

## **SUPPLEMENTAL MEMORANDUM OF AGREEMENT**

**BY AND BETWEEN THE SUPERINTENDENT OF SCHOOLS AND BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT**, hereinafter referred to as “the District” and **THE CHAPPAQUA CONGRESS OF TEACHERS**, hereinafter referred to as “the CCT”; regarding the Addendum Agreement covering employees with the title of Teaching Assistant;

**WHEREBY**, the District and the CCT agree that it is in their mutual best interests to revise the Article 9 of the Addendum Agreement regarding Personal Care Duties as follows:

1. Label current language and paragraph “A” and add a new paragraph “B” as follows:

“Teaching Assistants who may be expected to perform the following personal hygiene responsibilities in accordance with a student’s Individualized Education Program (IEP) or Section 504 Plan: toileting, changing diapers or sanitary napkins for particular special needs children, shall be advised upon hire, where applicable, and otherwise prior to being assigned such responsibilities. Prior to commencing such services they shall be trained by a health care professional; provided, however, that teaching assistants who are not already assigned to perform toileting duties may be required to do so.

Unit members may come forward to volunteer to assume such function during the time of their employment when a District need arises. In the event that there is an inadequate number of volunteers and/or new hires to meet the District’s requirements, then, teaching assistants who have been previously trained, or if none are available, teaching assistants with the least seniority, may be assigned on an involuntary basis.

If the designated teaching assistant is absent or otherwise unavailable, then such personal hygiene responsibilities may be handled by any other teaching assistant who had been previously identified/notified and trained by the District to handle such responsibilities for those special needs

children previously identified. Personal hygiene issues of students other than those who are assigned to one-on one teaching assistants who have personal hygiene needs, shall be performed by the School Health Office.

The annual stipend shall be determined as recommended by the CSE or §504 team beginning in 2012-2013. For 2011-2012, the Director of Special Education and Related Services shall make determinations regarding the stipend in consultation with the Building Principal and CSE Chair. The determination of the stipend amount shall be made in accordance with the completion of the annexed Teaching Assistant Duties form with three levels: \$2,000.00, \$4,000.00 and \$9,000.00, depending upon the number of duties performed consistently.

In the event that the teaching assistant performs the personal hygiene duties for less than a full school year, the stipend shall be pro-rated based upon the number of days these duties are actually performed. Any absences in excess of five consecutive school days shall result in a pro-rated deduction of the stipend. If the same substitute Teaching Assistant performs the duties in excess of five consecutive school days for the same child, they shall be entitled to a prorated share of the stipend. During Extended School Year Services, any Teaching Assistant determined to be eligible for a stipend shall receive a pro-rated portion of the applicable stipend.

This stipend will be paid for duties noted above and will not be increased if the Teaching Assistant is responsible for more than one child.”

SO AGREED this 5<sup>th</sup> day of July, 2011.

THE DISTRICT

BY: *Syn McKay*

THE CCT

BY: *Ellen Amos*

tm

CCSD Teaching Assistant Duties

School Year \_\_\_\_\_

School: \_\_\_\_\_

TA \_\_\_\_\_

Student \_\_\_\_\_

**TA Duties for Stipend regarding extra duties.**

- "ASSISTS" = physically or manually helping.
- Duties must be performed on a consistent basis by the TA, as recommended by the CSE or §504 team beginning in 2012-2013 school year. (For 2011-2012, the Director of Special Education and Related Services will list students/TA's in consultation with the Building Principal and CSE Chair.)
- Check list indicating three possible levels of duties will be completed by CSE or 504 team when such TA duties are recommended for all CSE/504 meetings held after the effective date of the agreement.

**Stipend**

- A. TA performs the personal care duty of toileting only (toileting, changing diapers or sanitary napkins for particular special needs student).**

**\$2,000**

OR

- B. TA performs the personal care duty of toileting and at least five of the following eight duties:**

**\$4,000**

1. Helps load and unload student from vehicle **bearing the weight of the student**;
2. Assists student **incapable of walking without an assistive device or intensive support** in moving from place to place during the school day;
3. Assists nurse with skilled nursing service (e.g.: medication, catheterization, tube feeding);
4. Assists student with meal activities including drinking and feeding, grasping utensils;
5. **Physically** assists student with washing prior to and after meals and snacks and after use of bathroom facilities;
6. Assists in related service therapies including such tasks as lifting and adjusting braces, crutches, walker, prosthetic devices, and oral motor therapy interventions;
7. Assists with implementation of assistive technology and augmentative communication devices;
8. Assists in dressing and undressing students, including removing outer garments, changing clothing, helping the student dress for physical education and recreation;

OR

- C. TA performs the personal care duty of toileting, plus all eight other duties:**

**\$9,000**

1. Helps load and unload student from vehicle **bearing the weight of the student**;
2. Assists student **incapable of walking without an assistive device** in moving from place to place during the school day;
3. **Physically** assists nurse with skilled nursing service (e.g.: medication, catheterization, tube feeding);
4. Assists in dressing and undressing student, including removing outer garments, changing clothing, helping the student dress for physical education and recreation;
5. Assists student with meal activities including drinking and feeding, grasping utensils;
6. Assists student with washing prior to and after meals and snacks and after use of bathroom facilities;
7. Assists in related service therapies including such tasks as lifting and adjusting braces, crutches, walker, prosthetic devices, and oral motor therapy interventions;
8. Assists with implementation of assistive technology and augmentative communication devices including programming devices for use.