplishing 1 a), b) or c) above shall be scheduled with at least three days' notice, unless there is an emergency which prevents timely notification.

4. No more than 90 professional periods per school-year may be used for the purpose of accomplishing 1 a), b) or c) above. For the remainder of the professional periods available, teachers will work on the accomplishment of one of the following professional responsibilities in their discretion:

- a) individual student and parent conferences,
- b) extra help for students,
- c) counseling of students,
- d) attendance at workshops or conferences regarding students,
- e) testing and evaluation of students,
- f) team meetings regarding students, and
- g) consultations with support staff regarding individual students.

5. Teachers assigned to teach a sixth period pursuant to ARTICLE III.B.7 shall not be assigned a professional period.

6. Congruence Periods. For grades 1 through 5. Regular classroom teachers shall be scheduled for one period of congruence per week. In addition, the District and the LTA recognize the importance and the need to provide additional opportunities to maximize congruence. To the extent feasible, each building principal shall be directed to explore opportunities to meet this goal.

7. Special Subject Teachers. In order to make the time commitment for special subject teachers within ten minutes of the classroom teacher, the time commitment for special subject teachers in the elementary schools shall include classroom instruction time and only such non-classroom instruction time as lunch duty, art decoration periods, library duties, and other non-classroom instructional periods of a meaningful nature that have heretofore been included in the special subject teachers time commitment.

8. Part-time Teachers. The following are the definitions for part-time teachers:

In all cases, the periods shall be continuous. The teacher may enter/leave school at the beginning/end of the schedule.

a. **9/10 Teacher:**

Teaches five classes one semester and four classes the second semester. The

schedule is the same as full-time teachers with the exception that in the semester where the teacher teaches four classes, there will be no hall duty assigned.

b. **8/10 Teacher:**

(MS) Teaches four classes. Teacher is scheduled for one preparation period, one lunch period, and homeroom.

(HS) Teaches four classes. Teacher is scheduled for one preparation period, one lunch period, and one professional period and homeroom.

c. **7/10 Teacher:**

Teaches four classes semester one and three classes semester two. Also, one preparation period and one lunch period.

d. **6/10 Teacher:**

Teaches three classes, one preparation period and lunch. In addition, one hall duty may be assigned.

e. **5/10 Teacher:**

Teaches three classes semester one and two classes semester two. One preparation period and homeroom. In addition, one hall duty may be assigned.

f. **4/10 Teacher:**

Teaches 2 classes, one preparation period and homeroom. In addition, one hall duty may be assigned.

g. **3/10 Teacher:**

Teaches 2 classes semester one and 1 class semester two and homeroom.

h. **2/10 Teacher:**

Will be subject to compensation at the dollar amount for six classes in the collective bargaining agreement unless the subject does not allow it. A 2/10 teacher will teach one class and homeroom.

i. An elementary teacher who teaches half time will teach three periods and have one preparation period.

C. Assignments and Teacher Schedules

1. Principals will consult with each teacher in the Spring concerning his/her program preferences for the following school year as it relates to subject area and/or grade level. Prior to June 15 of each school year, each teacher shall then be informed as to his/her tentative program for the following year.

2. Teachers of elementary special subjects (art, music, physical education, library) whose teaching load exceeds 700 students shall be provided with assistance of one hour a day on a regular basis provided by a teacher aide or part-time teacher.

3. A teacher shall not be assigned more than one period outside his/her area of certification without consultation with the Association.

4. Teachers at the elementary school level shall be scheduled for a lunch period of not less than 45 minutes. Teachers at the Secondary School level shall be scheduled for a lunch period of not less than 40 minutes. Effective September 1, 1996, the elementary faculty lunch period shall be increased by five (5) minutes, to fifty (50) minutes per day. It is understood that the additional five minutes will come from "hall passing time" and not from instructional time.

5. Speech teachers may be assigned for up to 30 teaching periods per week and six teaching periods per day; provided, however, that such teachers at the #4 school may be assigned for up to 35 teaching periods per week and seven teaching periods per day, so long as the periods there remain 30 minutes in length or shorter. In addition, speech teachers may be assigned for up to five periods of testing/evaluation per week, which may be used as preparation period(s) to the extent not assigned. Notwithstanding the above, the speech teacher at the Middle School shall be assigned five (5) teaching periods.

Split assignments. Teachers assigned to two or more schools within a single work day shall be entitled to twenty five minutes travel time between buildings. When feasible, the building principal shall assign a reserved parking space for any teacher with a split assignment, who will arrive after the work day begins.

ARTICLE X - TEACHER EVALUATION

No Classroom Observation Report will be submitted to Central Administration or placed in a teacher's file without prior conference with the teacher.

ARTICLE XI - TEACHER PERSONNEL FILES

Except for confidential pre-employment materials, no material which is derogatory to a teacher's conduct, service, character or personality will be placed in his/her official personnel file unless the teacher receives a copy of such material. The teacher will acknowledge receipt of such material within 48 hours by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Within

seven school days, the teacher shall also have the right to submit a written answer to such material and his/her answer shall be sent to the Central Office and attached to the file copy. A teacher may receive or make a copy of any item in his/her personnel folder, exclusive of confidential material.

ARTICLE XII -ATTENDANCE AT CONFERENCES AND RELATED PROFESSIONAL ACTIVITIES

A. Conferences

1. The Board of Education encourages the participation of school personnel in professional activities which will improve their service to the students of this District. Such participation includes attendance at professional conferences, professional conventions, workshops, visitations to other schools and contributions to the State Department of Education.

Teacher participation and involvement in professional activities should:

a) Acquaint staff members with new ideas, trends and research findings in their own fields and in education in general.

b) Stimulate professional growth and develop and encourage creativity, innovation and experimentation in instruction.

c) Encourage teachers to continue to find growth and satisfaction in service in the Lawrence Public Schools and to assist in attracting others to the District.

The term, "conference", is used below to include all of the professional activities indicated.

B. Apportionment and Application

1. Elementary school regular classroom teachers: Four teachers in each school may attend one conference per year. Application will be made on the school form in duplicate and submitted to the building principal.

2. Middle school and high school classroom teachers: In each building, conference attendance will be extended each year to the equivalent of one person in each department with more than five members, and additional equivalent of one person for each department with more than ten members, including the department head. Each teacher will complete the school application form in duplicate and submit it to his/her department head who, if he/she approves, will submit it to the principal.

3. Special subject teachers: Where there are fewer than five members in a secondary school department and in the case of elementary teachers of Physical Education, Music, Reading, Speech, Special Education, and Library, one member per year from each group on a District basis may attend one conference. The members of each group shall rotate such attendance and prepare

a list indicating the individual and alternate for each year. This list would be given to the appropriate supervisor or director. The specific application will be made in duplicate on the school form by the individual to attend. He/she will submit the form to his/her supervisor or director, who, if he/she approves, will submit it to the principal to whom the individual applicant is primarily responsible.

4. Special Service Personnel: The Attendance Department may have one member attend one conference per year. Each group should submit a list of attendees and alternates to the appropriate director or supervisor. The individual to go in each case will then submit his/her application on the school form in duplicate to his/her department head, if any, or to his/her director or supervisor. The director or supervisor will submit the recommendation, if he/she approves, to the building principal to whom the individual applicant is primarily responsible.

C. Other (Requiring the same application procedure as "B")

1. If an individual is invited to serve as a prominent participant in a National or State conference, he/she may be permitted to attend without affecting the number of persons who may go from his/her building as spelled out above. The Board may reimburse those expenses not covered by the inviting organizations in such cases.

2. If an individual is invited to participate in any conference where all his/her expenses are paid for by the inviting organization, then such attendance may be approved over and above the number of teachers who may attend conferences in that building or department. In such cases, the Board of Education will pay for a substitute teacher.

3. If the individual is required to attend a conference by the Board of Education or the administration, then his/her expenses will be fully reimbursed and will not affect the number of persons who may attend conferences from any building or department.

D. Rules And Procedures

1. Application forms must be submitted in advance, subject to the rules and regulations set forth by the District. All application forms reaching the final point in "B" and "C" above will be forwarded to the Superintendent. All applications are subject to review and approval at the discretion of the Superintendent. If approved, the applicant will receive the attached instruction sheet and reimbursement claim form.

2. Expenses incurred within the limitations set forth in the instruction sheet will be fully reimbursable upon submission of the reimbursement form and the required supporting receipts. Individuals traveling by plane will have tickets secured and paid for in advance by the Business Office.

Individuals will not be permitted to attend conferences more than 1200 miles from the School District, except in special circumstances requiring special approval.

E. Sharing Conference Results

1. Upon returning from a conference, individuals are to prepare a report of conference activities. Such reports will be duplicated and distributed, as appropriate, to members of the Board Of Education, the administration and/or the teaching staff so that they can benefit from the values received by the individual attending the conference.

ARTICLE XIII - PROMOTIONS, TRANSFERS

A. Promotions

The Board of Education will set requirements for promotional positions in the District. A promotional position is defined as an administrative or supervisory vacancy that exists in the District's "Table of Organization". The District shall announce promotional vacancies in the following manner:

1. Posting of promotional openings in all schools.
2. Written notification of promotional vacancies to the President of the Lawrence Teachers' Association.
3. Notification to all members of the units by DIRECT LINE, setting forth the vacancy that exists.

B. Transfers

1. On or about May 1 of a given school year, there shall be made available to the Association a list of expected vacancies for the ensuing school year. Individual teachers interested in knowing about vacancies that develop in the District may obtain such information from the Personnel Office.

2. A teacher who is interested in transferring from one building to another for the following school year shall notify the Personnel Office in writing by April 1.

3. In cases of involuntary transfer from one building to another, the following procedures shall apply:

a) The Assistant Superintendent for Curriculum will notify the Association President of any proposed teacher transfers. The Association will have the opportunity to discuss such proposed transfers with the Assistant Superintendent for Curriculum.

b) Written notice of transfer will be provided to individual teachers no sooner than eight days after such notification to the Association President, and such teachers will have an opportunity to discuss such transfers with their building principal or supervisor.

c) The teacher will have the right to appeal such transfer decision to the Superintendent of Schools.

d) Teachers who have been involuntarily transferred will be given consideration for return to their previously assigned building, provided they notify the Personnel Office in writing not later than April 1 of the current school year.

ARTICLE XIV - PROTECTION OF TEACHERS

A. Assault on a Teacher

Teachers shall report immediately in writing to their principal all cases of assault suffered by them in connection with their employment. Teachers shall also complete and file all reports required by the District and its insurance carrier.

B. Legal Protection

1. The District agrees to provide legal counsel to defend any teacher in any action arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person, or accidental damage to property, within or without the school building, providing such teacher at the time of accident resulting in such injury or damage was acting in the discharge of his/her duties within the scope of his/her employment or under the direction of the Board, provided that within ten (10) days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/she delivers the original or copy of the same to the Board.

2. If criminal or civil proceedings are brought against the teacher alleging that he/she committed an assault in connection with his/her employment, the Board shall furnish legal counsel to defend him/her in such proceedings in accordance with New York State Education Laws 3023 and 3028, provided that within ten (10) days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, he/she delivers original or copy of same to the Board.

C. Medical Protection for Teachers Injured in Cases of Assault

In the event of injury as a result of an assault:

1. An employee acting in the discharge of his/her duties within the scope of employment and school district policies and regulations will be protected under the Workers' Compensation Law.

2. The District will pay full salary during absences covered by Workers' Compensation. However, Workers' Compensation payments must be returned to the District. There will be no deduction from the employee's bank of accrued days for such absences due to injury during the time period covered by Workers' Compensation.

D. Medical Protection for Teachers Injured in Line of Duty

1. An employee acting in the discharge of his/her duties within the scope of employment and school district policies and regulations will be protected under the Workers' Compensation Law other than the first seven (7) days, which will be charged to accumulated sick leave.

2. The District will pay full salary during absences covered by Workers' Compensation. However, Workers' Compensation payments must be returned to the District. There will be no deduction from the employee's bank of accrued days for such absences due to injury during the time period covered by Workers Compensation other than the first seven (7) days, which will be charged to accumulated sick leave.

ARTICLE XV - RIGHTS AND PRIVILEGES OF ASSOCIATION

1. The President of the Association shall be released from two teaching periods, non-teaching duties and, to the extent feasible, scheduled for a preparation period at the end of the school day.

2. The President of the Association shall be granted a maximum total of ten (10) days released time yearly for Association business. To be eligible, the President of the Association or his/her designee shall apply in writing to the Superintendent of Schools five (5) days in advance of the intended date(s) of absence.

3. The Association shall have the right to hold meetings following the conclusion of regularly scheduled faculty meetings. The Association shall have the right to use school buildings for the purpose of meetings, subject to the rules and regulations of the Board of Education.

4. The Association will receive twelve (12) copies of the agenda and minutes of each regular Board of Education meeting.

5. The Association shall be notified of any new or amended written policies and regulations adopted by the Board of Education that affect the terms and conditions of employment for members of the unit.

ARTICLE XVI - COMMITTEES

A. Inservice

An inservice committee will be established by the Association for the purpose of making recommendations to the Assistant Superintendent for Curriculum and Instruction concerning inservice courses to be presented for the District teachers.

The committee will also assume responsibility for:

1. Polling the staff to determine in which area and on which levels inservice courses may be needed.

2. Determining from the listing of the courses suggested by staff members the degree of need for each course and, as a result, determining the priority of each of the courses suggested. In addition, the committee should, where possible, suggest the names of possible course instructors.

3. Suggesting ways of evaluating each course to determine if the course was successful

in meeting the needs of the staff.

When the committee is ready to submit its recommendations, a meeting will be arranged with the Assistant Superintendent for Curriculum and Instruction at which the committee will discuss its recommendations. This meeting will be held before March 1st of the year preceding the offering of said courses. The Assistant Superintendent for Curriculum and Instruction will determine with the committee which of the courses can be provided within budgetary limitations and with consideration given to other District course priorities. These recommendations will be presented to the Administrative Council for approval. Final approval of all inservice courses is subject to the discretion of the Board of Education.

B. Extra Compensation

(See Article III).

C. Teacher Conference Committee

There shall be a joint LTA/District committee to review and make recommendations with regard to the District's conference program for teachers. Committee recommendations will be submitted to the LTA and Superintendent of Schools.

D. Principals' Advisory Committees

Principals' Advisory Committees will continue to be elected in each school. The Association's Executive Board will meet with the Superintendent of Schools and his designees at mutually agreed times during the school year. Election rules and procedures for the PAC committees will be determined by the Association, which will also conduct and supervise the election of committees in each school.

E. Committee Selection

The President of the Association and the Assistant Superintendent for Curriculum and Instruction shall determine the teacher members of each committee by consensus. If consensus is not reached within ten days after notification of a vacancy or vacancies on a committee, the Superintendent shall have the right to make the selection(s) of teacher member(s) to the committee(s).

F. Child Care Committee

A joint committee for the purpose of exploring the potential of initiating a child care program at no cost to the District, shall be established.

ARTICLE XVII - TEACHER WORK YEAR

1. The maximum teacher work year is 184 days. No fewer than three of these days shall be for staff development and orientation. In academic years in which the last school day falls on a

Monday, the last school day shall be deemed to be the prior Friday.

2. Elementary teachers shall be relieved of one-half (½) day of instruction in order to carry out end-of-year clerical responsibilities. This shall be scheduled by the Administration within the last two weeks of school.

3. The Association may select two representatives to serve on the District Calendar Committee in the development of a recommended school calendar.

ARTICLE XVIII - SUMMER SCHOOL

Summer School

1. Teacher in charge. When there are qualified and certificated applicants from the bargaining unit, the assignment of teacher in charge of summer school shall be selected from such group.

2. Appropriately Certificated members of the bargaining unit shall be given preference in summer school teaching assignments.

ARTICLE XIX - SCHOOL RELATED PERSONNEL

A. All provisions of the current LTA contract shall apply to the school related personnel which consists of all part-time Title I and part-time PSEN Teachers and Elementary and Secondary Substitute Pool Teachers, with the exception of the following articles:

Article III A-E	Salaries and Other Compensation
Article IV A, B, D, E	Teacher Benefits
Article V	Teacher absence without loss of pay
Article VI	Physical Examinations
Article VII	Leaves of Absence
Article VIII	Teachers' Duties and Obligations
Article IX	Teachers Assignments and Schedules
Article XII	Attendance at Conference and Related Professional Activities
Article XVII	Teacher Work Year

B. In lieu of the above enumerated provisions, the following specific terms shall apply to the school related personnel as defined above.

1. Salary

a) PSEN/Title I - Hourly Rate

July 1, 1995 - \$35.02

February 1, 1996 - \$35.55

July 1, 1996 - \$36.08
February 1, 1997 - \$36.62
July 1, 1997 - \$37.17
February 1, 1998 - \$37.73
July 1, 1998 - \$38.30
February 1, 1999 - \$38.87

b) Substitute Pool Teachers - Daily Rate

July 1, 1995 - \$103.53
February 1, 1996 - \$105.08
July 1, 1996 - \$106.66
February 1, 1997 - \$108.26
July 1, 1997 - \$109.88
February 1, 1998 - \$111.53
July 1, 1998 - \$113.20
February 1, 1999 - \$114.90

c) Unit members employed on a continuing basis for a teacher, who is a member of the unit represented by the Lawrence Teachers Association and who is absent over an extended period of time, shall be compensated as follows, conditional upon the LTA teacher being absent the required number of days as outlined below:

In any case where the District determines in advance that the LTA teacher will be absent for more than 40 school days, a unit member will be employed for each day of continuous service at the salary rate of 1/200th of the appropriate step and column as set forth in the then current salary schedule in the 1995-99 agreement between the District and the LTA. The actual step and column placement of the unit member will be determined upon a review of the unit member's prior training and experience by the Assistant Superintendent or his designee.

In all other cases where the LTA teacher is absent for an extended period of time, a unit member will be compensated as follows: (i) for the first 20 days of service, the salary rate shall be as described in subsection 1 above; (ii) for each day of service beyond 20 but not more than 40 school days, the salary rate shall be 1/200th of the base annual salary (Step 1) set forth in the then current salary schedule of the LTA agreement for a regularly employed teacher with a Bachelor's Degree; and (iii) when a unit member has rendered service beyond 40 school days, the salary rate shall be 1/200th of the appropriate step and column as set forth in the then current salary schedule in the LTA agreement. This shall be retroactive to the first day of service. The actual step and column placement will be determined upon a review of the unit member's prior training and experience by the Superintendent or his designee.

c) Secondary Substitute Pool Teachers shall be assigned six class periods of instruction per day. If such teachers teach seven class periods of instruction, they shall receive additional compensation in the amount of 1/5th of the daily rate of pay set forth above.

d) Unit members who are assigned to provide chaperoning services and co-

curricular activities as described in the Appendix B Co-curricular Salary Schedule of the LTA agreement shall be compensated in accordance with the terms of that Schedule.

e) Unit members who are required to attend building or District meetings, such as open school night and faculty meetings, shall be compensated at the Faculty Overtime Instructional Rate set forth in Appendix C (II) of the LTA agreement.

f) Unit members who receive approval in advance from the District to attend in-service study shall be compensated at the rate of \$10.00 per hour.

g) **Attendance Bonus**

Unit members who have no absences for an entire school year (commencing with October 2 in the 1989-90 school year and, in subsequent years, commencing with the first day of the school year) shall be paid a bonus of \$400.00 at the end of the school year. Any unit member who has only one absence shall be paid a bonus of \$250.00, and any unit member who has only two absences shall be paid a bonus of \$200.00.

2. **Health Insurance**

a) The current group health insurance program, or its equivalent, will be made available to employees whose workweek is no less than 20 hours, subject to regulations and conditions established by the insurance carrier. All health benefits for this unit are on a twelve month basis.

b) The District will pay 85% of the premium cost for the statewide individual plan and 85% of the premium cost of the statewide family plan on behalf of such employees.

c) Those members of this unit who do not participate in the District Health Insurance Program shall receive the same payments as those members of the LTA.

3. **Dental Insurance**

Those members of this unit who wish to participate in the District Dental Plan may do so by payment of the full premium cost for the plan.

4. **Work Year**

The maximum work year shall be 184 days for Secondary Substitute Pool Teachers provided, however, if the work year in a particular school year for members of the LTA is less than 184 days, then the work year for Secondary Substitute Pool Teachers shall be the same as that for members of the LTA. The minimum work year shall be 120 school days plus three staff days for Elementary Substitute Pool Teachers. All members of this unit shall receive notification of their assignment for the next school year no later than June 1st.

5. **Work Day**

The work day for PSEN Math and Chapter One Teachers shall be four (4) hours per day, five (5) days per week. If school is closed due to emergencies and if members of this unit had been scheduled to work on the day school is closed, they shall be compensated for their normal daily rate of pay.

The work day for unit members shall include one forty (40) minute preparation period per day and one one-half day to perform clerical duties each June.

6. Child Care Leave

Upon written request submitted at least ninety (90) days before such leave would commence, employees may be granted a leave of absence, without pay, not to exceed two (2) years' duration, for the care of a newly-born infant or adopted child. The time on leave shall not apply to any longevity career increment calculations, nor shall the employee be entitled to retirement credit during the time on leave.

Such leave shall be without pay or other employee benefits, except that employees may, at their own cost and expense, continue as enrolled members of the District's health insurance plan. Such leave shall terminate at the beginning of the school year, provided, however, that if an employee desires to return from a child care leave before such leave is scheduled to terminate, the employee may take such request in writing to the Superintendent of Schools, provided such request is submitted no later than March 1 of the school year immediately prior to the beginning of the school year when such leave was scheduled to terminate. All requests for early return are subject to approval by the Board of Education, upon the recommendation of the Superintendent of Schools.

7. Jury Duty

A. Employees required to serve jury duty shall be paid for up to ten workdays during the period of such service.

B. Employees shall remit to the District the total per diem jury duty fees paid for jury service during the aforementioned ten workdays, less allowance for subsistence.

8. Conference Attendance

A. Eligibility

Five employees per year may attend one conference, payment for which shall not exceed the employee(s)' regular daily rate of pay. Employees shall rotate such attendance and prepare a list indicating the individual and alternate for each year. The specific application shall be made in duplicate on the school form by the individual to attend. He/she shall submit the application to the appropriate building principal.

B. Rules and Procedures

1. Application forms must be submitted in advance, subject to the rules and

regulations set forth by the District. All applications are subject to review and approval at the discretion of the Superintendent. If approved, the applicant will receive an instruction sheet and reimbursement claim form.

2. Expenses incurred within the limitations set forth in the instruction sheet will be fully reimbursable upon submission of the reimbursement form and the required supporting receipts. Employees traveling by plane will have tickets secured and paid for in advance by the Business Office.

Employees will not be permitted to attend conferences more than 1200 miles from the District, except in special circumstances requiring special approval.

C. Sharing Conference Results

1. Upon returning from a conference, employees are to prepare a report of conference activities. Such reports will be duplicated and distributed, as appropriate, to members of the Board of Education, the administration and/or the staff so that they can benefit from the values received by the employee attending the conference.

9. Physical Examinations

For the protection of the employee, the Association, the students and community and in accordance with the recommendations of the State Department of Education:

A. Each employee shall receive a complete physical examination, including a skin test for tuberculosis and submit the results of such examination to the Superintendent of Schools on a form provided by the District prior to the first day of employment. The method used for tuberculin testing is the Mantoux technique.

B. In the event that an employee does not desire to have the physical examination referred to in Section A above performed by his/her family physician, the examination will be performed by a school physician at District expense.

C. In accordance with State Education Law, and notwithstanding the above, the Superintendent may require an examination of an employee by a school physician or an independent physician. An employee may have his/her personal physician present during any required examination by the District physician.

D. A written appeal may be made to the Superintendent of Schools, through building principals, for any exception to the above regulations.

ARTICLE XX - GRIEVANCE PROCEDURE

A. Purpose

It is the declared objective of both parties to encourage the prompt and informal resolution of differences as they arise, and before recourse to the formal procedures described herein.

B. Definitions

1. Grievance - shall mean any complaint of an alleged violation of any of the terms and conditions as set forth in this Agreement.

2. Grievant - shall mean any employee represented by the LTA, the LTA itself, or the Superintendent of Schools, any of whom shall be deemed an aggrieved party.

3. Immediate Supervisor - shall mean the department head or building principal, whichever is applicable, dependent upon the nature of the grievance filed. Where a teacher is assigned to more than one school, the immediate supervisor shall be the building principal in whose building the grievance has occurred. If the grievance is with the administrator of District-wide capacity, the grievance shall be filed with such administrator in lieu of the immediate supervisor. (Stage I).

C. Submission of Grievance

1. A grievance submitted by an employee shall not be processed beyond Stage III without the written approval of the Lawrence Teachers' Association.

2. The Superintendent of Schools shall present grievances to the President of the Association.

3. By joint written agreement of the parties, any or all of the steps in the procedures, prior to arbitration, may be omitted.

4. A grievance shall be deemed waived unless it is submitted formally within ten (10) working days after an aggrieved party knew or should have known of the events or conditions on which it is based.

5. All grievances submitted in writing which are not resolved by June 30 shall be postponed until the following school semester.

6. An aggrieved party may be represented at any or all stages of the formal grievance procedure by representatives selected by the grievant or the Association, not to exceed a total of two (2).

D. Procedures

Stage I (Informal) - Immediate Supervisor

A grievance shall be submitted to the immediate supervisor. The parties shall attempt to resolve the grievance informally at this level within ten (10) school days.

Stage II (Formal) - Immediate Supervisor

If the grievant is not satisfied with the response received at Stage I or no response is received within ten (10) school days, the grievant may within five (5) school days thereafter reduce the grievance to writing and submit same to the building principal. Such writing shall include the provision of this Agreement involved, the time when and the place where the alleged events or conditions constituting the grievance arose and the proposed remedy sought. The party to whom such written grievance is submitted shall respond in writing within five (5) school days after receipt of the grievance.

Stage III - Superintendent of Schools

If the grievant is not satisfied with the response received at Stage II or if no response is received within five (5) school days, the grievant may within five (5) school days thereafter submit a copy of his written grievance, together with any response received at Stage II, to the Superintendent of Schools. The Superintendent of Schools, or his designee, shall make a determination in regard to the grievance and transmit his written decision thereon to the grievant within fifteen (15) school days thereafter. In the course of deciding the grievance, the Superintendent of Schools, or his designee, may hold such meetings or conferences as he deems necessary.

Stage IV - Arbitration

If not satisfied with the response received at Stage III, the Association may within fifteen (15) school days thereafter submit the grievance to arbitration in accordance with the rules of the American Arbitration Association. The arbitrator shall issue a written determination and award to the parties not later than thirty (30) days from the close of the hearing(s). The award of the arbitrator shall set forth the findings of fact and conclusion and shall be binding in complaints alleging a

violation of terms and conditions as set forth in this Agreement.

The arbitrator shall have no power to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement, nor shall he/she have the power to alter, add to or detract from the provisions of this Agreement. The cost for the services of the arbitrator will be borne equally by the parties.

ARTICLE XXI - GENERAL GUARANTEES

1. This Agreement shall apply equally to all employees included within the Instructional Negotiating Unit and shall pertain to and bind each employee without regard to whether or not he/she is a member in good standing of the Association. The Board will not make individual agreements with any employee within the negotiating unit which is contrary to the terms of this Agreement.

2. It is not intended that either party has waived any rights, duties or responsibilities, as provided by law, as a result of any part of this Agreement.

3. None of the subjects of this Agreement, or any other subject not covered by this Agreement, shall be open for negotiations during the life of this Agreement or the duration of its specific clauses, except by mutual agreement of the District and Association. Except as expressly provided otherwise by this Agreement, the determination and administration of school policy, rules, regulations and the operation of the schools are vested exclusively in the Board of Education.

4. Should any provision of this Agreement be found in violation of a Federal, State or local law or ordinance by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

5. The Board may establish rules and regulations to the extent they are not violative of the terms of this Agreement.

6. 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 THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

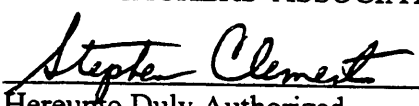
ARTICLE XXII - DURATION OF AGREEMENT

This Agreement shall become effective as of July 1, 1995 and shall remain in effect until June 30, 1999.

LAWRENCE PUBLIC SCHOOLS

LAWRENCE TEACHERS' ASSOCIATION

By: 
Hereunto Duly Authorized

By: 
Hereunto Duly Authorized

Date: 6/19/96

#1703

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21	63739			76774		78630	80527		81704	82906	84078	84851
22	64744			78003		79958	81892		83105	84344	85511	86237
23	64744			78003	79300	79958	81892	82896	83105	84344	85511	86237
24	65684	73465	75477	78943	80240	80899	82833	83838	84047	85285	86452	87178
25	65684	73465	75477	78943	80240	80899	82833	83838	84047	85285	86452	87178
26	66694	74473	76481	80130	81375	82018	83874	84862	85087	86331	87497	88177
27	66694	74473	76481	80130	81375	82018	83874	84862	85087	86331	87497	88177
28	66694	74473	76481	80130	81375	82018	83874	84862	85087	86331	87497	88177
29	66694	74473	76481	80130	81375	82018	83874	84862	85087	86331	87497	88177
30	66694	74473	76481	80130	81375	82018	83874	84862	85087	86331	87497	88177

B2												
	2/1/97											MA+90
	B	B+30	B+45	MA	MA+10	MA+15	MA+30	MA+40	MA+45	MA+60	MA+75	DOCT
1	37253			43249		44908	46519		47215	47916	49069	50548
2	38713			45278		46986	48701		49444	50165	51350	52925
3	40002			46737		48446	50128		50882	51631	52813	54219
4	41537			47741		49911	53042		53827	54639	55823	56158
5	44943			51598		53695	55256		56083	56905	58094	59920
6	46266			53249		55774	57255		58110	58969	60158	62216
7	47879			54952		56979	58969		59862	60764	61946	63947
8	50006			56794		58656	60794		61713	62626	63814	65756
9	51598			59336		61336	62743		63692	64642	65825	67943
10	53381			61516		63490	65395		66383	67370	68558	69710
11	55286			64049		65141	67386		68405	69404	70587	72221
12	57255			66139		67672	69127		70178	71218	72401	74173
13	59834			68760		71032	72385		73473	74550	75733	77098
14	59834			71684		73532	74682		75797	76907	78095	79878
15	59834			74158		76126	77788		78951	80122	81311	82617
16	61326			75400		77548	79709		80897	82096	83281	83758
17	61326			75400		77548	79709		80897	82096	83281	83758
18	63628			76859		78743	80669		81858	83084	84272	85057
19	63628			76859		78743	80669		81858	83084	84272	85057
20	64695			77926		79809	81735		82930	84150	85339	86124
21	64695			77926		79809	81735		82930	84150	85339	86124
22	65715			79173		81157	83120		84352	85609	86794	87531
23	65715			79173	80490	81157	83120	84139	84352	85609	86794	87531
24	66669	74567	76609	80127	81444	82112	84075	85096	85308	86564	87749	88486
25	66669	74567	76609	80127	81444	82112	84075	85096	85308	86564	87749	88486
26	67694	75590	77628	81332	82596	83248	85132	86135	86363	87626	88809	89500
27	67694	75590	77628	81332	82596	83248	85132	86135	86363	87626	88809	89500
28	67694	75590	77628	81332	82596	83248	85132	86135	86363	87626	88809	89500
29	67694	75590	77628	81332	82596	83248	85132	86135	86363	87626	88809	89500
30	67694	75590	77628	81332	82596	83248	85132	86135	86363	87626	88809	89500

	C2												
	2/1/98												MA+90
	B	B+30	B+45	MA	MA+10	MA+15	MA+30	MA+40	MA+45	MA+60	MA+75	DOCT	
1	37253			43898		45582	47217		47923	48635	49805	51306	
2	39883			46646		48406	50173		50939	51681	52902	54525	
3	41211			48150		49911	51643		52420	53191	54409	55857	
4	42792			49184		51420	54646		55454	56291	57510	57855	
5	46301			53158		55318	56926		57778	58625	59849	61731	
6	47664			54859		57460	58986		59867	60752	61976	64096	
7	49326			56613		58702	60752		61671	62600	63818	65880	
8	51517			58511		60429	62632		63579	64518	65743	67743	
9	53158			61129		63190	64639		65617	66596	67814	69996	
10	54995			63376		65409	67372		68390	69407	70630	71817	
11	56957			65985		67110	69423		70472	71502	72721	74404	
12	58986			68138		69717	71216		72299	73370	74589	76415	
13	61643			70838		73178	74573		75694	76803	78022	79428	
14	61643			73850		75755	76939		78088	79232	80455	82292	
15	61643			76399		78427	80139		81337	82544	83769	85114	
16	63180			77679		79892	82119		83342	84577	85798	86289	
17	63180			77679		79892	82119		83342	84577	85798	86289	
18	65551			79182		81123	83107		84332	85595	86819	87628	
19	65551			79182		81123	83107		84332	85595	86819	87628	
20	66650			80281		82221	84205		85437	86693	87918	88727	
21	66650			80281		82221	84205		85437	86693	87918	88727	
22	67702			81566		83610	85633		86901	88196	89417	90177	
23	67702			81566	82922	83610	85633	86682	86901	88196	89417	90177	
24	68684	76821	78924	82549	83906	84594	86616	87668	87887	89180	90401	91160	
25	68684	76821	78924	82549	83906	84594	86616	87668	87887	89180	90401	91160	
26	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206	
27	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206	
28	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206	
29	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206	
30	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206	

	C1											
	7/1/97											MA+90
	B	B+30	B+45	MA	MA+10	MA+15	MA+30	MA+40	MA+45	MA+60	MA+75	DOCT
1	37253			43249		44908	46519		47215	47916	49069	50548
2	39294			45957		47691	49432		50186	50917	52120	53719
3	40602			47438		49173	50880		51645	52405	53605	55032
4	42160			48457		50660	53838		54634	55459	56660	57000
5	45617			52372		54500	56085		56924	57759	58965	60819
6	46960			54048		56611	58114		58982	59854	61060	63149
7	48597			55776		57834	59854		60760	61675	62875	64906
8	50756			57646		59536	61706		62639	63565	64771	66742
9	52372			60226		62256	63684		64647	65612	66812	68962
10	54182			62439		64442	66376		67379	68381	69586	70756
11	56115			65010		66118	68397		69431	70445	71646	73304
12	58114			67131		68687	70164		71231	72286	73487	75286
13	60732			69791		72097	73471		74575	75668	76869	78254
14	60732			72759		74635	75802		76934	78061	79266	81076
15	60732			75270		77268	78955		80135	81324	82531	83856
16	62246			76531		78711	80905		82110	83327	84530	85014
17	62246			76531		78711	80905		82110	83327	84530	85014
18	64582			78012		79924	81879		83086	84330	85536	86333
19	64582			78012		79924	81879		83086	84330	85536	86333
20	65665			79095		81006	82961		84174	85412	86619	87416
21	65665			79095		81006	82961		84174	85412	86619	87416
22	66701			80361		82374	84367		85617	86893	88096	88844
23	66701			80361	81697	82374	84367	85401	85617	86893	88096	88844
24	67669	75686	77758	81329	82666	83344	85336	86372	86588	87862	89065	89813
25	67669	75686	77758	81329	82666	83344	85336	86372	86588	87862	89065	89813
26	68709	76724	78792	82552	83835	84497	86409	87427	87658	88940	90141	90843
27	68709	76724	78792	82552	83835	84497	86409	87427	87658	88940	90141	90843
28	68709	76724	78792	82552	83835	84497	86409	87427	87658	88940	90141	90843
29	68709	76724	78792	82552	83835	84497	86409	87427	87658	88940	90141	90843
30	68709	76724	78792	82552	83835	84497	86409	87427	87658	88940	90141	90843

C2												
2/1/98 (revised 11/97)												MA+90
B	B+30	B+45	MA	MA+10	MA+15	MA+30	MA+40	MA+45	MA+60	MA+75	DOCT	
1	37253		43249		44908	46519		47215	47916	49069	50548	
2	39883		46646		48406	50173		50939	51681	52902	54525	
3	41211		48150		49911	51643		52420	53191	54409	55857	
4	42792		49184		51420	54646		55454	56291	57510	57855	
5	46301		53158		55318	56926		57778	58625	59849	61731	
6	47664		54859		57460	58986		59867	60752	61976	64096	
7	49326		56613		58702	60752		61671	62600	63818	65880	
8	51517		58511		60429	62632		63579	64518	65743	67743	
9	53158		61129		63190	64639		65617	66596	67814	69996	
10	54995		63376		65409	67372		68390	69407	70630	71817	
11	56957		65985		67110	69423		70472	71502	72721	74404	
12	58986		68138		69717	71216		72299	73370	74589	76415	
13	61643		70838		73178	74573		75694	76803	78022	79428	
14	61643		73850		75755	76939		78088	79232	80455	82292	
15	61643		76399		78427	80139		81337	82544	83769	85114	
16	63180		77679		79892	82119		83342	84577	85798	86289	
17	63180		77679		79892	82119		83342	84577	85798	86289	
18	65551		79182		81123	83107		84332	85595	86819	87628	
19	65551		79182		81123	83107		84332	85595	86819	87628	
20	66650		80281		82221	84205		85437	86693	87918	88727	
21	66650		80281		82221	84205		85437	86693	87918	88727	
22	67702		81566		83610	85633		86901	88196	89417	90177	
23	67702		81566	82922	83610	85633	86682	86901	88196	89417	90177	
24	68684	76821	78924	82549	83906	84594	86616	87668	87887	89180	90401	91160
25	68684	76821	78924	82549	83906	84594	86616	87668	87887	89180	90401	91160
26	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206
27	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206
28	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206
29	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206
30	69740	77875	79974	83790	85093	85764	87705	88738	88973	90274	91493	92206

	D1											
	7/1/98											MA+90
	B	B+30	B+45	MA	MA+10	MA+15	MA+30	MA+40	MA+45	MA+60	MA+75	DOCT
1	37253			43249		44908	46519		47215	47916	49069	50548
2	40481			47346		49132	50926		51703	52456	53696	55343
3	41829			48872		50660	52418		53206	53989	55225	56695
4	43434			49922		52191	55466		56286	57135	58373	58723
5	46996			53955		56148	57780		58645	59504	60747	62657
6	48379			55682		58322	59871		60765	61663	62906	65057
7	50066			57462		59583	61663		62596	63539	64775	66868
8	52290			59389		61335	63571		64533	65486	66729	68759
9	53955			62046		64138	65609		66601	67595	68831	71046
10	55820			64327		66390	68383		69416	70448	71689	72894
11	57811			66975		68117	70464		71529	72575	73812	75520
12	59871			69160		70763	72284		73383	74471	75708	77561
13	62568			71901		74276	75692		76829	77955	79192	80619
14	62568			74958		76891	78093		79259	80420	81662	83526
15	62568			77545		79603	81341		82557	83782	85026	86391
16	64128			78844		81090	83351		84592	85846	87085	87583
17	64128			78844		81090	83351		84592	85846	87085	87583
18	66534			80370		82340	84354		85597	86879	88121	88942
19	66534			80370		82340	84354		85597	86879	88121	88942
20	67650			81485		83454	85468		86719	87993	89237	90058
21	67650			81485		83454	85468		86719	87993	89237	90058
22	68718			82789		84864	86917		88205	89519	90758	91530
23	68718			82789	84166	84864	86917	87982	88205	89519	90758	91530
24	69714	77973	80108	83787	85165	85863	87915	88983	89205	90518	91757	92527
25	69714	77973	80108	83787	85165	85863	87915	88983	89205	90518	91757	92527
26	70786	79043	81174	85047	86369	87050	89021	90069	90308	91628	92865	93589
27	70786	79043	81174	85047	86369	87050	89021	90069	90308	91628	92865	93589
28	70786	79043	81174	85047	86369	87050	89021	90069	90308	91628	92865	93589
29	70786	79043	81174	85047	86369	87050	89021	90069	90308	91628	92865	93589
30	70786	79043	81174	85047	86369	87050	89021	90069	90308	91628	92865	93589

	D2											
	2/1/99											MA+90
	B	B+30	B+45	MA	MA+10	MA+15	MA+30	MA+40	MA+45	MA+60	MA+75	DOCT
1	37253			43249		44908	46519		47215	47916	49069	50548
2	41088			48056		49869	51690		52479	53243	54501	56173
3	42456			49605		51420	53204		54004	54799	56053	57545
4	44086			50671		52974	56298		57130	57992	59249	59604
5	47701			54764		56990	58647		59525	60397	61658	63597
6	49105			56517		59197	60769		61676	62588	63850	66033
7	50817			58324		60477	62588		63535	64492	65747	67871
8	53074			60280		62255	64525		65501	66468	67730	69790
9	54764			62977		65100	66593		67600	68609	69863	72112
10	56657			65292		67386	69409		70457	71505	72764	73987
11	58678			67980		69139	71521		72602	73664	74919	76653
12	60769			70197		71824	73368		74484	75588	76844	78724
13	63507			72980		75390	76827		77981	79124	80380	81828
14	63507			76082		78044	79264		80448	81626	82887	84779
15	63507			78708		80797	82561		83795	85039	86301	87687
16	65090			80027		82306	84601		85861	87134	88391	88897
17	65090			80027		82306	84601		85861	87134	88391	88897
18	67532			81576		83575	85619		86881	88182	89443	90276
19	67532			81576		83575	85619		86881	88182	89443	90276
20	68665			82707		84706	86750		88020	89313	90576	91409
21	68665			82707		84706	86750		88020	89313	90576	91409
22	69749			84031		86137	88221		89528	90862	92119	92903
23	69749			84031	85428	86137	88221	89302	89528	90862	92119	92903
24	70760	79143	81310	85044	86442	87151	89234	90318	90543	91876	93133	93915
25	70760	79143	81310	85044	86442	87151	89234	90318	90543	91876	93133	93915
26	71848	80229	82392	86323	87665	88356	90356	91420	91663	93002	94258	94993
27	71848	80229	82392	86323	87665	88356	90356	91420	91663	93002	94258	94993
28	71848	80229	82392	86323	87665	88356	90356	91420	91663	93002	94258	94993
29	71848	80229	82392	86323	87665	88356	90356	91420	91663	93002	94258	94993
30	71848	80229	82392	86323	87665	88356	90356	91420	91663	93002	94258	94993

APPENDIX B									
CO-CURRICULAR SALARY SCHEDULE									
GROUP A ACTIVITIES									
Activities that meet a minimum of twice per month (20 hours per year)									
						1995/96	1996/97	1997/98	1998/99
Middle School									
	LaTable Ronde Club					682	699	716	734
	Italian Club					682	699	716	734
	El Circulo Hispano Club					682	699	716	734
	Radio Club					682	699	716	734
	DECA Business Club					682	699	716	734
	Math Fair Club					682	699	716	734
	Sewing Club					682	699	716	734
	Math Counts					682	699	716	734
Senior High School									
	French Club					682	699	716	734
	Hebrew Club					682	699	716	734
	It's Academic					682	699	716	734
	Student Action for Education					682	699	716	734
	Italian Club					682	699	716	734
	Art Honor Society Club					682	699	716	734
	SADD					682	699	716	734
	National Junior Honor Society					682	699	716	734
	Spanish Honor Society					682	699	716	734
	Debate Club					682	699	716	734
	French Honor Society					682	699	716	734
	Ambassador Club					0	699	716	734
Mini-Clubs - meets 10 weeks									
Middle School									
	Invention Club					343	352	361	370
	Marth Club					343	352	361	370

GROUP B ACTIVITIES									
Activities that meet a minimum of three times per month (30 hours per year)									
						1995/96	1996/97	1997/98	1998/99
Middle School									
	Builders Club					1020	1046	1072	1099
	Yorkers Club					1020	1046	1072	1099
Senior High School									
	Key Club					1020	1046	1072	1099
	Law Club					1020	1046	1072	1099
	Ecology Club					1020	1046	1072	1099
	Tri-M Honor Society					1020	1046	1072	1099
	Freshman Class					1020	1046	1072	1099
	Sophomore Class					1020	1046	1072	1099
	Photography Club					1020	1046	1072	1099
	Fine Art Club					1020	1046	1072	1099
Elementary									
	Student Council					1266	1298	1330	1363
	Math Olympiads					1266	1298	1330	1363
	Science Club					1266	1298	1330	1363
	Physical Ed Club					1266	1298	1330	1363
	Radio WONE					1266	1298	1330	1363

GROUP C ACTIVITIES									
Activities that meet a minimum of four times per month (40 hours per year)									
					1995/96	1996/97	1997/98	1998/99	
Middle School									
	School In Action				1374	1408	1443	1479	
	American Field Service				1261	1293	1325	1358	
	Honor Society				1261	1293	1325	1358	
	Science Club				1374	1408	1443	1479	
	Modern Dance				1374	1408	1443	1479	
	Art Club				1374	1408	1443	1479	
	Computer Club				1374	1408	1443	1479	
	Homecoming				1261	1293	1325	1358	
	Math Club				1374	1408	1443	1479	
	Mathlete Club 7th & 8th Grade				1374	1408	1443	1479	
	Social Studies Club				1374	1408	1443	1479	
	Bar Association Mentor Program				1374	1408	1443	1479	
	Anti Bias Club				1374	1408	1443	1479	
Senior High School									
	Technology Club				1261	1293	1325	1358	
	Honor Society Club				1374	1408	1443	1479	
	Math Club				1374	1408	1443	1479	
	Science Club				1374	1408	1443	1479	
	Drill Team Advisor				1374	1408	1443	1479	
	Mentor Program Advisor				1374	1408	1443	1479	
	Homecoming				1374	1408	1443	1479	
	Afro-American Club				1374	1408	1443	1479	
	Latino American Club				1374	1408	1443	1479	
	TV Production Club				1374	1408	1443	1479	
Elementary									
	Yearbook				1374	1408	1443	1479	
	Great Books				1374	1408	1443	1479	
	Drama Club				1374	1408	1443	1479	
	Art Club				1374	1408	1443	1479	

GROUP D ACTIVITIES									
Special activities that do not conform to a fixed time schedule									
						1995/96	1996/97	1997/98	1998/99
I. PUBLICATIONS									
Middle School									
	Prelude					4044	4145	4249	4355
	Trumpet					2250	2306	2364	2423
	Literary Magazine					994	1019	1044	1070
	Nope to Dope Club/News Bulletin					2814	3184	3264	3346
	Nope to Dope Newsletter					3014	0	0	0
Senior High School									
	Mental Pab					4269	4376	4485	4597
	Mental Pab Assistant					2414	2474	2536	2599
	Lawrencian					3700	4993	5118	5246
	Lawrencian Assistant					2009	2699	2766	2835
	Literary Magazine					994	1019	1044	1070
	Crossroads					738	756	775	794
	Math Journal					738	756	775	794
	Forensics Club					2061	2113	2166	2220
Elementary									
	Literary Magazine					2798	2868	2940	3014
	School Newspaper					2798	2868	2940	3014
	Computer Club					2798	2868	2940	3014
II. MUSIC & DRAMA									
Middle School									
	Band Director(s) - 2 each					2358	2417	2477	2539
	Orchestra Director(s) - 2 each					2358	2417	2477	2539
	Choral Director(s) - 3 each					2240	2296	2353	2412
	Drama Club					4172	4276	4383	4493
	Drama Club Orchestra Director					1374	1408	1443	1479
	Drama Club Choral Director					1374	1408	1443	1479
	Drama Club Technician					379	1013	1038	1064
	Stage Band					1374	1408	1443	1479
Senior High School									
	Band Director					3475	3562	3651	3742
	Asst. Band Director					1773	1817	1862	1909
	Orchestra Director					2778	2847	2918	2991
	Choral Director					2778	2847	2918	2991
	Musical Production Advisor					3249	3330	3413	3498
	Musical Prod. Asst. Director					2153	2207	2262	2319
	Buskins Advisor					2865	2937	3010	3085
	Senior Showcase Advisor					2865	2937	3010	3085
	Stage Crew Advisor					2296	2353	2412	2472
	Lawrence Philharmonic					2778	2847	2918	2991

III. STUDENT GOVERNMENT ACTIVITIES									
						1995/96	1996/97	1997/98	1998/99
Middle School									
	Student Activity Treasurer					1973	2022	2073	2125
	G.O. Advisor					2932	3005	3080	3157
Senior High School									
	Government in Action Advisor					3131	3209	3289	3371
	Student Government Advisor					3126	3204	3284	3366
	Senior Class Advisor					2583	2648	2714	2782
	Junior Class Advisor					1512	1550	1589	1629
	Student Activity Fund Advisor					3793	3888	3985	4085
IV. OTHER ACTIVITIES									
Senior High School									
	American Field Service					2096	2148	2202	2257
	DECA Advisor					3403	3488	3575	3664
	DECA Asst. Advisor					2168	2222	2278	2335
	Focus on Helping America					2583	3448	3534	3622
	Foreign Exchange Advisor					2008	2058	2109	2162
GROUP E ACTIVITIES									
COORDINATORS									
I. Secondary or District Coordinators									
	1 - 3 Teachers (excluding self)					1374	1408	1443	1479
	4 or more Teachers (excluding self)					1527	1565	1604	1644
	Drug Prevention Coordinator					1527	1565	1604	1644
	Driver Education Coordinator					1374	1408	1443	1479
	Health & Phys Ed Coordinator					1527	1565	1604	1644
	Middle School Team Leader					1374	1408	1443	1479
II. Elementary									
	No. 4 School AV Coordinator					1374	1408	1443	1479
	Grade Leader					1399	1434	1470	1507

APPENDIX C									
EXTRA COMPENSATION SCHEDULE									
(Summer School, Miscellaneous Activities, Supervision)									
				1995/96	1996/97	1997/98	1998/99		
I. SUMMER SCHOOL									
	Elementary/Secondary Teacher (per hour)			41	44	46	48		
	Summer Curriculum Work (per day)			123	126	129	132		
	Summer Phys. Cond. Program (90 hours)			2696	2763	2832	2903		
	Summer Phys. Cond. Prog. Asst.			1712	1755	1799	1844		
II. MISCELLANEOUS ACTIVITIES									
	Elementary A.M. & P.M. Bus Duty			835	856	877	899		
	Secondary A.M. & P.M. Bus Duty			1245	1276	1308	1341		
	Home Tutors (per hour)			36	37	38	39		
	Instruction - prep. for testing programs (per session approx. 1.5 hrs.)			40	41	42	43		
	Computer Center Supervisor (per session approx. 1.5 hrs.)			40	41	42	43		
	Faculty Overtime Instruction			32	33	34	35		
	Evening High School Coordinator			9020	9246	9477	9714		
	Evening High School (per hour)			40	41	42	43		
	Teacher Asst. to Dean			3403	3488	3575	3664		
	Instruction - Inservice (per hour)			67	69	71	73		
III. SUPERVISION OF ATHLETIC CONTESTS & FEE CHARGING OR FUND RAISING STUDENT ACTIVITIES									
	Afternoon-School Days-Home (per game or session)			38	39	40	41		
	Afternoon-School Days-Away (per game or session)			53	54	55	56		
	Saturdays or Evenings-Home or Away (per game or session)			53	54	55	56		
	NOTE: Sessions 3 hrs. and under receive per session fee.			21.50	22	22.50	23		
	Sessions extending beyond 3 hrs receive additional compensation at the rate indicated								

INTERSCHOLASTIC & INTRAMURAL SALARY SCHEDULE					1995/96	1996/97	1997/98	1998/99
INTERSCHOLASTIC - BOYS								
Senior High School								
	Varsity Football				6206	6361	6520	6683
	Asst. Varsity Football - 3 each				4069	4171	4275	4382
	Jr. Varsity Football				4208	4313	4421	4532
	Asst. Jr. Varsity Football - 2 each				3465	3552	3641	3732
	Varsity Basketball				6201	6356	6515	6678
	Jr. Varsity Basketball				4110	4213	4318	4426
	Varsity Wrestling				6201	6356	6515	6678
	Jr. Varsity Wrestling				4069	4171	4275	4382
	Varsity Baseball				4982	5107	5235	5366
	Jr. Varsity Baseball				3254	3335	3418	3503
	Varsity Track				5489	5626	5767	5911
	Asst. Varsity Track - 2 each				3254	3335	3418	3503
	Varsity Soccer				4982	5107	5235	5366
	Jr. Varsity Soccer				3254	3335	3418	3503
	Indoor Track				3946	4045	4146	4250
	Asst. Indoor Track				2604	2669	2736	2804
	Cross Country				2855	2926	2999	3074
	Jr. Varsity Cross Country				1881	1928	1976	2025
	Varsity Tennis				3270	3352	3436	3522
	Varsity Golf				2855	2926	2999	3074
	Varsity and JV Bowling				2855	2926	2999	3074
	Equipment Mgr. Football				3234	3315	3398	3483
	Varsity Volleyball				4982	5107	5235	5366
	Varsity Lacrosse Head Coach				4982	5107	5235	5366
	Varsity Assistant Lacrosse Coach				3254	3335	3418	3503
	Jr. Varsity Lacrosse Head Coach				3254	3335	3418	3503
	Jr. Varsity Asst. Lacrosse Coach				2604	2669	2736	2804
INTERSCHOLASTIC - GIRLS								
Senior High School								
	Varsity Basketball				6201	6356	6515	6678
	Jr. Varsity Basketball				4110	4213	4318	4426
	Varsity Gymnastics				4982	5107	5235	5366
	Asst. Varsity Gymnastics				3254	3335	3418	3503
	Varsity Softball				4982	5107	5235	5366
	Jr. Varsity Softball				3254	3335	3418	3503
	Varsity Track				3962	4061	4163	4267
	Varsity Volleyball				4982	5107	5235	5366
	Jr. Varsity Volleyball				3254	3335	3418	3503
	Varsity Soccer				4982	5107	5235	5366
	Jr. Varsity Soccer				3254	3335	3418	3503
	Varsity Tennis				3270	3352	3436	3522
	Varsity & JV Badminton				2855	2926	2999	3074
	Varsity & JV Bowling				2855	2926	2999	3074
	Varsity & JV Cheerleading (Two Seasons)				4848	4969	5093	5220
	Equipment Manager				2824	2895	2967	3041
	Sports Night Advisor				1860	1907	1955	2004
	Sports Night Assistants - 2				953	977	1001	1026

INTERSCHOLASTIC BOYS				1995/96	1996/97	1997/98	1998/99
Middle School							
	7th & 8th Grade Football			3147	3226	3307	3390
	Asst. 7th & 8th Grade Football			2527	2590	2655	2721
	7th & 8th Grade Basketball			3147	3226	3307	3390
	7th & 8th Grade Wrestling			3147	3226	3307	3390
	7th & 8th Grade Asst. Wrestling			2527	2590	2655	2721
	7th & 8th Grade Baseball			2527	2590	2655	2721
	7th & 8th Grade Soccer			2527	2590	2655	2721
	Tennis			1953	2002	2052	2103
	Bowling			1753	1797	1842	1888
	Equipment Manager			1896	1943	1992	2042
	7th & 8th Grade Track			2557	2621	2687	2754
	7th & 8th Boys & Girls Cross Country			2557	2621	2687	2754
	7th & 8th Grade Volleyball			2527	2590	2655	2721
	7th & 8th Grade Lacrosse			2527	2590	2655	2721
	7th & 8th Grade Asst. Lacrosse			2050	2101	2154	2208
INTERSCHOLASTIC - GIRLS							
Middle School							
	7th & 8th Grade Basketball			3147	3226	3307	3390
	7th & 8th Grade Cheerleading			2091	2143	2197	2252
	Pep Squad			1025	1051	1077	1104
	7th & 8th Grade Volleyball			2527	2590	2655	2721
	7th & 8th Grade Tennis			1953	2002	2052	2103
	7th & 8th Grade Softball			2527	2590	2655	2721
	7th & 8th Grade Soccer			2527	2590	2655	2721
	7th & 8th Grade Track			2629	2695	2762	2831
	Equipment Manager			3249	3330	3413	3498
INTRAMURALS							
Middle & Senior High Schools - Boys & Girls							
	A 60 sessions - 2 hours each			2183	2238	2294	2351
	B 40 sessions - 2 hours each			1486	1523	1561	1600
	C 30 sessions - 2 hours each			1117	1145	1174	1203
	D 20 sessions - 2 hours each			733	751	770	789