

AGREEMENT BETWEEN
GLEN COVE CITY SCHOOL DISTRICT
and
GLEN COVE TEACHERS ASSOCIATION

FOR THE YEARS

July 1, 2022 through June 30, 2026

TABLE OF CONTENTS

PREAMBLE.....	1
PRINCIPLES	1
RECOGNITION	2
ARTICLES	3
NEGOTIATION PROCEDURE	3
PROFESSIONAL NEGOTIATION COMMITTEE	3
NEGOTIATIONS	4
ARTICLE 1. Applicability and Purpose.....	5
ARTICLE 2. Probation, Evaluation, Advancement and Assignment.....	5
Voluntary Sixth Period Assignment.....	12
High School Professional Period.....	13
Temporary Assignment of a Teacher as Acting Principal.....	14
Assignments During Examination Week	14
Inclement Weather Days and Power Outages.....	14
Substitutes.....	15
Assignments During In-Service	15
Summer School.....	15
ARTICLE 3. Preparation Time	16
ARTICLE 4. Teaching Assistants.....	16
ARTICLE 5. Student Teachers.....	17
ARTICLE 6. Hours of Duty	17
ARTICLE 7. Teacher Salaries	18
ARTICLE 8. Attendance Teachers	20
ARTICLE 9. Voluntary Mentoring Program	20
ARTICLE 10. Health and Dental Insurance	23

ARTICLE 11.	Home Instruction, Private Tutoring and Voluntary Academic Intervention Services Classes, Overnight Trips, On-Line Courses And Staff Presentations.....	25
ARTICLE 12.	Attendance at Conference	28
ARTICLE 13.	Physical Examination	29
ARTICLE 14.	Absences.....	30
	Sick Leave.....	30
	Catastrophic Medical Leave	33
	Illness or Death in Family	35
ARTICLE 15.	Childcare.....	38
ARTICLE 16.	Resignation	39
ARTICLE 17.	Morning Exercises	40
ARTICLE 18.	Policy Regarding School Opening on Stormy Days.....	40
ARTICLE 19.	Summer Sabbatical Leave.....	40
ARTICLE 20.	Leave of Absence.....	41
ARTICLE 21.	Military Service.....	42
ARTICLE 22.	Physical Restraint of Students	42
ARTICLE 23.	Certification.....	43
ARTICLE 24.	Tax Sheltered Annuities	43
ARTICLE 25.	Positions in Summer and Evening School	43
ARTICLE 26.	Training and Experience Credit.....	44
ARTICLE 27.	Section 204-a of Article 14 of the Civil Service Law (Taylor Law)	45
ARTICLE 28.	Faculty/Department/Grade Meetings	45
ARTICLE 29.	Principal-Building Representative Meetings.....	47
ARTICLE 30.	Association Rights.....	47
ARTICLE 31.	Settlement of Disputes	48

ARTICLE 32.	Terminal Pay	49
ARTICLE 33.	Job Security	53
ARTICLE 34.	New Programs	53
ARTICLE 35.	Calendar.....	54
ARTICLE 36.	Status Quo Provision	54
ARTICLE 37.	Parent-Teacher Conferences.....	55
ARTICLE 38.	Teaching by Administrators	55
ARTICLE 39.	Coaches	55
ARTICLE 40.	Duration	57

APPENDICES

APPENDIX A	Annual Evaluation Process for all Teachers	59
APPENDIX A-1	Annual Professional Performance Review Plan for Unit Members Not Subject to Education Law §3012-c.....	61
APPENDIX A-2	Overview of Annual Professional Performance Review Plan for Unit Members Subject to Education Law §3012-c	66
APPENDIX A-3	Annual Evaluation Report for Unit Members Not Subject to Education Law §3012-c	72
APPENDIX A-4	Annual Evaluation Report for Unit Members Subject to Education Law §3012-c	73
APPENDIX A-5	Classroom Observation Report	74
APPENDIX A-6	Coaching Evaluation Form	75
APPENDIX A-7	End of Year Self-Reflection Form	76
APPENDIX A-8	Teacher Improvement Plan	77
APPENDIX A-9	APPR Appeals Process for Unit Members Subject To Education Law §3012-c.....	81

APPENDIX A-10	APPR Other 60% Scoring Chart	82
APPENDIX B	Agreement to Provide Health Benefits to GCTA Retirees	83
APPENDIX C-1	Salary Schedule 2022-2023	84
APPENDIX C-2	Salary Schedule 2023-2024	85
APPENDIX C-3	Salary Schedule 2024-2025	86
APPENDIX C-4	Salary Schedule 2025-2026	87
APPENDIX C-5	Salary Schedule Notes	88
APPENDIX D	Interscholastic Athletics	89-90
APPENDIX E-1	High School Advisors	91
APPENDIX E-2	Middle and Elementary School Advisors	92
APPENDIX F	Extra-Curricular and Other Rates	93-97
APPENDIX G	Joint Code of Ethics	98-99
APPENDIX H	Request for Personal Leave of Absence	100
APPENDIX I	Catastrophic Medical Leave Certificate	101

AGREEMENT IS MADE AND ENTERED INTO this ____ day of _____ 2023

by and between the respective negotiating Committees of the GLEN COVE CITY SCHOOL DISTRICT, Nassau County, New York (hereinafter referred to as the "District") and the GLEN COVE TEACHERS ASSOCIATION (hereinafter referred to as the "Association").

PREAMBLE

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (the Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the District and the professional employees of the District represented by the Association, so that the cause of public education may best be served, this Agreement has been mutually accepted by the parties. Agreements to be negotiated shall be based ultimately on what is educationally best for the students in the Glen Cove Schools.

PRINCIPLES

The District, the Superintendent of Schools, and the Association recognize that the highest quality of education consistent with community, state, and national resources is a common responsibility. Relationships must be established which are based on this goal and on the concept of education as a public trust.

All parties concerned recognize that teaching is a profession. The District herewith acknowledges and declares its cooperative intention with respect to the teachers' just aspirations for self-fulfillment and advancement in their profession, as well as their right to productive and pleasant working conditions and remuneration commensurate with the importance of the educational task they perform.

It is recognized that this Agreement does not replace or supersede established administrative channels nor will it interfere with the normal day to day conduct of affairs of the School District.

It is recognized that the enactment of policy is a function of the Board of Education that cannot be delegated or abrogated under existing State law, but the formulation of such policy should be a cooperative process utilizing the professional competencies of the school staff.

The District and the Association recognize their responsibilities toward each other and the community for negotiating in good faith and seeking agreement in matters of mutual concern.

All parties concerned recognize that the best interests of public education will be served by establishing procedures to provide an orderly method for the District and representatives of the Association to negotiate matters of mutual concern and to seek a mutually satisfactory agreement on these matters. To this end, free and open exchange of views is desirable and necessary, with all parties participating in deliberations. Further, both parties agree and subscribe to the Joint Code of Ethics attached hereto. (See Appendix G).

RECOGNITION

The District recognizes the Association as the exclusive representative of the professional staff for the purpose of negotiating on matters of mutual concern. Professional staff is defined as all professional personnel, certified by the State Department of Education, on tenure, on probation and on interim but not per diem appointment unless such per diem teachers are approved as part of the bargaining unit by the Public Employment Relations Board (PERB), but including teachers (including Friends Academy teachers), guidance counselors, psychologists, social workers, attendance teachers, nurse-teachers, librarians, team leaders, and coaches, but excluding administrative and supervisory employees whose function is to evaluate the

performance of professional personnel for the purpose of discipline, tenure or promotion, or effectively to recommend discipline, tenure or promotion, the Superintendent, Assistant Superintendent(s), Coordinators, Principals, Assistant Principals, Administrative Assistants and Department Heads. Also excluded from the bargaining unit are persons employed in all adult education programs not requiring teacher certification as required by Part 84 of the Regulations of the Commissioner of Education. Additionally, all adult English as a Second Language programs shall be excluded from the bargaining unit. The foregoing exceptions shall not include the District's GED, PM School or Evening School programs.

The period of recognition shall be from July 1, 2022 to June 30, 2026.

ARTICLES

Board of Education policies applicable to the professional personnel represented by the Association and agreed to by the parties hereto to be included in this Agreement will be attached hereto as part hereof.

NEGOTIATION PROCEDURE

In order to formalize and facilitate the provisions of this Agreement, a Professional Negotiation Committee shall be established.

PROFESSIONAL NEGOTIATION COMMITTEE

The purpose of this committee shall be to negotiate on matters of mutual concern. The committee may consist of the Superintendent, and/or his/her designees, and up to five (5) members designated by the Executive Board of the Association.

At the request of either party, a secretary shall be appointed by the Superintendent to keep summary records of the proceedings.

The Superintendent and the Association agree to furnish upon request such information as will assist the Committee in deliberation in developing intelligent, accurate, and constructive proposals and programs.

The Committee, or any group represented thereon, may call upon competent professional and/or lay consultants to assist in considering matters under discussion. Any cost or expenses for such special advisement will be paid for by the District or Association, whichever issues the invitation. However, if mutually agreed upon, the expense may be shared equally.

NEGOTIATIONS

Negotiations may be initiated at written request by either member group of the Committee to the Superintendent who shall send the request to the other member group of the Committee. The request shall specify the subject matter to be negotiated. Following such request, the Committee shall meet within ten (10) days and shall meet no less than once every two (2) weeks thereafter until either (a) the matters being negotiated have been resolved by agreement, or (b) an impasse has been reached. The time limits set forth above may be extended upon the agreement of both parties to this Agreement.

GLEN COVE CITY SCHOOL DISTRICT

GLEN COVE, NEW YORK

**POLICIES APPLICABLE TO TERMS AND CONDITIONS
OF EMPLOYMENT OF PROFESSIONAL PERSONNEL
COVERED UNDER THIS AGREEMENT**

ARTICLE 1. Applicability and Purpose

A. Purpose

The Education Law, including interpretations thereof in decisions, rulings and opinions of the courts, the Education Department and the Attorney General, governs the basic rights, privileges and duties of professional employees of the School District. The purpose of the Statement of Policies is not to reiterate or summarize the governing law except where it is appropriate to do so for the purpose of clarification. The purpose of this Statement of Policies is rather to codify the supplementation and implementation of the governing law by the Board of Education in the areas expressed below.

B. Applicability

These policies shall be applicable to all professional employees, as defined under the section "Recognition" of this Agreement.

ARTICLE 2. Probation, Evaluation, Advancement and Assignment

The District and the Association feel that the evaluation of professional personnel is of the utmost importance in a school district and intend that very careful evaluation procedures be followed during the probationary period for teachers and that such evaluation be on a continuum throughout the teacher's professional career. The purposes of evaluation should be: 1) to guide teacher growth and improve instruction; and 2) to guide administrative decisions about retaining, assigning and promoting teachers.

A. Probation

1. State law requires a probationary period of either three (3) years or four (4) years as determined by the New York State Education Department, after which a person can be appointed to tenure. A person must be notified officially at least sixty (60) days before the end of the third year concerning his/her appointment or non-appointment for the fourth year. This must be done in writing.

2. Tenure shall be granted to those professional employees who have satisfactorily completed the probationary period, who have had written recommendation for such appointment submitted to the Superintendent by his/her principal, coordinator, or other immediate supervisor on the professional staff, and whose credentials have been acted upon favorably by the Board of Education.

3. On or about March 1st of each year principals and coordinators will present recommendations to the Superintendent or his/her designee regarding the retention or dismissal of each probationary teacher. Third year probationary teachers approved for tenure by the Board of Education shall receive written notice of the approval not later than April 1st of that school year. If the probationary teacher is not recommended for reappointment for the following year, he/she shall receive written notice of this decision on or before April 1st of that school year. In the case of a teacher hired after December 1st of that year, written notice regarding retention or dismissal shall be made before June 1st.

B. Evaluation

1. Tenured personnel, as well as probationary personnel, shall be continuously evaluated. The following people shall be involved in evaluations: the Superintendent and central administrative staff; the principals and their assistants; staff members who have

responsibility for specific departments; and the person being evaluated. The information should be gathered by those making the evaluation as well as from those being evaluated and these appraisals being multiple in numbers, be scheduled as part of a normal supervision and/or at such selected times as are considered necessary; that characteristics to be evaluated include personal qualities, professional qualities, teaching effectiveness and relationships with others; that results of such evaluations be shared with administrators and staff personnel and the person being evaluated.

2. Teachers will be notified of an evaluation conference at least twenty-four (24) hours in advance of such conference and the teacher being evaluated will be notified as to who will be present at the conference.

3. Evaluation reports are to be made available to the teacher within ten (10) school days of the observation. All written evaluations or appraisals shall be dated and signed by the evaluator and the teacher. The teacher's signature is an indication of having read the evaluation, and not necessarily of agreeing with its contents. The teacher may react to the evaluation by adding his/her own comments. All evaluations and appraisals shall be retained in the permanent personnel file to be available for inspection by administrative personnel and the person who is evaluated. The teacher should receive a copy for his/her own files.

4. Teachers shall maintain plan books and have them available for review by Administration. However, tenured teachers will not be required to submit their plan books to Administration. Teachers will not be evaluated on the content of their plan books. The foregoing shall not preclude the District from requiring the submission of plan books from probationary teachers, or from including the requirement of plan book submission into a negotiated Teacher Improvement Plan under APPR.

5. Teachers will not be evaluated on anything having to do with bulletin boards. The decisions regarding information displayed and other details are at the discretion of the teacher. However, the building principal may verbally address a teacher only if he/she believes there is something improper about the display of the bulletin board.

C. Probationary Personnel

1. For probationary teachers not subject to Education Law §3012-d, administrators will submit written evaluations for each probationary teacher at least three (3) times during each of the first three (3) years. Probationary teachers subject to Education Law §3012-d may incur more than two (2) observations by an administrator each year, with the number of unannounced observations limited to one (1) each year. Unannounced observations shall not take place immediately before or immediately subsequent to an extended weekend or a scheduled school vacation period. For all probationary teachers, all such evaluations and appraisals shall be specific as to the particular quality being evaluated and its function in the teaching environment. They will be recorded in writing, both on standard forms and supplementary data sheets.

2. Every effort should be made to help the probationary teacher grow as a professional. Observations, conferences and evaluative reports shall be geared toward this objective. The supervisor and the teacher should work cooperatively in developing a systematized plan to aid the teacher to overcome recognized weaknesses. In-service activities and visitations to other classrooms and schools should be arranged to help the teacher develop new techniques. The entire professional staff should share the responsibility of helping probationary personnel to improve by offering assistance where needed.

3. When a teacher's performance fails to meet the standards required in the Glen

Cove Schools and/or he/she fails to follow suggested proposals for improvement, he/she should be so advised. The teacher should not be allowed to advance through the probationary years thinking he/she is doing an acceptable job when this is not the case. Appointment to the second and subsequent probationary years will be denied when a constant sub-standard performance is indicated.

D. Tenured Personnel

1. Advancement to tenure should not mean the end of professional growth or eliminate the need for supervision and evaluation. Tenured staff members are the backbone of the faculty and they should strive continuously to enhance their effectiveness as teachers. Administrators and supervisors are responsible for improving the quality of instruction and ensuring that District policies and procedures are maintained by all staff members. Administrators should suggest and encourage in-service activities, visitations, and attendance at conferences for the various members of their staff.

2. For tenured teachers not subject to Education Law §3012-d, written appraisals or evaluations of tenured personnel should be used at selected times as are considered necessary. For tenured teachers subject to Education Law §3012-d, observations of tenured personnel should occur two (2) times per year, provided that a teacher may initiate further observations, or an administrator may conduct further observations upon demonstrated deficiencies in a teacher's teaching practices (for example, if a teacher received a rubric average in the Ineffective or Developing category in a prior observation). One (1) of the observations will be unannounced. Unannounced observations shall not take place immediately before or immediately subsequent to an extended weekend or a scheduled school vacation period. For all tenured teachers, standard forms, memos, or letters should be submitted by administrators to note officially on the record

any outstanding contributions teachers have made to school and community progress. The same means should be used to bring attention to less than satisfactory performance, unprofessional conduct, or violations of school regulations.

E. Selection of Staff Members

1. Application for a position on the supervisory or teacher staff shall be made to the Superintendent or his/her designee. He/she shall recommend to the Board of Education for appointment the applicant who, in his/her judgment, is best qualified for the position.

2. Available administrative, supervisory, guidance, team leader, coaching and extra-curricular vacancies shall be posted as soon as openings occur so that staff members shall have the opportunity for professional advancement; such notice shall be posted on faculty bulletin boards and sign-in sheets.

3. All qualified teachers who apply for a vacant or new position will be interviewed and receive full consideration by the appropriate administrator.

F. Teacher Assignments

1. The initial assignment and transfer to other positions in the respective schools, grades, or departments of the District shall be made by the Superintendent of Schools as may be required by the educational needs of the District.

In the event that an involuntary transfer is necessary, the teacher selected for transfer and the Association shall be informed by the Superintendent of Schools in writing, as soon as possible prior to the transfer of the specific educational needs requiring the transfer and the reasons for the selection of the teacher. Involuntary transfers shall not be arbitrary or employed for punitive purposes.

All things being equal, in the judgment of the Superintendent of Schools, which

judgment shall not be exercised in an arbitrary or capricious manner, among the teachers from which the selection for transfer is to be made, consideration shall be given to the preference of the teacher with the greater seniority in the District for building to building transfer and with the greater seniority in the building for grade to grade transfer.

2. Requests for consideration of assignments or transfer may be initiated by principals, supervisors or teachers if presented in writing with stated reasons for such.

3. A teacher declared in excess in one school shall be placed in a vacancy in a comparable position in another school in the District, except where applicable law, rules, judicial or Commissioner of Education decisions provide otherwise.

4. Teacher assignments for the coming year must be in the hands of the teacher by June 1st of the year of the assignment. If not, there must be a valid reason for the failure to provide said assignments. If an assignment is changed, the teacher shall be notified in writing within seven (7) days of the change of assignment.

5. Wherever possible, from the 6th grade and up, no teacher shall be required to teach more than 135 consecutive minutes and no teacher shall be required to teach more than three (3) different subject assignments per semester.

6. Teachers who are required to use their own automobile in the performance of their duties will receive the maximum amount allowed by Federal law.

7. All duty-building assignments are to be made on an equitable basis. Wherever possible, teachers are not to be assigned more than one duty-building assignment per day. However, the equity and distribution of such assignments shall be finally decided by the building principal, after consultation with the Association Building Representative(s). Unit members shall not be required to perform cafeteria/recess duties.

8. **Voluntary Sixth Period Assignment** - In the interest of improving the educational climate and opportunity for students, tenured Middle School and High School teachers may volunteer to perform certain professional activities in lieu of their duty period (6th Period). Activities available to teachers as a substitute for duty period include, e.g.: mini-courses; tutoring; teacher-advisors; assisting in - reading lab - math lab - computer lab - resource center - media center - learning disabilities program - in-school suspension program - out of school programs, e.g. Action Learning Program, School-Community Instructional Program, etc; departmental assignments subject to the approval of the principal after consultation with the coordinator and curriculum development. The teaching of a regularly scheduled sixth period is not included in this provision and should be compensated as described in paragraph #1 Appendix F.

It is agreed that the following provisions control the choice of professional activities as a substitute for a teacher's duty period:

- a. Teachers will assume a professional assignment in lieu of a duty period on a strictly voluntary basis provided such voluntary choice is approved by the building principal. Once this choice is made, the teacher is committed until the completion of the activity unless the principal approves an earlier termination due to special circumstances.
- b. Distribution of such assignments shall be made on an equitable basis by the building principal after consultation with the Association Building Representative(s).
- c. The following guidelines will govern mini-courses:

- (1) course content, methods, procedures, preparation time, etc., will be developed by the teacher and must be approved by the building principal or his/her designee;
 - (2) mini-course credits are not applicable to the Commissioner of Education's basic minimum requirements for graduation;
 - (3) if grades are given to students, they will be P-F and will not be part of the cumulative average;
 - (4) teachers will be held accountable for the adherence to school regulations and the protection of student health and safety but negative written evaluations of the mini-course itself will not become part of the teacher's personnel file.
- d. No credits, other than those presently granted for recognized programs shall be given for any courses or activities undertaken by teachers pursuant to this article since it is not the intent of this program to reduce staff.
- e. There will be no additional workload placed upon a teacher who chooses to remain with a duty building assignment.

9. **High School Professional Period** - High School teachers may be assigned to the following activities during their daily professional period up to four (4) times weekly:

- (a) professional committees
- (b) laboratory preparation
- (c) small group extra help (up to 3 students)
- (d) review student folders

- (e) evaluation and grading
- (f) development or review of IEPs
- (g) testing and screening
- (h) computers: software/hardware evaluation, test design, e-mail, educational preparation
- (i) make-up exams
- (j) inter-departmental meetings
- (k) parent meetings

This language shall not encumber daily preparation periods as set forth in Article 3.

10. **Temporary Assignment of a Teacher as Acting Principal** - A teacher who volunteers to temporarily act as principal in a building and assume the responsibilities of a principal in his/her absence shall be compensated as follows. He/she shall be paid 1/60th of his/her weekly salary for each period of coverage if he/she has been relieved of teaching responsibilities during said coverage. If coverage cannot be arranged, he/she shall be paid 1/30th of his/her weekly salary for each period of coverage. Such teacher shall be tenured, with priority given to those teachers with administrative certification and/or seniority.

11. **Assignments During Examination Week**

The District may assign unit members to training, professional development or any work other than proctoring examinations during examination weeks, only if teachers are relieved of proctoring responsibilities for the time it takes to train or perform any other assignments.

12. **Inclement Weather Days and Power Outages**

a. In the event of inclement weather, the Superintendent of Schools may delay opening of school up to two (2) hours. Delayed opening and arrival times shall apply to all

members of the Association, and any resulting schedule alterations, i.e., reduced preparation or lunch period shall be non-precedent setting.

b. The District will use its best efforts to obtain information on the anticipated length of power outages or other interruptions which precede events that require teachers to remain after the regular school day. The District shall cancel the event as soon as it determines that there is a likelihood that the power will not be restored in time for the event to proceed as planned.

13. **Substitutes**

a. Teachers hired into substitute positions in the District will be given per diem pay for the first thirty (30) days of their employment. Thereafter, to the extent they remain employed in a continuous assignment, they shall be paid on the appropriate salary step of the salary schedule as determined by the District which shall not be less than step 1. These substitute teachers shall be provided with health insurance coverage after sixty (60) continuous days in the assignment.

b. The District will make all reasonable efforts to obtain substitutes rather than regular teachers to avoid assigning teachers to proctor exams during a prep or duty period.

14. **Assignments During In-Service**

The District will use its best efforts to avoid having teachers supervise students on class trips during scheduled after-school faculty grade meetings. In the event that despite those efforts, teachers are supervising students during said times, the District and the Association shall discuss whether additional compensation is due under the circumstances.

15. **Summer School**

The District agrees that when it runs a summer school program, either through its own funding or as the recipient of an outside grant providing funding for such a program, the

educational component of the summer school shall be staffed exclusively by Association members, so long as the District's needs in terms of number of needed staff can be met from within the unit.

ARTICLE 3. Preparation Time

All teachers will have daily preparation time of 40-45 consecutive minutes unless the teacher agrees to schedule such time otherwise. However, in extenuating circumstances where the master schedule is not able to accommodate daily preps, the following exceptions may apply:

(1) An elementary school teacher may be assigned a double prep one day a week to make up for the scheduled prep on another day that could not be accommodated.

(2) On the secondary level, the teacher on an alternating day schedule (A and B days) may be assigned two preps on one of the alternating days and no preps on the other alternating day.

(3) Elementary teachers with instructional responsibility who participate in full-day professional development, who lose their prep period due to the professional development, shall be paid for their lost prep for a full-day professional development commencing with the sixth full-day of professional development during that school year (not inclusive of superintendent's conference days.).

ARTICLE 4. Teaching Assistants

In the event that an elementary teaching assistant is absent from her mandated assignment, the District shall seek a certificated substitute to cover the absence. If no substitute teacher is available, the District shall assign a GCTA teacher to cover the absent teaching assistant's assignment. A "mandated" teaching assistant is a teaching assistant whose assignment is legally mandated in the student's IEP or the student's 504 plan.

ARTICLE 5. Student Teachers

It is the policy of the School District to cooperate with teacher training institutions in the training of teachers by providing supervised experiences in the classroom. The assignment of student teachers shall be made through the Office of Assistant Superintendent for Human Resources or its equivalent. At no time, however, shall this practice jeopardize the instructional program of the students. The regular teachers shall be responsible for the class at all times. No student teacher is to be placed on a per diem or base pay assignment to cover an extended teacher absence without permission of the Superintendent of Schools and officials from the college which sent the student teacher.

ARTICLE 6. Hours of Duty

A. All teachers in the District will have a work day of 7 hours and 1 minute. The additional 16 minutes for the Elementary and Middle Schools, added as of July 1, 2003, shall not be additional instruction time.

Members of the professional staff are expected to be available to pupils prior to the opening of school in the morning and following the close of classes at the end of the school day. All duty-building assignments before or after school shall be no more than fifteen (15) minutes in duration. Teachers are expected to notify their building principal in the event that special circumstances require their leaving or arriving outside of the prescribed times. The assignment of the additional 45 minutes of the work day which was added in the 1992-93 contract, shall be by the School District after consultation between the Superintendent of Schools and a committee of teachers and appropriate administrators of each building as to the assignments of that building. The assignment of such time may be changed by the District in any subsequent school year after

similar consultation. Article 36 shall not apply to such assignment changes. Notwithstanding, teachers in the Middle School and High School shall not be required to teach more than 5 regular classes daily.

B. However, recognizing that teaching imposes responsibilities beyond the specific hours of classroom instruction by the routines of the educational program, professional personnel will be involved in other activities such as: conferring with students, parents or other interested parties, attending teacher-supervisor conferences, disciplining students when necessary, providing extra help to students, attending curriculum or level meetings related to the educational program of the District and the school, and attending periodic faculty meetings and parent meetings. (Article 37)

C. Elementary School teachers shall be relieved of student supervision for one-half (1/2) day on the first day of student attendance in September and for one-half (1/2) day on the next to the last day of student attendance in June. The time so provided shall be used by said teachers to perform non-instructional responsibilities in connection with their assignments.

D. Middle School teachers shall be relieved of student supervision for two (2) half-days during the last week of school in June, prior to the last day of the school calendar, for completing end of year activities.

ARTICLE 7. Teacher Salaries

A. The professional salary schedules shall apply to all classroom teachers and other special teachers whose names appear on the official payroll of the District. (Appendices C, D, E, F.)

B. Members of the Glen Cove Teachers' Association have the option of being paid 21 or 25 times per school year (25 meaning 4 checks will be held until the last pay date in June). Teachers may change the option only in June of each year for the payrolls beginning the following September. The calendar of pay dates shall be prepared and distributed to the

professional staff on or before the opening date of the school year.

C. The District agrees to deduct from the salaries of teachers dues for the Association and make such other deductions as the Association and the District agree upon, provided said teachers individually and voluntarily authorize the District to deduct and to transmit. The teacher's authorization shall be in writing. The Association shall certify to the Business Administrator, in writing, the current rate of its membership dues. Should the Association change the rate of its membership dues, it will give the District thirty (30) days written notice prior to the effective date of such change. Deductions referred to will be made in ten (10) installments, beginning with the last payroll in October. The District will not be required to honor the deduction unless a complete alphabetical listing with accompanying signed authorizations is delivered to the Business Office in writing not later than thirty (30) days prior to the distribution of the payroll from which the deduction is to be made. Dues deducted will be remitted to the Association the following month. The District will transmit to the Association a list of those employed who have voluntarily authorized the District to deduct dues along with the first installment check. Any teacher desiring to have the District discontinue deductions previously authorized must notify the District and the Association, in writing, by September 10 of each year for the ensuing school year's dues.

D. A complete alphabetical listing of those employees who are not members of the Association will be delivered to the Business Office not later than thirty (30) days prior to the payroll from which the first deductions are to be made.

E. Unit members need six (6) out of the necessary fifteen (15) credits to be graduate level courses in order to advance to the next column. Unit members hired with an effective date of July 1, 2022 and thereafter shall need nine (9) credits to be graduate level for column movement.

ARTICLE 8. Attendance Teachers

The attendance teachers shall have the use of a secretary from the secretarial pool maintained at the office.

ARTICLE 9. Voluntary Mentoring Program

The purpose of the mentoring program shall be to provide support for new teachers in the classroom teaching service in order to ease the transition from teacher preparation to practice, thereby increasing retention of teachers in the public schools, and to increase the skills of new teachers in order to improve student achievement in accordance with the State learning standards. The following guidelines will assist the District in working toward this goal.

A. All full time teachers who are hired new to the Glen Cove School District (GCSD), who hold an initial certification, shall be assigned a mentor for the first year of their employment. Every attempt will be made to provide a mentor from the current GCTA membership. If unavailable, the District will seek to engage a mentor through other means (e.g., retired teachers, BOCES, SCOPE). Mentors may be assigned to teachers in their first year of employment who hold a provisional certificate or who are working less than 1.0 F.T.E. at the sole discretion of the District.

B. Mentors will be chosen on a voluntary basis by the GCSD administration. Generally mentors will be limited to tenured teachers with a minimum of three (3) years of teaching experience. Positions shall be posted indicating grade level and/or subject area needed. The stipend for each mentor shall be as follows:

School Year		2022-2023	2023-2024	2024-2025	2025-2026
Semester		\$588.30	\$600.06	\$612.06	\$624.30
Year		\$1,175.94	\$1,199.46	\$1,223.45	\$1,247.92
Percentage		1.2%	2%	2%	2%

C. Whenever possible mentors and mentees will be in the same building and will teach the same grade level or subject. When volunteers are not available in the same subject area or grade level, teachers from the same building may be assigned. In the event that a suitable mentor is not available in the same building, every attempt will be made to assign a mentor from another building. If a District teacher is not available, the District will seek to employ a mentor by other means (e.g., retired teacher, BOCES, SCOPE).

D. Training for the mentor shall be provided annually. The preparation of mentors may include, but shall not be limited to, the study of theory of adult learning, the theory of teacher development, the elements of a mentoring relationship, peer coaching techniques and time management methodology.

E. Mentors will be required to do the following:

- attend and actively participate in the annual mentor training session in August, during one day of the new teacher orientation week to participate in mentor training and/or to work with the assigned mentee
- spend a minimum of 40-45 minutes per week (as per scheduled period at building to which the mentor is assigned) with mentees; such time shall include the time necessary to complete classroom/lesson observations by mentor/mentee, model teach, assist with lesson/unit plans, orient mentee to the school/district practices, procedures and culture
- maintain a log of meetings, to include the name of the professional certificate holder, his/her teacher certification identification number, the title of the program, the meeting dates, times, locations and topics discussed; the log shall be submitted

to the Assistant to the Superintendent for Personnel at the end of the school year;
the contents of this log will not be used for evaluation purposes

- two-way classroom visitations will occur every two (2) weeks during instructional periods; substitute coverage will be provided; one visitation shall occur every two (2) weeks
- meetings between the mentor and mentee shall be arranged by mutual agreement of both parties
- submit the log to Assistant to the Superintendent for Personnel in June for review and approval of stipend (Note: review and evaluation of log contents shall not be used for evaluative purposes or included in mentor's annual evaluation)
- quarterly meetings will be scheduled among the mentor, mentee and principal/coordinator for the purpose of ensuring that an effective mentorship program is in place; confidential information shared between the mentor and mentee shall be respected and shall not be a part of the discussions during these meetings

F. At the request of the mentor, mentee or principal/coordinator, any requests for specific mentor/mentee re-assignments will be reviewed by the Assistant to the Superintendent for Personnel; if a reassignment occurs, the stipend will be pro-rated.

The mentor/mentee relationship is a confidential advisory support relationship. The role of the mentor shall not be construed as limiting or supplementing the authority of any school administrator to supervise or evaluate the teacher's performance. The information obtained by a mentor through interaction with the mentee while engaged in the mentoring activities of the program shall not be used for evaluating or disciplining the new teacher unless withholding such

information poses a danger to the life, health, or safety of an individual, including but not limited to students and staff of the school; or unless such information indicates that the new teacher has been convicted of a crime, or has committed an act which raised a reasonable question as to the new teacher's moral character. The mentor will not do formal observations and will not be asked for input into evaluations.

This program will be evaluated on an annual basis by the participants, the administration and the GCTA.

These guidelines have been aligned with the current New York State Education Department regulations for a formal mentoring program.

ARTICLE 10. Health and Dental Insurance

These plans are available to any full-time employee of the District. Part-time employees must meet specific requirements of the plan as stated in the current manuals.

A. Health Insurance

The District has agreed to provide health care insurance as a participating municipality in the NYSHIP program provided by the State of New York. This current plan is the NYSHIP Empire Core Plus Enhancement Plan. Unit members will contribute twenty percent (20%) toward the cost of health insurance premium if enrolled in the District's health insurance plan (individual, family or domestic partner). Unit members who are less than full-time shall be eligible for health insurance in accordance with the following:

- If .6 FTE or greater; then the employee contributes the same rate as a full-time unit member (currently at 20%).
- If between .5 and less than .6 FTE; then the employee contributes fifty (50%) percent towards health insurance contributions.

- If less than .5 FTE; then the unit member is not eligible for health insurance coverage.

The District shall establish an Internal Revenue Code Section 125 salary reduction plan for employee participation. Unit members also have the choice of HIP or GHI, the cost difference to be paid by the employee if greater than the premium cost of the Empire Plan.

Any employee who is entitled to family health coverage under the District's plan, and who is covered by an insurance plan of a spouse, parent or domestic partner, may voluntarily forego all coverage under the District plan and, at the end of each full year, shall be paid forty percent (40%) of the premium savings realized by the School District, subject to a maximum of \$10,000. In addition, any unit member not opting out of health insurance by June 2022, or any unit member with an effective hire date after June 2022, shall receive an opt out payment of \$5,000 for family coverage and \$2,000 for individual coverage.

An employee may resume District coverage at any time in accordance with the requirements of the insurance carrier.

B. Retirees' Health Insurance

To be eligible for health insurance benefits in retirement, an employee must have completed at least ten (10) years of service in the District and have retired under the New York State Teachers' Retirement System. The District agrees to continue through retirement the same level of employer contribution which is paid during the employee's active service. Therefore, for employees who retire during the term of the contract, the District agrees to pay eighty percent (80%) of the employee's health insurance premium during retirement. The District will execute an individual contract with the employee upon retirement to memorialize this benefit. (Appendix B – Retiree Health Insurance)

C. The District will establish appropriate IRS Section 125 salary reduction plans for unreimbursed medical expenses, dependent care expenses, vision and prescription drug expenses and any other expenses permitted by law to be included in a Section 125 plan.

D. Dental Insurance

The District shall provide dental insurance coverage. For the term of this Agreement, the District agrees to contribute \$62.00 per month per member for either individual or family coverage in the selected dental plan.

Unit members who are less than full-time shall be eligible for dental insurance in accordance with the following:

- If .6 FTE or greater, then the employer contributes the same rate as it contributes towards full-time members.
- If between .5 and less than .6 FTE, then the District shall contribute fifty (50%) percent of the dental insurance premium.
- If less than .5 FTE, then the unit member is not eligible for dental coverage.

**ARTICLE 11. Home Instruction, Private Tutoring
and Voluntary Academic Intervention Services Classes, Overnight Trips,
On-Line Courses and Staff Presentations**

A. Home Instruction

Home Instruction for resident public and non-public students who are unable to attend regular school for reasons of health and/or physical handicap may be undertaken by members of the District professional staff on a fee basis paid by the District. (Appendix F.) Classroom teachers must respond within twenty-four (24) hours if sought to provide home instruction. If the classroom teacher is unavailable to tutor, the District will contact those teachers who have

placed their names on the District's tutor list. These teachers will also be given twenty-four (24) hours to respond.

B. Private Tutoring

1. During the school year, a teacher may not serve as a private tutor to a student enrolled in the teacher's class in subject matter related to that course. Private lessons in art and music are exceptions to this rule.

2. Private tutoring by a full-time Glen Cove teacher may not be done during the hours of the school day as defined by contract.

3. Private tutoring may not take place within any School District building or on District property.

4. The District is not responsible for the tutoring, does not supervise the tutors and will not be liable in the event that the parent and/or student finds the tutoring services to be unsatisfactory.

C. Voluntary Academic Intervention Services Classes

1. **Posting** - All available VAISC positions shall be conspicuously posted at least two (2) weeks prior to the commencement program. The positions shall be filled from a pool of voluntary candidates. Teachers will not be required to participate in the program. All terms and conditions of the position(s) shall be included in the posting, including but not limited to: duration, location, subject(s) and compensation.

2. **Evaluation** - Teacher's performance in the VAISC program may be used as a basis for future appointments to VAISC work. It will not become part of the teacher's overall annual evaluation.

3. **Student Load** - The number of students per VAISC session shall not exceed twelve (12). All students shall be selected through standard assessment performance.

4. **Compensation** - As per Appendix F.

D. Overnight Trips

1. Prior to attending an overnight trip, the teacher's school administrator will provide for the teacher the District policies and procedures that govern such trips. This will ensure that the teacher is aware of the proper procedures.

2. The District continues to assume full liability for the teacher and the student while attending a school-sponsored trip or function.

3. All expenses, including but not limited to, for travel to and from the destination, during the trip, meals, tips and other additional necessary cost will be paid for by the District in accordance with Board of Education policies.

4. Payment for each workday will be calculated by taking the teacher's regular full-time daily salary and adding three (3) additional hours of payment per day, as per the Chaperone Rate in the Collective Bargaining Agreement.

5. Payment for each non-school day a teacher chaperone will be paid \$50 per hour for the first seven (7) hours and three (3) additional hours of payment per day, as per the Chaperone Rate in the Collective Bargaining Agreement.

E. On-Line Courses

1. The total number of students who may be involved in on-line learning at any given time will be no greater than fifteen (15).

2. If there are seven (7) or more students in any one on-line course, a GCTA bargaining unit member teacher will be hired to tend that class in the standard classroom manner.

3. If the District becomes a site coordinator, the District acknowledges its obligation to negotiate with the GCTA prior to the implementation of said provision if this impacts the members of the Association.

F. Staff Presentations

1. Teachers making voluntary presentations during the normal day shall be provided with substitute classroom coverage.

2. With agreement on the part of the presenter, presentations may take place during requisite in-service hours.

3. Content delivery will be at the discretion of the presenter in consultation with the administrator in charge of the program, meeting or event.

4. Additional time spent in preparation shall be compensated at a rate equivalent to the curriculum writing rate in Collective Bargaining Agreement. The number of hours for prep time shall be approved in advance, in writing by the administrator in charge of the program, meeting or event.

5. Participation in teacher generated presentations shall not be used for the purposes of evaluation. The District reserves the right to discipline any misconduct that occurs during the presentation.

ARTICLE 12. Attendance at Conference

A. Approval for conference attendance at School District expense shall be based primarily upon benefits which may accrue to the public education in the District as a result of the individual's attendance. A special form is available through the principal's office to initiate the request.

B. Transportation via common carrier shall be by the most direct route from Glen Cove to

the conference destination. Advantage must be taken of the round-trip fare wherever possible. The reimbursable fare must not exceed regular coach fare, except where night travel is involved in which case Pullman sleeper may be used. Compensation for travel by personal car will be the maximum amount allowed by Federal law, plus tolls and parking charges. Plane travel will be allowed when it is to the advantage of the District.

C. Reimbursement will be made for travel (by train or car) for approved conference attendance and meal expenses for conferences held in New York City; hotel expenses will not be reimbursed except with the approval of the Superintendent.

D. All conference registration fees will be reimbursed.

E. Persons attending such conferences shall submit a written report thereon to the Superintendent as specified in the initial request form.

ARTICLE 13. Physical Examination

A. Every prospective employee of the District shall be required to have a physical examination as a condition of initial employment and every person employed by the District shall have a physical examination every three (3) years thereafter. Such examinations shall normally be accomplished by September 1 of the year in question. In the case of new employees, such examinations shall be accomplished by September 15 or within thirty (30) days of appointment if it occurs after the beginning of the school year. This examination shall include the results of a chest x-ray or Tine test which may have been taken within the previous six (6) months.

B. A statement attesting to a prospective employee's condition of health shall be requested as part of the application procedure. Evidence of the bona fide physical examination given within a sixty (60) day period preceding employment shall be acceptable for purposes of this

policy.

C. The District's physical examination report forms which implement this policy shall be used.

D. The District reserves the right to have the school physician examine any employee in the District at its discretion.

E. The cost of physical examination, including fees for laboratory tests listed on the form, if done by the school physician will be borne by the District; if done by a personal physician, such costs will be borne by the individual. All costs of initial examinations of a new teacher will be borne by the teacher.

F. Records of such examinations will be kept in proper and confidential form in the school medical records office, and a certificate of health examination will be filed with the Assistant Superintendent for Human Resources or its equivalent.

ARTICLE 14. Absences

A. Period of Employment

The school year for licensed professional employees is from September 1 through June 30 which, for computational purposes, is set by the Commissioner of Education at two hundred (200) days.

B. Sick Leave

1. All professional personnel are allowed sick leave as prescribed below. The school year is that period from September 1 through June 30 inclusive.

2. All professional personnel shall be entitled to the sick leave accumulation earned prior to July 1, 1981 which is now contained on the payroll record for each individual.

3. There will be an allowance of fifteen (15) days sick leave accruing at the

beginning of each year of employment* and employees may use up to eight (8) of their personal sick days for family illness annually, with a total maximum accumulation of two hundred twenty-five (225) days to be the maximum sick leave that can be accumulated and retained.

*Except as to probationary teachers for whom there will be an allowance of ten (10) days sick leave per year during the probationary years. However, upon becoming tenured, the probationary teacher will receive five (5) days per year not initially allowed to him/her for each probationary year. This will be credited to such teacher in the same fashion as sick leave granted to tenured teachers. If an employee during the probationary period suffers an incapacity by sickness or accident and has used up all accrued sick leave, said employee may request the District, after verification of the employee's incapacity by a physician selected by the District, or any other corroboration that the District may require, to grant such teacher the five (5) days additional sick leave withheld for each year of service during the probationary period.

4. The annual sick leave allowance shall be credited to the account of each professional employee on July 1, except in the case of a teacher commencing employment with the District whose account shall be credited on September 1 of the first year of employment. No sick leave credits may be earned during summer month employment (July or August) in the District. Those who begin their professional service during the school year shall be credited at the rate of one day per month for each of the remaining months of the school year.

5. Sick leave is hereby defined to mean absence of the employee from duty because of personal disability due to illness or injury, or exclusion by school physician, or on account of a contagious disease or being quarantined by such disease in his/her immediate family. A physician's certificate may be required at the discretion of the Assistant to the Superintendent for Personnel when absences exceed two (2) consecutive school days, or under circumstances where an employee demonstrates a pattern of utilizing sick leave that raises a reasonable suspicion of abuse, based on the frequency of utilization of sick leave contiguous to holidays, vacations, break periods or weekends.

6. Teachers quarantined to their place of residence because of illness of some member of the household with a contagious disease shall be granted a leave of absence without salary deduction for the duration of the quarantine, or such other period as the school medical inspector shall certify as a requisite or prudent.

7. Professional staff members unable to attend to their school assignment for reasons of illness shall notify their principal or supervisor as promptly as possible, giving some indication of the probable duration of their absence in order that arrangements may be made to secure a substitute.

8. When absence is the result of injury incurred while in the performance of duty, those dates of absence shall not be deducted from the teacher's cumulative sick leave for a period of two (2) years from the date of initial absence. When a teacher is paid his/her regular salary during the absence caused by injury while in the performance of duty, the District shall be entitled to receive any sums that the teacher shall be entitled to receive as compensation for such absences under the Workers' Compensation Insurance Law. In the event the District receives reimbursement under the Workers' Compensation Insurance Law for any period of time subsequent to the two (2) year period, the District shall restore to the teacher's sick leave accumulation the number of days of absence or parts thereof equivalent to the reimbursement (e.g., teacher's average per diem salary equals \$100.00 and reimbursement from Workers Compensation for one day is \$50.00, one-half day of sick leave shall be restored to the teacher's sick leave accumulation).

9. In all cases of absence, a written report on a form supplied by the District must be filed by the employee with the building principal.

10. If the employee leaves the employment of the Board of Education, he/she loses

his/her accumulated sick leave benefits. In case he/she is re-employed by the Board, he/she shall have the same status with reference to sick leave as that possessed by any person employed for the first time. While those employees who may have been granted sick leave, a childcare leave, or a sabbatical leave by the Board of Education may not accumulate sick leave benefits during the period of their absence, the sick leave credited to their account shall carry over until their return to active duty to the District.

C. Catastrophic Medical Leave

The District and the Association shall establish a catastrophic medical leave bank for the purpose of providing catastrophic medical leave for unit members. The bank will consist of one day removed from the accumulated allowance of each full-time member of the bargaining unit, and the District shall contribute one day for each day contributed by a unit member. When the catastrophic medical leave bank is exhausted, the parties will replenish the bank by equal contributions from the Association members and the District. For the purposes of mid-year replenishment, the Association will give the District a list of the names of the teachers from whom this mid-year replenishment will be taken. If the catastrophic medical leave bank contains less than 200 days on June 30 of any given school year, the bank will be replenished in September, less any days contributed by the parties to fund a mid-year replenishment. Members who contributed during a mid-year replenishment will not contribute the following September.

If a full-time teacher's illness is of a catastrophic nature, a doctor's certification, as per Appendix K, and FMLA forms must be submitted as soon as possible. Full-time teachers whose cumulative allowance is exhausted by reason of personal illness shall go on catastrophic medical leave at the expiration of cumulative leave as follows and subject to the conditions below:

1. An illness qualifying for use of catastrophic medical leave is defined as an illness of at least thirty (30) consecutive calendar days, is a catastrophic illness or injury requiring hospitalization, institutionalization, confinement to bed or has resulted in the teacher's complete inability to perform each and every duty of a teacher's regular occupation.

2. A catastrophic illness must be verified in a written statement by a teacher's attending physician using the doctor's certificate in Appendix K. Periodic verification of continuance of need may be requested by the Superintendent from the teacher's physician.

3. The District's payment under these provisions will be less any amount received by the employee from Workers' Compensation, Social Security, for the employee only, or any insurance provided by and paid for in full by the District.

4. In no event shall the employee's use exceed a lifetime maximum of 180 paid days.

5. The payments are exclusive of July and August.

6. With respect to the amount of entitlement,

(a) full-time teachers with less than three (3) months of service are ineligible for this benefit;

(b) full-time teachers with more than three (3) months of service and less than three (3) years of service in the District are entitled to half (1/2) of the benefit listed in subparagraph (c) below;

(c) full-time teachers with more than three (3) years of service but less than ten (10) years of service in the District are entitled to:

1st quarter - full payment

2nd quarter - 3/4 payment

3rd quarter - 1/2 payment

4th quarter - 1/4 payment

- (d) full-time teachers with more than ten (10) years but less than twenty (20) years of service in the District are entitled to:

1st and 2nd quarters - full payment

3rd and 4th quarters - 3/4 payment

- (e) full-time teachers with more than twenty (20) years of service in the District are entitled to:

all quarters - full payment

7. Catastrophic medical leave days shall be deducted from the bank of days proportionate to the leave used by the employee. For example, if an employee is granted fractional payments, only fractional day deductions shall be made from the catastrophic medical leave bank.

8. Any unit member receiving benefits on June 30, 2008 under the extended medical leave provisions of the parties' labor agreement which expired on June 30, 2006, shall continue to receive any benefits previously approved under said labor contract until exhaustion of said prior approved allocation of days.

D. Illness or Death in Family

1. In addition to leave for personal illness, the employee will be allowed absence with full pay for serious illness or accident in the immediate family not to exceed eight (8) days annually. Such days, if used, will be deducted from the sick leave allowance provided employees under section "B" above. Individuals belonging to the immediate family are defined as: husband, wife, mother, father, child, sister or brother. A physician's certificate may be

required at the discretion of the Assistant to the Superintendent for Personnel when such family illness absences exceed more than two (2) consecutive school days.

2. In case of death of a member of the immediate family who are defined as husband, wife, mother, father, child, sister, or brother, grandchildren or domestic partner, or death of a father-in-law or mother-in-law, the employee shall be allowed a leave of absence not to exceed five (5) days. This leave is exclusive of allowance for employee's personal disability and illness, or illness or accident in the immediate family.

3. In case of death of a relative of the second degree – aunt, uncle, niece, nephew, cousin, or in-law – a leave of absence of one (1) day with full pay will be allowed. In case of the death of a grandparent, all in-laws and step-parents, a leave of absence of two (2) days with full pay will be allowed. These leaves are exclusive of the allowances mentioned above.

E. Other Absences

1. Three (3) absences (whether for full or part days) shall be allowed for personal reasons without loss of pay, subject to the approval of the Superintendent. Personal leave may be taken in one-half (1/2) day intervals. Such reasons might be defined as "legal affairs," "house closing," "commencements," or other ceremonies within the immediate family. This provision is intended to help staff members meet personal emergencies and are in no way to be interpreted as days of absence due the employee. A staff member wishing a personal absence will present the request to his/her building principal on the form mutually approved by the District and the Association as far in advance as possible. Said form, having been approved by the parties, is attached hereto and made part hereof, Appendix I. The principal will forward the request to the Superintendent for approval. The excused absence will then be noted on the payroll as authorized without deduction.

2.
 - a. However, the absences without loss of pay as provided herein shall not be allowed on the day immediately preceding or following the Easter, Spring, Christmas, Winter or Thanksgiving school holidays.
 - b. Absences without loss of pay immediately preceding or following the three (3) day weekends of Columbus Day, Veterans Day, Memorial Day, or Martin Luther King Jr. holidays shall be permitted upon the approval of the Superintendent or his/her designee only if a specific reason and documentation of the need for such absence is provided to the administration. The reason and documentation provided by the teacher shall be submitted with the form referred to in subsection 1 of this section. The approval of the Superintendent or his/her designee shall be consistent with the standards for use of such leave time set forth in subsection 1 above. In the event of an emergency, the teacher shall provide the need for personal leave by telephone prior to the absence and shall thereafter provide the District with documentation.
 - c. Unused personal days shall be converted into sick days and shall be added to the employees' accrued sick leave.
 3. When a staff member receives jury duty orders, he/she should discuss these with his/her building principal as soon as received. District payment to the employee serving on jury duty shall be in effect for the full term of same.
 4. Each professional staff member is allowed to take one professional day of visitation per year without loss of pay. Although staff members will make their own specific

arrangements, the time and date of such a visit shall be approved by their building principal and the staff member shall make a report of such visitation to the building principal.

5. Religious Holidays. The school calendar will schedule school to be closed for the major religious holidays: Christmas, Good Friday, Yom Kippur, and Rosh Hashanah.

6. Miscellaneous.

a. A day's salary for all teaching personnel shall be defined as 1/200th of annual salary. This percentage is to be used when and if any deductions are to be made for excessive absences.

b. Records kept in the Personnel Office shall determine the number of accumulated days of sick leave credit. For each absence the teacher shall report the reason thereon on the forms provided for this purpose.

ARTICLE 15. Childcare

A. Upon a teacher's application, a leave of absence without pay for the care of a child shall be granted to the teacher in connection with the birth or adoption of the teacher's child for a period of up to two (2) years from the birth of the child or from the date when an adoptive child is placed in the custody of the teacher.

B. In the event that the end of the two (2) year period does not coincide with the commencement date of a school year, the said leave shall be extended to the date of the commencement of the school year immediately following the end of the two (2) year period.

C. Childcare leaves of two (2) years in duration shall only be granted in the event that the teacher requesting the leave shall have been in active service for the full school year preceding the date of commencement of a proposed second or subsequent childcare leave. Service of less than the full school year preceding the date of commencement of the proposed second or

subsequent childcare leave shall limit the teacher to a second or subsequent childcare leave of one year rather than two years.

D. The childcare leave may be shortened by the Board of Education upon application of the teacher.

E. The taking of childcare leave shall not prevent or prohibit the teacher from applying sick leave benefits for disability occurring in connection with the birth of a child. However, such period of disability shall not result in extending the length of the childcare leave, as provided in this Article.

F. The notification date for a teacher on childcare leave to advise the District of their plans for the following school year is before April 1st of the current school year.

G. Unit members returning from a child care leave shall be required to return to work on a date that coincides with the beginning of a new school year, academic quarter or semester. Unit members returning from a child care leave shall be required to provide at least thirty (30) days notice of their intent to return.

ARTICLE 16. Resignation

A. A teacher who desires to terminate his/her services to the District at any time shall file a written notice concerning this with the Board of Education at least thirty (30) days prior to date for termination of services desired. This same thirty (30) day rule shall apply to the Board of Education when desiring to terminate the services of a probationary teacher.

B. The foregoing provision applies unless longer notice is required in the employment contract of the teacher.

ARTICLE 17. Morning Exercises

Morning or opening exercises shall be a pledge to the flag and a moment of silent meditation. The National Anthem or other patriotic songs may also be sung at this time.

ARTICLE 18. Policy Regarding School Opening on Stormy Days

- A.** When weather conditions warrant it, the Superintendent will delay the opening of school until 10:00 a.m. This will be announced over local radio and television stations.
- B.** Delayed openings and altered arrival times shall apply to all members of the GCTA.
- C.** In the event that schools do have a late opening, it is expected that all professional personnel will report to school. Failure to report, if road conditions are passable, will result in a salary deduction.
- D.** If a storm is severe, the Superintendent may decide to close the schools for that day. At the commencement of each school year, the Superintendent's Office shall provide teachers with a listing of the radio and/or television stations providing school closings during weather emergencies. In the event that such station(s) announce the closing of the District due to weather conditions, teachers and students are not required to report to the schools.

ARTICLE 19. Summer Sabbatical Leave

A. After every seven (7) full years of service in the District a teacher may apply for a summer sabbatical leave of absence for one (1) summer of travel or study, and after every fourteen (14) years two (2) summer travel or study sabbaticals providing there have not been any intervening sabbaticals.

1. Payments for summer travel or study sabbaticals shall be at the percentage increases indicated below for each summer, payable the last school day prior to commencement of the leave.

School Year		2022-23	2023-24	2024-25	2025-26
Percentage Increase		1.2%	2%	2%	2%
		\$2,058	\$2,100	\$2,141	\$2,184

2. A final report shall be submitted to the Superintendent of Schools within thirty (30) days after returning to school.

B. The request for summer sabbatical leaves must be submitted on the District sabbatical application form not later than four (4) months before the adoption of the budget for the year in which the sabbatical is to be taken. Granting of sabbatical leaves shall be at the discretion of the Board of Education which reserves the right to limit the number of teachers taking a sabbatical leave, but in no event shall the number be less than two (2) summer leaves, providing that number applies.

C. A teacher who has received a sabbatical leave from the District will not continue to hold any other position on the District staff during the sabbatical leave.

D. It is expected that a teacher on sabbatical leave will return to the District after the leave has been completed.

ARTICLE 20. Leave of Absence

The Board of Education may grant to any tenured teacher leave of absence without pay for sufficient reason not to exceed two (2) years. Application shall be made in writing to the Superintendent.

A. Notification of intent to return shall be made in writing to the Superintendent no later than April 1st of the leave year.

B. Teachers returning after leave of absence shall not suffer any loss of benefits accumulated prior to taking leave.

C. Leave of absence time will not be counted for purposes of advancement on the salary

scale or accumulation of sick leave.

D. A person on leave of absence who changes his/her objectives must notify the Board of Education and receive approval in order for his/her leave of absence to continue.

ARTICLE 21. Military Service

A. Time for military service will be granted to those teachers for the years they served the U.S. Government after they began teaching.

B. Teachers shall be given full credit for their military service, ordinarily not to include more than four (4) years of experience, or provided that such service has not already been credited as experience and recompensed by an adjustment on the salary steps. All service is to be applied for and proven by the candidate before acceptance by the Board of Education.

C. Teachers who leave the District for military service and who return to the District shall be given full credit for teacher service in the District for the duration of such duty.

ARTICLE 22. Physical Restraint of Students

A. Physical restraint may be used by professional staff members as a final resort to restrain and correct students as well as for the purpose of protecting public property. When possible such restraint is to be used in the presence of a fellow employee.

B. Whenever a professional employee has used physical restraint, an administrator should be apprised of the circumstances as soon as possible and a complete written report prepared as a matter of record. At NO TIME may a professional employee hit a student around the face or head; strike in anger; kick a student; or use any implement to inflict punishment.

C. Professional employees have the right to defend themselves if attacked by a student.

ARTICLE 23. Certification

A. All teachers employed in the District must be certified by the New York State Department of Education; or be eligible for certification upon application to the Department.

B. Meeting Department certification requirements are the responsibility of the staff member. Also, staff members have a responsibility to keep their individual personnel records in the Superintendent's Office up-to-date.

ARTICLE 24. Tax Sheltered Annuities

The Board of Education by resolution adopted at a Special Meeting on April 8, 1968, approved entering into salary reduction agreements with its employees for the purpose of purchasing tax sheltered annuities. New enrollments are permitted any time throughout the school year. Changes in the amounts with existing companies may be in October and February in each school year.

ARTICLE 25. Positions in Summer and Evening School

A. All openings for summer school positions and evening school positions, which are not funded to a major extent by contributions made to the District from private sources for that purpose, shall be adequately publicized in each school building as early as possible and teachers who have applied for such positions shall be notified of the action taken regarding their application as early as possible.

B. Positions in the District summer school and evening school shall, to the extent possible, be filled first by regularly appointed teachers in the District school system. This shall also apply to the educational component of grant-funded educational programs, which shall be staffed exclusively by Association members so long as the District's need in terms of number of needed staff can be met from within the unit.

C. Once a teacher is notified of his/her acceptance for summer school employment, he/she shall be employed in a professional capacity for the period specified at the agreed compensation assuming that sufficient students enroll in the teacher's subject area to warrant employment.

D. A teacher who has served in the summer school and has met performance standards set by the principal shall be given first consideration for reemployment the following summer, if the position is needed.

ARTICLE 26. Training and Experience Credit

A. The Board of Education reserves the right to place teachers coming into the system for the first time at the place on the schedule which is commensurate with their preparations, experience, and potential and value to the educational program.

B. A teacher whose application for approval of courses taken for salary credit which is denied shall be given the reasons for the denial. The Superintendent of Schools shall establish criteria for the approval of courses no later than April 1, 1992. Such criteria may be amended or modified by the Superintendent, but any such change shall be prospective in nature.

C. Teachers shall be permitted to move only one (1) salary column per year. Nothing herein contained shall prohibit a teacher from acquiring, during any school year, greater than the fifteen credits required for column movement, subject to the approval of the course for use as credit towards salary column movement, as provided in this Article and as set forth on the salary schedules attached hereto. Approved courses exceeding the amount required for one column movement may be used in a subsequent salary column movement.

D. One credit of in-service coursework shall be based upon fifteen (15) hours of in-service instruction for use in column movement.

ARTICLE 27. Section 204-a of Article 14 of the Civil Service Law (Taylor Law):

“Agreements between public employer and employee organizations.

A. Any written agreement between a public employer and an employee organization determining the terms and conditions of employment of public employees shall contain the following notice in type not smaller than the largest type used elsewhere in such agreement.

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

B. Every employee organization submitting such a written agreement to its members for ratification shall publish such notice, include such notice in the documents accompanying such submission and shall read it aloud at any membership meeting called to consider such ratification.

C. Within sixty (60) days after the effective date of this act, a copy of this section shall be furnished by the chief fiscal officer of each public employer to each public employee. Each public employee employed thereafter shall, upon such employment be furnished with a copy of the provisions of this section.”

ARTICLE 28. Faculty/Department/Grade Meetings

Faculty, department, and grade level meetings and/or professional development programs shall be held on the first and third Wednesday of each month for no longer than two (2) hours in duration measured from the end of the school day. However, the first meeting or program in September of a school year shall not be greater than one (1) hour in duration. (During any school year, the total number of hours for such meetings and/or programs shall not exceed twenty-five [25]). An agenda for such meetings or programs will be prepared at least two (2)

days in advance of the meeting or program and will be distributed to staff. The meetings will take place on the same Wednesday of the month for the faculty of all school buildings. The administration will provide its teaching staff with a calendar identifying the dates of said meetings and/or programs by June 1st of the previous school year. The calendar shall identify the length of time for the meeting or program on the specific dates identified. In the event the first or third Wednesday falls before or on a holiday, the District, with due notice and upon consultation with the Association, shall choose an alternative Wednesday. Whenever possible, meetings more than one (1) hour in length can be scheduled with flexibility before and/or after the school day at the discretion of the Superintendent and/or her/her designee at those schools where the end time is 3:30 or later. It is understood that this will not be included in the regular schedule distributed out earlier in time, but instead shall be provided at least four (4) weeks in advance. Faculty-Department/Grade Level meetings held at the Robert M. Finley Middle School shall begin at 2:55 p.m. and shall end no later than 3:50 p.m. Dates and program duration shall be consistent throughout the District.

The state mandated 20 minute training videos required to be viewed by the staff through the Global Compliance Network, shall be viewed during in-service training time or Superintendent's Conference Days (during such times professional development/faculty meetings are conducted, but not to take from time teachers have had to set up and prepare their classrooms. In the event staff are absent and therefore miss the opportunity to view those required videos during such times, they shall be required to view the required videos at other times at their discretion in order to comply with the State requirements.

ARTICLE 29. Principal-Building Representative Meetings

The Principal of each building shall meet with the Association Building Representative(s) once each month concerning working conditions in the building.

ARTICLE 30. Association Rights

- A.** Duty time will be eliminated for Association officers.
- B.** The Association President's schedule will consist of four (4) teaching periods and no duty assignment. If the Association chooses to have additional release time for its President under this Article, the Association shall pay the District the sum of one-fifth (1/5th) of the salary at Masters +30 for Step 12. The Association will notify the District by June 30th of the prior academic year if the additional release time will be utilized. Payments by the Association will be on the first of the month commencing in October and concluding July 1st. Release time is in the amount of one (1) teaching period per day, as defined by the length of a preparation period in the school in which the Association President is assigned. Such preparation period shall be not less than forty (40) nor more than forty-five (45) minutes. Should the Association President be an Elementary teacher, the parties will meet to discuss implementation of equal release time.
- C.** The Association shall be allowed to install and maintain a telephone at the Association's expense.
- D.** The District agrees to schedule the classes of the GCTA President (currently four classes) during the first five periods of the school day for the purpose of addressing union issues.
- E.** The parties agree that the President must be attending to union matters only, during the remainder of the school day.
- F.** In the event that the GCTA President wishes to modify his/her teaching schedule, this will be addressed no later than June 30th of the preceding school year through consultation with

the Assistant to the Superintendent for Personnel.

ARTICLE 31. Settlement of Disputes

Step 1.

a. Any dispute under this Agreement between a teacher, teachers, the Association, and the District shall be settled in the first instance by the parties involved with the local school principal. A grievance submitted to the principal in writing shall be answered by the principal in writing within one (1) week from the time the grievance was received by the principal.

b. No grievance shall be filed later than thirty (30) days after the event constituting the alleged violation became knowable to the grievant.

Step 2.

a. In the event that the grievance is not adjusted under Step 1, the Association through its Grievance Committee at the teacher's request may within two (2) weeks from the date of the written answer take up such grievance with the Superintendent.

b. Association-District grievances under this Agreement may be entered in writing in Step 2.

c. The Superintendent or the Association, as the case may be, after formal hearing where requested, at which the teacher and his/her representative may appear and present oral and written statement or arguments, shall answer in writing within two (2) weeks of receipt of the grievance or two (2) weeks of the hearing, if later.

Step 3.

a. A dispute which is not adjusted under Step 2 may, at the request of either party within two (2) weeks of the Step 2 answer, be promptly submitted to arbitration. The party initiating the grievance shall request the New York State PERB to submit a panel of Arbitrators.

From this panel, the parties shall mutually agree upon a single Arbitrator for purposes of hearing and making recommendations to the Board of Education. In the event that the parties shall be unable to select an Arbitrator from the panel submitted by the New York State PERB, they shall request PERB to select an Arbitrator and such selection shall be binding upon the parties.

b. A dispute arising under any term of this Agreement involving District policy or discretion may be submitted to arbitration only on the question whether the District policy was disregarded, or was applied in so discriminatory, arbitrary or capricious a manner as to constitute an abuse of discretion.

c. The District and the Association shall bear equally the Arbitrator's fees and other expenses, exclusive of attorney's fees, incidental to the proceedings.

d. The award of the Arbitrator shall be final and binding upon the parties. The Arbitrator shall send a copy of his/her report to the Association and the Superintendent.

ARTICLE 32. Terminal Pay

A. Retirement Incentive

1. Any teacher who retires in the first year of eligibility, shall be paid for sixty (60%) percent of the teacher's accumulated sick leave, not to exceed two hundred (200) days. Eligibility for retirement shall be defined as the first year that the teacher is eligible to retire without penalty under the New York State Teachers' Retirement System. In order to be eligible for this benefit, a teacher must have been employed for at least fifteen (15) years by the Glen Cove School District at the time of retirement.

Eligibility for a retirement incentive will require a teacher to submit an irrevocable letter of resignation by February 1st of the school year in which such retirement is to be effective.

2. Effective July 1, 2014, those unit members who receive ½ step increments during the 2014-2015 and 2015-2016 school years shall also be eligible for the retirement incentive in Section (1) above if the teacher retires in the year immediately following his or her first year of eligibility under the New York State Teachers Retirement System as described in Section (1).

B. Attendance Incentive

A teacher who has not taken advantage of the retirement incentive provided by this Agreement, may be eligible for an attendance incentive. A teacher who retires with an accumulation of two hundred (200) sick days, shall be eligible for the attendance incentive. In order to determine eligibility, a teacher with less than two hundred (200) accumulated sick days, may add in the number of sick days used in the teacher's worst year of attendance, solely for the purpose of determining eligibility. Those days so added shall not be for compensation. A teacher who qualifies for this incentive, shall be paid thirty percent (30%) of the accumulated sick days up to two hundred (200) days.

A teacher retiring who is absent for fifteen (15) days or less, during the last five (5) school years of employment, shall receive an additional twenty percent (20%); fifteen percent (15%) additional if absent twenty (20) or less days; ten percent (10%) additional if absent twenty-five (25) or less days.

Teachers' absences from school for field trips, jury duty, death in the immediate family, subpoena, military service, approved unpaid leaves of absence, approved conferences, and other District required absences shall not be considered as absences for this benefit.

Should a teacher die while in the employ of the District who would have been eligible to retire at the time of death, the attendance benefit for which the teacher would have been eligible, will be paid to the teacher's estate.

C. 403-b

Any teacher, in the first year of eligibility, who provides a written irrevocable letter of resignation for the purposes of ordinary service retirement no later than March 1st of the school year of such retirement, shall receive the Retirement Incentive. A non-elective, non-discretionary employer contribution in an amount equal to sixty (60%) percent of the teacher's non-discretionary accumulated sick leave, not to exceed 200 days, shall be deposited to the account established under Section 403b of the Internal Revenue code of 1986, as amended (the "Code") of such eligible retiring teacher upon the terms and conditions of this paragraph. Should an eligible retiring teacher elect the Attendance Incentive, a non-elective, non-discretionary employer contribution, as herein above described, shall be deposited to the account established under the Code of such eligible retiring teacher.

Following Board of Education acceptance of the resignation, and prior to making of the contribution, the teacher shall provide the District with a copy of his/her application to the New York State Teachers Retirement System ("TRS") for retirement.

No later than thirty (30) days after the effective date of the teacher's retirement, the District shall make an employer non-elective, non-discretionary contribution of the Retirement Incentive or the Attendance Incentive to the Code Section 403(b) account of the eligible retiring teacher in an amount up to the limitations of Code Section 415 as applicable to Code Section 403(b) plans under Code Section 403(b)(1) and 403(b)(3) for the year in which such contribution is made. If any portion of the Retirement Incentive or the Attendance Incentive remains after the District (employer) non-elective, non-discretionary contribution, the remaining balance, if any, shall be paid to the eligible retiring teacher as compensation in a lump sum no later than thirty (30) days of the effective date of retirement. Under no circumstances, other than as specifically

provided herein, shall any retiring teacher or his or her estate, be entitled to receive the Retirement Incentive or Attendance Incentive in cash and the right to receive such benefit shall be governed by the terms and conditions of this paragraph.

The non-elective employer contributions, as specified above, shall be contributed to such Code Section 403(b) account as may be selected by an eligible retiring teacher to receive employer contributions pursuant to all of the terms specified herein. If a teacher does not designate a Code Section 403(b) account or if the account so designated will not accept an employer non-elective contribution for any reason, then the District shall deposit the contribution, in the name of the eligible retiring teacher, into an account established with a Code Section 403(b) provider that will accept such contribution. Each eligible teacher or retired teacher shall notify the District in writing of the total elective contributions, if any, made by such individual to any Code Section 403(b) account, other than with respect to contributions made as an employee or former employee of the District, for any plan year in which a District contribution is to be made. Such notification shall be provided no later than thirty (30) days prior to the required date of contribution.

The Association acknowledges that the District has made no representation to the Association or its members as to the position of the Internal Revenue Service (IRS) or the Courts regarding the taxability or tax-deferred nature of the non-elective employer contribution provided hereunder or as to the position of the TRS regarding whether these contributions will be included in the member's final average salary (FAS). The District shall fulfill any applicable legal obligations in processing and reporting these contributions to the TRS. In this regard, the Association and its members shall be responsible for their own liabilities to the extent that the Internal Revenue Service, the Courts or the TRS either re-characterizes or denies the intended

treatment or characterization of the contribution and further, shall hold the District harmless if either of such events shall occur.

ARTICLE 33. Job Security

In the event it becomes necessary to abolish a position held by a tenured teacher, so far as the law permits, the District agrees:

1. to give to an excessed teacher who is certified in another tenure area priority for a vacancy that occurs in that area, subject to being in conformity with the applicable law;
2. to allow an excessed teacher the opportunity to seek certification in another tenure area and to give that teacher priority for a vacancy that occurs provided certification is achieved within eighteen (18) months from the date of being excessed, and subject to being in conformity with the applicable law.

The excessed teacher will be given first priority for substitute assignments for which compensation will be paid at the rate of 1/200th of his/her appropriate salary and step for each day employed up to a maximum of Step 4 of the applicable M.A. schedule. The excessed teacher will be given first priority for substitute assignments for which compensation will be paid at the rate of \$250 per day.

Tenured teachers whose positions are to be abolished are to be notified by June 1.

Probationary teachers whose positions are abolished will be given serious consideration for any vacancy for which they are certified.

ARTICLE 34. New Programs

In the event the District seeks to inaugurate a new educational program of any kind, it shall be preceded by the dissemination of all available information to the teachers of the building who are affected by the program and then followed by a meeting of those affected teachers.

When the number of affected teachers in an Elementary School building is two (2) or less, the teachers of the contiguous grades shall be considered as the "affected teachers." Such meeting shall be held within two (2) weeks of the dissemination of the information. The program shall not be instituted until the aforesaid has been completed so that the affected teachers can make their recommendations to the staff of the building and to the Administration. The ultimate decision to institute the program shall be made by the Administration.

ARTICLE 35. Calendar

The school calendar shall consist of 184 days. The District shall provide the Association with a draft school calendar for its review and recommendation prior to the adoption of the school calendar for the subsequent school year. The District agrees that no final school calendar shall be adopted prior to the expiration of thirty (30) calendar days from the date the draft calendar has been delivered to the Association, during which period the District agrees to negotiate the calendar with the Association.

The District's community calendar shall include GCTA Executive Board meetings, new teacher orientation and leadership workshop. The GCTA meetings will be provided to the District by August 1st annually. The District will not schedule mandatory meetings for teacher attendance on these dates.

ARTICLE 36. Status Quo Provision

It is agreed that all conditions of employment that presently exist shall remain in full force and effect except as changed by this Agreement. This provision shall not be interpreted or applied in any manner which will in any way deprive teachers, the Association or the District of any rights or advantages heretofore enjoyed.

ARTICLE 37. Parent-Teacher Conferences

In the elementary schools and the middle school, there shall be one (1) evening parent-teacher conference during the fall semester and one (1) parent-teacher conference during the spring semester, replacing one (1) afternoon conference in each of the fall and spring semesters. The duration of each such conference shall be from 7:00 pm to 9:00 pm.

There shall be one (1) parent-teacher evening conference at the High School.

ARTICLE 38. Teaching by Administrators

The administrative staff may be assigned teaching periods by the Superintendent of Schools at his/her sole discretion. However, in no event may the totality of the teaching periods so assigned, including those which the Superintendent may teach, be more than ten (10) periods per week.

ARTICLE 39. Coaches

A. A committee consisting of the Superintendent of Schools, the District Athletic Director and two (2) coaches employed as teachers in the District who shall be selected by the Superintendent of Schools shall establish qualifications for each coaching position. Coaching vacancies shall be filled by appointment of applicants who meet the qualifications established. Preference shall be given to applicants who are teachers in the District. Accordingly, in the event that a unit member and non-unit member apply for a coaching position, the unit member shall be appointed to the position as long as he/she is qualified pursuant to SED "Guidelines for Coaching" requirement for such position. In addition, all coaching positions held by a non-unit member must be posted annually.

Coaching positions may be filled by a person employed in the District who is not covered by this Agreement, with the exception of administrators.

B. Present incumbent coaches who have been appointed to a coaching position prior to July 1, 2008, and who meet the qualifications shall be retained in their positions. A teacher appointed as a coach between July 1, 1987 and June 30, 2008 shall not be included as a “present incumbent coach” until the teacher completes three (3) consecutive years of coaching the sport plus ten (10) business days after the close of the season of the third (3rd) consecutive year.

C. A unit member newly appointed to a coaching position after July 1, 2018, will be considered incumbent in their second year of coaching that sport, and be retained under the following conditions:

Present incumbent coaches who are qualified and receive a satisfactory or better evaluation shall be retained in their position for the following season. (The Evaluation, attached hereto as Appendix A-4, shall include but shall not be limited to direct observation of the performance of a coach.) Any coach receiving an overall coaching evaluation of unsatisfactory for a coaching assignment will meet with the Director of Athletics to jointly develop a Teacher Improvement Plan (hereinafter “TIP”) for coaching this position. The unit member will be retained in his/her coaching position in this sport for the next season and will be supported by administration in implementing the agreed upon TIP. The requirement to give a TIP is only applicable beginning in the unit member’s second year as serving as a coach on that particular assignment. If after the subsequent season coaching the same sport the unit member receives an overall coaching evaluation of unsatisfactory for the sport, he/she may be denied the opportunity to continue to coach the sport by the Board of Education, based upon the recommendation of the Superintendent of Schools or his/her designee. An unsatisfactory evaluation of a coach for one coaching position in the District will not negatively impact his/her right to pursue a different coaching position in the District. An incumbent coach who has been denied reappointment to a

subsequent coaching position may apply for the same position in the future and be hired at the discretion of the Board of Education, based upon the recommendation of the Superintendent of Schools or his/her designee.

D. Coaching stipends shall be increased by the base salary percentage increases in the 2022/2023, 2023/2024, 2024/2025 and 2025/2026 school years.

E. The District and the Association agree to formulate a committee to review and negotiate the coaching evaluation instrument.

ARTICLE 40. Duration

A. The provisions of this Agreement, except as otherwise herein provided, shall be effective as of July 1, 2022 and shall continue in full force and effect until June 30, 2026. The Board of Education and the Teachers' Association agree that it is the intention of the parties that the policies set forth in this Agreement shall govern their relations during the term thereof.

B. As the Board of Education is charged by law with final responsibility and authority in the conduct of its affairs, this Agreement shall not be interpreted in any way to constitute an unlawful delegation of its authority.

C. It is mutually understood and agreed by the parties to this Agreement that the provisions of Chapter 392 of the Laws of 1967 known as Public Employee's Fair Employment Act are incorporated by reference in this Agreement and take precedence in the event of any conflict with the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this

21 day of July, 2023.

GLEN COVE TEACHERS' ASSOCIATION

BY: Alison Fletcher
Alison Fletcher President

GLEN COVE CITY SCHOOL DISTRICT

BY: Dr. Maria Rianna
Dr. Maria Rianna, Superintendent of Schools

APPENDIX A

ANNUAL EVALUATION PROCESS FOR ALL TEACHERS

1. Procedure: To provide an insightful, comprehensive, and goal oriented annual evaluation, the report will reflect a teacher's total performance. In preparation for the annual evaluation conference, the teacher will be requested to submit an outline of his/her accomplishments utilizing the headings below as a guide.
2. Annual Conference: Prior to the written annual evaluation, the teacher will meet with his/her immediate supervisor to discuss the teacher's performance throughout the year.
3. Format of Annual Evaluation: In general, the annual evaluation will include five key elements. These elements are:
 - Factual Data – This paragraph will refer to years of experience, subjects/grade levels taught, and a general description of the person being evaluated. Attendance and personal characteristics will be included. This paragraph will provide a general, overall description of the teacher.
 - Instructional Strengths and Weaknesses – This section of the evaluation will deal solely with the teacher's classroom performance. Specifically, it will reflect the teacher's abilities in the classroom including instructional methodologies utilized. It will summarize observations, lesson plan reviews, and the implementation of instructional strategies. The teacher's instructional strengths will be clearly delineated as well as any instructional area that needs improvement.
 - Extra-Curricular Activities – This paragraph will reflect the teacher's contribution to the school activity programs, including but not limited to extracurricular clubs, involvement in coaching, extra help sessions, any after school activity, and supervision, where applicable.
 - Professional Growth and Development – This section will reflect college preparation, in-service, course work, seminars, peer observations and conferences attended. If the teacher was a presenter at any seminars or workshop, it will be included in this section. Additionally, this section will also reflect committee work, participation in departmental or school wide activities, as well as membership and attendance at professional organizations.
 - Summary – For unit members not subject to Education Law § 3012-c, the closing paragraph will provide an overall rating for the year: excellent, very good, good, satisfactory, or unsatisfactory. The rating will be commensurate with the areas that are being evaluated.

For unit members subject to Education Law § 3012-c, the closing paragraph will provide a final quality rating for the year: Highly Effective, Effective, Developing, or Ineffective, to the extent possible. Notwithstanding the foregoing, the teacher shall be given a score for at least his or her 60% component of the APPR on

the date of receipt of his or her annual evaluation. The ratings will be in accordance with Education Law § 3012-c and the District's APPR Plan.

4. **Timeline:** For all unit members, the annual evaluation will be given to the teacher by June 20th. In addition, a teacher subject to Education Law § 3012-c will be provided with his or her final quality rating no later than September 1 of the following school year.

APPENDIX A-1

ANNUAL PROFESSIONAL PERFORMANCE REVIEW PLAN FOR UNIT MEMBERS NOT SUBJECT TO EDUCATION LAW § 3012-C

- I. Purpose:** The purpose of this plan is to fulfill the requirements of the Regulations of the Commissioner of Education pursuant to sections: 101, 207, 215 and 305 of the Education Law aimed at the establishment of an Annual Professional Performance Review Plan for certain unit members. The Glen Cove Board of Education shall ensure that the performance of all teachers providing services who are not subject to Education Law Section 3012-c is reviewed annually. The Superintendent of Schools, in collaboration with teachers and administrators, with the advice of their respective peers, has developed this Professional Performance Review Plan which has been approved by the Glen Cove Board of Education, filed in the Superintendent's office, and is available for review by any individual.

This Professional Performance Review Plan shall only be applicable to those teachers who are not otherwise subject to Education Law § 3012-c or the District's APPR Plan as referenced in Appendix A-2.

The Annual Professional Performance Review plan grows out of a philosophy that quality observation, feedback and analysis lead to self-reflection on the part of the teacher which ultimately results in the professional growth and development of that teacher. The primary purposes of performance review, therefore, are the following:

- a) validating the teacher's effectiveness in a credible and sustaining manner;
- b) helping the teacher to think about, plan, and fulfill self-set and collaboratively-set instructional and curricular goals;
- c) stimulating and stretching the teacher's thinking about his/her own instructional decision making; and
- d) facilitating the teacher's analysis and solution of classroom problems.

The key ingredient toward fulfilling these goals is the successful stimulation of a self-reflective process.

II. Content of the Plan:

- A. The following criteria for evaluation of teachers under this Plan shall be used and shall include the following:**
- 1) **Content knowledge**, the teacher shall demonstrate a thorough knowledge of the subject matter area and curriculum;
 - 2) **Preparation**, the teacher shall demonstrate appropriate preparation employing the necessary pedagogical practices to support instruction;
 - 3) **Instructional delivery**, the teacher shall demonstrate that the delivery of instruction results in active student involvement, appropriate teacher/student interaction and meaningful lesson plans resulting in student learning;

- 4) **Classroom management**, the teacher shall demonstrate classroom management skills supportive of diverse student learning needs which create an environment conducive to student learning;
- 5) **Student development**, the teacher shall demonstrate knowledge of student development, an understanding and appreciation of diversity and the regular application of developmentally appropriate instructional strategies for the benefit of all students;
- 6) **Student assessment**, the teacher shall demonstrate that he/she implements assessment techniques based on appropriate learning standards designed to measure students' progress in learning;
- 7) **Collaboration**, the teacher shall demonstrate that he/she develops effective collaborative relationships with students, parents or caregivers, as needed, and appropriate support personnel to meet the learning needs of students.
- 8) **Reflective and responsive practice**, the teacher shall demonstrate that practice is reviewed, effectively assessed and appropriate adjustments are made on a continuing basis.

B. General Guidelines:

- 1) This plan shall be in effect beginning September 1, 2010. It shall be subject to the annual review of the Committee on Annual Professional Performance Review. The composition of the committee shall be up to five members of the Glen Cove Teachers' Association and five members from the Glen Cove Educational Administrators' Association (the "GCEAA") (selected by their respective associations) and the Superintendent of Schools or his/her designee. Such committee will provide recommendations to the Superintendent of Schools, the Glen Cove Teachers' Association, the GCEAA and the Glen Cove Board of Education. Proposed modifications shall be subject to collective bargaining.
- 2) The Superintendent of Schools or his/her designee shall be assigned the administrative responsibility for implementation of the plan.
- 3) Necessary funds, time and training shall be provided to fully continue all phases of the plan.
- 4) It is the principal's responsibility to monitor all activities related to the Annual Professional Performance Review of their respective teachers.

III. Assessment Approaches:

- All teachers will be reviewed based upon the clinical supervision assessment approach. The clinical supervision approach consists of a pre-observation conference, the observation and a post-observation conference.
- The principal and/or his/her designee shall evaluate a teacher as unsatisfactory on an Annual Evaluation Report, based upon a documented preponderance of evidence consistent with the criteria identified in Part II of this plan.
- Teachers evaluated as unsatisfactory on the Annual Evaluation Report shall be placed on a Teacher Improvement Plan (TIP). That plan shall be developed by the District in good faith consultation with the teacher.

Clinical Supervision For Classroom Observations

All tenured teachers will be observed a minimum of two times per year and non-tenured teachers shall be observed a minimum of three times per year, using the clinical supervision approach. In this model, there are three components, the pre-observation conference, the observation, and the post-observation conference. The teacher and supervisor will determine the date, time and topic of the lesson to be observed.

Pre-Observation Conference - The teacher and supervisor will meet to establish the instructional and/or curricular areas to be focused on during the observation and the methods for addressing these areas.

Observation - All formal observations will last for a minimum of thirty minutes or to the completion of a lesson. During the observation, the administrator will take comprehensive notes on the lesson which will be used at the post observation conference. Further, normal lesson planning, which may include the use of lesson plan books, is expected of teachers when they are being observed.

Post-Observation Conference - The administrator and the teacher will have a post-observation conference within ten (10) school days of the observation. Written classroom observations will be provided to the teacher within ten (10) school days from the observation. At the conference, revisions to the draft may be made, if necessary. At the post-observation conference, the discussion will focus on the lesson observed.

IV. Teacher Improvement Plan:

Defined: A Teacher Improvement Plan (TIP) shall be developed by the District in good faith consultation with the teacher who was evaluated as unsatisfactory in his/her most recent Annual Evaluation Report. If such teacher in receipt of an unsatisfactory evaluation is probationary, the District, in its sole discretion, may choose to develop a TIP. However, if the District exercises the option to provide a TIP to a probationary teacher, it shall retain any and all rights that it may otherwise have to terminate the employment of such teacher. The plan is designed to assist the teacher and is not to be construed as either a punishment or a reprimand. The teacher receiving the TIP will be advised to bring a Union Representative of the GCTA to accompany him/her to all TIP meetings with the administration.

Procedure: It is the responsibility of the appropriate administrator or supervisor in good faith consultation with the teacher to develop a Teacher Improvement Plan. The administrator or supervisor who issues the TIP and whose signature appears thereon shall be responsible for the implementation thereof. The development of the TIP shall begin in June prior to the end of the school year. The plan must be implemented by October 1st of the next year. The Union President shall be notified of any teacher who will be given a TIP, unless the teacher advised the District otherwise.

Format: The TIP shall consist of targeted needs, goal(s), related activities, and expected outcomes. The TIP form to be used for all unit members is annexed to the Collective Bargaining Agreement as Appendix A-8. The TIP shall relate to deficiencies in performance documented in prior observations and evaluations. Additionally, appropriate timeframes and check points shall be incorporated within the narrative of the TIP and the description of the related activities. The TIP may include, but will not be limited to, any of the following activities, which shall be provided by the District and in which the teachers shall participate during normal school hours.

- < Enrollment and attendance at workshops/conferences that address the targeted needs of the teacher.
- < Enrollment and attendance in courses or a series of workshops during the school day that address the targeted needs of the teacher. A teacher may, however, voluntarily choose to enroll and attend after-school courses or workshops. Any approved after school courses will be granted inservice credit as per the Collective Bargaining Agreement.
- < Modeling experiences in which the teacher will be encouraged to seek out modeling experiences from other colleagues of his/her choosing.
- < Provide a mentor for the teacher. When possible, the selection of the mentor teacher will be mutually agreed upon by the teacher receiving the TIP and the administrator. If agreement cannot be reached, the administrator will assign a mentor.

Requirements /

Limitations: The teacher shall participate in the activities for his/her improvement provided by the District during school hours. The teacher and supervisor shall meet on an ongoing basis to discuss the impact of the improvement activities on the teacher's professional performance. The District will allow and schedule TIP meetings so that a Union Representative may accompany the teacher in question, if the teacher so desires. In addition, the teacher's performance will be evaluated by the supervisor using the Clinical Supervision model. The TIP will be in effect for the following school year. By June 10th of that following school year, the affected teacher will receive his/her annual evaluation report.

V. Disseminating and Sustaining the Plan:

- In addition to placing this Plan in the possession of those unit members to whom it applies through the New Teacher Orientation Program, it will also be distributed at the beginning of each school year to those unit members to whom it is applicable.

- This Plan shall be appended to the Collective Bargaining Agreement between the District and the GCTA and shall be provided by the District to all new teachers upon appointment and all staff as requested.
- The District will provide a review of this Plan to all new unit members and supervisors to whom it is applicable during the District's orientation program.

VI. Evaluation of the Annual Professional Performance Review Plan:

A standing APPR Committee shall be formed with an equal number of teachers and administrators. Teacher members shall be selected by the Union. The Committee shall identify strengths and needs of the plan. Recommendations will be made to the Superintendent of Schools to modify this plan. All proposed modifications shall be subject to collective bargaining. Nothing in the plan as it may be modified will be deemed a waiver by either party with respect to any other rights it may have.

APPENDIX A-2

OVERVIEW OF ANNUAL PROFESSIONAL PERFORMANCE REVIEW PLAN FOR UNIT MEMBERS SUBJECT TO EDUCATION LAW § 3012-C

I. Purpose:

The purpose of the District's APPR Plan is to fulfill the requirements of the Regulations of the Commissioner of Education and Board of Regents pursuant to Section 3012-c of the Education Law aimed at the establishment of an Annual Professional Performance Review Plan for certain unit members. The Glen Cove Board of Education shall ensure that the performance of all teachers subject to this law and corresponding regulations is reviewed annually. The District and the GCTA have collectively bargained the District's APPR Plan, where required, and the Superintendent of Schools has collaborated with the teachers and administrators to develop the remaining elements of this Annual Professional Performance Review Plan which has been approved by the Glen Cove Board of Education, filed in the Superintendent's office, and is available for review by any individual.

This Appendix shall be applicable to those teachers who are subject to Education Law § 3012-c and the District's APPR Plan.

This Annual Professional Performance Review plan grows out of a philosophy that quality observation, feedback and analysis lead to self-reflection on the part of the teacher which ultimately results in the professional growth and development of that teacher. The primary purposes of performance review, therefore, are the following:

- a) validating the teacher's effectiveness in a credible and sustaining manner;
- b) helping the teacher to think about, plan, and fulfill self-set and collaboratively-set instructional and curricular goals;
- c) stimulating and stretching the teacher's thinking about his/her own instructional decision making; and
- d) facilitating the teacher's analysis and solution of classroom problems.

The key ingredient toward fulfilling these goals is the successful stimulation of a self-reflective process.

II. Content of the Plan:

- A. The following criteria for evaluation of teachers subject to this Appendix shall be used and shall include the New York State Teaching Standards listed below, as set forth in the 2012 edition of the NYSUT Teacher Practice Rubric:**

- 1. Knowledge of Students and Student Learning
- 2. Knowledge of Content and Instructional Planning
- 3. Instructional Practice
- 4. Learning Environment
- 5. Assessment for Student Learning

6. Professional Responsibilities and Collaboration
7. Professional Growth

B. General Guidelines:

- 1) The plan shall be in effect beginning September 1, 2012. It shall be subject to the annual review of the Committee on Annual Professional Performance Review. The composition of the committee shall be up to five members of the Glen Cove Teachers' Association and five members from the Glen Cove Educational Administrators' Association (the "GCEAA") (selected by their respective associations) and the Superintendent of Schools or his/her designee. Such committee will provide recommendations to the Superintendent of Schools, the Glen Cove Teachers' Association, the GCEAA and the Glen Cove Board of Education. Proposed modifications shall be subject to collective bargaining.
- 2) The Superintendent of Schools or his/her designee shall be assigned the administrative responsibility for implementation of the plan.
- 3) Necessary funds, time and training shall be provided to fully continue all phases of the plan.
- 4) It is the principal's responsibility to monitor all activities related to the Annual Professional Performance Review of their respective teachers.

III. Assessment Approaches:

- All teachers will be reviewed based upon the clinical supervision assessment approach. The clinical supervision approach consists of a pre-observation conference (for announced observations), the observation and a post-observation conference.
- 45 points of the 60 points in the "Other 60%" component of the District's APPR Plan will be dedicated to observations; 15 points will be based upon submission of evidence and teacher artifacts
- The NYSUT rubric will be used to determine the number of points a teacher shall receive in the Other 60% measures as follows:

Level	Overall rubric average score	60 point distribution for composite
Ineffective	1-1.4	0-49
Developing	1.5-2.4	50-56
Effective	2.5-3.4	57-58
Highly Effective	3.5-4	59-60

- The principal and/or his/her designee shall evaluate a teacher as Highly Effective, Effective, Developing, or Ineffective in accordance with the requirements of Education Law Section 3012-c and Part 30-2 of the Rules of the Board of Regents and consistent with the scoring conversions negotiated between the parties in the three components of the APPR.

- Teachers evaluated as Developing or Ineffective in their final quality rating on their APPR shall be placed on a Teacher Improvement Plan (TIP). That plan shall be developed by the District in good faith consultation with the teacher.

Clinical Supervision For Classroom Observations

There will be two observations per year for tenured teachers, provided that a teacher may initiate further observations, or an administrator may conduct further observations upon demonstrated deficiencies in a teacher's teaching practices (for example, if a teacher received a rubric average in the ineffective or developing category in a prior observation). One of the observations will be unannounced.

Probationary teachers, and teachers on a TIP, may incur more than 2 observations with the number of unannounced observations limited to one.

The teacher and supervisor will determine the date, time and topic of the lesson to be observed for announced observations. The unannounced observation shall not take place immediately before or immediately subsequent to an extended weekend or a scheduled school vacation period.

Pre-Observation Conference - Pre-observation conferences will be held in order to discuss a general outline for the lesson to be observed. At this time the teacher shall, in collaboration with the administrator, determine which of the NYS Teaching Standards will be evaluated during the lesson.

Observation - All formal observations will last for a minimum of thirty minutes or to the completion of a lesson. During the observation, the administrator will take comprehensive notes on the lesson which will be used at the post observation conference. Further, normal lesson planning, which may include the use of lesson plan books, is expected of teachers when they are being observed.

Post-Observation Conference - The administrator and the teacher will have a post-observation conference within ten (10) school days of the observation, at which time the administrator will meet with the teacher in order to discuss the draft observation report. At the conference, revisions to the draft may be made, if necessary. Written classroom observations will be provided to the teacher within ten (10) school days from the observation. At the post-observation conference, the discussion will focus on the lesson observed. Post observation conferences for unannounced observations will be used to determine standard(s) observed and measured during the observation.

Submission of Teacher Artifacts

Teachers shall submit evidence relating to two indicators for Teaching Standard 6 and two indicators for Teaching Standard 7. The artifacts will be of the teacher's choosing. In the District's APPR Plan dated February 26, 2014, is a list of suggested artifacts for each of the two applicable Teaching Standards; however the teacher may submit other artifacts not on this list. Prior to submission, the teacher will meet with the administrator to determine the appropriateness of the artifacts to be submitted. The evidence will be discussed at the teacher's annual

evaluation conference. The artifacts shall be scored according to the NYSUT rubric for those indicators selected by the teacher.

Record Keeping

A charting system for record keeping with regard to standards being assessed will be established so that all participants can track assessment of standards annually. The scoring chart annexed hereto as Appendix A-10 will be used by the evaluators in tracking and compiling teacher's scores in the Other 60%.

IV. Teacher Improvement Plan:

Defined: A Teacher Improvement Plan (TIP) shall be developed by the District in good faith consultation with the teacher who received a final quality rating of Developing or Ineffective in his/her most recent APPR, regardless of the teacher's status as a probationary or tenured teacher. The District shall retain any and all rights that it may otherwise have to terminate the employment of a probationary teacher who may be subject to a TIP. The plan is designed to assist the teacher and is not to be construed as either a punishment or a reprimand. The teacher receiving the TIP will be advised to bring a Union Representative of the GCTA to accompany him/her to all TIP meetings with the administration.

Procedure: It is the responsibility of the appropriate administrator or supervisor in good faith consultation with the teacher to develop a Teacher Improvement Plan. The administrator or supervisor who issues the TIP and whose signature appears thereon shall be responsible for the implementation thereof. The TIP shall be developed and implemented no later than ten (10) school days from the first day of classes the following school year. The Union President shall be notified of any teacher who will be given a TIP, unless the teacher advised the District otherwise.

Format: The TIP shall consist of identification of needed areas of improvement, timeline for achieving improvement, the manner in which improvement will be assessed, and where appropriate, differentiated activities to support a teacher's improvement in those areas. The TIP form to be used for all unit members is annexed to the collective bargaining agreement as Appendix A-8. The TIP shall relate to deficiencies in performance documented in prior observations and evaluations. Additionally, appropriate timeframes and check points shall be incorporated within the narrative of the TIP and the description of the related activities. The TIP may include, but will not be limited to, any of the following activities, which shall be provided by the District and in which the teachers shall participate during normal school hours.

- < Enrollment and attendance at workshops/conferences that address the targeted needs of the teacher.
- < Enrollment and attendance in courses or a series of workshops during the school day that address the targeted needs of the teacher. A teacher may, however, voluntarily choose to enroll and attend after-school courses or workshops. Any approved after school courses will be granted inservice credit as per the Collective Bargaining Agreement.
- < Modeling experiences in which the teacher will be encouraged to seek out modeling experiences from other colleagues of his/her choosing.
- < Provide a mentor for the teacher. When possible, the selection of the mentor teacher will be mutually agreed upon by the teacher receiving the TIP and the administrator. If agreement cannot be reached, the administrator will assign a mentor.

Requirements /

Limitations: The teacher shall participate in the activities for his/her improvement provided by the District during school hours. The teacher and supervisor shall meet on an ongoing basis to discuss the impact of the improvement activities on the teacher's professional performance. The District will allow and schedule TIP meetings so that a Union Representative may accompany the teacher in question, if the teacher so desires. In addition, the teacher's performance will be evaluated by the supervisor using the Clinical Supervision model. The TIP will be in effect for the following school year. By June 10th of that following school year, the affected teacher will receive his/her annual evaluation report as described in Appendix A and will receive his or her final quality rating no later than September 1 of the following school year.

V. Disseminating and Sustaining the Plan:

- In addition to placing the District's APPR Plan in all new teachers' possession through the New Teacher Orientation Program, it will also be distributed at the beginning of each school year to all teachers.
- The District's APPR Plan shall be incorporated by reference to the Collective Bargaining Agreement between the District and the GCTA and shall be provided by the District to all new teachers upon appointment and all staff as requested.
- The District will provide a review of the District's APPR Plan to all new teachers and supervisors during the District's orientation program.

VI. Evaluation of the Annual Professional Performance Review Plan:

A standing APPR Committee shall be formed with an equal number of teachers and administrators. Teacher members shall be selected by the Union. The Committee shall identify strengths and needs of the plan. Recommendations will be made to the Superintendent

of Schools to modify this plan. All proposed modifications shall be subject to collective bargaining. Nothing in the plan as it may be modified will be deemed a waiver by either party with respect to any other rights it may have.

The District's APPR Plan is available on the District's website and copies may be obtained from the Administration Building.

APPENDIX A - 3

**ANNUAL EVALUATION REPORT
FOR UNIT MEMBERS NOT SUBJECT TO EDUCATION LAW § 3012-C**

Teacher _____ Tenured _____ Non-Tenured _____

School _____ Annual Evaluation Conference: _____

Subject or Grade Level _____

Factual Data

Instructional Strengths and Weaknesses

Extra-Curricular Activities (If applicable)

Professional Growth and Development

Summary

Teacher Comments

Supervisor _____ Teacher _____

Date _____ Date _____

Total Absences _____ days; Illness _____ Personal _____ Other _____
Lateness _____

Your signature is an indication of having received the document and not necessarily of your agreement with its contents. You may add a response to this document for your personnel file.

APPENDIX A-4
ANNUAL EVALUATION REPORT
FOR UNIT MEMBERS SUBJECT TO EDUCATION LAW § 3012-C

Teacher _____ Tenured _____ Non-Tenured _____

School _____ Annual Evaluation Conference: _____

Subject/Grade Level _____ Supervisor: _____

Factual Data

Instructional Strengths and Weaknesses

Extra-Curricular Activities (If applicable)

Professional Growth and Development

Summary

State Growth or SLO (25/20)*	Local Measure (15/20)*	Teaching Standards (60)	Total Score

Overall Rating*: ☐ **Highly Effective** ☐ **Effective** ☐ **Developing** ☐ **Ineffective**
91-100 pts 75-90 pts 65-74 pts 0-64 pts

* - these scores will be provided to the teacher no later than September 1

Teacher Comments

Supervisor _____ Date _____

Teacher _____ Date _____

Total Absences ____ **days;** **Illness** ____ **Personal** ____ **Other** ____ **Lateness** ____

Your signature is an indication of having received the document and not necessarily of your agreement with its contents. You may add a response to this document for your personnel file.

APPENDIX A – 5

**Glen Cove City School District
Classroom Observation Report**

Teacher: _____

School: _____

Date of
Observation: _____

Grade/Level/Subject: _____

Class Register: _____

Students in
Attendance: _____

Post Observation Conference: _____

Observer: _____

Lesson Observed:

Commendations:

Recommendations:

Summary:

Teacher's Comments:

Teacher's Signature

Date

Coordinator's Signature

Date

Principal's Signature

Date

Your signature is an indication of having received the document and not necessarily of your agreement with its contents. You may add a response to this document for your personnel file.

APPENDIX A - 6
GLEN COVE CITY SCHOOL DISTRICT
COACHING EVALUATION FORM

Name: _____

Date/Season: _____

School: _____

Sport /Level: _____

COACHING RESPONSIBILITIES

	Satisfactory	Unsatisfactory
Demonstrates knowledge of the sport		
Stays current with up to date initiatives in techniques and procedures		
Plans effective practice and game sessions		
Shows awareness and concern for safety, conditions and procedures		
Seeks professional growth opportunities		
Attends to the health and safety needs of the students/athletes		
Is positive and encouraging to the players and treats them with fairness and respect		
Relates well with the coaching staff		
Develops concepts of teamwork and good sportsmanship		

ADMINISTRATIVE PERFORMANCE

	Satisfactory	Unsatisfactory
Abides by State, Section VIII and district rules and policies		
Supervises team members at all times		
Displays commitment to a competitive league and N-L schedule		
Attends to maintenance, collection, and inventory of equipment		
Shows concern for student/athletic performance and adheres to the District Eligibility Policy		
Responds punctually with paperwork		

PERSONAL PERFORMANCE

	Satisfactory	Unsatisfactory
Demonstrates self control and poise		
Uses good judgment		
Shows pride and enthusiasm at work		
Performs as a positive role model for coaches, student athletes, staff members and game officials		
Accepts constructive criticism		
Complies with oral instruction		

SUMMARY

Overall Rating: _____

Coach _____ Date _____

Athletic Director _____ Date _____

Principal _____ Date _____

APPENDIX A - 7

GLEN COVE CITY SCHOOL DISTRICT

To: Teachers
From: *Principal Name*
Subject: End of Year Self-Reflection Form
Date: _____, 20__

In preparation for the annual evaluation, you are asked to submit an outline of your accomplishments. Please follow the format below:

Teacher's Name _____

- **Factual Data** – This paragraph will refer to your years of teaching experience, and subjects/grade levels taught.

- **Instructional Strengths** – This section will deal solely with your classroom performance. Specifically, it will reflect your abilities in the classroom including instructional methodologies utilized. It will relate to observations, lesson plan reviews and the implementation of instructional strategies.

- **Extra-Curricular Activities** – This paragraph should reflect your contributions to the school activity programs, including but not limited to extracurricular clubs, involvement in coaching, extra-help sessions, any after school activity and supervision, where applicable.

- **Professional Growth and Development** – This section should reflect college preparation, inservice, course work, seminars, peer observations and conferences attended. If you presented at any seminars or workshops, it should be included here. Additionally, this portion should reflect committee work, participation in departmental or school wide activities, as well as membership and attendance at professional organizations.

You may attach additional sheets if necessary. Please return this form to me by _____ (determined annually.)

As always, thank you for your cooperation and assistance.

APPENDIX A-8

Glen Cove City School District Teacher Improvement Plan (TIP)

Teacher: _____ Building: _____

Dept./Grade Level: _____ Date: _____

Supervising Administrator: _____

- 1) Areas In Need of Improvement – A clear description of the specific behavior(s) which are in need of improvement.

- 2) Statement of the Goals -- A statement reflecting how the specific behavior will change (how it will look) in order to be deemed acceptable. This will include a description of types of data to be used.

- 3) Activities – The teacher and supervising administrator will jointly list a description of those activities in which the teacher will engage to address the areas in need of improvement.

- 4) Supervisor's Responsibilities – Actions the supervisor will take in order to assist the teacher in achieving the goals of this TIP.

- 5) Resources – The teacher and supervising administrator will jointly list resources, available district materials, workshops, etc. to help improve the teacher's practice.

- 6) Indicators of Success – The teacher and supervising administrator will mutually agree upon tangible or visible indicators of success.

- 7) Timeline --The teacher and supervising administrator will establish a time line for improvement for the process and a date(s) for the follow-up evaluation(s). The teacher will present documentation and evidence of improvement in the designated area at this time. Additional observations/meetings will take place as needed.

The Teacher Improvement Plan and all records of subsequent observations and meetings will become part of the teacher's record. The teacher should maintain copies of all documentation.

Teacher Signature:	_____	Date:	_____
Administrator Signature:	_____	Date:	_____
GCTA Representative Signature (if teacher selected Representation):	_____	Date:	_____

Meeting Log
Teacher Improvement Plan

Log all meetings here. It is understood additional meetings may be necessary. The teacher and supervising administrator may request additional meetings.

Date	Meeting Summary	Signatures

APPENDIX A-9

APPR Appeals Process for Unit Members Subject to Education Law Section 3012-c

A. Within ten (10) school days of the receipt of a teacher's APPR report, the teacher may request, in writing, review by the Superintendent of Schools, provided, however, that an overall performance rating of "ineffective" or "developing" on the annual evaluation are the only ratings subject to appeal.

B. The appeal writing shall articulate in detail the basis of the appeal to the Superintendent of Schools. Failure to articulate a particular basis for the appeal in the aforesaid appeal writing shall be deemed a waiver of that claim. In accordance with § 3012-c, the evaluated teacher may challenge the following:

- 1) The substance of the annual professional performance review;
- 2) The District's adherence to the standards and methodologies required for such reviews, pursuant to Education Law §3012-c;
- 3) The District's adherence to the Commissioner's Regulations, as applicable to such reviews;
- 4) Compliance with any applicable locally negotiated procedures regarding annual professional performance reviews;
- 5) The District's issuance and/or implementation of the terms of the teacher improvement plan.

C. Within ten (10) calendar days of receipt of the appeal, the Superintendent of Schools shall render an initial determination, in writing, respecting the appeal. The Superintendent shall respond with reasonable particularity, and his/her decision shall be supported by a preponderance of the evidence.

D. The Superintendent's decision shall be final and shall not be grievable or arbitrable for any teacher appealing a rating of "developing." However, the Association may submit the aforesaid appeal determination of a teacher appealing a rating of "ineffective" directly to Step 2 of the grievance and arbitration procedure set forth in Article 31 of the parties' collective bargaining agreement, subject to the provisions of said Article 31.

E. Non-tenured teachers shall be permitted to appeal a rating of "ineffective" to the Superintendent, in accordance with the procedures set forth for tenured teachers in paragraphs A-C above. The Superintendent's decision shall be final and shall not be grievable or arbitrable. Notwithstanding the foregoing, the Association may grieve a District's issuance and/or implementation of the terms of the teacher improvement plan for a non-tenured teacher in accordance with Article 31 of the parties' collective bargaining agreement. Rights provided to probationary teachers denied tenure at the end of probation, pursuant to Article 9.B.4 of the collective bargaining agreement between the District and the GCTA, shall continue unless modified by agreement between the parties.

F. The parties agree that this appeals process shall be re-evaluated annually and any changes to the process shall be re-negotiated.

APPENDIX A-10

Assessment of Teacher Effectiveness Standard	Observation #1	Observation #2	Evidence Score
Standard 1 Knowledge of Student and Student Learning			
Standard 2 Knowledge of Content and Instructional Planning			
Standard 3 Instructional Practice			
Standard 4 Learning Environment			
Standard 5 Assessment for Student Learning			
Standard 6 Professional Responsibilities and Collaboration			
Standard 7 Professional Growth			
Subtotal of observation and evidence column			
Divide by the number of standards evaluated in each column			
Average the final scores			
Total score of Professional Practice 1-4 Rating			
HEDI Rating			
Sub-component score			

APPENDIX B

Agreement to Provide Health Benefits to GCTA Retirees

Contract entered into between the Glen Cove City School District and
_____ this ____ day of _____, 20__.
(Employee Name)

Whereas, the District recognizes the long service of _____.
(Employee Name)

Whereas, after careful consideration _____
(Employee Name)

has submitted a letter of retirement which has been accepted by the District and has relied upon the existing District policy on the extent of such coverage for retired members of the bargaining unit represented by the GCTA.

_____ certifies that he/she has carefully reviewed all applicable
(Employee Name)

provisions of that policy and has had ample opportunity to consider his/her alternatives, including the opportunity to confer with counsel. _____ states that
(Employee Name)

he/she has freely entered into retirement and has not in any way been coerced to retire.

The District recognizes its obligation to contribute _____ % of the health insurance premiums for family or individual coverage, whichever is applicable in the year of his/her retirement for the life of _____.
(Employee Name)

_____ Employee Name _____ Date Dated: _____ _____, NY Sworn to before me this _____ day of _____, 20__. _____ NOTARY PUBLIC	_____ Superintendent _____ Date
--	---

APPENDIX C - 1

Salary Schedule 2022 - 2023								
Salary Schedule ID: 321								
Salary Schedule Name: 2022-23 TchrEliminateFrozenSteps+1.2%								
Step	B	M	M15/B60	M30	M45	M60	M75	DOCT
1	59,437	65,741	67,998	70,355	72,789	75,322	77,934	78,431
2	61,474	67,998	70,355	72,789	75,322	77,934	80,643	81,142
3	63,566	70,355	72,789	75,322	77,934	80,643	83,441	83,941
4	65,741	72,789	75,322	77,934	80,643	83,441	86,367	86,868
5	67,998	75,322	77,934	80,643	83,441	86,367	89,389	89,888
6	70,355	77,934	80,643	83,441	86,367	89,389	92,548	93,045
7	72,789	80,643	83,441	86,367	89,389	92,548	95,771	96,271
8	75,322	83,441	86,367	89,389	92,548	95,771	99,153	99,654
9	77,934	86,367	89,389	92,548	95,771	99,153	102,647	103,147
10	80,643	89,389	92,548	95,771	99,153	102,647	106,295	106,796
11	83,441	92,548	95,771	99,153	102,647	106,295	110,065	110,563
12	86,367	95,771	99,153	102,647	106,295	110,065	113,970	114,470
13	89,389	99,153	102,647	106,295	110,065	113,970	118,005	118,505
14	92,548	102,647	106,295	110,065	113,970	118,005	122,220	122,720
15	95,771	106,295	110,065	113,970	118,005	122,220	126,575	127,076
16	96,473	107,076	110,875	114,811	118,878	123,123	127,516	128,017
17	97,174	107,857	111,685	115,651	119,751	124,026	128,457	128,958
18	97,876	108,637	112,496	116,491	120,623	124,929	129,398	129,899
19	98,578	109,418	113,307	117,332	121,496	125,832	130,340	130,839
20	99,279	110,199	114,116	118,172	122,369	126,735	131,281	131,781
21	99,981	110,979	114,927	119,012	123,241	127,637	132,222	132,722
22	100,683	111,760	115,737	119,853	124,115	128,540	133,163	133,663
23	101,384	112,540	116,548	120,693	124,987	129,443	134,105	134,604
24	102,086	113,322	117,358	121,533	125,859	130,347	135,046	135,545
25	102,787	114,102	118,168	122,374	126,733	131,249	135,988	136,486
26	103,489	114,882	118,979	123,214	127,605	132,152	136,929	137,428
27	104,190	115,664	119,789	124,054	128,477	133,055	137,870	138,369
28	104,892	116,444	120,600	124,894	129,351	133,957	138,811	139,310
29	105,594	117,225	121,410	125,735	130,223	134,860	139,752	140,251
30	106,295	118,005	122,220	126,575	131,095	135,764	140,693	141,192

APPENDIX C - 2

Salary Schedule 2023 - 2024								
Salary Schedule ID: 322								
Salary Schedule Name: 2023-24 Tchr (Sched#321 +2%)								
Step	B	M	M15/B60	M30	M45	M60	M75	DOCT
1	60,626	67,056	69,358	71,762	74,245	76,828	79,493	80,000
2	62,703	69,358	71,762	74,245	76,828	79,493	82,256	82,765
3	64,837	71,762	74,245	76,828	79,493	82,256	85,110	85,620
4	67,056	74,245	76,828	79,493	82,256	85,110	88,094	88,605
5	69,358	76,828	79,493	82,256	85,110	88,094	91,177	91,686
6	71,762	79,493	82,256	85,110	88,094	91,177	94,399	94,906
7	74,245	82,256	85,110	88,094	91,177	94,399	97,686	98,196
8	76,828	85,110	88,094	91,177	94,399	97,686	101,136	101,647
9	79,493	88,094	91,177	94,399	97,686	101,136	104,700	105,210
10	82,256	91,177	94,399	97,686	101,136	104,700	108,421	108,932
11	85,110	94,399	97,686	101,136	104,700	108,421	112,266	112,774
12	88,094	97,686	101,136	104,700	108,421	112,266	116,249	116,759
13	91,177	101,136	104,700	108,421	112,266	116,249	120,365	120,875
14	94,399	104,700	108,421	112,266	116,249	120,365	124,664	125,174
15	97,686	108,421	112,266	116,249	120,365	124,664	129,107	129,618
16	98,402	109,218	113,093	117,107	121,256	125,585	130,066	130,577
17	99,117	110,014	113,919	117,964	122,146	126,507	131,026	131,537
18	99,834	110,810	114,746	118,821	123,035	127,428	131,986	132,497
19	100,550	111,606	115,573	119,679	123,926	128,349	132,947	133,456
20	101,265	112,403	116,398	120,535	124,816	129,270	133,907	134,417
21	101,981	113,199	117,226	121,392	125,706	130,190	134,866	135,376
22	102,697	113,995	118,052	122,250	126,597	131,111	135,826	136,336
23	103,412	114,791	118,879	123,107	127,487	132,032	136,787	137,296
24	104,128	115,588	119,705	123,964	128,376	132,954	137,747	138,256
25	104,843	116,384	120,531	124,821	129,268	133,874	138,708	139,216
26	105,559	117,180	121,359	125,678	130,157	134,795	139,668	140,177
27	106,274	117,977	122,185	126,535	131,047	135,716	140,627	141,136
28	106,990	118,773	123,012	127,392	131,938	136,636	141,587	142,096
29	107,706	119,570	123,838	128,250	132,827	137,557	142,547	143,056
30	108,421	120,365	124,664	129,107	133,717	138,479	143,507	144,016

APPENDIX C - 3

Salary Schedule 2024 - 2025								
Salary Schedule ID: 323								
Salary Schedule Name: 2024-25 Tchr (Sched#322 +2%)								
Step	B	M	M15/B60	M30	M45	M60	M75	DOCT
1	61,839	68,397	70,745	73,197	75,730	78,365	81,083	81,600
2	63,957	70,745	73,197	75,730	78,365	81,083	83,901	84,420
3	66,134	73,197	75,730	78,365	81,083	83,901	86,812	87,332
4	68,397	75,730	78,365	81,083	83,901	86,812	89,856	90,377
5	70,745	78,365	81,083	83,901	86,812	89,856	93,001	93,520
6	73,197	81,083	83,901	86,812	89,856	93,001	96,287	96,804
7	75,730	83,901	86,812	89,856	93,001	96,287	99,640	100,160
8	78,365	86,812	89,856	93,001	96,287	99,640	103,159	103,680
9	81,083	89,856	93,001	96,287	99,640	103,159	106,794	107,314
10	83,901	93,001	96,287	99,640	103,159	106,794	110,589	111,111
11	86,812	96,287	99,640	103,159	106,794	110,589	114,511	115,029
12	89,856	99,640	103,159	106,794	110,589	114,511	118,574	119,094
13	93,001	103,159	106,794	110,589	114,511	118,574	122,772	123,293
14	96,287	106,794	110,589	114,511	118,574	122,772	127,157	127,677
15	99,640	110,589	114,511	118,574	122,772	127,157	131,689	132,210
16	100,370	111,402	115,355	119,449	123,681	128,097	132,667	133,189
17	101,099	112,214	116,197	120,323	124,589	129,037	133,647	134,168
18	101,831	113,026	117,041	121,197	125,496	129,977	134,626	135,147
19	102,561	113,838	117,884	122,073	126,405	130,916	135,606	136,125
20	103,290	114,651	118,726	122,946	127,312	131,855	136,585	137,105
21	104,021	115,463	119,571	123,820	128,220	132,794	137,563	138,084
22	104,751	116,275	120,413	124,695	129,129	133,733	138,543	139,063
23	105,480	117,087	121,257	125,569	130,037	134,673	139,523	140,042
24	106,211	117,900	122,099	126,443	130,944	135,613	140,502	141,021
25	106,940	118,712	122,942	127,317	131,853	136,551	141,482	142,000
26	107,670	119,524	123,786	128,192	132,760	137,491	142,461	142,981
27	108,399	120,337	124,629	129,066	133,668	138,430	143,440	143,959
28	109,130	121,148	125,472	129,940	134,577	139,369	144,419	144,938
29	109,860	121,961	126,315	130,815	135,484	140,308	145,398	145,917
30	110,589	122,772	127,157	131,689	136,391	141,249	146,377	146,896

APPENDIX C - 4

SALARY SCHEDULE 2025 - 2026								
Salary Schedule ID: 324								
Salary Schedule Name: 2025-26 Tchr (Sched#323 +2%)								
Step	B	M	M15/B60	M30	M45	M60	M75	DOCT
1	63,076	69,765	72,160	74,661	77,245	79,932	82,705	83,232
2	65,236	72,160	74,661	77,245	79,932	82,705	85,579	86,108
3	67,457	74,661	77,245	79,932	82,705	85,579	88,548	89,079
4	69,765	77,245	79,932	82,705	85,579	88,548	91,653	92,185
5	72,160	79,932	82,705	85,579	88,548	91,653	94,861	95,390
6	74,661	82,705	85,579	88,548	91,653	94,861	98,213	98,740
7	77,245	85,579	88,548	91,653	94,861	98,213	101,633	102,163
8	79,932	88,548	91,653	94,861	98,213	101,633	105,222	105,754
9	82,705	91,653	94,861	98,213	101,633	105,222	108,930	109,460
10	85,579	94,861	98,213	101,633	105,222	108,930	112,801	113,333
11	88,548	98,213	101,633	105,222	108,930	112,801	116,801	117,330
12	91,653	101,633	105,222	108,930	112,801	116,801	120,945	121,476
13	94,861	105,222	108,930	112,801	116,801	120,945	125,227	125,759
14	98,213	108,930	112,801	116,801	120,945	125,227	129,700	130,231
15	101,633	112,801	116,801	120,945	125,227	129,700	134,323	134,854
16	102,377	113,630	117,662	121,838	126,155	130,659	135,320	135,853
17	103,121	114,458	118,521	122,729	127,081	131,618	136,320	136,851
18	103,868	115,287	119,382	123,621	128,006	132,577	137,319	137,850
19	104,612	116,115	120,242	124,514	128,933	133,534	138,318	138,848
20	105,356	116,944	121,101	125,405	129,858	134,492	139,317	139,847
21	106,101	117,772	121,962	126,296	130,784	135,450	140,314	140,846
22	106,846	118,601	122,821	127,189	131,712	136,408	141,314	141,844
23	107,590	119,429	123,682	128,080	132,638	137,366	142,313	142,843
24	108,335	120,258	124,541	128,972	133,563	138,325	143,312	143,841
25	109,079	121,086	125,401	129,863	134,490	139,282	144,312	144,840
26	109,823	121,914	126,262	130,756	135,415	140,241	145,310	145,841
27	110,567	122,744	127,122	131,647	136,341	141,199	146,309	146,838
28	111,313	123,571	127,981	132,539	137,269	142,156	147,307	147,837
29	112,057	124,400	128,841	133,431	138,194	143,114	148,306	148,835
30	112,801	125,227	129,700	134,323	139,119	144,074	149,305	149,834

APPENDIX C -5

SALARY SCHEDULE NOTES

1. 2022-2023

The salary schedule for the 2022/2023 school year shall be adjusted by eliminating all frozen steps. Those unit members who are on half steps shall move to the next step. That schedule shall be increased by 1.2% and regular increment shall be provided. All stipends and extra-curricular activity payments set forth in the contract and/or appendices shall also increase by 1.2%.

2. 2023-2024

The salary schedule shall be increased by 2%. Regular increment shall be provided. All stipends and extra-curricular activity payments set forth in the contract and/or appendices shall also increase by 2%.

3. 2024-2025

The salary schedule shall be increased by 2%. Regular increment shall be provided. All stipends and extra-curricular activity payments set forth in the contract and/or appendices shall also increase by 2%.

4. 2025-2026

The salary schedule shall be increased by 2%. Regular increment shall be provided. All stipends and extra-curricular activity payments set forth in the contract and/or appendices shall also increase by 2%.

APPENDIX D
Interscholastic Athletics

	+0.75%	+1.2%	+2%	+2%	+2%
VARSITY	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
BASEBALL	7,471	7,561	7,712	7,866	8,023
BOYS BASKETBALL	8,847	8,953	9,132	9,315	9,501
GIRLS BASKETBALL	8,847	8,953	9,132	9,315	9,501
CHEERLEADING-F	5,010	5,070	5,171	5,274	5,379
CHEERLEADING-W	5,010	5,070	5,171	5,274	5,379
CROSS COUNTRY-BOYS	6,012	6,084	6,206	6,330	6,457
CROSS COUNTRY-GIRLS	6,012	6,084	6,206	6,330	6,457
FOOTBALL	9,445	9,558	9,749	9,944	10,143
GOLF	4,847	4,905	5,003	5,103	5,205
KICKLINE	4,786	4,843	4,940	5,039	5,140
LACROSSE-BOYS	7,750	7,843	8,000	8,160	8,323
LACROSSE-GIRLS	7,750	7,843	8,000	8,160	8,323
RIFLE	5,133	5,195	5,299	5,405	5,513
SOCCER-BOYS	7,177	7,263	7,408	7,556	7,707
SOCCER-GIRLS	7,177	7,263	7,408	7,556	7,707
SOFTBALL-GIRLS	7,424	7,513	7,663	7,816	7,972
TENNIS-BOYS	6,679	6,759	6,894	7,032	7,173
TENNIS-GIRLS	6,679	6,759	6,894	7,032	7,173
TRACK-BOYS	7,537	7,627	7,780	7,936	8,095
TRACK-GIRLS	7,537	7,627	7,780	7,936	8,095
VOLLEYBALL-GIRLS	7,082	7,167	7,310	7,456	7,605
CO-ED WINTER TRACK (Indoor)	6,898	6,981	7,121	7,263	7,408
WRESTLING	8,537	8,639	8,812	8,988	9,168
HIP HOP	4,786	4,843	4,940	5,039	5,140
ASST. VARSITY, JV	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
BASEBALL (2)	5,603	5,670	5,783	5,899	6,017
BOYS BASKETBALL (2)	6,635	6,715	6,849	6,986	7,126
GIRLS BASKETBALL	6,635	6,715	6,849	6,986	7,126
FOOTBALL	7,084	7,169	7,312	7,458	7,607
BOYS LACROSSE (2)	5,812	5,882	6,000	6,120	6,242
GIRLS LACROSSE (2)	5,812	5,882	6,000	6,120	6,242
BOYS SOCCER	5,382	5,447	5,556	5,667	5,780
GIRLS SOCCER	5,382	5,447	5,556	5,667	5,780
GIRLS SOFTBALL (2)	5,569	5,636	5,749	5,864	5,981
BOYS SPRING TRACK	5,652	5,720	5,834	5,951	6,070
GIRLS SPRING TRACK	5,652	5,720	5,834	5,951	6,070
GIRLS TENNIS	5,009	5,069	5,170	5,273	5,378
GIRLS VOLLEYBALL	5,312	5,376	5,484	5,594	5,706
CO-ED WINTER TRACK	5,174	5,236	5,341	5,448	5,557
WRESTLING	6,403	6,480	6,610	6,742	6,877
CHEERLEADING-F	4,842	4,900	4,998	5,098	5,200
CHEERLEADING-W	4,842	4,900	4,998	5,098	5,200
	89				

APPENDIX D
Interscholastic Athletics

ASST. JUNIOR VARSITY	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
BASEBALL	5,229	5,292	5,398	5,506	5,616
BOYS BASKETBALL	6,193	6,267	6,392	6,520	6,650
GIRLS BASKETBALL	6,193	6,267	6,392	6,520	6,650
FOOTBALL	6,611	6,690	6,824	6,960	7,099
BOYS LACROSSE	5,425	5,490	5,600	5,712	5,826
GIRLS LACROSSE	5,425	5,490	5,600	5,712	5,826
BOYS SOCCER	5,024	5,084	5,186	5,290	5,396
GIRLS SOCCER	5,024	5,084	5,186	5,290	5,396
GIRLS SOFTBALL	5,197	5,259	5,364	5,471	5,580
GIRLS VOLLEYBALL	4,957	5,016	5,116	5,218	5,322
MIDDLE SCHOOL	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
BOYS BASEBALL (2)	4,453	4,506	4,596	4,688	4,782
BOYS BASKETBALL (2)	4,866	4,924	5,022	5,122	5,224
GIRLS BASKETBALL (2)	4,866	4,924	5,022	5,122	5,224
CHEERLEADING 7/8 F/W1	4,842	4,900	4,998	5,098	5,200
CO-ED TRACK	4,145	4,195	4,279	4,365	4,452
FOOTBALL	5,194	5,256	5,361	5,468	5,577
BOYS LACROSSE	4,262	4,313	4,399	4,487	4,577
GIRLS LACROSSE	4,262	4,313	4,399	4,487	4,577
BOYS SOCCER (2)	3,997	4,045	4,126	4,209	4,293
GIRLS SOCCER (2)	3,997	4,045	4,126	4,209	4,293
SOFTBALL (2)	4,453	4,506	4,596	4,688	4,782
GIRLS TENNIS	3,997	4,045	4,126	4,209	4,293
GIRLS VOLLEYBALL	3,997	4,045	4,126	4,209	4,293
WRESTLING	4,695	4,751	4,846	4,943	5,042
Assistant Middle School	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
BOYS BASEBALL	4,453	4,506	4,596	4,688	4,782
BOYS BASKETBALL	4,424	4,477	4,567	4,658	4,751
GIRLS BASKETBALL	4,424	4,477	4,567	4,658	4,751
CO-ED TRACK	3,768	3,813	3,889	3,967	4,046
FOOTBALL	4,722	4,779	4,875	4,973	5,072
BOYS LACROSSE	3,997	4,045	4,126	4,209	4,293
GIRLS LACROSSE	3,997	4,045	4,126	4,209	4,293
SOFTBALL	4,453	4,506	4,596	4,688	4,782
TENNIS	3,701	3,745	3,820	3,896	3,974
GIRLS VOLLEYBALL	3,997	4,045	4,126	4,209	4,293
WRESTLING	4,269	4,320	4,406	4,494	4,584

APPENDIX E - 1
High School Advisors

	+7.5%	+1.2%	+2%	+2%	+2%
High School Advisors	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Senior Class	2,600	2,631	2,684	2,738	2,793
Junior Class	2,145	2,171	2,214	2,258	2,303
Sophomore Class	1,613	1,632	1,665	1,698	1,732
Freshman Class	1,613	1,632	1,665	1,698	1,732
Academic Challenge Club	806	816	832	849	866
Art Club	806	816	832	849	866
Asian Studies Club	806	816	832	849	866
Computer Club	806	816	832	849	866
Debate Club	806	816	832	849	866
D E C A Club	1,610	1,629	1,662	1,695	1,729
Environmental Club	806	816	832	849	866
French Club	806	816	832	849	866
Friends of Rachel	1,598	1,617	1,649	1,682	1,716
Honor Club	806	816	832	849	866
Human Relations Club	806	816	832	849	866
Indo-Paki Club	806	816	832	849	866
Italian Club	806	816	832	849	866
Key Club	1,613	1,632	1,665	1,698	1,732
Literary Journal Club	806	816	832	849	866
Masquers (Fall)	3,191	3,229	3,294	3,360	3,427
Masquers Financial	1,821	1,843	1,880	1,918	1,956
Masquers Spring Stage Director	3,191	3,229	3,294	3,360	3,427
Masquers Spring Music Director	3,191	3,229	3,294	3,360	3,427
Mock Trial	1,834	1,856	1,893	1,931	1,970
Math Club	806	816	832	849	866
Newspaper (Tattler)	4,022	4,070	4,151	4,234	4,319
Peer Aids Educators	806	816	832	849	866
Peer Leadership Club	806	816	832	849	866
Poetry Club	806	816	832	849	866
Polish Club	806	816	832	849	866
Research Club	806	816	832	849	866
Robotics	3,335	3,375	3,443	3,512	3,582
S.A.D.D.	806	816	832	849	866
School Store	2,608	2,639	2,692	2,746	2,801
Science Club	806	816	832	849	866
Ski Club	806	816	832	849	866
Spanish Club	806	816	832	849	866
Student Senate	3,299	3,339	3,406	3,474	3,543
Yearbook	4,140	4,190	4,274	4,359	4,446
Yearbook Financial	1,821	1,843	1,880	1,918	1,956
The Following: Mathematics team, chess team, biology team, Latin Club, future nurses club, future teachers club, Junior Red Cross, folk singing club, leader's club, varsity club, library club, selling activity tickets, and additional authorized clubs.	806	816	832	849	866

APPENDIX E - 2
Middle School Advisors

	+ .75%	+1.2%	+2%	+2%	+2%
2A. Middle School Advisors	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
After School Tutorial	806	816	832	849	866
Chess/Scrabble/Games	806	816	832	849	866
Drama Club	806	816	832	849	866
International Academics	806	816	832	849	866
Literarey Magazine	999	1,011	1,031	1,052	1,073
Math Club 5th and 6th	806	816	832	849	866
Math Club 7th and 8th	806	816	832	849	866
Media Club	806	816	832	849	866
Newspaper	806	816	832	849	866
Readers Extraordinaire	806	816	832	849	866
S.A.D.D.	806	816	832	849	866
Science Club	806	816	832	849	866
Student Council	1,498	1,516	1,546	1,577	1,609
Technology Club	806	816	832	849	866
Theater Production	4,443	4,496	4,586	4,678	4,772
Theater Workshop	806	816	832	849	866
Traveling Instrumental Club	806	816	832	849	866
Yearbook	2,809	2,843	2,900	2,958	3,017
The following: Service club, booster club, art club, needlework club, Spanish club, photography club, dance club, homemakers club, folk singing club, school plays financials, talent show supervisors and any additional authorized club.	806	816	832	849	866
	-	-	-	-	-
2B. Intramurals	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
20 Hour Activity	744	753	768	783	799
Supervisor	8,137	8,235	8,400	8,568	8,739
	-	-	-	-	-
Teachers to be compensated at the above activity is required. In certain cases, twenty (20) hours.	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
3. Elementary Advisors	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Student Council	1,498	1,516	1,546	1,577	1,609
K-Kids	1,498	1,516	1,546	1,577	1,609
Yearbook	2,809	2,843	2,900	2,958	3,017
Elementary teachers shall have the opportunity to develop and offer clubs based on student interest and needs, subject to Board approval.					

APPENDIX F
EXTRA CURRICULAR AND OTHER RATES

1. **Additional Teaching Assignments**

All teachers who are required to cover classes on their preparation periods and/or professional periods, shall be compensated at the rate of \$70 per coverage (missed preparation periods will not be made up). The coverage rate for covering classes during a duty period is \$50 per coverage. On the elementary level, whenever special area teachers are out and need class coverage, the District shall utilize classroom teachers for coverage after exhausting substitute teachers. Teachers providing substitute coverage for the entire school day shall receive twice the rate provided for covering a class during a preparation period.

2. **Chaperone Duty** After School and Non-School/Weekend

The teacher who is assigned to chaperone students after school during a school activity, on a school day or on a weekend day which may include persons other than students, shall be compensated at the rate of \$54.57 per hour to a maximum of \$163.69 per event during the 2022-2023 school year; at the rate of \$55.66 per hour to a maximum of \$166.96 per event during the 2023-2024 school year; at the rate of \$56.77 per hour to a maximum of \$170.30 per event during the 2024-2025 school year; and at the rate of \$57.91 per hour to a maximum of \$173.71 per event during the 2025-2026 school year. In no event shall the chaperone's total pay for a seven hour day exceed five hundred (\$500) dollars. These provisions do not apply to teachers who are assigned to overnight trips.

3. **Home Tutoring**

The teacher should be compensated at the rate of \$68.20 per hour during the 2022-2023 school year; at the rate of \$69.57 per hour during the 2023-2024 school year; at the rate of \$70.95 per hour during the 2024-2025 school year; and at the rate of \$72.37 per hour during the 2025-2026 school year.

4. **Music Teachers**

- a. Spring concerts and other performances that display the results of the school music program are part of the overall assignment and responsibility of the music teachers

and should not provide extra compensation. Evening recruiting meetings and music department reports to the Board of Education also fall into this category.

b. The marching band director will be compensated at the rate of \$4,705.80 for 2022-2023; \$4,800 for 2023-2024; \$4,896 for 2024-2025; and \$4,994 for 2025-2026. This stipend is inclusive of any and all activities listed in section (c) below.

c. The teachers should be compensated at the rate of \$163.39 per activity during 2022-2023; \$166.96 per activity for 2023-2024; \$170.30 per activity for 2024-2025; and \$173.71 per activity for 2025-2026 for the following activities:

- i. All football games
- ii. Hofstra Marching Band Festival
- iii. Jones Beach Concert
- iv. Parades – Memorial Day, Little League, etc. – approved for participation
- v. NYSSMA and N.M.E.A. and other festivals in which the schools participate officially
- vi. Special trips, concerts and musical activities outside of the normal school day except such as are excluded under the provisions of 4(a) of this article.

d. NYSSMA Coordinator: When the Glen Cove City School District is the NYSSMA host, the GCTA NYSSMA Coordinators will receive a stipend of \$2,813 for 2022-2023; \$2,870 for 2023-2024; \$2,927.02 for 2024-2025; and \$2,986 for 2025-2026.

e. Drum Line Instructor: The stipend for the Drum Line Instructor shall be \$2,351.84 for 2022-2023; \$2,399 for 2023-2024; \$2,447 for 2024-2025 and \$2,495.84 for 2025-2026. Half to be paid the last paycheck in November and half to be paid the first paycheck in June. In the event the teacher filling this position is responsible for the supervision of another group of students in the Memorial Day parade, the stipend shall be reduced by \$315.

5. **TV Production Teachers**

TV Production Teachers are to be compensated at the rate of \$68.20 per hour to a maximum of 3 hours per production during 2022-2023; at the rate of \$69.57 per hour to a maximum of 3 hours per production during 2023-2024; at the rate of \$70.95 per hour to a maximum of 3 hours per production during 2024-2025; and at the rate of \$72.37 per hour to a maximum of 3 hours per production during 2025-2026.

6. **Team Leaders**

Team leaders to be compensated at the rate of \$ 1,839 for 2022-2023; \$1,877 for 2023-2024; \$1,914 for 2024-2025; and \$1,952 for 2025-2026.

7. **Guidance**

Guidance Counselors will be compensated at the rate listed below:

	2022-2023	2023-2024	2024-2025	2025-2026
Probationary Rate	\$ 589	\$601	\$613	\$625
Tenure Rate	\$881	\$899	\$917	\$935

8. **Psychologists**

Psychologists to be compensated at the rate of \$1,764.92 for 2022-2023; \$1,800.22 for 2023-2024; \$1,836.22 for 2024-2025; and \$1,872.94 for 2025-2026.

9. **Driver Education**

Driver Education teachers to be compensated at the rate of \$68.20 per hour during 2022-2023; \$69.56 per hour for 2023-2024; \$70.95 per hour for 2024-2025 and \$72.37 per hour for 2025-2026.

10. **Evening School/GED/PM School**

Adult Education teachers are to be compensated at the rate of \$68.20 per hour during 2022-2023; \$69.56 per hour for 2023-2024; \$70.95 per hour for 2024-2025 and \$72.37 per hour for 2025-2026.

11. **Voluntary Academic Intervention Service Classes (Weekday Rate)**

Teachers of Academic Intervention Service Classes that take place during the school week to be compensated at the rate of \$68.20 per hour during 2022-2023; \$69.56 per hour for 2023-2024; \$70.95 per hour for 2024-2025 and \$72.37 per hour for 2025-2026.

12. **Voluntary Academic Intervention Service Classes (Weekend Rate)**

Teachers of Academic Intervention Service Classes that take place on weekends to be compensated at the rate \$82.12 per hour during 2022-2023; \$83.77 per hour during 2023-2024; \$85.44 per hour during 2024-2025; and \$87.15 per hour during 2025-2026.

13. **Summer School**

SUMMER SCHOOL RATES

1 Class = 1.5 hours

2 Classes = 3.0 hours

2022 SUMMER					
6 Weeks		5 Weeks		4 Weeks	
1 Class	2 Classes	1 Class	2 Classes	1 Class	2 Classes
\$3,068	\$6,138	\$2,558	\$5,116	\$2,045	\$4,092

2023 SUMMER					
6 Weeks		5 Weeks		4 Weeks	
1 Class	2 Classes	1 Class	2 Classes	1 Class	2 Classes
\$3,130	\$6,261	\$2,610	\$5,218	\$2,086	\$4,173

2024 SUMMER					
6 Weeks		5 Weeks		4 Weeks	
1 Class	2 Classes	1 Class	2 Classes	1 Class	2 Classes
\$3,192	\$6,386	\$2,662	\$5,322	\$2,128	\$4,257

2025 SUMMER					
6 Weeks		5 Weeks		4 Weeks	
1 Class	2 Classes	1 Class	2 Classes	1 Class	2 Classes
\$3,256	\$6,513	\$2,715	\$5,429	\$2,170	\$4,342

15. **WISE Program Supervisor shall receive:**

\$2,822 for 2022-2023; \$2,878.92 for 2023-2024; \$2,936.50 for 2024-2025; and \$2,995.23 for 2025-2026.

16. **SAT Coordinator/Literacy Tutoring:**

SAT Coordinators/Literacy Tutors shall be compensated at the rate of \$68.20 per hour during 2022-2023; \$69.56 per hour for 2023-2024; \$70.95 per hour for 2024-2025 and \$72.37 per hour for 2025-2026.

17. **Curriculum Writing and Scoring of State Tests (Math and ELA)**

Teachers who write curriculum shall be compensated at the rate of \$68.20 per hour during 2022-2023; \$69.56 per hour for 2023-2024; \$70.95 per hour for 2024-2025 and \$72.37 per hour for 2025-2026.

The compensation rate for teachers who score the Math and/or ELA examinations shall mirror the curriculum writing rate of pay.

18. **Jazz Ensemble**

The compensation for the position of Jazz Ensemble will be 1/12 of the teacher's annual salary, to be equally dispersed and included in teacher's regular pay check.

APPENDIX G

JOINT CODE OF ETHICS

The New York State School Boards Association and the New York State Teachers Association have jointly issued the following statements as common beliefs.

1. The teacher and the school board recognize that while the teacher participates in the formulation of school policy under the leadership of the school administrator, it is the duty of the administrator to recommend, and the prerogative of the board to determine final policy.
2. The teacher is obligated to adhere to school board policy; the school board is obligated to establish policy that is consistent with federal and state laws and regulations and to adhere to such policy.
3. The teacher and the school board transact all official business through proper channels and hold inviolate all confidential information.
4. The teacher and the school board recognize their obligations to develop growing appreciation and understanding of the principles of democracy; they refrain from using the school to promote personal views on religion, race or partisan politics.
5. The teacher and the school board agree that due notice in fair time be given in all cases of appointment, resignation or termination of service.
6. The teacher and the school board avoid disparagement of fellow workers and predecessors.
7. The teacher and the school board are impartial in all relationships with the pupil.
8. The teacher and the school board encourage able and promising students to enter the teaching profession.
9. The teacher receives from the administrator candid appraisal of his/her work, and help with his/her problems; the school board requires such supervisory assistance.
10. The teacher actively participates in the work of local, state and national professional education associations; the school board actively participates in the work of township, county, district, state and nation school boards associations.
11. The teacher uses ethical procedures in securing positions, and in maintaining salary schedules; the school board uses ethical procedures in filling positions and in maintaining salary schedules.
12. The teacher accepts no compensation from firms commercially interested in the school; no member of the school board accepts such compensation.
13. The teacher assumes responsibility for the welfare of the pupil and shows sympathetic understanding of pupil problems; the school board provides conditions under which this can be accomplished.
14. The teacher endeavors to maintain good mental and physical health and to maintain a wholesome attitude toward the pupil; the school board provides a healthful teaching environment.
15. The teacher develops through continued study, travel, participation in professional and community life, and through wholesome human relationships; the school board stimulates and encourages professional growth of the teacher.
16. The teacher is proud of his/her profession; the school board is proud of its teacher.

The above statements were developed over a period of more than a year by the New York State School Boards Association, Inc., and the New York State Teachers Association.

The Joint Code which the statements make up was adopted by the members of the New York State School Boards Association at the Annual Convention held at Syracuse on October 23, 1950. The House of Delegates of the New York State Teachers Association adopted the Joint Code of Ethics at New York City on November 21, 1950.

Item 2 was added by the action of the New York State School Boards Association on October 26, 1964, and the New York State Teachers Association on November 24, 1964.

APPENDIX H

**GLEN COVE SCHOOL DISTRICT
Glen Cove, New York**

REQUEST FOR PERSONAL LEAVE OF ABSENCE

NAME _____

SCHOOL _____

DATE OF ABSENCE(S) _____

I request personal leave of _____ day(s) for the reason indicated below:

Legal	_____
Medical	_____
Family	_____
Emergency	_____
Personal Business	_____
Other:	_____

Specify: _____

Personal leave is for business which cannot be conveniently conducted before or after the school day.

Date _____
Signature of Employee _____

REVIEWED:

APPROVED:

Date _____ Date _____

Principal or Assistant Principal

Superintendent

Cafeteria Director

Assistant to the Superintendent

Supervisor of Bldgs. & Grounds

Business Manager

Teachers are responsible for making the necessary arrangements for substitutes through the usual procedures.

cc: White – File
 Yellow – Teacher Attendance
 Pink – Teacher
 Goldenrod – Principal/Administrator

APPENDIX I

**Glen Cove School District
Catastrophic Medical Leave Certificate**

Patient's Name _____

Date Seen _____

I certify that the above named patient is under my care and meets at least one of the criteria as checked below and will not be fit to work for at least thirty (30) days or longer.

_____ Catastrophic Illness

_____ Hospitalization was or is required

_____ Institutionalization was or is required

_____ Confinement to bed or home is necessary

Probable Prognosis:

Doctor's Signature _____

Doctor's Name _____

Address _____

Phone _____