

**SPECIAL MEMORANDUM OF AGREEMENT**

**BY AND BETWEEN THE SUPERINTENDENT OF SCHOOLS and THE CHAPPAQUA  
CONGRESS OF TEACHERS;**

**WHEREBY**, the District and the CCT agree to the following middle school teacher leadership structure effective July 1, 2023 and terminating on June 30, 2024:

**ARTICLE 15 – Department Chairpersons, District Chairpersons, Elementary Chairpersons**

Middle School: each grade level in each middle school building will have a grade-level leader. The middle schools will also have a **subject-wide chairperson** for the following areas in **each building**: English, social studies, math, science, world language, counseling, special education, Special Area 1 (Physical Education, Health & FACS) and Special Area 2 (Art, Music, Library Media Specialists, & Technology).

**Subject-Wide Chairperson per Building (\$4343)**

1. English
2. Social Studies
3. Math
4. Science
5. World Language
6. Special Area 1 (Physical Education, Health & FACS)
7. Special Area 2 (Art, Music, Technology and Library Media Specialists)  
(and)
8. Counseling
9. Special Education (includes: reading, speech, occupational therapy)

General Job Description Subject-Wide Chairs (Including Special Areas 1 & 2)	General Job Description Counselors & Special Education
<ul style="list-style-type: none"> <li>● Meet with the principal and the appropriate assistant superintendent.</li> <li>● Facilitate department meetings (PD days, faculty meetings, etc.).</li> <li>● Coordinate, evaluate and improve curriculum.</li> <li>● Implement new or revised curriculum</li> </ul>	<ul style="list-style-type: none"> <li>● Meet with the principal and the appropriate assistant superintendent/director.</li> <li>● Facilitate department meetings (PD days, faculty meetings, etc.).</li> <li>● Coordinate orders for the department/ manage department budget.</li> </ul>

<p>in the department.</p> <ul style="list-style-type: none"> <li>● Assist in the improvement of instruction in the department.</li> <li>● Coordinate orders for the department/manage department budget.</li> <li>● Coordinate with the department chair for the other building.</li> <li>● Assist in the hiring process for the department.</li> <li>● Make sure emergency lesson plans are in place for members of the department.</li> </ul>	<ul style="list-style-type: none"> <li>● Coordinate with the department chair for the other building.</li> <li>● Assist in aspects of the hiring process for the department.</li> <li>● Special Education: assist in the improvement of the instruction of the department</li> <li>● Special Education: assist with implementation of revised curricular approaches (ex. co-teaching).</li> <li>● Special Education: Coordinate transition events for building.</li> <li>● Counselor: coordinate counseling groups for the department.</li> <li>● Counselor: coordinate 4/5 and 8/9 staff meetings to support student placement/emotional needs as they transition to a new building.</li> </ul>
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**Middle School Grade Level Leaders- \*(Can be split if necessary)**

\*If one grade level leader does not lend itself well to the grade configuration, the Grade Level Leader position could be split into two positions, using the Team model.

1. Grade 5 - 1 per building - \$3636
2. Grade 6 - 1 per building - \$3636
3. Grade 7 - 1 per building - \$3636
4. Grade 8 - 1 per building - \$3636

Each grade level leader with six or more teachers would receive a stipend of \$505

**General job description for Middle School Grade Level Leader**

- Meet with the building administration.
- Facilitate grade level meetings (PD days, faculty meetings, etc.).
- Coordinate, evaluate and improve SEL curriculum.
- Serve as liaison between staff and building principal on school building matters.
- Coordinate grade level trips and events.
- Support transition events for families as needed.

This agreement shall sunset, becoming null and void in all regards, effective upon the close of business on June 30, 2024.

SO AGREED, this 5<sup>#</sup> day of May, subject to approval by the Board of Education.

BY: 

**Christine Ackerman**  
Superintendent of Schools

DATE: 5/5/23

BY: 

**Michael Debellis**  
Chappaqua Congress of Teachers

Date: 5/10/23