

CONTRACT AGREEMENT

between

**WILLIAM FLOYD UNION FREE SCHOOL DISTRICT
of the
MASTICS-MORICHES-SHIRLEY**

and

WILLIAM FLOYD UNITED TEACHERS

for

SCHOOL YEARS

July 1, 2022 June 30, 2025

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ARTICLE I
GENERAL AGREEMENTS

Section A - Recognition

The Board of Education of the William Floyd Union Free School District of the Mastics-Moriches-Shirley recognizes the William Floyd United Teachers as the exclusive bargaining agent for the teachers under the articles of the Taylor Law. Recognition is based on the pledge that the William Floyd United Teachers may not participate in any strike action against the District.

Section B - Definitions

As used in the contract, the term “teacher” shall refer to all initially, professionally, provisionally or permanently certified personnel, as those terms are defined in the Education Law and/or applicable regulation, serving in any tenure area, except however, personnel working in the position of the In-School Suspension Teacher shall be specifically excluded from the definition of a “teacher” and shall not be covered by the terms of this Agreement. This definition shall include “interim” teachers who are term contract employees. It is further understood that interim teachers will be considered for available probationary positions. This definition shall not apply to pupil personnel holding a per diem position.

It is not the intent of this Agreement to eliminate or deprive any current “teacher” of his position, job, professional advantage, or any monetary benefit.

As used in this Contract, the term “Board” shall refer to the Board of Education of the William Floyd Union Free School District of the Mastics-Moriches-Shirley, and the term “United Teachers” and/or “Association” shall refer to the William Floyd United Teachers. The term “he” or “his” shall refer to both sexes.

Section C - Legislative Approval

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

Section D - Discrimination

The Board and the United Teachers agree that it will not discriminate against a teacher for reasons of religion, race, creed, color, age, national origin, disability, sex or sexual orientation for the

purpose of encouraging or discouraging membership in, or participation in the activities of any employee organization.

Both parties further agree that the United Teachers shall not discriminate against any trustee or administrator for the same reasons and purposes.

Section E - Negotiating Procedures

Terms and conditions of employment provided in this Agreement shall remain in effect until altered by mutual agreement in writing between the parties or until the contract expires.

No later than March 1st of the school year that the contract expires, each of the parties shall enter into good faith negotiations toward a successor agreement covering the year(s) subsequent to the expiration of the current contract.

Neither party in any negotiations shall have control over the selection of the representatives of the other party and each party may select its representatives from within or outside the School District. While no final agreement shall be executed without ratification by the Union and the Board, the parties mutually pledge that their representatives shall be clothed with all necessary power to make proposals, consider proposals, and reach compromises in the course of negotiations.

ARTICLE II WILLIAM FLOYD UNITED TEACHERS PRIVILEGES & PROCEDURES

Section A - Administrative Staff - Meetings

The Superintendent of Schools (“Superintendent”) or his/her designee and the President of the United Teachers and their respective staffs shall meet at the request of either party to discuss District operations and questions relating to the implementation of this Contract.

The Principal or his/her designee and building representative(s) shall meet at the request of either party to discuss building operations and questions relating to the implementation of the Contract.

These meetings shall be held on a mutually convenient date and time of day or after the conclusion of classes. If found to be necessary by the administration to hold meetings during the regular school day, such meetings shall not result in loss of pay to the teachers.

Section B – Information

All information relevant to negotiations or the administration of the Contract shall be provided in keeping with the Taylor Law. The District shall provide to the President of the United Teachers the following information:

1. No later than the end of the second full week of school of each school year, a list of:
 - a. New teachers
 - b. Teachers on leaves of absence (paid and unpaid)
 - c. Resignations
 - d. Interim positions
 - e. Seniority list by tenure area
 - f. Terminations
 - g. Changes in teacher status (transfer, reassignment, etc.)

2. By October 1 of each school year:

A master schedule of teacher assignments for each school with the number of students in each class shall be given to the President of the United Teachers.

Section C - Visitations

The President of the United Teachers or his/her representative shall be allowed to visit schools to investigate working conditions and teacher complaints. Such visits shall be with the knowledge of the building principal or his representative. Upon the arrival of the visiting representative, they shall confer with the Principal or his representative in order to facilitate the purpose of the visit. A list of the United Teacher representatives shall be provided for distribution to each building principal.

Section D - Notice of Board of Education Meetings

The United Teachers shall be electronically notified an agenda of the meeting at the same time as it is mailed to Board members.

Section E - Use of Facilities

The United Teachers shall have the right to use school buildings and facilities “pursuant to current District policy.”

The United Teachers shall have the right to post notices of its activities and matters concerning the organization on teacher bulletin boards, one of which shall be provided in each school building for the United Teachers. Bulletin boards are to be restricted to teacher lounges and/or teacher workrooms. The United Teachers may use teacher mailboxes for communications to teachers. The United Teachers shall be solely responsible for materials distributed under this paragraph.

Section F - Released Time

The President of the United Teachers shall be released from his/her normal teaching assignment. In lieu of a normal full teaching assignment, the President shall serve in some educational capacity that

is mutually acceptable to him/her and the Superintendent of Schools for seventy five (75) days. In the school year in which the contract expires, the number of days served shall be reduced by five (5) days.

Examples of acceptable educational service shall include, but not be limited to:

- a. remediation (both during and beyond normal school hours)
- b. substitute teaching within the teacher's area of expertise and certification
- c. special programs (e.g., guest lecturing, presentations, mini-courses, regents review, etc.)
- d. conferences, workshops, staff development days, etc.

The President of the United Teachers and the Superintendent of Schools shall meet prior to each school year in an effort to mutually agree on the distribution of such days.

In lieu of serving in some mutually agreed upon educational capacity for seventy-five (75) days, the President of the Association and the Superintendent of Schools may mutually agree that the President shall instead teach a 2/5th schedule.

The President of the United Teachers shall suffer no diminution of salary, benefits, contractual rights, seniority, tenure status or any and all professional status that he/she would normally enjoy in his/her capacity of teacher.

United Teachers' officers (President, Vice-President, Secretary, Treasurer, building Vice-Presidents and two (2) representatives from each building) shall not be given supervisory duties. The Vice President, Secretary, and Treasurer shall have their duty-free period scheduled during the last period of the day. Such officers shall be available for after-school requirements.

William Floyd High School shall be entitled to an additional three (3) building representatives who shall not be given supervisory duties.

Other executive officers of the United Teachers designated by the President shall have a cumulative total of ten (10) days released time annually.

Section G - Union Days

Representatives of the United Teachers shall be allowed to attend United Teacher representative assemblies, meetings and workshops when Union representation is required or appropriate. Attendance by William Floyd teachers at such meetings shall not exceed a total of forty (40) teaching days annually. On days in which a teacher is responsible for administering a NYS assessment, (including the Regents exam), the utilization of a union day must receive the prior approval of the Superintendent of Schools or his/her designee.

Required attendance at arbitration, tenure hearings, PERB hearings, court appearances or similar-type hearings by a teacher and/or his Union representative shall be excluded from the forty (40) days maximum.

Section H - Dues Deduction

The Board shall submit to the United Teachers no later than October 1st of each school year and each month thereafter a list of all teachers who have designated membership in the United Teachers for the purpose of dues deduction. Each individual teacher shall receive a financial statement outlining payroll deductions and an annual report of sick and personal day accumulations.

ARTICLE III **PROBATIONARY APPOINTMENTS**

Section A - Credit for Previous Experience

A maximum of ten (10) years credit for acceptable teaching experience may be given. "Acceptable teaching experience" is defined as full-time teaching in an accredited public and/or private school. Additional credit for teaching may be allowed on the salary schedule at the discretion of the Board.

Credit for service in the United States Armed Forces, VISTA and/or Peace Corps may be granted as follows: one (1) year for each full year of service not exceeding two (2) years.

Credit for service in the field of business may be granted as follows: one (1) year for each full year of related business experience not to exceed a total of four (4) years. Under no condition shall more than ten (10) years credit be granted without the approval of the Board.

Section B - Reinstated Teachers

Reinstated teachers who return within four (4) years may be given credit for approved teaching experience in the interim and placed on the appropriate step above the position occupied upon leaving the District. Previously accumulated unused leave days may be restored to the returning teachers at the discretion of the Board and the Superintendent provided they have not already been paid out.

Section C - Health Examination

Each employee shall undergo a medical examination and submit a satisfactory report from the examining physician prior to the first day of work in the first year of employment. In those situations where an individual is hired on short notice and unable to obtain a certificate, the certificate shall be submitted within thirty (30) days of an employee's hire date. Teachers newly employed during the course of the school year shall be required to have a physical examination prior to reporting to work. If the school physician is chosen, the District shall bear the expense. If a private doctor is chosen, the

District shall reimburse the teacher for the cost of the exam not covered by insurance up to a maximum of fifty (\$50) dollars. The type of examination shall be determined by the Board and shall be reported on a form provided by the District.

ARTICLE IV
TRANSFERS AND REASSIGNMENTS

Section A - Announcement of Vacancies

Vacant professional positions occurring during the school year shall be advertised throughout the District via electronic mail to those unit members who have an active District provided email account. Those unit members who do not have an active District provided email account shall be notified in writing. The advertisement shall contain the job title, job description, duties, salary, qualifications and locations of the job. In all instances, this notification shall be posted prior to any action being taken to fill this position. Such vacant position shall remain open for at least five (5) calendar days after sending the email notification and/or providing the notification in writing, unless the District and the Association mutually agree to reduce such five (5) day requirement when the District must fill a position on an expedited basis. Such advertisement shall be made within three (3) business days following the next regularly scheduled Board of Education meeting after the vacancy occurs.

Notice of all vacancies in existing or newly-created positions which arise during the summer recess shall be sent to the Association and all members of the unit who request such notification in writing prior to the end of the school year.

Section B - Application for Vacant Positions

Any teacher may make application for announced professional positions. Application shall be by simple form, merely requiring the name and school of the applicant. He need not repeat any information which is in his permanent file. Written notice as to the disposition of the application shall be given. In the case of two (2) or more applicants, with equal qualifications, length of service in the District shall be a determining factor. A list of appointments will be made available to the United Teachers upon request.

All employees who have a District provided email account shall be required to submit any and all employment applications electronically.

If this procedure is not followed by the District, the position will be filled by the most senior qualified teacher in the District desiring the position.

Section C - Involuntary Transfers and Reassignments

Definitions: Transfer - any change in building or session
 Reassignment - any change in a secondary Teacher's grade level or curriculum; any change in primary (K-2) to or from intermediate (3-5)

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable. Prior to an involuntary transfer or reassignment becoming necessary, qualified volunteers, if any, will be sought and considered. A teacher's areas of competence, major or minor fields of study and length of service in the District will be considered in determining which teacher is to be transferred.

A teacher who has been given notice of an involuntary transfer shall have the right to a meeting with the appropriate building principals, the Superintendent or his designee. The teacher shall have the right to have a building representative at this meeting.

A teacher who has been given notice of an involuntary reassignment shall have the right to a meeting with the appropriate building principal. The teacher shall have the right to a building representative at this meeting.

At the meetings described in the preceding two (2) paragraphs, the Administration Representative shall discuss the possibilities for solving this problem with the teacher and explain why such transfer or reassignment is the most feasible solution to the problem.

No teacher who is transferred shall, by reason thereof, lose his salary status, or be deprived of other rights under this Agreement. No probationary teacher who is transferred shall, by reason thereof, lose his probationary seniority.

A list of open positions in the District will be given to all teachers being involuntarily transferred. Such teachers may request the positions, in order of preference, to which they desire to be transferred. At the discretion of the building principal and to the extent that it does not interfere with the educational program, all such teachers will be given time off for the purpose of visiting the schools at which such openings exist.

A transfer or reassignment shall be made for professional and educational reasons only.

This section shall not apply to a reassignment when looping (continuation of instruction with the same students from one (1) academic year to the next academic year) occurs.

ARTICLE V
TENURE APPOINTMENTS

The probationary period shall be as per Section 3012 of the Education Law of the State of New York, during which period employment may be terminated in accordance with existing laws governing teacher tenure.

The Superintendent shall review the evaluations and recommendations of the building principal and prepare a recommendation for either a dismissal, denial of tenure, a tenure appointment, or extend the probationary period for an additional year pending further evaluation.

ARTICLE VI
RETIREMENT INCENTIVE/SEVERANCE PAY

Section A - Retirement Incentive

1. Teachers shall be eligible for the following retirement incentive provided that they have a minimum of fifteen (15) years of service in the District and they retire into the New York State Teachers Retirement System by no later than July 1 following the date the teacher first becomes eligible to retire without suffering reductions or penalties to retirement system benefits from the New York State Teachers Retirement System.

Teachers who have achieved a minimum of fifteen (15) years of service will receive twenty-nine thousand (\$29,000) dollars. For each year beyond fifteen (15) years of service up to and including twenty (20) years, add an additional one thousand (\$1000) dollars per year. For each year beyond twenty (20) years of service add an additional one thousand four hundred (\$1400) dollars per year. All partial years of service shall be prorated. Teachers lose all eligibility for the incentive provided herein should they fail to exercise their option to retire when first eligible.

Employees hired on or after July 1, 2018, shall only be eligible for the retirement incentive set forth above, provided that they have completed a minimum of twenty (20) years of service in the District and they retire into the New York State Teachers Retirement System by no later than July 1 following the date the teacher first becomes eligible to retire without suffering reduction or penalties to retirement system benefits from the New York State Teachers Retirement System.

Teachers must provide notice to the Superintendent on or before January 15th of the year they wish to retire to qualify for this incentive. In addition, teachers must submit an irrevocable letter of retirement to the Superintendent by close of business on March 1st of the school year they will retire in order to qualify for the

incentive. Teachers who will retire during the school year at times other than on June 30th, must submit their irrevocable letter of retirement at least ninety (90) days prior to the date they will retire in order to qualify for the incentive.

2. Teachers who have a minimum of twenty-five (25) years of service who voluntarily resign prior to becoming eligible to retire without reduction in benefits or penalties to retirement system benefits from the New York State Teachers Retirement System, shall be eligible for the payments set forth in Section A.1 above. Such teachers must provide at least three (3) months' notice of their intent to resign, prior to their date of separation.
3. Payment of the retirement incentive shall be made within forty-five (45) days after the effective date of retirement from the District unless otherwise arranged between the mutual consent of the teacher, the Association and District.

Section B - Post Retirement Benefits – Crimes

If formal disciplinary charges are filed against a member of the unit pursuant to Section 3020-a of the Education Law, and if the basis of such disciplinary charges would, if proved in a court of appropriate jurisdiction, constitute a crime involving theft of District property or funds, or sexual misconduct, the District shall have the right to withhold any severance and/or retirement payments provided in this Agreement, including health insurance into retirement, provided the teacher is terminated after being found guilty of such charges after a hearing and/or he resigns or retires with such Section 3020-a disciplinary charges pending against him.

Section C - Legality

If any provision of this Article is found illegal then the entire provision shall be deemed illegal and therefore null and void. In such an event, the Board and the United Teachers shall agree to reopen negotiations on Article VI exclusively. Pending a substitute provision, Articles VI and XVIII of the collective bargaining agreement effective July 1, 1990 through June 30, 1993 shall be applicable.

Section D – Retirement Incentive/Severance Pay

For purposes of Article VI only, District “service” shall count only the following:

1. Full time service following a probationary appointment as a teacher or administrator;
2. Full time service as a Teaching Assistant;
3. Full time service as a permanent substitute during the twelve (12) month period immediately preceding a teacher’s probationary appointment; or
4. Full time service as an “interim” teacher.

5. When calculating years of service, those teachers whose service time includes a decimal of .95 or greater shall have their years of service rounded up to the next whole number (*e.g.*, 9.96 years of service shall be rounded up to 10 years of service.)

Section E – Value of Accumulated Sick Leave

1. Retirement

Teachers who have a minimum of ten (10) but less than twenty (20) years of service in the District will receive ninety (\$90) dollars for each sick day accumulated upon retirement from the District.

Teachers who have a minimum of twenty (20) but less than thirty (30) years of service in the District will receive one hundred (\$100) dollars for each sick day accumulated upon retirement from the District.

Teachers who have thirty (30) or more years of service in the District will receive one hundred fifteen (\$115) dollars for each sick day accumulated upon retirement from the District. The number of sick days paid for as described in this paragraph shall not exceed sixty five (65%) percent of the maximum number of days the teacher could have accumulated based on their total length of service in the District. For example, a teacher with ten (10) years of service would have a maximum of one hundred thirty(130) accrued sick days (10 years times 13 days equals 130 days). Sixty-five percent (65%) of one hundred thirty (130) days would yield eighty-four and one-half (84.5) days, the maximum number of days for which the teacher in this example could be paid under this provision. Unused personal leave days accumulated prior to July 1, 1995 shall be credited as sick days for the purposes of this Article.

2. Severance/Resignation

Teachers who have a minimum of ten (10) but less than twenty (20) years of service in the District will receive eighty (\$80) dollars for each sick day accumulated upon resignation from the District.

Teachers who have a minimum of twenty (20) but less than twenty five (25) years of service in the District will receive ninety (\$90) dollars for each sick day accumulated upon resignation from the District.

Teachers who have a minimum of twenty-five (25) years but less than thirty (30) years of service in the District will receive one hundred (\$100) dollars for each sick day accumulated upon resignation from the District.

Teachers who have thirty (30) or more years of service in the District will receive one hundred fifteen (\$115) dollars for each sick day accumulated upon resignation from the District.

Unused personal leave days accumulated prior to July 1, 1995 shall be credited as sick days for the purposes of this Article.

The number of sick days paid for as described in this Article shall not exceed sixty-five (65%) percent of the maximum number of days the teacher could have accumulated based on his total length of service in the District.

For example, a teacher with twenty five (25) years of service would have a maximum of three hundred (300) accrued sick days (25 years times 13 days equals 325 days). Sixty-five (65%) percent of three hundred twenty-five (325) days would yield two hundred and eleven and one-quarter (211.25) days, the maximum number of days for which the teacher in this example could be paid under this provision.

3. Teachers who have a minimum of ten (10) years of service in the District shall, in addition to any payment for which they qualify pursuant to paragraphs 1-2 above, be paid thirty (\$30) dollars for each sick day remaining above the sixty-five (65%) percent maximum, up to a maximum of an additional fifteen (15) days if available.

Section F – Non-Elective Section 403(b)

Retirement Incentive/Severance Pay/Accumulated Sick Leave – Any payment made pursuant to Section A or E of this Article shall be remitted by the District on behalf of each eligible employee in the form of a non-elective Employer Contribution, which shall be subject to all the terms of the 2003 Memorandum of Agreement between the District and the Union.

ARTICLE VII **EMPLOYMENT CONDITIONS**

Section A - School Year

1. Teachers shall have no more than one hundred eighty one (181) work days with two (2) additional days for Superintendent’s Professional Day (students not present) for a total of one hundred eighty three (183) days. The District shall have the option to add one (1) additional Superintendent’s Professional Day beyond the existing two (2) days (students not present) for a total of one hundred eighty four (184) days. If the District opts for this additional day, the District shall pay each teacher 1/200th of their annual salary for such day. The school calendar shall be developed by BOCES. Variations to this calendar shall be

negotiated with the Union before the start of a new school year. This calendar shall be agreed to before June 15th of each year.

In addition to the regular holidays and school breaks, the annual school calendar shall designate two (2) additional days during the school year that school will be closed and unit members will not be required to report to work. However, notwithstanding the prior sentence, should one (1) emergency/snow day be used during the school year, school shall be open on one (1) of those two (2) additionally designated days as a makeup day. Should a second emergency/snow day be used during the school year, school shall be open on the second additionally designated day as a makeup day. Should a third and/or fourth emergency/snow day be used during the school year, no additional makeup days shall be required. However, if a fifth emergency/snow day is used during the school year, school shall be open on a day that school was originally scheduled to be closed during a regularly scheduled holiday/school break (*e.g.*, the Friday during Spring Break) as a makeup day. The District shall designate the potential makeup days in the school calendar.

Teachers who fail to report to work on the make-up days designated in the school calendar, shall be docked one (1) day without pay for each make-up day missed, unless the individual has a documented illness, qualifying bereavement leave or other emergency situation as determined in the sole non-grievable discretion of the Superintendent or his/her designee.

2. If more than the allotted emergency days have been used, the days shall be deducted from a mutually agreed upon recess.
3. Non-tenured teachers may be required to attend up to thirty (30) hours of staff development training per year. Such training may take place during the one (1) week prior to the beginning of the school year and/or during the school year immediately after the regular school day. When staff training is scheduled after the work day, the District will make a reasonable effort that it not exceed three (3) hours in length. Teachers will earn one (1) in-service credit for each fifteen (15) hours of completed training.

Section B – Working Hours

The workday shall not exceed seven (7) hours and three (3) minutes for elementary teachers, and seven (7) hours and eight (8) minutes for secondary teachers. The student day in the elementary schools shall be a maximum of six (6) hours and eighteen (18) minutes.

High School/Middle School

5 Teacher Periods:	No more than 45 minutes per period (or 1,125 instructional minutes per week**)
1 lunch period	No less than 40 consecutive minutes per day

1 preparation period	No less than 40 consecutive minutes per day
Passing Period	No less than 3 minutes between each class
1 supervisory duty period*	No more than 45 minutes per day
1 extra help*	No more than 45 minutes per day

*If scheduled, the “extra help” and “supervisory period” will be held within the teacher workday.

** Should the District want to implement an alternative teaching schedule for some or all of its teachers (e.g., teachers have six instructional periods one day and four instructional periods the following the day etc.), a teacher may be assigned no more than 1125 instructional minutes per week, without receiving additional compensation pursuant to Article XVI, Section F. Prior to implementing an alternative schedule, the District must consult with the Association at least nine (9) months prior to implementation. The District will make reasonable efforts not to schedule more than 145 consecutive minutes of direct instruction. Should, after consultation with the Association as set forth above, the District implement an alternative schedule for some or all of its teachers, the Core Teacher Load (ELA, Math, Social Studies, Science and Foreign Language) shall not exceed one hundred and forty (140) students, unless otherwise agreed by the parties.

It is understood that announcement time, if any, shall be added onto the existing class periods for the purposes of this section.

The remainder of the school day shall be scheduled as necessary by the District, but unless otherwise mutually agreed by the parties, teachers shall not be required to have more than one supervisory period, one (1) extra help period or more than five (5) direct instructional periods per day. Options of what the District may assign during the remainder of the school day shall include, unless otherwise agreed to by the parties: team meetings, building level meetings, department meetings, professional development, additional preparation periods (individual and/or team).

- A. Bus duty shall operate as per the past practice of the parties.
- B. Should the District decide to utilize a nine (9) period day for Middle School, Core Teacher (ELA, Math, Social Studies, Science and Foreign Language) load shall be defined as follows:
 - i. The teacher load shall be between one hundred and twenty (120) and one hundred and twenty-nine (129) students with a ceiling of one hundred and forty (140) students.
 - ii. Maximum class size shall be twenty-eight (28) students per section.
 - iii. If a teacher’s load exceeds one hundred twenty nine (129) students, a teacher aide will be provided according to the following formula: one (1) period of teacher aid coverage daily for affected teacher.

- iv. Maximum class load for Resource and Speech teachers shall comply with State regulations.
 - v. Those “encore” teachers who are “self scheduled” (Instrumental and Choral Music, Guidance, Speech, and Psychologists) will continue to work the typical work day as per current practice.
 - vi. If incorporated into the teacher schedule, an Additional Preparation Period may be used for Pupil Personnel meetings, Staff Development and similar types of activities. These activities shall be arranged by the building and/or District administration in consultation with the effected teachers. In no case will the Additional Preparation Period be used for such activities more than three (3) times in any five (5) day period unless mutually agreed upon by both the administration and the effected teachers.
- C. The District may choose, in its discretion what class schedule structure to utilize at the Middle School and the High School, subject to the parameters set forth above. If the District exercises its discretion to utilize an 8-period day and/or some alternative schedule (other than an 8-period or 9-period day), then the class size parameters set forth in Article XII(B) shall apply.
- D. It is the understanding of the parties that the above-work-day outlines may not represent the exact allocation of daily minutes due to variations in scheduling.
- E. The last two days of the school year will be half ($\frac{1}{2}$) days for the elementary teachers, unless doing so will result in the loss of State Aid.
- F. The District shall be permitted to flex the schedules of School Counselors, Social Workers, Psychologists, CSE Chairs, Reading Teachers, Resource Teachers, Speech Teachers, ESL Teachers and LLI Teachers who volunteer by up to one (1) hour either in the a.m. or p.m. (from the affected teacher(s) regular building hours) for up to a full semester at a time. The District shall identify the number of positions needed to be flexed to the President of the Association and the departments affected and shall seek volunteers. Flexed teachers’ responsibilities shall be consistent with their regular work day and the length of their day will not exceed contractual limits. If a flexed schedule creates an undue hardship upon a teacher, they may request a meeting with the Assistant Superintendent of Human Resources to see if the schedule could be modified to address the teacher’s needs.

Section C – Timekeeping

All Teachers shall be required to clock-in and clock-out at the beginning and end of the school day, using the Timekeeping system selected in the sole discretion of the District. The District shall not require teachers to clock-in or clock-out during any other time of the day, unless mutually agreed by the parties.

The District will not provide any DNA or other biometric information to any third party, including law enforcement (exclusive of the vendor for purposes of device functionality) without a court order, summons or subpoena, as appropriate, except: (1) where otherwise required by law: or (2) to comply with a request from law enforcement or other competent authority investigating a crime or threat occurring on school property or where the District is the complainant.

For the purpose of this provision, the term "DNA or other biometric information" shall mean a digital image or hard copy of: a finger print, retinal pattern or biometric identifier and shall not mean the data generated by algorithm that represents the biometric information. It is agreed between the parties that any vendor's methodology does not store, maintain and/or archive any DNA or other biometric information based upon the vendor's representations.

Section D - Teacher Lateness

Teachers reporting to work ten (10) minutes late more than twice per semester shall be docked one (1) hour's pay for each time thereafter. Teachers shall be notified in writing of each lateness as it occurs.

Section E - Lunch Periods

1. All elementary teachers shall have a daily duty-free lunch period of between thirty seven (37) and forty (40) minutes. Every effort will be made by the building administration to give the teachers a forty (40) minute lunch period. Elementary classroom teachers shall not have a supervisory duty after their lunch period.
2. High school and Middle school teachers shall have a daily duty-free lunch period as per schedule, but not less than forty (40) minutes daily.

Section F - Preparation Periods

Duty-free preparation periods for elementary teachers during the instructional day shall be not less than forty (40) minutes, five (5) days per week.

Preparation time for elementary teachers is to be provided by classes given their students in art, music, library and physical education. These aforementioned classes are to be taught by teachers duly certified in art, music, media specialist and physical education.

Preparation periods for secondary teachers shall be in accordance with class scheduling, but not less than forty (40) consecutive minutes daily.

Preparation periods are for professional use only and teachers are not to leave the building during preparation/professional periods.

On full day professional development days, teachers shall not be entitled to a preparation period, but shall be guaranteed a lunch period.

Section G - Teacher Assignments

Teachers will be notified in writing of their salaries and programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, as soon as practicable. Notification of salary agreement will be received by the last day of the school year, with the District making every effort to notify teachers of their salary agreements as early as possible. All special area classes are to be taught by teachers certified in those special areas. Students in Kindergarten classes may receive instruction from Special Area teachers. Upon the implementation of a full day kindergarten program, kindergarten teachers will be treated as elementary teachers as per Article VII (E), clause one (1).

Employment agreements for teaching staff returning the following year shall be returned to the District office no later than ten (10) days after distribution of same. If the notice is not returned within ten (10) days, following a joint investigation by the United Teachers and administration, it will be assumed that the teacher does not plan to return and the job will be posted. Teachers planning to leave the employ of the District shall notify the District office immediately.

In arranging schedules for teachers who are assigned to more than one (1) school, an effort will be made to limit the amount of inter-school travel. Such teachers will be notified of any change in the schedule as soon as possible.

For teachers who are assigned to more than one (1) building during the course of an individual school day, a stipend of one hundred (\$100) dollars per building per year shall be given to each teacher to cover traveling expenses. Payment shall be made in full the first pay period in December.

Where there are a sufficient number of classes in a given area to warrant a full-time teacher, part-time teachers will not be used. Part-time teaching positions will be eliminated when a full-time schedule is developed in a given area.

If a full-time position can be created, the most qualified teacher will be appointed to fill the position.

The administration will make every effort to appoint applicants who are judged to have sufficient expertise (preferably certified) in two (2) areas to effect a full-time position rather than two (2) part-time positions.

Secondary school teachers will not be assigned more than five (5) academic classes each day or twenty five (25) academic periods per week. Teacher academic assignments in excess of twenty five (25) per week shall be reimbursed at the rate specified in Article XVI, Section F. Effective July 1, 2019,

teacher academic assignments in excess of twenty-five (25) periods or one thousand one hundred twenty-five (1125) minutes per week, shall be reimbursed at the rate specified in Article XVI, Section F.

Secondary school teachers will not be required to teach more than two (2) certification areas or have more than two (2) teaching preparations at any one (1) time except for good and justifiable reasons where three (3) teaching preparations are acceptable; it being understood that limiting the preparation will be a more educationally sound policy. Regents classes and non-regents classes in the same subject will be considered separate preparations. In view of a science teacher's seven (7) periods per week (lab courses), the following general schedule is advisable except for good and compelling reasons:

3 - seven (7) per week courses	21 periods per week
1 - five (5) per week course	<u>5 periods per week</u>
Total	26 periods per week

The foregoing schedule is to be arranged by the science coordinator in conference with the department concerned. Science teachers, who as a result of teaching lab courses teach twenty six (26) periods per week, shall not be assigned supervisory duties.

Any science or advanced placement teacher who is assigned twenty-eight (28) teaching periods a week shall be remunerated \$6243.63 during the 2022-23 and 2023-24 school years. Any science teacher who is assigned twenty-seven (27) teacher periods a week shall be remunerated \$3153.03 during the 2022-23 and 2023-24 school years. Any additional increases to the stipends set forth in this paragraph shall be governed by Article XVI(H) (Extracurricular Activities/Stipends). Teachers who receive a stipend pursuant to this paragraph shall not be entitled to receive additional compensation pursuant to Article XVI(F) (Substituting or Extra Assignments). These teachers shall also be assigned two (2) periods of supervisory duties per week.

Section H – School Counselor Evening Events

On the days that School Counselors are requested by the District to attend evening events, the beginning of their work days (seven (7) hours and eight (8) minutes) shall be adjusted to accommodate the evening events. The list of evening events to which this provision shall apply shall be mutually agreed upon between the parties (the District and the Association) by no later than September 15th of each school year and shall include at a minimum the following events: Freshman Transition Night and Financial Aid/College Application Night.

When staffing the evening events listed above, the District shall seek volunteers. The District shall have the sole discretion to choose both the number of School Counselors needed and the individuals to be selected from among those who volunteer.

Section I – Interim Teachers

An individual who is assigned to replace a member of the unit for a period of time equal to or greater than a full academic term/semester from the inception of the assignment shall be classified and paid as an “interim teacher” from the inception of their assignment. For purposes of this Section only, a full academic term/semester shall be defined as a minimum of ninety (90) school days.

An individual who is initially assigned as a per-diem teacher to replace a member of the unit for a period of time less than a full academic term/semester who, as the result of a subsequent Board approved extension of the leave/absence of the bargaining unit member for whom they serve as a replacement, now replaces the unit member for a period of time equal to or greater than a full academic term/semester, shall be paid as an interim teacher from the effective date of the Board approved extension of the leave/absence resulting in replacement for at least a semester/term.

Section J – Music Department Teachers

All music department teachers are expected to participate in the All District Music Festival each year without additional compensation by both nominating students for participation therein, and by providing such instruction as is necessary for their participation. Any instruction that is related to the Music Festival may be conducted by incorporating the musical selections to be performed in the Festival into their regular instruction with the general student population so that it can be accomplished during regular instructional time.

Section K - Supervisory Duties

Supervisory duties, including bus duty, study hall supervision, hall supervision, supervision of in-school suspension, cafeteria duty and student consultation and extended learning period are recognized as required teacher assignments.

Additional duties, if deemed necessary by either of the two (2) parties to this contract, will be negotiated by the Superintendent and the local United Teachers’ officers.

Assignment of duties shall be made on a rotating basis. Rotation through the list of recognized supervisory duties shall be made in such a way as to effect an equitable hourly distribution of each duty with respect to each staff member available. Rotation shall be on a yearly basis in the secondary schools, except for in-school suspension and cafeteria duty, which shall be rotated quarterly. One (1) teacher per period may be assigned per cafeteria. However, additional teachers may be assigned to the cafeteria for justifiable reasons, provided the District consults with the Association prior to making such assignment.

Section L - Parent/Teacher Cooperation

Educational success can be enhanced when school and home work together. Professional responsibilities of the teacher in this regard include maintaining consistent and continued communication between the school and the home regarding discipline, attendance, grades, achievement and homework. Besides written communication, teachers are expected to use District supplied resources (telephone, voice mail, e-mail, Gradebook) as tools to build and enhance parental involvement and cooperation. It is expected that at a minimum, every Teacher shall update their District provided "Parent Portal" and "Gradebook" to include a list of all assignments given in class, including but not limited to all, classwork, homework, tests/quizzes and projects, and any corresponding grades for such assignments, by the date teachers are required to submit their progress reports and report cards.

Twenty four (24) hour notice shall be given by parents when requesting an appointment with a teacher. Said appointments are always at the discretion of the teacher, except in emergency situations at which time the building principal may request a waiver. No teacher shall be required to meet with any parent who does not observe this regulation. Meetings will be held during the teacher's preparation period or other free time during the day – excluding the teacher's lunch period. The building principal reserves the right to call a teacher to a meeting during the school day with parents in emergency situations.

There will be a maximum of three (3) evening conferences for Elementary, Middle School and High School teachers. These conferences shall be scheduled at mutually acceptable times for both parents and teachers. Half-day parent conferences, if any, will be scheduled the day after evening conferences.

Section M - Staff Meetings

The building principal or coordinator or department head may convene staff meetings at the end of the normal workday. An agenda and notice, where practicable, shall be given forty eight (48) hours prior to the meeting. No teacher shall be required to attend more than a total of fifteen (15) meetings per year and stay longer than forty five (45) minutes beyond the normal workday. The Superintendent reserves the right to call four (4) additional meetings per year, the duration of which shall not exceed forty five (45) minutes beyond the normal workday, except as provided below.

If included in the High School schedule, up to ten (10) Friday extra help periods can be rescheduled and accumulated for the purpose of creating additional staff development time. A maximum of ten (10) sessions can be converted for this purpose. No more than two (2) may be utilized per month. On days where Friday extra help has been rescheduled, teachers may leave at the end of Period Eight (8). A minimum of two (2) weeks' notice shall be provided of scheduled staff development date(s). It is understood that this time is in addition to actual staff meeting/development

time, thereby creating a double period – e.g., a regular staff meeting would run from 2:15 until 3:00; the additional thirty-seven (37) minutes shall be added for an ending time of 3:37 p.m.

In the Elementary and Middle Schools, no more than ten (10) meetings lasting a maximum of one (1) hour and fifteen (15) minutes prior to the beginning of or after the scheduled school day may be bundled for the purpose of staff development. Additional time shall be deducted from either other staff meetings or pre/post non-student contact school time. A minimum of two (2) weeks' notice of scheduled staff development dates shall be provided.

Section N - Teacher Travel

Teachers will not be required to drive pupils to activities which take place away from the school building. Teachers may do so on a voluntary or an emergency basis, however, with the advance approval, if possible, of a principal or an immediate supervisor. Whenever possible, a second adult shall accompany a teacher who is transporting a student(s). The teacher must provide the principal with a record of insurance on the vehicle for the protection of all concerned. School insurance will apply in accordance with the terms and conditions of the District's insurance policy and as allowed by law.

Section O - Teacher Parking Facilities

Designated parking areas shall be provided for teachers. Parking areas shall be lighted wherever practicable and, in the event of snow, shall be cleared. Security personnel will be assigned to monitor teacher parking areas.

Section P – Supplies

The following supplies shall be provided in each classroom for teacher use:

1. desk and chair
2. file cabinet
3. book shelf
4. shades for classrooms
5. clock, telephone, P.A. system

Section Q – Teachers' Lounge

A faculty lounge shall be provided in each building. The following equipment shall be in each faculty lounge:

1. adequate tables and chairs (adult)
2. sink & stove (may be combination) where they now exist and in new buildings

3. refrigerator
4. telephone (with local exchange)
5. clock
6. P.A. system
7. adequate lavatory facilities (not necessarily in lounge) where they now exist and in new buildings
8. computer access

Section R - Use of Photocopy Machine

Teachers shall have the right to use the District's photocopy machine for the duplication of educational materials only.

Section S - Salary Deductions

Teachers shall have the right to have professional membership dues for the United Teachers, health insurance, group automobile insurance, Roth IRA, New York State Deferred Compensation Plan (Section 457 Plan), short term disability at the employee's expense and other deductions withheld from their salaries. Teachers shall authorize such deductions by submitting signed authorizations to the Business Office. These deductions shall be forwarded to aforementioned organizations or others within a reasonable amount of time. Such authorizations shall continue in full force and effect unless revoked in writing by the teacher. The District shall remit such deducted monies to appropriate parties to which the monies have been assigned. Such deductions shall be limited to the maximum possible under the computer performing such functions.

Section T - Class Coverage

The District may utilize a unit member's preparation or professional period to perform class coverage and/or to conduct professional development a combined total of up to two (2) times per semester. (For example: 1 class coverage and 1 professional development; or, 2 professional developments; or, 2 class coverages). Principals shall give advance notice where practicable.

Section U – Professional Development/Scoring Examinations

1. Unit members who voluntarily attend District sponsored/provided professional development opportunities outside their regular school day shall receive payment of \$47.86 per hour for their time. The District shall have the sole discretion to determine whether to offer such professional development opportunities, when and where to do so, and the content taught. Time sheets reflecting hours worked shall be maintained and submitted in accordance with District policy. Evidence satisfactory to the District that the teachers actually attended the professional development will be verified by the building principal.

2. Unit members who volunteer to do so shall receive payment of \$47.86 per hour for their time spent scoring exams outside of their regular school day when requested to do so by the District. The District shall have the sole discretion to choose both the number of teachers needed and the individuals to be selected. Time sheets reflecting hours worked shall be maintained and submitted in accordance with District policy. Evidence satisfactory to the District that the teachers actually worked the additional hours will be verified by the building principal.

ARTICLE VIII LEAVES

Section A - Sick Leave

Teachers shall be entitled to ten (10) days sick leave per year, with unlimited accumulation. Sick leave may be taken for illness in the immediate family. Leave exclusive of accumulated sick days shall be granted to any teacher who suffers an injury as a result of being involved in a student physical altercation, which results in his absence from work. Those unit members who suffer an injury as a result of a student physical altercation which results in his/her absence from work, shall be paid their full salary for up to a maximum of ninety (90) calendar days provided they file a workers' compensation claim and are approved for workers' compensation coverage. After the ninety (90) calendar day period has expired, unit members must utilize their accrued and unused sick/personal leave and submit a claim to the District's Long Term Disability provider, subject to the terms of the Long Term Disability policy. Teachers shall not lose their health insurance coverage while receiving workers' compensation benefits related to a student physical altercation.

An employee's sick day allotment shall be available for use at the beginning of each school year. However, if an employee separates from their employment before accruing the sick days used, the value of the "borrowed" days shall be deducted from the employee's final paycheck, or if such check is insufficient, the employee shall repay the District the balance. For employees hired after the beginning of the school year, sick days shall be pro-rated on a monthly basis for service of less than a full school year for that first year.

Section B - Personal Leave

1. Three (3) personal leave days shall be granted each year with an additional two (2) days charged to sick leave if available. Notification of intent to use personal leave shall be given on standard form (See Appendix H) at least forty eight (48) hours before taking such leave (except in the case of emergency). No personal leave days may be taken immediately preceding or following holidays or vacation periods.

Unused personal days shall be converted to sick days at the end of the school year. Personal days accumulated prior to July 1, 1995 shall be used as sick days if needed. Personal days

shall only be taken for personal business which cannot be scheduled or transacted at any other time than during the normal work day.

2. An employee's personal day allotment shall be available for use at the beginning of each school year. However, if an employee separates from their employment before accruing the personal days used, the value of the "borrowed" days shall be deducted from the employee's final paycheck, or if such check is insufficient, the employee shall repay the District the balance. For employees hired after the beginning of a school year, personal days shall be pro-rated for service of less than a full school year for that first year. For purposes of this section only, personal leave shall be pro-rated for employees who separate from the District and for employees who are hired after the beginning of the school year as follows:

Employees who work at least sixty (60) workdays shall be entitled to one (1) personal day per year. Employees who work at least ninety (90) workdays shall be entitled to two (2) personal days per year. Employees who work at least one hundred and twenty (120) workdays shall be entitled to three (3) personal days per year.

Section C - FMLA

If an employee is entitled to FMLA leave in accordance with District Policy and Regulation 6560 and under this Agreement, the FMLA leave will be deemed to have been taken concurrently under both the FMLA and this Agreement.

Section D - Disability

1. No Pre-existing Condition:

- a. Should a unit member experience a serious illness/disability requiring a long term absence, the following shall apply.
 - i. For illnesses or injuries that are not job related, the District shall require the unit member to expend his accumulated sick and personal days during the disability plan's waiting period. After the ninety (90) calendar day waiting period, the unit member shall be eligible to receive the monetary disability payment from the plan.
 - ii. For illnesses or injuries that are job related (medical documentation and review required) the District shall not require the unit member to utilize accumulated sick and personal days in order to satisfy the disability plan's ninety (90) calendar day waiting period. The District shall pay the unit member his regular salary during the ninety (90) calendar day waiting

period. After the ninety (90) calendar day waiting period, the unit member shall be eligible for the disability plan's prescribed payment schedule.

2. Pre-existing Conditions:

- a. Definition: A pre-existing condition shall be defined as "a sickness or injury for which the insured received medical treatment, consultation, care or services including diagnostic measures, or had taken prescribed drugs or medicines in the three (3) months prior to the effective date of coverage." The Long Term Disability plan does not provide coverage for any disability caused by, contributed to by, or resulting from a pre-existing condition.

Should a unit member experience an injury or illness that would usually qualify for Long Term Disability coverage but due to a pre-existing condition would not qualify for such coverage, the following shall occur:

- i. For illnesses or injuries that are not job related, the unit member shall utilize all of his accumulated sick and personal days. After exhaustion of a unit member's sick and personal leave, and upon presentation of acceptable medical documentation, the affected unit member shall be provided full pay (100% of annual salary at the time the period of disability commenced) and benefits for the period not to exceed three (3) months.
- ii. For illnesses or injuries that are job related, the unit member must file a worker's compensation claim. Illnesses or injuries that are determined to be job related (medical documentation and review required) shall not require the unit member to utilize accumulated sick and personal days for the first ninety (90) days of his disability. The District shall pay the unit member's full salary for the ninety (90) day period. Should the disability continue after the initial ninety (90) day period, the unit member shall begin to utilize his accumulated sick and personal days. Upon notification of the financial settlement or payments made to the District based on the workers compensation claim, the District shall return sick days back to the unit members sick day leave bank at the percentage calculated by the formula established by the District and utilized by the CSEA custodial unit. After all accumulated sick and personal days have been used and the unit member is still unable to return to work due to his disability, the unit member shall be provided full pay (100% of annual salary based on the time the period of disability commenced) and benefits for a period not to exceed three (3) months.

- iii. Teachers who are ineligible for health insurance by virtue of exhausting sick leave and/or FMLA leave may appeal to the Board for extended health insurance coverage to cover the period of time until they are eligible for disability insurance for which they have applied. Such extension shall be for no more than four (4) weeks. If disability coverage is retroactively granted for such period, the cost of such additional health insurance coverage shall be reimbursed to the District

Section E - Bereavement Leave

Up to eight (8) days at any one time will be granted in the event of death of a teacher's spouse, domestic partner, child, or stepchild. Up to five (5) days at any one time will be granted in the event of the death of a teacher's son-in-law, daughter-in-law, parent, step-parent, father-in-law, mother-in-law, sibling, grandchild, or other member of the immediate household.

Teachers will be granted up to three (3) days at any one time in the event of death of a teacher's grandfather, grandmother, brother-in-law, sister-in-law, uncle, aunt, niece or nephew unless said relative is a member of the immediate household, in which event the teacher will be entitled to five (5) days.

Paid bereavement leave shall be provided for deaths that occur during the summer months prior to the opening of school only if the death occurs within the ten (10) calendar day period immediately preceding the first day of school for teachers.

The preceding list of relatives is intended to refer only to the deaths of an employee's personal relatives. Bereavement leave does not apply to the deaths of the relatives of the employee's spouse.

Section F - Child-Rearing Leave

Such leaves shall require not less than thirty (30) days written notice to the Board for commencement. Written notice of return from a child-rearing leave at the beginning of the next school year shall occur by April 1st of the prior school year. Written notice of return from a child-rearing leave terminating mid-year shall be given by November 1st of that same school year.

The term "child-rearing leave" shall mean a leave taken voluntarily by a teacher employed by the District to care for a child or children.

Teachers requesting child-rearing leaves are encouraged to take such leaves so as to be least disruptive to the educational process and also to best secure their personal needs.

Teachers shall return from such leaves at the beginning of a semester only.

Teachers shall be entitled to unpaid "child-rearing leave" for up to one (1) year.

The Board shall grant up to an additional year of child-rearing leave, consecutive to the first year, provided that the teacher shall return to work at the beginning of the school year.

The Board may grant such additional periods of leave for up to one (1) year with the understanding that such leave shall commence and end consistent with the beginning and end of the school year, and which is consistent with the needs of its educational programs and the needs of the individual teacher.

Section G - Religious Observance

All teachers shall be entitled to leave with pay for the purpose of observing mandatory religious holidays. Such days will be counted against their personal leave days. Permission may be granted for additional leave days by the Superintendent for teachers who must take personal leave and whose personal leave days were used for religious observance.

Section H - Court Appearance

All teachers shall be granted leave with pay to appear in city, county, state, and federal courts and arbitration hearings as a witness, defendant or plaintiff in cases involving the District. However, under no circumstances shall a teacher be granted leave with pay to appear in city, county, state and/or federal courts and/or arbitration or administrative hearings where a teacher is pursuing a claim against the District, unless otherwise mutually agreed by the parties. All teachers shall be granted leave to serve as a juror. The District shall pay employees on jury duty the difference between their regular salary and their jury duty compensation. This shall be accomplished by employees returning their jury duty fees to the District except for travel expense mileage.

Section I - Military Duty

The District shall follow Military Law, Section 242, Sub-division 5 regarding compensation for employees.

Leaves of absence will be granted without pay to any teacher who is inducted or enlists in any branch of the armed forces. Upon return from such leave, a teacher will be placed on a salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence, up to a maximum of two (2) years.

Section J - Sabbatical Leave

The Board may grant sabbatical leaves at its own discretion.

Section K - Attendance Bonus

For each school year, any member of the bargaining unit who is absent zero (0) sick days and zero (0) personal days shall receive six hundred (\$600) dollars.

In each school year, those teachers who use zero (0) sick days, zero (0) unpaid days and two (2) or fewer personal days during the school year shall receive a lump sum payment, which shall not be added to the base salary, of one thousand (\$1,000) dollars, provided that at least sixty (60) teachers or ten (10%) percent of the unit, whichever is greater, achieve this goal. If fewer than sixty (60) teachers reach this attendance goal in a given school year, then the attendance bonus shall be as set forth in the preceding paragraph. Under no circumstances shall an employee be entitled to both the six hundred (\$600) dollars set forth in paragraph one and the one thousand (\$1,000) dollars set forth in paragraph two.

Section L – Cancer Screening Leave

Any leave taken by a member of the unit pursuant to Section 159-b of the Civil Service Law shall, to the extent required by law, be paid leave and shall not be charged to the employee's accrued leave time (e.g., sick leave, personal leave). Employees shall use every reasonable effort to schedule such screening outside of regular work hours.

Employees who take a leave of absence pursuant to Section 159-b of the Civil Service Law, as applicable, shall provide at least seventy-two (72) hours written notice of the need for such leave. Upon their return to work, the employee shall provide the District with a note from a medical professional verifying the date and time of their screening and that they received screening for cancer. Failure to do so shall result in such leave being unpaid.

ARTICLE IX COMMITTEES

Section A - Professional Growth

Conference requests must be submitted to the building principal and the Assistant Superintendent for Elementary or Secondary Instruction, as applicable.

The Board shall budget the necessary funds to pay the reasonable expenses, including meals, lodging and/or transportation incurred by teachers who attend such sessions with Board approval. A fund of at least seven thousand five hundred (\$7500) dollars shall be budgeted by the Board. The Assistant Superintendents for Elementary and Secondary Instruction shall have the discretion to approve and/or deny all requests and to allocate the amount of funds they believe is appropriate.

Any teacher may, with advance notice and approval of the building principal, attend such sessions at his own expense.

Section B - Report Card Committee

Should there be a necessity for a report card review or revision, a committee of volunteers from each building will be sought to serve on this committee.

ARTICLE X COURSE APPROVALS

Section A – In-service Courses

The Board is interested in the educational development of its faculty and shall make available in-service courses that offer opportunities to improve classroom instruction, enrich the skills and behaviors of teachers, enable teachers to acquire additional knowledge and serve as a vehicle for school staff to work toward the attainment of District goals and objectives.

An in-service course is a series of lectures, workshops and/or demonstrations pertaining to a specific educational area. It does not grant college credit.

1. In-service (within the District) - This is a course authorized by the Board and the administration to be offered to teachers of the District.
 - a. Teacher must have prior approval of the building principal, coordinator if applicable and the Assistant Superintendent.
 - b. (1) The course approval will be considered by the quality of the course to the extent to which it reflects academic training commonly considered necessary for successful teaching.
 - (2) The course should have a correlation with the area in which the teacher is certified.
 - c. One (1) credit per fifteen (15) class hours will be granted for each course.
 - d. Teachers must comply with the Teacher Center's policy related to absences.
 - e. Teachers not affiliated with the District may participate in in-service courses providing attendance is below the class limit following enrollment of District teachers. A registration fee shall be paid by teachers from outside the District.
 - f. Teachers will be allowed to take a maximum of three (3) in-service courses in any two (2) year period sponsored by the same institution. The two (2) year period shall be the

current school year (7/1 – 6/30) and the prior school year. This restriction shall not apply to courses taken through the William Floyd Teacher Center.

- g. William Floyd Teacher Center courses shall count towards permanent salary credit, even if the teacher has not yet earned a Master's degree. This does not include NTI credits. Eligibility for this credit will be retroactive to July 1, 1999.

2. In-service (outside the District)

- a. Same as above
- b. Same as above
- c. Same as above
- d. Same as above
- e. Teachers will be allowed to take a maximum of three (3) in-service courses in any two (2) year period sponsored by the same institution.

Section B - Graduate Courses

The Board encourages the professional staff to enroll in approved graduate courses for the purpose of professional growth. Approval of courses for salary increments shall be subject to the following guidelines:

- 1. All courses that enhance a teacher's knowledge of a subject matter and pedagogy applicable to the subject or grade being taught will be approved for salary increments as per the professional staff salary schedule.
- 2. All Masters in the field of education and/or which apply directly to the teaching area will be approved as per the salary schedule.
- 3. All courses must have prior approval of the building principal and the Assistant Superintendent .

Section C - Duplicative and Correspondence Courses

No credit shall be given under Sections A and B above for coursework which is duplicative of courses already taken or for correspondence courses.

Section D - Column Advancement

All approved coursework taken beyond a teacher's BA degree and before the completion of an MA degree, shall be counted only towards movement onto the BA+ columns. Teachers hired on or after July 1, 2018, shall not be eligible for column movement until after they receive their MA degree.

Once an MA degree has been earned, only approved courses taken after completion of the MA degree will be counted towards movement onto the MA+ columns.

No teacher may advance more than one (1) column beyond the masters' column in any one (1) contract year.

Column movement shall only occur in September of each school year. For purposes of movement onto the MA column only, such movement shall be made effective prospectively from the day in September on which the degree is formally conferred by the college or university. If the MA degree is conferred after September 30, movement onto the MA column shall not occur until the following September 1.

Bargaining unit members hired after July 1, 2013 shall not be eligible for movement to the MA+45 Column.

After September 2014 column movement is completed, teachers shall no longer be eligible for movement to the MA+15 Column.

To be eligible for column movement after September 2014, all unit members shall be required to fulfill the following:

1. For every fifteen (15) credits utilized for purposes of column advancement a minimum of six (6) credits must be graduate credits. To qualify as graduate credits for purposes of this provision, the class must be offered by a New York State accredited college or university solely for graduate credit. Effective July 1, 2018, for purposes of column advancement, teachers may be granted graduate credit for courses taken through the NYSUT ELT catalog, even if such classes are not offered solely for graduate credit.
2. If a teacher wishes to apply in-service credit(s) toward column movement, no more than three (3) in-service credits can be taken from a non-William Floyd provider (*i.e.*, a provider other than the William Floyd Teacher Center) as defined in Section "A". In the event the Teacher Center loses funding and is abolished, credits may be in-service courses as defined in Section "A", provided however that the parties shall immediately commence negotiations regarding replacement of the Teacher Center credits

For example:

<u># Grad. Credits</u>	<u># WF in-service</u>	<u># Other in-service</u>
15	0	0
9	6	0
9	3	3
6	6	3
6	9	0

Teachers hired on or after July 1, 2018, have sixty (60) days after completing their fourth (4th) year of active service to the District, to submit such written request to the Superintendent or his/her designee through My Learning Plan. Failure to submit a request within the sixty (60) days shall be deemed a waiver of entitlement for consideration for this one-time opportunity. The District shall have sole and complete discretion to determine whether a graduate course has the rigor and relevance to qualify for column advancement pursuant to this paragraph.

Section E - Course Approval Procedure

The procedure for the application of graduate and in-service courses towards a salary increment shall be as follows:

All graduate and in-service courses taken for salary credit must be pre-approved by the Subject Area Coordinator and/or building principal, and the Assistant Superintendent on My Learning Plan.

The request for evaluation of credits form (Appendix I) must be submitted to the Human Resources Office not later than September 15th. Official transcripts must be received by the Human Resources Office not later than October 15th. Salary increments will not be awarded until official transcripts are received by the Human Resources Office. However, they will be effective as of September 1st, and paid retroactively when necessary. If the request for evaluation of credits form, or the official transcript confirming completion of courses are received after the respective deadline dates, then the salary increment will not take effect until the following September.

Notwithstanding the above, for purposes of movement onto the MA column only, such movement shall be made effective prospectively from the day in September on which the degree is formally conferred by the college or university. If the MA degree is conferred after September 30, movement onto the MA column shall not occur until the following September 1.

Section F – Online Courses

In an effort to continue to increase the capacity of our faculty to meet the needs of adult learners and to increase student learning, the District will review the integrity of online coursework at selected colleges and universities that offer New York State accredited teacher education programs through online coursework.

Teachers will receive salary credit for graduate courses from various New York State accredited colleges and universities approved by the District that offer teacher education programs through online

coursework. A list of approved college and university online programs will be made available to Association members by June 1st for the following school year.

Teachers will also receive in-service salary credit for District-approved online courses offered through the William Floyd Teacher Center.

The course approval process outlined in Article X will also apply to all online courses taken for salary credit.

Section G – Coaching Class Course Approvals

Classes/courses related to coaching shall no longer be eligible for credit towards column movement. Instead, coaches will be reimbursed up to a maximum of one thousand (\$1,000) dollars for tuition/registration costs related to coaching courses taken after July 1, 2015 following the completion of at least four (4) consecutive school years of coaching at least one (1) sport in the District. The particular sport coached need not be the same each year. Reimbursement will thereafter be made following submission of such documentation and receipts as deemed necessary by the District.

ARTICLE XI EVALUATIONS AND OBSERVATIONS

Section A - Procedures

The observation and evaluation policies set forth in Appendix E are based on the philosophy that professional growth is a cooperative, ongoing, and mutual process for both the teachers and the supervisors. The procedures established herein are designed to help those being observed and evaluated to grow professionally and those observing and evaluating to facilitate that growth through the identification of strengths as well as goals for improvement.

Unit Members should refer to Appendix E for details related to the specific observation/evaluation procedures.

Section B - Appendix J

Should a tenured unit member's (*i.e.*, Teachers, Speech, Librarians, Technology/Staff Developer, Social Workers, Psychologists, Counselors, CSE Chairs etc.) performance during the course of the school year be judged to be below the standards established by the District for effective teaching, that teacher shall be notified in writing as per Appendix J that he/she thereafter shall be subject to a greater number of formal observations/evaluations than other tenured unit members under this policy. Should such a determination be made at the end of the school year on the teacher's Evaluation Report, he shall be notified that he shall be subject in the following school year to a greater number of formal observations than other tenured unit members under this policy.

Should a tenured unit member's performance be judged to be below standards, he/she shall be notified in the comment section on the front of the Tenured Evaluation Report (see Appendix E). Such notice shall be as follows:

Your performance for the current school year has not met the standards established by the District. You are hereby notified that for the next school year you will be subject to a greater number of formal observations/evaluations than other tenured unit members under this policy.

I will discuss the reasons for this with you in your year-end evaluation conference.

You may bring union representation to that conference, if you so desire.

All tenured unit members receiving the notice in "b" above shall be entitled to an advance copy of their Evaluation Report twenty four (24) hours prior to their evaluation conference, and shall be entitled to union representation at this evaluation conference.

Section C - Appeals and Grievances

Alleged violations of the Observation provisions for tenured or non-tenured Teachers (those covered by Education Law Section 3012 c/d) set forth in Appendix E may be raised solely through the grievance procedure set forth in this Agreement and shall not be eligible to be raised as part of any subsequent APPR appeal.

Tenured and non-tenured teachers shall be evaluated on the applicable Rubric pursuant to the agreed and approved APPR plan. This shall not be subject to the grievance procedure contained in this Agreement.

ARTICLE XII **CLASS SIZE**

Section A - Elementary

When more than one half (1/2) of the regular classes including pre and transitional classes on any one (1) elementary grade level throughout the District approaches a number which exceeds what is considered a maximum number of students that can be taught effectively, every effort will be made to reduce each class by forming another class. Class reduction will be accomplished by providing permanent facilities, relocatable classrooms, leased local facilities or double sessions (in the case of departmentalized classes-overlapping sessions). If it is impossible to provide for the aforementioned facilities or double sessions, instructional aides shall be assigned full time to elementary teachers who have more students than the established guidelines. Elementary class size in a building shall be considered excessive when the class average of all the regular classes (1-5) exceeds twenty seven (27)

and when the class average of the regular classes on a grade level is twenty nine (29) or more. The following will be used as a guide for appropriate class size:

Kindergarten	20-29
Elementary	18-27
Reading	12-18
Physical Ed. Classes	25-35
Librarians	The District agrees to maintain the full-time equivalent of nine (9) Librarian positions District- wide.

From the list of positions set forth above, Kindergarten and Elementary teachers who are not entitled to a full time instructional aide due to the language set forth above shall be eligible for a stipend of seven hundred (\$700) dollars for each trimester that an individual's class contains thirty (30) or thirty-one (31) students. Notwithstanding the above, if an instructional aide (full time or part-time) has been assigned to a Kindergarten or Elementary teacher, such teacher shall not be eligible for the seven hundred (\$700) dollar per trimester stipend.

If a class' enrollment falls within contractual limits, as determined by the District at the end of each academic trimester, no stipend will be provided for such trimester. The District's determination of class size from the 3rd academic trimester shall be based upon each respective class' enrollment as of June 1st.

If a Kindergarten or Elementary teacher is absent on paid or unpaid leave, he/she shall not be eligible to receive any extra stipends relating to class size overages during the periods of his/her absences.

Section B - Secondary

When more than one half (1/2) of the classes of a secondary teacher approach a number which exceeds what is considered a maximum number of students that can be taught effectively, every effort will be made to reduce each class by forming another class. Class reduction will be accomplished by providing permanent facilities, re-locatable classes, leased local facilities or double sessions (in case of departmentalized classes - overlapping sessions). The following will be used as a guide for appropriate class size:

Secondary classes	23-28
Reading	12-18
Physical Ed. Classes	25-35
Labs & Shops	According to number of available stations
Minimum secondary class size	12

Librarians

The District agrees to maintain the full-time equivalent of nine (9) Librarian positions District-wide.

Teachers shall be eligible for stipends of four hundred (\$400) dollars per class for each academic quarter that an individual's classes contained one (1) – three (3) additional students above the applicable maximum class size limit; or a stipend of four hundred and twenty-five (\$425) dollars per class for each academic quarter that such classes contained four (4) – seven (7) additional students above the applicable maximum class size limit; or a stipend of four hundred and fifty (\$450) dollars per class for each academic quarter that such classes contained eight (8) – twelve (12) additional students above the applicable maximum class size limit. Such stipend payments shall be made if and only if more than one-half of each individual teacher's assigned classes fall within the class size limits identified above.

Notwithstanding the above, secondary science teachers assigned to teach lab courses shall instead be eligible for a stipend of four hundred (\$400) dollars per class for each academic quarter that an individual's classes exceed the number of lab stations available in the classroom.

These payments shall represent additional compensation for services provided during the school year and shall be payable in or about July of each year for the prior school year.

If a class' enrollment falls within contractual limits as determined by the District at the end of each academic quarter, no stipend will be provided for such quarter. The District's determination of class size for the 4th academic quarter shall be based upon each respective class' enrollment as of June 1st.

If a teacher is absent on paid or unpaid leave, he/she shall not be eligible to receive any extra stipends relating to class size overages or retaining a 6th class during the periods of his/her absences.

Section C - Administrative Action

Any administrative action taken to reduce class size or form another class shall be reported to the Board. Any recommendations regarding additional staff and/or facilities shall be reported to the Board for action after consultation with the Superintendent.

Section D – Special Education

Elementary special education teachers shall be eligible for a stipend of seven hundred (\$700) dollars for each trimester that their self-contained special education class size exceeds the statutory maximum number of students as measured on the last day of the academic trimester. The determination of class size in the 3rd academic trimester shall be based on the class's enrollment as of June 1st.

Secondary special education teachers shall be eligible for a stipend of one hundred and five (\$105) dollars for each self-contained special education class period that exceeds the statutory maximum number of students as measured on the last day of each academic quarter. The determination of class size in the 4th academic quarter shall be based on each respective class's enrollment as of June 1st.

ARTICLE XIII TEACHERS' FILES

Teachers shall have the right to review their files at any time and to be given a copy of any material in the files except placement folders and references. Review of the file must be in the presence of a representative of the personnel department.

Nothing, with the exception of references and placement folders, may be entered into the teacher's file without sending a copy of the material to the teacher. Teachers reserve the right to make additions of a professional nature to their file.

Any addition to a teacher's file can be brought to the Superintendent's attention for review and appropriate action.

Letters from parents to, or in regard to, a teacher will not be placed in a teacher's file.

ARTICLE XIV GRIEVANCE PROCEDURE

Section A – Definitions

A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of a teacher or group of teachers, and/or the interpretation, meaning, or application of any of the provisions of the Agreement or any subsequent agreement entered into pursuant to this Agreement.

An "aggrieved" person is the person or persons or the union making the claim. The respondent is any person or persons against whom action might be taken in order to resolve the claim.

Section B - Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the working conditions of teachers. These proceedings will be kept informal and confidential at all levels of the procedure.

Nothing herein contained will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the United Teachers.

Section C - Procedure

Grievances shall be initiated no later than fifteen (15) working days following the incident which causes the aggrieved to commence the grievance procedure. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

It is advisable that prior to going to the first level of the grievance procedure that the teacher and the immediate supervisor meet in order to attempt to reconcile the problem. There will be no outside representation or records, but rather an informal discussion of the grievance. If the grievance is not resolved, then the principals involved will proceed to formal grievance procedures.

Level One: The teacher with representative, if he so desires, makes formal written presentation of his grievance to his immediate supervisor, within fifteen (15) working days of the incident.

Level Two: If the grievance is not resolved the employee may request in writing a review of his case by the Superintendent or his designee and the President of the United Teachers or his designee within five (5) working days after receiving the written statement from Level One.

Level Three: If the grievance is not resolved at Level Two, the Association may submit the matter to binding arbitration by filing a Demand for Arbitration with the District, with a copy to the panel arbitrator whose turn it is to hear the case. The panel of arbitrators shall consist of (1) Martin Scheinman, (2) Jack Tillem, and (3) Howard Edelman, and demands for arbitrations shall be rotated in numerical order as per previous practice. In the event an assigned arbitrator is unable to schedule an arbitration within two (2) months of the date of the Demand for Arbitration, a second arbitrator will be randomly selected from the remaining two (2). In the event the second arbitrator is unable to schedule a hearing on a timely basis (within the original two (2) month period), the third arbitrator would be utilized. Random selection shall not affect the normal rotation.

Section D - Time Limits

There shall be a five (5) day limit for the completion of Level One, and there shall be a seven (7) day limit for the completion of Level Two. A request for Level Three shall be made within five (5) days from the time the Superintendent renders a decision from Level Two.

Any grievance filed within the last five (5) working days of the school year shall be resolved internally on Levels One and Two within ten (10) working days.

The reason for denial or approval shall be made in writing to the aggrieved at the end of each Level.

Section E - Rights of Teachers

No reprisals of any kind will be taken by the Board or any member of the administration against any participant in the grievance procedure by reason of such participation.

The aggrieved person and members of the administration may be represented at all stages.

No record of grievance procedures will be placed in the personnel files of individual teachers.

ARTICLE XV **ACADEMIC FREEDOM**

Section A - Individual Rights

The private and personal life of a teacher is not within the appropriate concern of the Board unless it affects his professional duties and performance.

Teachers will be entitled to full rights of citizenship and no religious or political activities of any teacher (provided such activities do not take place during his working hours) or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

Teachers have the right to be supervised only by those qualified to do so by certification.

Section B - Educational Philosophy

Academic freedom shall, within the educational philosophy and curriculum developed jointly by the Board, administration, and staff, be guaranteed to teachers and no special limitation shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, except those standards of professional, educational responsibility applicable to elementary and secondary education. However, the teacher shall make every effort to present a variety of points of view on items which may be controversial.

ARTICLE XVI **SALARIES**

Section A - Salary Schedules

Effective July 1, 2022, the 2022-23 salary schedule attached hereto as Appendix A-1 shall be added to the collective bargaining agreement. The salary schedule for the 2022-23 school year shall

reflect a two percent (2.00%) increase on each step of the 2021-22 salary schedule. Eligible members of the unit shall advance one (1) step on the schedule in either September 2022 or February 2023 as applicable.

The 2023-24 and 2024-25 salary schedules shall be derived as follows:

1. The cost of the step increment for the unit for the 2023-24 and 2024-25 school years shall be calculated by advancing those unit members eligible for a step increment one (1) step on the salary schedule, calculating the increase in total base salary payroll for the bargaining unit after having done so, and dividing that sum into the total base salary payroll cost for the bargaining unit from the preceding year. This shall be the percentage step increment cost. The parties will meet to determine the cost of the step increment in the February prior to the 2023-24 and 2024-25 school years and shall share all relevant documentation. In the event that the parties cannot agree as to the cost of the step increment, a mutually agreed to neutral party shall assist the parties in resolving the disagreement.
2. The Revenue Formula percentage shall be calculated as set forth below and shall be capped at four (4.00%) percent for the 2023-24 and 2024-25 school years.
3. 2023-24 School Year
 - a. Eligible unit members shall advance one step on the salary schedule on September 1st or February 1st , as applicable, in the 2023-2024 school year, as long as the Revenue Formula percentage increase is greater than one-quarter (1/4) the percentage cost for the step increment in that school year. For example, if in the 2023-2024 school year the Revenue Formula is 0.51% and the step increment cost is two (2.00%) percent, eligible unit members shall advance one step on the applicable salary schedule and no percentage increase shall be applied to the schedule.
 - b. If the Revenue Formula percentage is greater than the percentage cost for the step increment in the 2023-24 school year, then the salary schedule shall be increased by the difference in percentages between the Revenue Formula and the step increment cost and eligible unit members shall advance one step on the applicable salary schedule on September 1st or February 1st , as applicable. For example, if in the 2023-24 school year, the Revenue Formula percentage is three (3.00%) percent and the step increment cost is two and one-half (2.50%) percent, then the 2022-23 salary schedule shall be increased by one-half (.50%) percent ($3.0\% - 2.5\% = 0.50\%$) to create the salary schedule for 2023-24 and eligible unit members shall advance one step.
 - c. If the Revenue Formula percentage increase is equal to or less than one-quarter (1/4) of the percentage cost of the step increment in the 2023-24 school year, then unit members shall not advance a step, and the salary schedule shall be increased by the

percentage generated by the Revenue Formula. For example, if in the 2023-24 school year, the Revenue Formula is one-half (0.50%) percent and the step increment cost is two (2.00%) percent, then unit members shall not advance a step, and the 2022-23 salary schedule shall be increased by one-half (0.50%) percent to create the 2023-24 salary schedule.

4. 2024-25 School Year

a. Eligible unit members shall advance one step on the salary schedule on September 1st or February 1st , as applicable, in the 2024-2025 school year, as long as the Revenue Formula percentage increase is greater than one-half ($\frac{1}{2}$) the percentage cost for the step increment in each of those school years. For example, if in the 2024-2025 school year the Revenue Formula is 1.26% and the step increment cost is two and one-half (2.50%) percent, eligible unit members shall advance one step on the salary schedule and no percentage increase shall be applied to the schedule.

b. If the Revenue Formula percentage is greater than the percentage cost for the step increment in the 2024-25 school year, then the salary schedules shall be increased by the difference in percentages between the Revenue Formula and the step increment cost and eligible unit members shall advance one step on the applicable salary schedule on September 1st or February 1st , as applicable. For example, if in the 2024-25 school year, the Revenue Formula percentage is three (3.00%) percent and the step increment cost is two and one-half (2.50%) percent, then the 2023-24 salary schedule shall be increased by one-half (0.50%) percent ($3.0\% - 2.5\% = 0.50\%$) to create the salary schedule for 2024-25, and eligible unit members shall advance one step.

c. If the Revenue Formula percentage increase is equal to or less than one-half ($\frac{1}{2}$) of the percentage cost of the step increment in the 2024-25 school year, then unit members shall not advance a step and the salary schedule shall be increased by the percentage generated by the Revenue Formula. For example, if in the 2024-25 school year, the Revenue Formula is one (1.00%) percent and the step increment cost is two and one-half (2.50%) percent, then unit members shall not advance a step, and the 2022-23 salary schedule shall be increased by one (1.00%) percent to create the 2024-25 salary schedule.

Revenue Formula

1. Effective July 1, 2023 any annual salary increases for the 2023-24 and/or 2024-25 school years shall be at least the net percentage change in revenue resulting from changes in State Aid and the District's Property Tax Levy as set forth herein, subject to the caps set forth above. For purposes of this Article only, "State Aid" shall consist solely of "Non-Expense-Driven Aid", including but not limited to Foundation Aid, Gap Elimination Aid and High Cost Excess Cost

Aid. "Expense-Driven Aid," including but not limited to Transportation Aid, BOCES Aid, Building Aid, Textbook/Library/Software Aid, etc., shall not be considered "State Aid" and shall be excluded for purposes of calculating annual salary increases. In addition, competitive grants and/or categorical aid (i.e., Title 1) shall not be considered State Aid and shall also be excluded for purposes of calculating the annual increase.

The District shall provide the Association President with a comprehensive calculation including all applicable state aid and tax levy numbers.

2. For purposes of the calculation of base salary increases and potential step movement only, the District's Tax Levy shall be defined as the maximum allowable tax levy that the District could adopt without having to pierce the cap, regardless of what tax levy is included in the adopted budget.

3. In no case shall the unit-wide base salary increase received for the 2023-24 and/or 2024-25 school years be greater than four (4.00%) percent higher, or less than the base salary received for the previous school year. In no event shall a unit member earn a base salary less than he/she did in the previous school year.

4. The applicable annual increase, if any, shall be calculated upon approval of the State and District budgets, utilizing the following formula:

The annual increase equals the sum of the change in the Maximum Allowable Property Tax Levy amount (Section 2) plus the change in the approved State Aid amount (Section 1) divided by the sum of the current State Aid plus the current Property Tax Levy amount.

(A) \$ amount of State Aid as defined for next school year (Section 1)
minus (B) \$ amount of State Aid as defined for current school year (Section 1)
equals (C) \$ amount increase/decrease in State Aid
(D) \$ Amount of Maximum Allowable Property Tax Levy for next year (Section 2)
minus (E) \$ Amount of Maximum Allowable Property Tax Levy for current year (Section 2)
equals (F) \$ Amount increase/decrease in Property tax Levy

Formula for percentage increase:

$$\text{Base Salary \% Increase} = \frac{\text{C+F}}{\text{B+E}} \times 100 \text{ (not to exceed 4.0\%)}$$

5. In the event that the final State Aid numbers are not known to the District by July 1st, the application of the salary increase formula set forth above shall be delayed until the State Aid

numbers have been finalized, provided, however, that any base salary increase resulting from the application of the formula set forth above, shall be retroactive to July 1st.

6. In any school year in which a bargaining unit member becomes eligible to move to a higher longevity step pursuant to Article XVI(C) or to a new column pursuant to Article X, that unit member shall be eligible to move to a higher longevity step and/or the new column regardless of either the cap or the formula.

The Revenue Formula set forth above shall sunset at the expiration of the Agreement. For Triborough purposes, unless the parties have negotiated an Agreement for the 2025-26 school year to the contrary, eligible teachers shall receive a step increment on the 2024-25 salary schedule effective September 1, 2025 (for those who move in September) or February 1, 2026 (for those who move in February).

Section B – Salary Increase Withholdings

Teachers who have Education Law Section 3020-a Disciplinary Charges filed against them by the District, may have their salary increment, and/or all or part of any percentage increase or other salary increase set forth in Article XVI(A)(Salary Schedules) withheld, as determined by the Superintendent of Schools or his/her designee, during each school year that Education Law Section 3020-a Charges are pending. In this event, the Teacher’s base salary shall remain status quo. However, should, at the conclusion of the Education Law Section 3020-a Disciplinary Hearing, the Teacher be found not to have engaged in any of the conduct that was charged by the District, the District will retroactively reimburse the Teacher for the salary increment(s) and/or salary percentage increase(s) that they would have been eligible to receive if Education Law Section 3020-a Disciplinary Charges had not been pursued against them. Should, after Education Law Section 3020-a Disciplinary Charges are filed, a teacher resigns, retires and/or settles the proceeding with the District before a decision is rendered by a hearing officer, the Teacher shall not be eligible for reimbursement of any of the salary increment(s) and/or salary percentage increase(s) that were withheld, unless otherwise agreed by the parties.

Section C – Longevity

Longevity payments shall be as follows:

Steps 16-19	\$2400/year added to individual salary
Steps 20-24	\$3600/year added to individual salary
Steps 25-27	\$5500/year added to individual salary
Step 28 and beyond	\$8500/year added to individual salary

Effective July 1, 2018, Longevity for members of the unit hired prior to December 1, 2006 shall no longer be based on the step schedule contained in the salary schedules attached hereto as Appendix A

or Appendix A-1, as applicable. Effective for the 2018-2019 school year, the District shall place all unit members hired prior to December 1, 2006 on a new Longevity Step Schedule at the longevity step that each employee was at as of June 30, 2018. Effective for the 2018-19 school year and thereafter, all eligible unit members shall advance one step on the Longevity Step Schedule, as applicable, and shall be paid in accordance with the Longevity Scale set forth above.

For employees hired on or after December 1, 2006, longevity payments shall be based on years of service as a teacher in the District (not counting part-time or per diem service) regardless of step placement.

In addition to the above, those unit members who are on the active payroll as of August 31, 2022, shall be eligible for a recurring annual longevity payment of four thousand (\$4,000) dollars, which shall be increased each July 1 thereafter by the percentage generated by the Revenue Formula set forth above, capped at four percent (4.0%). Effective July 1, 2023 this longevity shall be \$4,160 and effective July 1, 2024 shall be \$4,326. Payment will be made beginning in September 2022 and divided into equal payments throughout the school year. Such longevity shall be in recognition of services rendered to the District. The longevity payments shall be pro-rated for part-time service and/or service of less than a full school year.

Section D - Reinstatement of Back Steps

All teachers who were hired at a step which represents less than their total accumulated prior teaching service for which they had been previously credited in the New York State Retirement System shall be given additional steps as follows:

1. Upon completion of two (2) years of service, said teachers shall be granted twenty five (25%) percent of all such steps previously not granted by the District for salary purposes. Teachers hired on or after July 1, 2018, shall not be eligible to apply for back steps after completing two (2) years of service as set forth in the prior sentence.
2. Upon completion of four (4) years of service, said teachers shall be granted an additional twenty five (25%) percent of all such steps previously not granted by the District for salary purposes. Teachers hired on or after July 1, 2018, shall be eligible for fifty (50%) percent of all such steps previously not granted by the District for salary purposes, after four (4) years of active service.

It is agreed that if a fraction of a step results from this computation, the teacher will be granted the step if it is one-half ($\frac{1}{2}$) or more and not granted it if it is less than one-half ($\frac{1}{2}$).

Section E - Starting Salaries

Newly appointed employees shall be paid a salary negotiated at the time of the signing of the initial salary agreement, using the provisions of Article III, Section A as a guideline to determine an appropriate salary. The District reserves the right, however, to negotiate a salary which may be below or above that which corresponds to the guidelines or the degree held. After the initial signing, all individual agreements, arrangements or contracts between the Board and an individual teacher shall be subject to and consistent with the terms and conditions of this Agreement and shall not be negotiated outside of the Agreement unless previously discussed with the Executive Board of the United Teachers. The District shall retain the prerogative to adjust upwardly a teacher's salary to reflect his total years of experience or any part thereof.

Section F - Substituting or Extra Assignments

Teachers who substitute in individual classes will be paid at the Class Coverage rate set forth in Appendix B.

A teacher accepting a substitute teaching position for a given class five (5) or more days or who accepts an extra class for the duration of a semester or school year shall be paid at his appropriate rate of pay, but not to exceed a rate of pay beyond the tenth (10th) step for all school days. This rate of pay shall be pro-rated for any teacher who accepts an additional assignment to teach more than twenty five (25) periods a week. Full-time substitutes and part-time teachers shall be paid a salary negotiated at the time of the signing of the initial salary agreement, using the provisions of Article III, Section A and Article XVI, Section E as a guideline to determine an appropriate salary.

Elementary general music teachers who have been assigned in excess of thirty (30) class periods per week due to before/after school rehearsals shall be paid their appropriate rate of pay, but not to exceed a rate of pay beyond the tenth (10th) step.

The District shall pay Secondary Inclusion teachers (both general and special education teachers) an extra stipend for those days in which there is no substitute available for his/her co-teacher at the class coverage rate, per class period, up to a maximum of five (5) periods per day.

Elementary Inclusion teachers (both general and special education teachers) shall receive the same stipend that a Secondary Inclusion teacher receives when there is no substitute provided for his/her co-teacher up to a maximum of five (5) periods per day.

Elementary Teachers who are assigned to supervise between three (3)- six (6) students from another teacher's class due to lack of available substitutes, shall be paid twenty-six (\$26.00) dollars for up to one-half (1/2) day of class coverage or fifty-two (\$52.00) dollars if between one-half day and a full day.

Elementary Teachers who simultaneously cover another teacher's full class in addition to their own class (doubling up), shall be paid the substitute rate (class coverage) set forth above for each class period that they "double up."

Section G - Lead Teachers

See Appendix D.

Section H – Extracurricular Activities/Stipends

Effective July 1, 2022 and July 1, 2024 respectively, the extracurricular activity rates set forth in Appendices B & C and the following stipends: Substitute Rate (class coverage), Home Instruction, Driver Education, AIS, Summer School Class Rate, Summer School Music Coordinator Stipend, Summer School Regents Grading Rate, Psychologist CSE Chair Stipend, Science and Advanced Placement Stipend and DASA stipend shall, be increased by one (1%) percent in each respective school year (2022-23 and 2024-25), provided however, that if the Revenue Formula percentage increase is equal to or less than one-half (½) of the percentage cost of the step increment in the 2022-23 or 2024-25 school years, the stipends shall not be increased in that applicable year(s).

ARTICLE XVII **FRINGE BENEFITS & MISCELLANEOUS COMPENSATION**

Section A - Life Insurance

1. The District shall pay one hundred (100%) percent of the cost of a group term Life Insurance policy with a death benefit of seventy-five thousand (\$75,000) dollars for each teacher. The life insurance death benefit shall be subject to the terms of the carrier and/or plan document.

Section B - Health Insurance

1. The District shall provide individual and/or dependent (family) health insurance coverage in the NYSHIP Empire Plan for all eligible teachers in the bargaining unit who enroll in such plan.
2. When spouses (domestic partners) are each employed by the District, only one (1) shall be eligible to enroll in the health insurance plan provided under this Agreement for family coverage. It shall be the sole discretion of the affected couple to designate which of them shall enroll for family coverage. The other spouse shall be eligible to enroll for individual coverage or for the declination of health insurance benefit outlined below (*See Section E*). In the alternative, both spouses (domestic partners) may enroll in individual coverage.

3. The District shall pay eighty percent (80%) of the individual and/or family (dependent) annual health insurance premium contribution for unit members on the active payroll. Active unit member contributions shall increase based on the following schedule, except however, in any school year that the Revenue Formula results in a 0% increase and no step increment, there shall be no health insurance contribution increase in that school year. In any school year that the Revenue Formula results in a percentage increase but does not result in a step increment, the health insurance contributions shall increase by one-half (½) of what is set forth below in that school year:

July 1, 2023: an additional 0.50%

July 1, 2024: an additional 0.50%

The District shall continue to pay one hundred (100%) percent of the Dental & Vision premiums.

The NYSHIP (Empire Plan) premium rates on which the premium contribution is based shall change as the Empire rates change over time (e.g., each January 1st). Premium contributions may be accomplished on a pre-tax basis subject to applicable laws and regulations.

4. Teachers who retire from the District after having completed a minimum of fifteen (15) years of service in the District may opt to receive fully-paid (by the District) individual health insurance and prescription drug coverage, or family coverage with the District paying fifty (50%) percent of the premium. Employees who are hired on or after July 1, 2018, who qualify for health insurance as set forth in this paragraph, shall contribute the same percentage of premiums toward their individual health insurance premiums as they did on their last day as an active employee, up to a maximum of twenty (20%) percent.

Teachers who retire from the District after having completed twenty five (25) years of service in the District may opt to receive individual or family health insurance and prescription drug coverage fully paid for by the District. Employees who are hired on or after July 1, 2018, who qualify for health insurance as set forth in this paragraph, shall contribute the same percentage of premiums toward their applicable (individual or family) health insurance premiums as they did on their last days as an active employee, up to a maximum of twenty (20%) percent.

5. If a unit member or retiree pre-decease's his/her spouse, and the deceased unit member/retiree had completed at least ten (10) years of active service prior to his or her death, the unit member's/retiree's spouse shall retain the right to purchase the health benefits at his/her own (sole) expense. If the unit member's death was the result of a documented work-related illness or injury, the 10-year service requirement is waived and

the surviving spouse may be eligible for regardless of the length of service of the deceased employee, provided other applicable eligibility requirements set forth in the Plan have been satisfied.

6. Vestee Coverage -- If a unit member separates (e.g., resigns) from employment with the District before reaching retirement age (being eligible to receive a retirement allowance) and otherwise satisfies the rules of NYSHIP to qualify for vestee status, they shall be eligible for such vestee status only if they otherwise satisfy the service requirement for eligibility for coverage into retirement (15 or more years of service) and they have separated from employment within five (5) years of the date on which he or she is entitled to receive a retirement allowance. During the period of vestee status, the unit member is required to maintain continuous NYSHIP coverage by either (1) paying the full insurance premium (100%) for continued coverage; (2) as a dependent on another NYSHIP policy; or (3) as an enrollee in NYSHIP coverage provided by a subsequent agency. Once the unit member becomes eligible to receive a retirement allowance, they shall thereafter be treated as a retiree and shall be eligible for coverage into retirement as set forth in paragraph 4 above.
7. For purposes of Article XVII (B), District "service" shall count only the following:
 - a. Full time service following a probationary appointment as a teacher or administrator;
 - b. Full time service as a Teaching Assistant;
 - c. Full time service as a permanent substitute during the twelve (12) month period immediately preceding a teacher's probationary appointment; or
 - d. Full time service as an "interim" teacher.
 - e. When calculating years of service, those teachers whose service time includes a decimal of .95 or greater shall have their years of service rounded up to the next whole number (e.g., 9.96 years of service shall be rounded up to 10 years of service).
8. The District may replace the NYSHIP (Empire) plan provided:
 - a. It gives the Association sixty (60) days' notice; and
 - b. It consults with the Association and no written objection is received within such sixty (60) days.

If the Association objects to a switch in plans, it shall advise the District in writing during the sixty (60) day period outlined above and simultaneously file a demand for binding arbitration at Level Three of the Grievance Procedure. In such case, the arbitrator shall commence hearings on

such grievance within thirty (30) days and shall render a decision within fifteen (15) days of the close of the hearing.

The standard to be used by the arbitrator to determine whether a switch can be made shall be whether the new plan(s), taken as a whole, is/are substantially equal to the prior plan(s).

No switch in plans shall be made until the arbitrator has ruled on the grievance.

Section C - Dental Insurance

The William Floyd School District Dental Plan shall have a two thousand (\$2,000) dollar calendar maximum. The District shall pay one hundred (100%) percent of the premiums for dental insurance for all eligible unit members who enroll in such plan.

The dental insurance plan may be replaced by the District provided the procedures outlined for a health insurance plan switch are followed.

Section D - Optical Insurance

The District shall pay one hundred (100%) percent of the premiums for the William Floyd School District Optical Plan for all eligible unit members who enroll in such plan.

The optical insurance plan may be replaced by the District provided the procedures outlined for a health insurance plan switch are followed.

Section E - Declination of Health Insurance Benefits

Any unit member who has alternative health coverage, regardless of whether they are covered as a dependent under another unit member's insurance plan, may decline the District-provided health insurance coverage in the NYSHIP Empire Plan and be reimbursed two thousand (\$2,000) dollars for Individual coverage or five thousand (\$5,000) dollars for Family coverage, in the second paycheck in June of that school year. If a unit member who takes the declination buyout loses their alternative coverage due to a qualifying event during the school year, they will forfeit eligibility for the two thousand (\$2,000) or five thousand (\$5,000) dollars and be placed back into the insurance plan after meeting the requirements of returning to the plan. Unit members who begin the school year off of the District's Health Insurance plan who wish to re-enter the Plan for reasons other than having lost their alternative coverage due to a qualifying event, shall not be allowed to re-enter the Plan until the end of the declination buyout and must enroll during the annual transfer period to have coverage without a waiting period after the buyout period ends. However, newly hired unit members who immediately opt-out of the District's Health Insurance plan and remain out of the District's Health insurance plan for the remainder of the school year, shall be entitled to a pro-rated declination payment, equal to the number of months that they were off the plan in that school year.

Should the unit member enroll in the District's dental and/or optical plan, the declination benefit set forth above shall be reduced to one thousand five hundred (\$1,500) dollars for Individual coverage and/or four thousand five hundred (\$4,500) dollars for Family coverage.

Notwithstanding the above, the Declination for those unit members covered as a dependent on another District employee's health insurance shall be limited to the Declination for Individual coverage.

Section F- IRS Section 125 Flex Benefit Plan

An IRS Section 125 Flex Benefit Plan shall be made available to all teachers.

Section G - Travel

Teachers will be paid at the IRS travel rate when traveling with their personal car on behalf of the District.

Section H - Home Instruction

Teachers shall be paid at the rate of \$56.31 per hour during the 2022-23 and 2023-24 school years. There will be no allowance for mileage.

Effective July 1, 2024, the hourly rate set forth above shall be increased in accordance with Article XVI(H) (Extracurricular Activities/Stipends). There will be no allowance for mileage.

Section I - School Counselors

The District may require School Counselors to work the five (5) business days immediately following the close of school and the five (5) business days immediately preceding the beginning of school, up to a maximum of ten (10) total days. However, the District and the School Counselors may mutually agree to schedule such ten (10) days at any other time between the close of school and the beginning school. Said counselors shall be reimbursed at a rate of 1/200th of their annual salary for each day worked.

Section J - Driver Education

Driver Education instructors will be paid at the rate of \$56.31 per hour for the 2022-23 and 2023-24 school years.

Effective July 1, 2024, the hourly rate set forth above shall be increased in accordance with Article XVI(H) (Extracurricular Activities/Stipends). The District shall reimburse a teacher for the tuition costs directly associated with obtaining the necessary certification to teach drivers education. To be eligible for this tuition reimbursement, a teacher must obtain the prior written approval of the

District before commencing the course of study related to drivers education and must teach at least four (4) sessions of drivers education over the three (3) school year period following completion of the certification requirements. Payment shall thereafter be made following submission of such documentation and/or receipts as is required by the District.

Section K - Procedure for Hiring Home Instructors, Coaches, Advisors, etc.

1. Home Instruction

During the first two weeks of June each school year, the District shall email the teaching staff to inform them of the home instruction opportunity, encourage participation, and solicit responses from those staff members who are interested in participating in home instruction opportunities that may become available during the following school year.

Those teachers who are interested in being notified of home instruction opportunities as they may arise and being placed on a preferred list of home instructors, shall make application on a standard form provided by the District and submit such form during the last two weeks of June. A roster of preferred home instructors shall be developed from those applicants.

When a home instruction opportunity arises, the District will post the opportunity by sending an email to all qualified teachers in the District.

Any qualified teacher who is interested in the home instruction opportunity that has been posted shall respond by email within twenty-four (24) hours of when the opportunity is first posted.

Teachers shall be assigned in the following manner from among those who responded to the posting:

- a. Teacher who teaches the same subject (student's teacher given preference);
- b. Teacher who is a member of the same department;
- c. Teacher who teaches the same grade;
- d. Teacher who is in the same building;
- e. Teacher from another building;
- f. Guidance Counselors and Psychologists;
- g. In each category set forth above, those teacher within a given category who have applied to be placed on the preferred list shall be given preference over another teacher in the same category who is not on the preferred list.

Assignments to home instruction shall be rotated starting with the most senior teacher in the applicable category after giving preference to those on the preferred list.

No teacher shall have more than one (1) student on home instruction at a time, unless there are no other teachers available.

Home instructors shall have the same responsibilities as a classroom teacher; e.g., tests, lesson plans, homework, etc.

2. Extra-Curricular Activities

All positions listed in Appendix B shall be made available in September to all teachers in the building in which activities will take place. Teachers will make application on standard forms.

These positions will be for their respective seasons. No teacher shall have more than one (1) of these positions, unless no other applicants are available.

3. Coaches

All vacant head coaching positions will be posted at least one (1) month prior to the start of that sport season. Teachers will make application on standard forms.

Applicants shall be reviewed by the athletic director, who will make final selection. All assistant coaching positions (junior varsity, freshman & junior high) shall be selected by the head coach of that sport. All applicants for assistant coaching positions shall use the standard application form. No head coach shall be selected as an assistant coach, unless no other equally qualified applicants are available.

Coaches shall be evaluated each season on the form attached hereto as Appendix K.

Section L - Additional Instructional Services

Teachers will be paid \$91.01 per hour during the 2022-23 2023-24 school years for Saturday School, Evening School, and Academic Intervention Services.

Effective July 1, 2024, any increases to the hourly rate set forth above shall be in accordance with Article XVI(H) (Extracurricular Activities/Stipends).

Section M – DASA Coordinator

Those unit members selected by the District to serve as DASA coordinators during the 2022-23 and/or 2023-24 school years shall receive a \$1,090.55 stipend for service of a full school year, paid in the second pay period in June and pro-rated for service of less than a full school year.

Effective July 1, 2024, any increases to the stipend set forth above shall be in accordance with Article XVI(H) (Extracurricular Activities/Stipends).

ARTICLE XVIII
GENERAL

Section A - Legal Aid

The Board agrees to provide all legal services for the purpose of defending teachers who are sued by students and/or their parents or guardians, from actions arising out of the course of employment.

A teacher who sues a child and/or parent or guardian for assault or vandalism of personal property, etc., arising out of course of employment will be reimbursed a fair amount for legal fees if the suit is upheld in court. The fair legal fee will be determined by the school attorney.

Section B - Policies Affecting Employment Conditions

Before the Board adopts a change in policy which affects teachers' terms and conditions of employment, the Board will notify the United Teachers in writing that it is considering such a change. The United Teachers will have the right to negotiate with the Board, provided that it files such a request with the Board within ten (10) days after receipt of the notice.

A copy of Board policies shall be given to the United Teachers' President.

Section C - Legal Precedence

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications will continue in full force and effect.

Section D - Printing of Contract

The contract will be printed at the expense of the District.

Section E - Duration of Contract

This contract shall be effective from July 1, 2022 until June 30, 2025.

ARTICLE XIX
SUMMER SCHOOL

Section A - Hiring

A teacher employed by the District who is qualified and certified for a summer school teaching position shall be hired before any outside candidate is hired unless he has failed to meet the standards established by the District for effective teaching in previous summer schools taught.

Teachers from outside the District shall be hired only if there are no William Floyd applicants who satisfy the conditions stated in paragraph one (1) above.

All openings for summer school teaching positions shall be posted in each building by May 15 of each school year. Notice of appointment shall be sent to applicants by June 1 of each school year. Such appointment may be withdrawn as late as the last day of student registration if there is insufficient enrollment.

When applications for summer school teaching positions exceed the number of available positions, the following criteria will be used to determine final appointments:

1. Area of certification.
2. Area of demonstrated competence/experience.
3. Length of service in the William Floyd summer school.
4. Length of service in the District.

Section B - Observations and Evaluations

Teachers may be observed a maximum of one (1) time during summer school. This observation, if performed, shall be at least thirty (30) minutes in duration and shall be followed, within five (5) working days, with a brief, written report of observation which shall be anecdotal in nature. The report shall summarize the lesson observed and offer recommendations and commendations as applicable. The teacher shall have the right to meet with the administrator to discuss the observation if he so desires.

If a teacher's overall performance during a particular summer school meets the standards established by the District for effective teaching, he shall be notified in writing in simple form by the end of the last week of summer school. If a teacher's overall performance does not meet these standards, he shall be given a brief, written anecdotal evaluation in simple form which summarizes his performance and offers recommendations and commendations as applicable.

Teachers shall be provided with copies of any documents maintained with their summer school records within five (5) working days of their filing.

Records related to summer school performance shall be maintained separately from a teacher’s regular records.

Section C - Class Size

Class size provisions for summer school shall be the same as those for the regular school year.

Section D - Employment Conditions

The summer school session shall consist of thirty (30) days of instruction, one (1) day for summer school final exams, and one (1) day for state Regents exams. Teachers will be required to attend an “orientation meeting” prior to the start of summer school. In addition, teachers may be required to attend up to two (2) faculty meetings during the summer session commencing at the end of the instructional day.

Teachers are responsible for grading all Regents exams written by their summer school students. Teachers shall be compensated \$8.47 per exam for grading “walk-in” Regents exams. Effective July 1, 2024, any increases to the exam rate set forth above shall be in accordance with Article XVI(H) (Extracurricular Activities/Stipends).

All grades are due in the summer school principal’s office within twenty four (24) hours after the completion of the last summer school exam.

Summer school teachers shall be given the same consideration for materials and supplies as in the regular school session. Summer school teachers shall have reasonable access to duplicating machines.

Summer school teachers shall be granted one (1) sick day each summer session which shall be cumulative to a maximum of two (2) days for any given summer session.

Section E - Salary (Summer School)

	Step	2022-2023	2023-24
One Class	1	\$2,490	\$2,490
	2	\$2,709	\$2,709
	3	\$2,926	\$2,926
Two Classes	1	\$4,982	\$4,982
	2	\$5,418	\$5,418
	3	\$5,847	\$5,847

*Teachers shall move up a step, to a maximum of three (3), for each year of previous experience in the William Floyd Summer School.

Effective July 1, 2024, any increases to the summer school class rates set forth in this subsection (E) shall be increased in accordance with Article XVI(H) Extracurricular Activities/Stipends).

Section F - Additional Summer Programs

Compensation for Summer Curriculum Development shall be at the hourly rate paid by BOCES II for its Summer Curriculum Development work, however, this rate shall not be reduced from one summer to the next. The workday for Summer Curriculum Development shall be five (5) hours.

Compensation for the Summer Theatre Arts Program and the Summer Music Program shall be at the same daily rate as Summer Curriculum Development, however, the workday shall be four (4) hours.

The Summer Music Coordinator shall be paid an additional stipend of \$639.80 for the 2022-23 and 2023-24 school years. Effective July 1, 2024, any increases to the stipend rate set forth above shall be in accordance with Article XVI(H) (Extracurricular Activities/Stipends).

ARTICLE XX
NO CHILD LEFT BEHIND ACT (NCLB)

The No Child Left Behind Act (or any subsequent, comparable Federal or State laws) requires corrective action for schools that are under performing and continuously fail to meet AYP (Adequate Yearly Progress). If a District school is designated as a School in Need of Improvement, School in Need of Corrective Action, School Requiring Adequate Progress, School Under Registration Review or any other designation determined by the State, a plan for corrective action must be developed. The District and the Association pledge to work cooperatively and collaboratively to remedy the root causes of an underperforming school. The parties understand that corrective actions may include solutions that might require changes in the terms and conditions of employment. The District and Association shall negotiate and agree to these changes prior to their implementation and said changes shall be added to this Agreement.

ARTICLE XXI
DISTANCE LEARNING

In an effort to reach the needs of all students and increase the number of rigorous and relevant course offerings, the parties agree that the District may initiate distance learning opportunities.

Distance learning course offerings may be made available when there is a specialized course that less than six (6) students are interested in and qualified to take.

ARTICLE XXII
REASONABLE SUSPICION DRUG TESTING

Section A - Training

To ensure the effective implementation of these procedures, the Superintendent of Schools, Assistant Superintendent for Human Resources, such other District Office administrators (which shall be limited to Assistant Superintendents) as selected by the District, and two (2) mutually designated Union observers will complete an education and training course in recognizing the signs of alcohol and/or substance abuse which is mutually agreed to by the parties. This training shall be done at least every three (3) years. If the Superintendent, Assistant Superintendent, designated District observers or the mutually designated Union observers are newly assigned to such role, then they shall complete the training as soon as is practical after the date of their designation. The enrollment costs of such training will be paid by the District. The training program will cover the effects of alcohol and/or controlled substance use on personal health, safety and the work environment. Behavioral changes that may indicate alcohol and/or controlled substance abuse will also be addressed. Documentation of attendance and completion of these training sessions will be maintained by the District.

Section B- Prohibited Conduct

1. No employee may be on duty if that employee is under the influence of alcohol or any non-prescribed controlled substance.
2. No employee may report for duty if he or she has used alcohol within three (3) hours of reporting for work.
3. No employee may be on duty if the employee has a blood alcohol concentration of 0.08 or greater.
4. No employee may use or possess any non-prescribed controlled substance or alcohol while on duty.
5. No employee shall refuse to submit to a drug or an alcohol test required under this policy or engage in any conduct that obstructs the proper and orderly administration of such tests. Any such obstruction and/or refusal shall constitute a violation of these rules of conduct.

Section C - Reasonable Suspicion

1. "Reasonable suspicion" is hereby defined by the parties as the following: a reasonable and articulable belief that the employee has recently used or is under the influence of a controlled substance or alcohol on the basis of specific, contemporaneous, physical and behavioral indicators of probable drug or alcohol use that are observed while an employee is on duty.

2. When there is reasonable suspicion based upon direct observation while an employee is on duty that an employee is acting in a manner indicating possible alcohol or drug use, that employee will be subject to testing. This direct observation must be documented and observed by at least one (1) District observer and one (1) Union observer, who all have received training as provided herein. The District observer will immediately contact a Union observer who shall immediately undertake direct observation of the employee's conduct and demeanor. The District observer, if not the Superintendent of Schools or Assistant Superintendent of Human Resources, must consult with either the Superintendent of Schools or Assistant Superintendent of Human Resources before implementing a test. If possible without causing undue delay, either the Assistant Superintendent or Superintendent, if present on the District campus, will also undertake direct observation of the employee's conduct and demeanor.
3. If the Union observer disputes or questions whether reasonable suspicion exists, it will not delay or prevent the employee from being tested, however questions and disputes from the Union observer and/or employee regarding whether reasonable suspicion existed to subject an employee to a test will be heard before an impartial hearing officer, who shall not be informed of the test results, prior to the District pursuing formal disciplinary charges. The impartial hearing officer assigned to determine whether reasonable suspicion existed to perform the test shall not be the same individual who is mutually selected by the parties to preside at any future disciplinary hearing. The impartial hearing officer shall be selected by the District from the list of individuals attached hereto as Exhibit A. In no event may a hearing officer listed on Exhibit A be selected by the District on two consecutive occasions. Requests for a hearing before an impartial hearing officer on whether reasonable suspicion existed to perform the test shall be delivered in writing by the employee to the Assistant Superintendent for Human Resources within seven (7) calendar days of being required to submit to a drug and/or alcohol test.
4. It is understood that any questioning of a member of the bargaining unit with regard to reasonable suspicion will be done outside of the classroom setting and not in front of either students or staff, excluding that of the union observer, to the maximum extent possible.
5. Should it be determined that an employee is to be sent for testing, the employee will not be required to return to duty that day following the test but will be paid for the remainder of the day. Where an employee is subjected to testing, the employee will not be returned to duty until the results of the test are received by the District, and then only if the results are negative. The employee will be paid during the interim with no charge to leave.

Section D - Testing Procedures

1. Urine sample collection will be done at a designated site(s) that has been mutually agreed upon by the Union and the District. The employee shall be accompanied at all times by a District observer during any travel necessary to get to the testing site. The site will provide at a

minimum privacy during urination, documentation of the chain of custody of the sample to be tested and the use of trained personnel. All samples collected will be divided into two separate containers (primary sample and the split sample) and sealed in a tamper-evident manner in the presence of the employee.

2. The samples collected will be sent to a laboratory that has been mutually agreed to between the Union and the District. The samples will be tested for controlled substances. The samples may also be tested for PH, specific gravity and signs of adulteration. Controlled Substances shall be defined as:
 - (i) any substance listed on Schedule I in 21 USCS § 812; and
 - (ii) marijuana, cocaine, amphetamines, opiates, PCP and their derivatives.

3. Testing Procedures

Drug testing will be done by means of urinalysis. Insofar as practical, the sample collection process shall be confidential with due regard for the dignity and privacy of the employee. However, samples shall be collected under the supervision of a monitor. There shall be no direct observation of giving of urine samples, unless there is a reason to believe that the sample may be tampered with, in which event direct observation shall be made by a person of the same gender as the employee giving the sample.

The sample shall be divided into two (2) aliquots. The employee shall provide a sufficient amount of the sample to allow for an initial screening, a confirmatory test, and for later testing if requested by the employee. In the event an insufficient sample is produced, the employee's ability to have a second test performed may be adversely impacted. The monitor shall mark and seal the specimen to preserve its chain of custody.

For drug testing, initial urinalysis testing shall be conducted by means of an enzyme multiplies immunoassay test (EMI). For those drugs for which NIDA standards exist, a test shall be deemed positive for the presence of drugs in accordance with such NIDA standards.

Alcohol testing may be accomplished by testing the employee's breath using an evidential breath testing device (EBT) which is listed in the conforming products list in the Federal Register. The EBT test will only be administered by a certified operator. The employee shall have the right to have such EBT test performed in the presence of a designated Union observer. When an EBT is used and the initial test produces a result of 0.08 blood alcohol concentration (BAC) or greater, a confirmation test will be administered. Before the confirmation test, a fifteen (15) minute waiting period will be observed. The purpose of the waiting period is to ensure that the presence of "mouth alcohol" or other substances does not artificially affect the test results.

The employee must identify, prior to any of the tests listed above, any medications that (s)he is taking and this information will be recorded on a form supplied by the testing lab.

4. Laboratory test results will be reported to the medical review officer (MRO), a designated laboratory physician knowledgeable in drug testing. Results will be reported to the District only after review by the MRO. Positive results will be investigated by the MRO or his/her designee who will determine if the positive test was caused by use of prescription medications in accordance with a valid doctor's prescription. Verification of opiate positives will follow Federal regulations under 49 CFR Part 40. If the MRO determines that the positive test was caused by the use of prescription medications in accordance with a valid doctor's prescription, the MRO will report the test to the District as a negative. Otherwise, the MRO shall report the test as positive to the District.
5. Split Sample Testing: In the event of a positive drug test the employee has the right to request that the split sample be sent to a different certified laboratory that has been mutually agreed to between the Union and the District for testing. Such a request must be delivered in writing to the Assistant Superintendent for Human Resources within seventy-two (72) hours of an employee's notification of a positive test result and all costs associated therewith shall be borne solely by the employee. If the test of the split sample fails to confirm the presence of the controlled substance ("negative"), then the first positive report will be cancelled unless the lab finds evidence of an adulterant in the specimen during the split specimen testing. At the District's discretion, the employee may be reassigned to home while awaiting the results of the split specimen. If assigned to home pending the results of the split sample test, the employee may utilize any accrued and unused sick and/or personal leave available to them. In the event the split sample test fails to confirm the presence of a controlled substance, any such leave time expended while assigned to home shall be restored to the employee, unless the lab finds evidence of an adulterant in the specimen during the split sample testing.

Section E - Consequences of a Positive Test

1. An employee who tests positive for a controlled substance without a valid prescription or tests positive for alcohol at a level of 0.08 or greater will be deemed to have violated this provision and shall be subject to the disciplinary terms that are prescribed herein. Any absences following the report of an initial positive result through and including the date on which the employee tests negative on a return to work test and/or the employee is cleared to return to work by the SAP, shall be charged to the employee's sick leave.
2. Notwithstanding possible disciplinary action, any employee who has tested positive for a controlled substance or alcohol will be required to test negative before the employee may return to work and/or be restored to the payroll.

3. Follow-up Testing: If unaccompanied by an act, event, or conduct that in and of itself would warrant discipline, an employee's first positive test result will result in the employee being required to enroll in an Employee Assistance Program approved by the District. If accompanied by an act, event, or conduct that in and of itself would warrant discipline, an employee's first positive test result may result in the employee being subjected to disciplinary action in accordance with the Education Law. An employee who tests positive for a controlled substance or alcohol on a follow-up test or subsequent test may be subject to disciplinary action up to and including discharge pursuant to the Educational Law.
4. The results of tests performed under this policy will be reported directly to the Superintendent and shall thereafter be maintained by the Assistant Superintendent for Human Resources in a confidential medical file. Such results shall not be disclosed to any third party except the Board of Education, the District's lawyers, and those District Office administrators deemed necessary by the Superintendent (which shall be limited to Assistant Superintendents). The test results will be kept confidential unless the employee elects to release the results or if the employee is subject to a disciplinary hearing and the employee requests a public hearing, or as otherwise required by law. Notwithstanding the above, the District shall in no way be precluded from utilizing the test results during any disciplinary hearing or related litigation.
5. An employee who refuses a test will be deemed to have violated this provision and will be treated as if he/she has tested positive on two separate occasions, allowing the District to pursue disciplinary charges, in accordance with applicable law, up to and including termination.
6. In order to be eligible to return to duty after a positive drug or alcohol test, an employee must undergo a return-to-duty test and achieve a negative result on such drug or alcohol test. The employee must complete the course of rehabilitation prescribed by the substance abuse professional (SAP), including any follow-up testing that is required. Failure to complete the course of rehabilitation prescribed by the SAP, including any follow up testing, will be treated as a second failed test. If there is a cost to complete the rehabilitation program, including any follow up tests required by the SAP, the employee shall bear the financial costs thereof that are not otherwise covered by health insurance.

Section F - Negative Results

Should an employee be subject to a drug or alcohol test by virtue of a determination made by the District that there was reasonable suspicion for such testing and the results of such test yield a negative result, all documentation and/or references to the events giving rise to the test shall be expunged from the District's records. Should a designated District Office administrator make a determination that reasonable suspicion exists to test in three (3) cases where the results are negative, other than where a test is reported as negative because the employee used prescription medications in accordance with a

valid doctor's prescription, they will no longer be eligible to make determinations as to reasonable suspicion.

Nothing set forth herein shall in any way be deemed a waiver of an employee's rights pursuant to Section 3020-a of the Education Law.

Exhibit A

Jaqueline Drucker
John Sands
Elliott Schriftman
Rosemary Townley
Arthur Reigel
Richard Gaba
Howard Edelman
Jeffrey Selchik
Robert Simmeljaer
Alan Viani
Dan Brent

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

9th day of October, 2024.

WILLIAM FLOYD SCHOOL DISTRICT

WILLIAM FLOYD UNITED TEACHERS

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

By [Signature]

Teachers' Salary Schedule 2022-2023 (New)

	Level	Level	Level	Level	Level	Level	Level	Level
	PHD	MA+75	MA+60	MA+45	MA+30	MA+15	MA	BA
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	30	30	30	30	30	30	30	30
1	76,325	74,971	73,617	70,347	67,889	65,371	62,894	56,159
2	77,355	76,001	74,647	70,347	68,919	66,401	63,924	57,188
3	79,414	78,061	76,707	70,347	70,980	68,460	65,985	59,249
4	81,475	80,120	78,766	70,347	73,039	70,520	68,044	61,308
5	88,035	86,594	85,151	82,285	79,540	76,847	73,944	66,458
6	90,236	88,759	87,279	84,344	81,529	78,768	75,793	68,119
7	92,492	90,978	89,461	86,451	83,567	80,737	77,687	69,822
8	94,805	93,254	91,698	88,613	85,656	82,757	79,629	71,567
9	97,174	95,583	93,990	90,829	87,797	84,825	81,619	73,356
10	99,604	97,973	96,340	93,099	89,993	86,946	83,661	75,190
11	102,094	100,424	98,748	95,427	92,242	89,119	85,751	77,070
12	104,647	102,934	101,217	97,813	94,548	91,347	87,896	78,997
13	107,262	105,507	103,748	100,259	96,910	93,631	90,094	80,972
14	109,944	108,144	106,341	102,764	99,335	95,972	92,346	82,996
15	112,693	110,847	109,000	105,333	101,817	98,372	94,654	85,071
16	115,510	114,340	111,724	107,967	104,363	100,830	97,021	87,198
17	118,398	117,409	114,517	110,666	106,971	103,352	99,447	89,379
18	121,359	119,372	117,381	113,433	109,646	105,935	101,932	91,612
19	124,391	121,531	120,315	116,268	112,387	108,583	104,481	93,903
20	126,880	125,414	123,324	119,176	115,197	111,297	107,093	96,250
21	129,418	128,551	126,407	122,154	118,077	114,080	109,770	98,656
22	132,005	131,121	128,934	125,208	121,029	116,363	112,514	101,123
23	134,646	133,742	131,513	127,713	123,450	118,689	114,764	103,650
24	137,339	136,418	134,143	130,266	125,918	121,063	117,060	106,242
25	140,085	139,147	136,827	132,871	128,436	123,484	119,402	108,898
26	142,887	141,930	139,563	135,530	131,006	125,955	121,790	108,898
27	145,744	144,769	142,354	138,241	133,626	128,473	124,226	108,898
28	148,660	147,663	145,201	141,006	136,298	131,042	126,710	108,898
29	151,632	150,617	148,105	143,825	139,024	133,663	129,244	108,898
30	154,665	153,629	151,067	146,702	141,804	136,336	131,829	108,898

Teachers' Salary Schedule 2022-2023 (Old)

	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
	PHD	MA+75	MA+60	MA+45	MA+30	MA+15	MA	BA+60	BA+30	BA+15	BA
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	28	28	28	28	28	28	28	28	28	28	28
1	76,645	75,286	73,927	70,643	68,175	65,645	63,158	63,158	59,498	56,861	54,895
2	79,485	78,115	76,748	73,723	71,065	68,479	65,920	65,920	62,305	59,665	57,583
3	82,322	80,945	79,565	76,804	73,956	71,308	68,679	68,679	65,111	62,472	60,271
4	85,365	83,947	82,536	79,718	76,924	74,242	71,467	71,467	67,993	65,260	62,758
5	88,404	86,958	85,509	82,631	79,874	77,169	74,254	74,254	70,872	68,048	65,242
6	91,556	90,084	88,617	85,699	82,880	80,083	77,091	77,091	73,700	70,862	68,041
7	94,706	93,217	91,722	88,768	85,873	82,993	79,922	79,922	76,533	73,670	70,838
8	97,858	96,347	94,827	91,834	88,865	85,905	82,756	82,756	79,361	76,482	73,632
9	101,010	99,473	97,937	94,904	91,857	88,817	85,589	85,589	82,191	79,294	76,431
10	104,158	102,599	101,037	97,974	94,849	91,722	88,419	88,419	85,020	82,102	79,225
11	107,217	105,617	104,019	101,073	98,002	94,792	91,367	91,367	87,890	84,782	81,631
12	110,275	108,635	106,997	104,170	101,155	97,864	94,316	94,316	90,767	87,469	84,034
13	113,339	111,656	109,972	107,268	104,309	100,936	97,259	97,259	93,644	90,153	86,436
14	116,491	114,769	113,045	110,390	107,414	104,107	100,289	100,289	96,518	92,541	88,931
15	119,641	117,874	116,112	113,512	110,516	107,283	103,318	103,318	99,393	94,926	91,421
16	120,664	118,895	117,119	114,534	111,527	108,273	104,273	104,273	100,344	95,832	92,288
17	121,690	119,909	118,122	115,552	112,533	109,268	105,226	105,226	101,294	96,739	93,158
18	122,713	120,921	119,125	116,575	113,542	110,260	106,184	106,184	102,243	97,645	94,028
19	124,246	122,442	120,635	118,108	115,055	111,743	107,619	107,619	103,669	99,005	95,331
20	129,065	127,244	125,421	122,916	119,850	113,232	109,054	109,054	105,093	100,366	96,635
21	130,090	128,261	126,427	123,937	120,858	114,226	110,009	110,009	106,044	101,270	97,502
22	131,117	129,275	127,435	124,958	121,868	115,217	110,966	110,966	106,996	102,660	98,372
23	132,139	130,291	128,437	125,980	122,877	116,212	111,925	111,925	107,946	103,082	99,242
24	133,672	131,811	129,943	127,511	124,388	117,698	113,361	113,361	109,374	104,446	100,544
25	135,214	133,333	131,454	129,040	125,901	119,185	114,794	114,794	110,794	105,806	101,852
26	135,214	133,333	131,454	129,040	125,901	119,185	114,794	114,794	110,794	105,806	101,852
27	135,214	133,333	131,454	129,040	125,901	119,185	114,794	114,794	110,794	105,806	101,852
28	135,214	133,333	131,454	129,040	125,901	119,185	114,794	114,794	110,794	105,806	101,852

Teachers' Salary Schedule 2023-2024 (New)

	Level	Level	Level	Level	Level	Level	Level	Level
	PHD	MA+75	MA+60	MA+45	MA+30	MA+15	MA	BA
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	30	30	30	30	30	30	30	30
1	77,439	76,066	74,692	71,374	68,880	66,325	63,812	56,979
2	78,484	77,111	75,737	71,374	69,925	67,370	64,857	58,023
3	80,573	79,201	77,827	71,374	72,016	69,460	66,948	60,114
4	82,665	81,290	79,916	71,374	74,105	71,550	69,037	62,203
5	89,320	87,858	86,394	83,486	80,701	77,969	75,024	67,428
6	91,553	90,055	88,553	85,575	82,719	79,918	76,900	69,114
7	93,842	92,306	90,767	87,713	84,787	81,916	78,821	70,841
8	96,189	94,616	93,037	89,907	86,907	83,965	80,792	72,612
9	98,593	96,979	95,362	92,155	89,079	86,063	82,811	74,427
10	101,058	99,403	97,747	94,458	91,307	88,215	84,882	76,288
11	103,585	101,890	100,190	96,820	93,589	90,420	87,003	78,195
12	106,175	104,437	102,695	99,241	95,928	92,681	89,179	80,150
13	108,828	107,047	105,263	101,723	98,325	94,998	91,409	82,154
14	111,549	109,723	107,894	104,264	100,785	97,373	93,694	84,208
15	114,338	112,465	110,591	106,871	103,304	99,808	96,036	86,313
16	117,196	116,009	113,355	109,543	105,887	102,302	98,438	88,471
17	120,127	119,123	116,189	112,282	108,533	104,861	100,899	90,684
18	123,131	121,115	119,095	115,089	111,247	107,482	103,420	92,950
19	126,207	123,305	122,072	117,966	114,028	110,168	106,006	95,274
20	128,732	127,245	125,125	120,916	116,879	112,922	108,657	97,655
21	131,308	130,428	128,253	123,937	119,801	115,746	111,373	100,096
22	133,932	133,035	130,816	127,036	122,796	118,062	114,157	102,599
23	136,612	135,695	133,433	129,578	125,252	120,422	116,440	105,163
24	139,344	138,410	136,101	132,168	127,756	122,831	118,769	107,793
25	142,130	141,179	138,825	134,811	130,311	125,287	121,145	110,488
26	144,973	144,002	141,601	137,509	132,919	127,794	123,568	110,488
27	147,872	146,883	144,432	140,259	135,577	130,349	126,040	110,488
28	150,830	149,819	147,321	143,065	138,288	132,955	128,560	110,488
29	153,846	152,816	150,267	145,925	141,054	135,614	131,131	110,488
30	156,923	155,872	153,273	148,844	143,874	138,327	133,754	110,488

Teachers' Salary Schedule 2023-2024 (Old)

	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
	PHD	MA+75	MA+60	MA+45	MA+30	MA+15	MA	BA+60	BA+30	BA+15	BA
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	28	28	28	28	28	28	28	28	28	28	28
1	77,764	76,385	75,006	71,674	69,170	66,603	64,080	64,080	60,367	57,691	55,696
2	80,645	79,255	77,869	74,799	72,103	69,479	66,882	66,882	63,215	60,536	58,424
3	83,524	82,127	80,727	77,925	75,036	72,349	69,682	69,682	66,062	63,384	61,151
4	86,611	85,173	83,741	80,882	78,047	75,326	72,510	72,510	68,986	66,213	63,674
5	89,695	88,228	86,757	83,837	81,040	78,296	75,338	75,338	71,907	69,042	66,195
6	92,893	91,399	89,911	86,950	84,090	81,252	78,217	78,217	74,776	71,897	69,034
7	96,089	94,578	93,061	90,064	87,127	84,205	81,089	81,089	77,650	74,746	71,872
8	99,287	97,754	96,211	93,175	90,162	87,159	83,964	83,964	80,520	77,599	74,707
9	102,485	100,925	99,367	96,290	93,198	90,114	86,839	86,839	83,391	80,452	77,547
10	105,679	104,097	102,512	99,404	96,234	93,061	89,710	89,710	86,261	83,301	80,382
11	108,782	107,159	105,538	102,549	99,433	96,176	92,701	92,701	89,173	86,020	82,823
12	111,885	110,221	108,559	105,691	102,632	99,293	95,693	95,693	92,092	88,746	85,261
13	114,994	113,286	111,578	108,834	105,832	102,410	98,679	98,679	95,011	91,469	87,698
14	118,192	116,445	114,695	112,002	108,982	105,627	101,753	101,753	97,927	93,892	90,229
15	121,388	119,595	117,807	115,169	112,130	108,849	104,826	104,826	100,844	96,312	92,756
16	122,426	120,631	118,829	116,206	113,155	109,854	105,795	105,795	101,809	97,231	93,635
17	123,467	121,660	119,847	117,239	114,176	110,863	106,762	106,762	102,773	98,151	94,518
18	124,505	122,686	120,864	118,277	115,200	111,870	107,734	107,734	103,736	99,071	95,401
19	126,060	124,230	122,396	119,832	116,735	113,374	109,190	109,190	105,183	100,450	96,723
20	130,949	129,102	127,252	124,711	121,600	114,885	110,646	110,646	106,627	101,831	98,046
21	131,989	130,134	128,273	125,746	122,623	115,894	111,615	111,615	107,592	102,749	98,926
22	133,031	131,162	129,296	126,782	123,647	116,899	112,586	112,586	108,558	104,159	99,808
23	134,068	132,193	130,312	127,819	124,671	117,909	113,559	113,559	109,522	104,587	100,691
24	135,624	133,735	131,840	129,373	126,204	119,416	115,016	115,016	110,971	105,971	102,012
25	137,188	135,280	133,373	130,924	127,739	120,925	116,470	116,470	112,412	107,351	103,339
26	137,188	135,280	133,373	130,924	127,739	120,925	116,470	116,470	112,412	107,351	103,339
27	137,188	135,280	133,373	130,924	127,739	120,925	116,470	116,470	112,412	107,351	103,339
28	137,188	135,280	133,373	130,924	127,739	120,925	116,470	116,470	112,412	107,351	103,339

Teachers' Salary Schedule 2024-2025 (New)

	Level	Level	Level	Level	Level	Level	Level	Level
	PHD	MA+75	MA+60	MA+45	MA+30	MA+15	MA	BA
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	30	30	30	30	30	30	30	30
1	78,694	77,298	75,902	72,530	69,996	67,399	64,846	57,902
2	79,755	78,360	76,964	72,530	71,058	68,461	65,908	58,963
3	81,878	80,484	79,088	72,530	73,183	70,585	68,033	61,088
4	84,004	82,607	81,211	72,530	75,306	72,709	70,155	63,211
5	90,767	89,281	87,794	84,838	82,008	79,232	76,239	68,520
6	93,036	91,514	89,988	86,961	84,059	81,213	78,146	70,234
7	95,362	93,801	92,237	89,134	86,161	83,243	80,098	71,989
8	97,747	96,149	94,544	91,363	88,315	85,325	82,101	73,788
9	100,190	98,550	96,907	93,648	90,522	87,457	84,153	75,633
10	102,695	101,013	99,331	95,988	92,786	89,644	86,257	77,524
11	105,263	103,541	101,813	98,388	95,105	91,885	88,412	79,462
12	107,895	106,129	104,359	100,849	97,482	94,182	90,624	81,448
13	110,591	108,781	106,968	103,371	99,918	96,537	92,890	83,485
14	113,356	111,501	109,642	105,953	102,418	98,950	95,212	85,572
15	116,190	114,287	112,383	108,602	104,978	101,425	97,592	87,711
16	119,095	117,888	115,191	111,318	107,602	103,959	100,033	89,904
17	122,073	121,053	118,071	114,101	110,291	106,560	102,534	92,153
18	125,126	123,077	121,024	116,953	113,049	109,223	105,095	94,456
19	128,252	125,303	124,050	119,877	115,875	111,953	107,723	96,817
20	130,817	129,306	127,152	122,875	118,772	114,751	110,417	99,237
21	133,435	132,541	130,331	125,945	121,742	117,621	113,177	101,718
22	136,102	135,190	132,935	129,094	124,785	119,975	116,006	104,261
23	138,825	137,893	135,595	131,677	127,281	122,373	118,326	106,867
24	141,601	140,652	138,306	134,309	129,826	124,821	120,693	109,539
25	144,433	143,466	141,074	136,995	132,422	127,317	123,108	112,278
26	147,322	146,335	143,895	139,737	135,072	129,864	125,570	112,278
27	150,268	149,263	146,772	142,531	137,773	132,461	128,082	112,278
28	153,273	152,246	149,708	145,383	140,528	135,109	130,643	112,278
29	156,338	155,292	152,701	148,289	143,339	137,811	133,255	112,278
30	159,465	158,397	155,756	151,255	146,205	140,568	135,921	112,278

Teachers' Salary Schedule 2024-2025 (Old)

	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level	Level
	PHD	MA+75	MA+60	MA+45	MA+30	MA+15	MA	BA+60	BA+30	BA+15	BA
	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps	# Steps
	28	28	28	28	28	28	28	28	28	28	28
1	79,024	77,622	76,221	72,835	70,291	67,682	65,118	65,118	61,345	58,626	56,598
2	81,951	80,539	79,130	76,011	73,271	70,605	67,965	67,965	64,239	61,517	59,370
3	84,877	83,457	82,035	79,187	76,252	73,521	70,811	70,811	67,132	64,411	62,142
4	88,014	86,553	85,098	82,192	79,311	76,546	73,685	73,685	70,104	67,286	64,706
5	91,148	89,657	88,162	85,195	82,353	79,564	76,558	76,558	73,072	70,160	67,267
6	94,398	92,880	91,368	88,359	85,452	82,568	79,484	79,484	75,987	73,062	70,152
7	97,646	96,110	94,569	91,523	88,538	85,569	82,403	82,403	78,908	75,957	73,036
8	100,895	99,338	97,770	94,684	91,623	88,571	85,324	85,324	81,824	78,856	75,917
9	104,145	102,560	100,977	97,850	94,708	91,574	88,246	88,246	84,742	81,755	78,803
10	107,391	105,783	104,173	101,014	97,793	94,569	91,163	91,163	87,658	84,650	81,684
11	110,544	108,895	107,248	104,210	101,044	97,734	94,203	94,203	90,618	87,414	84,165
12	113,698	112,007	110,318	107,403	104,295	100,902	97,243	97,243	93,584	90,184	86,642
13	116,857	115,121	113,386	110,597	107,546	104,069	100,278	100,278	96,550	92,951	89,119
14	120,107	118,331	116,553	113,816	110,748	107,338	103,401	103,401	99,513	95,413	91,691
15	123,354	121,532	119,715	117,035	113,947	110,612	106,524	106,524	102,478	97,872	94,259
16	124,409	122,585	120,754	118,089	114,988	111,634	107,509	107,509	103,458	98,806	95,152
17	125,467	123,631	121,789	119,138	116,026	112,659	108,492	108,492	104,438	99,741	96,049
18	126,522	124,674	122,822	120,193	117,066	113,682	109,479	109,479	105,417	100,676	96,946
19	128,102	126,243	124,379	121,773	118,626	115,211	110,959	110,959	106,887	102,077	98,290
20	133,070	131,193	129,313	126,731	123,570	116,746	112,438	112,438	108,354	103,481	99,634
21	134,127	132,242	130,351	127,783	124,609	117,771	113,423	113,423	109,335	104,414	100,529
22	135,186	133,287	131,391	128,836	125,650	118,793	114,410	114,410	110,317	105,846	101,425
23	136,240	134,335	132,423	129,890	126,691	119,819	115,399	115,399	111,296	106,281	102,322
24	137,821	135,902	133,976	131,469	128,249	121,351	116,879	116,879	112,769	107,688	103,665
25	139,410	137,472	135,534	133,045	129,808	122,884	118,357	118,357	114,233	109,090	105,013
26	139,410	137,472	135,534	133,045	129,808	122,884	118,357	118,357	114,233	109,090	105,013
27	139,410	137,472	135,534	133,045	129,808	122,884	118,357	118,357	114,233	109,090	105,013
28	139,410	137,472	135,534	133,045	129,808	122,884	118,357	118,357	114,233	109,090	105,013

EXTRA-CURRICULAR ACTIVITY STIPENDS

(Numbers in parenthesis indicate the number of advisors per club)

	2022-2023	2023-2324	2024-2025
INCREASE:	1%	0%	1%
HIGH SCHOOL			
Art Club (1)	\$3,090	\$3,090	\$3,121
Business Honor Society (1)	\$3,090	\$3,090	\$3,121
Business Service Club (2)	\$3,090	\$3,090	\$3,121
Chamber Choir (1)	\$3,090	\$3,090	\$3,121
Chamber Players (9th) (1)	\$3,090	\$3,090	\$3,121
Chamber Ensemble (1)	\$3,090	\$3,090	\$3,121
Chess Club (1)	\$2,403	\$2,403	\$2,427
Choir (<i>Select Choir</i>) - 9th Gr (1)	\$3,090	\$3,090	\$3,121
Choreographer (Musical) (1)	\$4,805	\$4,805	\$4,853
Class Advisors - 9th (2)	\$3,090	\$3,090	\$3,121
Costume (Fall Production) (1)	\$997	\$997	\$1,007
Costumes (Musical) (1)	\$2,059	\$2,059	\$2,080
DECA (1)	\$3,090	\$3,090	\$3,121
Environmental Club (1)	\$2,403	\$2,403	\$2,427
FBLA (1)	\$3,090	\$3,090	\$3,121
Fishing Club (1)	\$2,403	\$2,403	\$2,427
Flag Team (1)	\$3,090	\$3,090	\$3,121
Foreign Language Honor Society (1)	\$2,059	\$2,059	\$2,079
French Club (1)	\$2,403	\$2,403	\$2,427
Helping Hands (1)	\$2,403	\$2,403	\$2,427
Interact Club (1)	\$3,090	\$3,090	\$3,121
International Club (1)	\$3,090	\$3,090	\$3,121
Italian Club (1)	\$2,403	\$2,403	\$2,427
Jazz Band (1)	\$3,090	\$3,090	\$3,121
Jazz Choir (1)	\$3,090	\$3,090	\$3,121
Jazz Ensemble (1)	\$3,090	\$3,090	\$3,121
Junior Class (2)	\$3,090	\$3,090	\$3,121
Key Club (1)	\$3,090	\$3,090	\$3,121
Latin Dance (1)	\$3,090	\$3,090	\$3,121
LI Challenge (1)	\$2,199	\$2,199	\$2,221
LI Quiz Bowl (1)	\$2,058	\$2,058	\$2,078

Literary Magazine (2)	\$3,090	\$3,090	\$3,121
Make-up (Fall Production) [1]	\$515	\$515	\$520
Make-up [Musical] [1]	\$1,029	\$1,030	\$1,040
Marching Band Asst Director (11	\$3,090	\$3,090	\$3,121
Marching Band Director (1)	\$4,119	\$4,119	\$4,160
Math Club (1)	\$2,403	\$2,403	\$2,427
Math Club - 9th (1)	\$2,059	\$2,059	\$2,079
Math Honor Society [1]	\$2,059	\$2,059	\$2,079
Medical Club (1)	\$2,403	\$2,403	\$2,427
Mock Trial (1)	\$3,774	\$3,774	\$3,812
Mock Trial Asst (1)	\$2,403	\$2,403	\$2,427
Musical Director (1)	\$3,774	\$3,774	\$3,812
National Honor Society (2)	\$3,090	\$3,090	\$3,121
Natural Helpers (1)	\$3,090	\$3,090	\$3,121
Newspaper (1)	\$2,403	\$2,403	\$2,427
Photography Club (1)	\$2,403	\$2,403	\$2,427
Pit Band Director (1)	\$4,805	\$4,805	\$4,853
Props (Fall Production) [1]	\$515	\$515	\$520
Props (Musical) (1)	\$997	\$997	\$1,007
Rachel's Challenge (1)	\$2,403	\$2,403	\$2,427
Rehearsal Accompanist (1)	\$4,805	\$4,805	\$4,853
Renaissance (2)	\$3,774	\$3,774	\$3,812
Robotics (2)	\$4,805	\$4,805	\$4,853
Rockettes (1)	\$3,774	\$3,774	\$3,812
Rockettes (JV) (1)	\$2,969	\$2,999	\$3,029
Rockettes Assistant	\$3,090	\$3,090	\$3,121
SADD (1)	\$3,090	\$3,090	\$3,121
School Store (1)	\$3,774	\$3,774	\$3,812
Senior Class (2)	\$4,805	\$4,805	\$4,853
Set Construction (Fall Production) (1)	\$2,403	\$2,403	\$2,427
Set Design (Fall Production) (1)	\$2,403	\$2,403	\$2,427
Set Design (Musical) (1)	\$4,805	\$4,805	\$4,853
Sophomore Class (2)	\$3,090	\$3,090	\$3,121
Sound & Light Club (1)	\$3,090	\$3,090	\$3,121
Sound & Light (Fall Production) (1)	\$1,888	\$1,888	\$1,906
Sound & Light (Musical) (1)	\$3,774	\$3,774	\$3,812
Spanish (1)	\$3,090	\$3,090	\$3,121
Stage Director (Fall Production) (1)	\$5,834	\$5,834	\$5,892
Stage Director (Musical) (1)	\$4,361	\$4,361	\$4,405

Step Squad (1)	\$3,090	\$3,090	\$3,121
Student Government (2)	\$4,805	\$4,805	\$4,853
Treasurer (1)	\$5,834	\$7,500	\$7,575
Tri-M Music Honor Society (1)	\$2,059	\$2,059	\$2,079
Video Club (1)	\$2,403	\$2,403	\$2,427
Vocal Ensemble (1)	\$3,090	\$3,090	\$3,121
Writer's Coach (Newspaper) (1)	\$2,403	\$2,403	\$2,427
Yearbook (2)	\$5,834	\$5,834	\$5,892
Youth & Government (2)	\$4,805	\$4,805	\$4,853
Youth & Government Asst (1)	\$2,403	\$2,403	\$2,427
Middle School	2022-2023	2023-2024	2024-2025
Art Club (1)	\$2,403	\$2,403	\$2,427
Chamber Ensemble (1)	\$2,403	\$2,403	\$2,427
Chess (1)	\$2,059	\$2,059	\$2,079
Class Advisor - 6th (1)	\$2,403	\$2,403	\$2,427
Class Advisor - 7th (1)	\$2,403	\$2,403	\$2,427
Class Advisor - 8th (1)	\$2,403	\$2,403	\$2,427
Coding Club	\$2,059	\$2,059	\$2,079
Coffee House Club (1)	\$2,059	\$2,059	\$2,079
Costume/Make-up	\$756	\$756	\$764
Drama Club (1)	\$3,090	\$3,090	\$3,121
Environmental Club (1)	\$2,059	\$2,059	\$2,079
Fishing Club (1)	\$2,059	\$2,059	\$2,079
Fitness Club (1)	\$2,059	\$2,059	\$2,079
Garden Club	\$2,059	\$2,059	\$2,079
Guitar Club	\$2,059	\$2,059	\$2,079
Home & Career (1)	\$2,059	\$2,059	\$2,079
Interact (1)	\$2,403	\$2,403	\$2,427
Internet (11	\$2,403	\$2,403	\$2,427
Italian (1)	\$2,059	\$2,059	\$2,079
Jazz Band (1)	\$3,090	\$3,090	\$3,121
Kickline (1)	\$2,403	\$2,403	\$2,427
Literary Magazine (1)	\$2,403	\$2,403	\$2,427
Math Club - 7th (1)	\$2,059	\$2,059	\$2,079
Math Club - 8th (1)	\$2,059	\$2,059	\$2,079

Math Olympiads - 6th (1)	\$2,403	\$2,403	\$2,427
Mock Trial (1)	\$3,627	\$3,663	\$3,700
Musical Director (1)	\$2,094	\$2,094	\$2,115
National Honor Society (2)	\$3,090	\$3,090	\$3,121
Newspaper (1)	\$3,090	\$3,090	\$3,121
Peace Project (1)	\$2,059	\$2,059	\$2,079
Props (1)	\$249	\$249	\$252
Robotics (1)	\$2,059	\$2,059	\$2,079
SADD (1)	\$2,059	\$2,059	\$2,079
Science/MST (1)	\$2,059	\$2,059	\$2,079
Science Research	\$2,059	\$2,059	\$2,079
Set Construction (1)	\$1,201	\$1,201	\$1,213
Set Design (1)	\$1,201	\$1,201	\$1,213
Show Choir (1)	\$3,090	\$3,090	\$3,121
Sound & Light (1)	\$945	\$945	\$954
Spanish (1)	\$2,059	\$2,059	\$2,079
Stage Director (1)	\$2,403	\$2,403	\$2,427
Step Squad (1)	\$2,403	\$2,403	\$2,427
Student Council (1)	\$3,774	\$3,774	\$3,812
Table Tennis (1)	\$2,059	\$2,059	\$2,079
Treasurer (1)	\$3,090	\$3,090	\$3,121
Woodworking (1)	\$2,059	\$2,059	\$2,079
Yearbook (1)	\$3,774	\$3,774	\$3,812
K-5	2022-2023	2023-2024	2024-2025
A/V Building Specialist (1)	\$1,543	\$1,543	\$1,558
All District Music Festival - Band Conductor (1)	\$1,374	\$1,374	\$1,388
All District Music Festival - Orchestra Conductor (1)	\$1,374	\$1,374	\$1,388
All District Music Festival - Chorus Conductor (1)	\$1,374	\$1,374	\$1,388
All District Music Festival - Chair Person - Band (1)	\$686	\$686	\$693
All District Music Festival - Chair Person - Orchestra (1)	\$686	\$686	\$693
All District Music Festival - Chair Person - Chorus (1)	\$686	\$693	\$700

Art Club (1)	\$1,888	\$1,888	\$1,906
Elementary Clubs (per hour) (1)	\$64.36	\$64.36	\$65
Intramurals (per hour) (1)	\$64.36	\$64.36	\$65
Math Olympiad (1 per building)	\$2,403	\$2,403	\$2,427
Science Mentor	\$3,144	\$3,175	\$3,207
Student Council (1)	\$2,403	\$2,403	\$2,427
Treasurer (1)	\$4,723	\$4,723	\$4,770
Yearbook (1)	\$2,059	\$2,059	\$2,079
Miscellaneous	2022-2023	2023-2024	2024-2025
AIS (per hour)	\$91.01	\$91.01	\$91.92
After School Regents Support (per hour)	\$91.01	\$91.01	\$91.92
Ambassadors (per hour)	\$52.04	\$52.04	\$52.56
AT Evaluator (per hour)	\$56.31	\$56.31	\$56.87
Attendance Mentor (High School)	\$1040 half year/ \$2080 full year	\$1040 half year/ \$2080 full year	\$1050 half year/ \$2090 full year
Camp Program- Summer Head Coach	\$41.62	\$41.62	\$42.04
Camp Program - Summer Varsity Assistant Coach (per hour)	\$26.02	\$26.02	\$26.28
Chaperoning (Double Event or Game)	\$103.36	\$103.36	\$104.39
Chaperoning (Single Event or Game)	\$183.69	\$183.69	\$185.53
CII (Teacher) (per hour)	\$74.68	\$74.68	\$75.43
CII Social Worker (per hour)	\$74.68	\$74.68	\$75.43
Class Coverage (per class)	\$51.98	\$51.98	\$52.50
College board Testing Coordinator	\$3,642	\$3,642	\$3,678.53
Credit Recovery (per hour)	\$53.08	\$53.08	\$53.61
Curriculum Writing (per hour)	\$36.42	\$36.42	\$36.78
DASA Coordinator (pro-rated for service less than a school year)	\$1,090.55	\$1,090.55	\$1,101.46
Dean of Student Supports (Elementary)	\$3,121.81	\$3,121.81	\$3,153.03
Detention (per hour)	\$49.60	\$49.60	\$50.10
Driver Education (per hour)	\$56.31	\$56.31	\$56.87
Floyd Academy Stipend (per class)	\$72.84	\$72.84	\$73.57
Homework Clinic (Middle School) (per hour)	\$59.32	\$59.32	\$59.91
Home Instruction (per hour)	\$56.31	\$56.31	\$56.87

Intramurals (per period)	\$64.36	\$64.36	\$65.00
Kindergarten Screening (per hour)	\$46.82	\$46.82	\$47.29
Lab Recovery (per hour)	\$91.01	\$91.01	\$91.92
Lead Chaperone Fine Arts	\$1,371	\$1,371	\$1,385
Lead Supervisor for Athletic Events	\$4,005	\$4,005	\$4,045
Literacy Collaboration (per hour)	\$85.65	\$85.65	\$86.51
Master Schedule Technician1 (per hour) ¹	\$51.98	\$51.98	\$52.50
Meet Teacher Night (per hour)	\$52.04	\$52.04	\$52.56
Mentor Teacher for New Teacher	\$1040 half year/\$2080 full year	\$1040 half year/\$2080 full year	\$1040 half year/\$2080 full year
Mentor Teacher for Perm Subs. (for 26 hrs. full school year; pro-rated less than full school year)	\$1,040	\$1,040	\$1,050.40
Museum Curator (per hour)	\$5,203	\$5,203	\$5,254.54
Music Dept Activities (per hour)	\$64.36	\$64.36	\$65.00
NTI Teacher Payment	Teacher Center Rate	Teacher Center Rate	Teacher Center Rate
Parent Trainer (per hour)	\$91.01	\$91.01	\$91.92
Photographer (Double Header)	\$137.77	\$137.77	\$139.15
Professional Development Workshop Facilitator (per hour)	\$52.04	\$52.04	\$52.56
PSAT/SAT	Up to 4 hrs: \$103.36	Up to 4 hrs: \$103.36	Up to 4 hrs: \$104.39
	More than 4 hrs: \$183.69	More than 4 hrs: \$183.69	More than 4 hrs: \$185.53
Psychologist (10 CSE Meetings)	\$640.71	\$640.71	\$ 647.12
Regents (per hour)	\$91.01	\$91.01	\$ 91.92
Regents Grading (during summer)	\$47.86	\$47.86	\$ 48.34
Science and Advanced Placement Stipend	28 periods - \$6,243.63 27 periods - \$3,153.03	28 periods - \$6,243.63 27 periods - \$3,153.03	28 periods-\$6,306.07 27 periods-\$3,184.56
Score Keeper (Double Game)	\$137.77	\$137.77	\$139.15
Score Keeper (Single Game)	\$91.89	\$91.89	\$92.81
Split Class Coverage	\$26 half day, \$52 full day	\$26 half day, \$52 full day	\$26.26 half day, \$52.52 full day
STEP Program	\$2,402.34	\$2,402.34	2426.36

¹ The work performed by the Master Schedule Technician may, in the sole discretion of the District, be unilaterally assigned to an administrator, regardless of whether the Teachers have exclusively performed such work.

Summer CSE	Daily Rate	Daily Rate	Daily Rate
Summer Music Instruction (per hour)	\$50.25	\$50.25	50.75
Summer School Music Coordinator	\$639.80	\$639.80	646.2
Superintendent's Conference Day (Honorarium per day)	\$100	\$100	\$101
Time Keeper (Double Game)	\$137.77	\$137.77	\$139.15
Time Keeper (Single Game)	\$91.89	\$91.89	\$92.81
Work based Instructor (per hour)	\$56.31	\$56.31	\$56.87

*Such as SCMEA, NYSSMA festivals, all state festivals, other instrumental and vocal festivals and/or competitions, festival/competition accompanist, and any additional marching band performances during the school year, etc.

For budgetary reasons or lack of student interest, the positions listed in Appendix B above may not necessarily be filled each year. In addition, teachers who are selected by the District to supervise a club listed in Appendix B shall be paid one-half of the annual stipend set forth above, if the club runs for only one-half of the school year.

**Two other chaperoning opportunities will be posted in a way so that a person applying must agree to attend all events.

***** Any additional increases shall be governed by Article XVI(H)(Extracurricular Activities/Stipends).**

Longevity

A. Any teacher who has served as an advisor for the same extra-curricular activity continuously for five (5) years shall receive a longevity bonus above their advisor stipend for each subsequent year he advised that activity continuously.

B. Any teacher who has served as an advisor for the same extra-curricular activity continuously for ten (10) years shall receive a longevity bonus above their advisor stipend for each subsequent year he advised that activity continuously.

C. For purposes of the longevity payment set forth in this section only, service as a class advisor for the 6th, 7th, 8th, 9th, 10th, 11th, or 12th grade classes shall be considered service in the "same extra-curricular activity."

	2022-2023		2023-2024		2024-2025	
Clubs	5 Years	10 Years	5 Years	10 Years	5 Years	10 Years
High School	\$366.49	\$732.96	\$366.49	\$732.96	\$370.15	\$740.29
Middle School	\$237.28	\$475.72	\$237.28	\$475.72	\$239.65	\$480.48
Elementary	\$237.28	\$475.72	\$237.28	\$475.72	\$239.65	\$480.48

***Any additional increases shall be governed by Article XVI(H)(Extracurricular Activities/Stipends).**

Effective September 1, 2022, the following criteria shall be applied to determine whether a unit member's service is "continuous" for purposes of eligibility for longevity:

- If a unit member does not re-apply for the position and/or does not serve in the position because they are on a leave of absence, their failure to serve in the position will be considered a break in service.
- If the District decides not to run a club, activity or sport, the failure to serve in the previously held position that school year will not be considered a break in service.
- If the District selects another individual for the position resulting in the unit member not serving in the position, that will be considered a break in service.
- A failure to serve in a previously held position during the Spring of 2020 because a club, activity or sport was not run due to Covid, will not count as a break in service.
- A failure to serve in a previously held position during the 2021-22 school year because the unit member was on an approved Covid leave will not count as a break in service.

APPENDIX C

COACHES	2022-2023	2023-2024	2024-2025
INCREASE:	1%	0%	1%
BASEBALL			
Baseball - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Baseball - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Baseball - Head JV (1)	\$5,476	\$5,476	\$5,530
Baseball - Asst Head JV (1)	\$4,326	\$4,326	\$4,369
Baseball - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Baseball - Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985
Baseball - Middle School Assistant (1) (PACA)	\$3,122	\$3,122	\$3,153
Baseball - Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
Baseball - Middle School Assistant (1) (WFMS)	\$3,122	\$3,122	\$3,153
BASKETBALL (Boys)			
Basketball - Head Varsity (1)	\$9,207	\$9,207	\$9,299
Basketball - Varsity Asst (2)	\$6,619	\$6,619	\$6,685
Basketball - Head JV (1)	\$5,883	\$5,883	\$5,941
Basketball - Asst Head JV (1)	\$4,648	\$4,648	\$4,695
Basketball - Head Freshman (1)	\$4,686	\$4,686	\$4,733
Basketball - Head Middle School (1) (PACA)	\$4,258	\$4,258	\$4,301
Basketball - Head Middle School (1) (WFMS)	\$4,258	\$4,258	\$4,301
Basketball- Unified Basketball Coach (1) (PACA)	\$4,258	\$4,258	\$4,301
Basketball - Unified Basketball Coach (1) (WFMS)	\$4,258	\$4,258	\$4,301
BASKETBALL – Girls			
Basketball - Head Varsity (1)	\$9,207	\$9,207	\$9,299
Basketball - Varsity Asst (2)	\$6,619	\$6,619	\$6,685
Basketball - Head JV (1)	\$5,883	\$5,883	\$5,941
Basketball - Asst Head JV (1)	\$4,648	\$4,648	\$4,695
Basketball - Head Freshman (1)	\$4,686	\$4,686	\$4,733
Basketball - Head Middle School (1) (PACA)	\$4,258	\$4,258	\$4,301
Basketball - Head Middle School (1) (WFMS)	\$4,258	\$4,258	\$4,301
BOWLING			
Bowling - Head Varsity (1)	\$5,260	\$5,260	\$5,313
Bowling - Asst Head Varsity (1)	\$4,155	\$4,155	\$4,197
CHEERLEADING (2 Seasons)			
Cheerleading - Head Varsity (1)	\$3,774	\$3,774	\$3,812
Cheerleading - Varsity Assistant (1)	\$3,122	\$3,122	\$3,153
Cheerleading - Head JV (1)	\$3,435	\$3,435	\$3,469
Cheerleading - JV Assistant (2)	\$3,122	\$3,122	\$3,153
Cheerleading - Head Middle School (1) (PACA)	\$2,403	\$2,403	\$2,427
Cheerleading - Middle School Assistant (1) (PACA)	\$2,081	\$2,081	\$2,102
Cheerleading- Head Middle School (1) (WFMS)	\$2,403	\$2,403	\$2,427
Cheerleading - Middle School Assistant (1) (WFMS)	\$2,081	\$2,081	\$2,102
CROSS COUNTRY (Boys)			

Cross Country - Head Varsity (1)	\$8,145	\$8,145	\$8,226
Cross Country- Varsity Asst (1)	\$5,703	\$5,703	\$5,760
Cross Country - Head JV (1)	\$5,189	\$5,189	\$5,241
Cross Country - JV Asst (1)	\$4,100	\$4,100	\$4,141
Cross Country - Middle School (1) (PACA)	\$3,758	\$3,758	\$3,795
Cross Country - Middle School (1) (WFMS)	\$3,758	\$3,758	\$3,795
CROSS COUNTRY (Girls)			
Cross Country - Head Varsity (1)	\$8,145	\$8,145	\$8,226
Cross Country - Varsity Asst (1)	\$5,703	\$5,703	\$5,760
Cross Country - Head JV (1)	\$5,189	\$5,189	\$5,241
Cross Country - JV Assistant (1)	\$4,100	\$4,100	\$4,141
Cross Country- Head Middle School (PACA)	\$3,758	\$3,758	\$3,795
Cross Country - Head Middle School (WFMS)	\$3,758	\$3,758	\$3,795
FIELD HOCKEY			
Field Hockey - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Field Hockey - Varsity Asst (1)	\$6,005	\$6,005	\$6,065
Field Hockey - Head JV (1)	\$5,476	\$5,476	\$5,530
Field Hockey - JV Assistant (1)	\$4,341	\$4,341	\$4,385
Field Hockey - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Field Hockey - Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985
Field Hockey - Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
FLAG FOOTBALL			
Flag Football – Head Varsity (1)	\$7,015	\$7,015	\$7,085
Flag Football – Varsity Assistant (1)	\$5,412	\$5,412	\$5,466
FOOTBALL			
Football - Head Varsity (1)	\$9,671	\$9,671	\$9,768
Football - Varsity Asst (4)	\$6,619	\$6,619	\$6,685
Football - Head JV (1)	\$6,043	\$6,043	\$6,103
Football - JV Asst (2)	\$4,823	\$4,823	\$4,871
Football - Head Freshman (3)	\$4,823	\$4,823	\$4,871
Football- Head Middle School (2) (PACA)	\$4,384	\$4,384	\$4,428
Football - Middle School Assistant (1) (PACA)	\$4,162	\$4,162	\$4,204
Football - Head Middle School (2) (WFMS)	\$4,384	\$4,384	\$4,428
Football - Middle School Assistant (1) (WFMS)	\$4,162	\$4,162	\$4,204
GOLF			
Golf- Head Varsity (1)	\$5,260	\$5,260	\$5,313
Golf - Head JV (1)	\$4,447	\$4,447	\$4,491
GYMNASTICS			
Gymnastics - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Gymnastics - Varsity Asst (1)	\$6,005	\$6,005	\$6,065
Gymnastics - Head JV (1)	\$5,476	\$5,476	\$5,530
Gymnastics - JV Assistant (1)	\$4,341	\$4,341	\$4,385
Gymnastics - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Gymnastics Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985
Gymnastics - Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
LACROSSE (Boys)			

Lacrosse - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Lacrosse - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Lacrosse - Head JV (1)	\$5,476	\$5,476	\$5,530
Lacrosse - JV Assistant (1)	\$4,341	\$4,341	\$4,385
Lacrosse - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Lacrosse - Head Middle School (2) [PACA]	\$3,946	\$3,946	\$3,985
Lacrosse - Middle School Assistant (1) (PACA)	\$3,122	\$3,122	\$3,153
Lacrosse - Head Middle School (2) (WFMS)	\$3,946	\$3,946	\$3,985
Lacrosse - Middle School Assistant (1) (WFMS)	\$3,122	\$3,122	\$3,153
LACROSSE (Girls)			
Lacrosse - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Lacrosse - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Lacrosse - Head JV (1)	\$5,476	\$5,476	\$5,530
Lacrosse - JV Assistant (1)	\$4,341	\$4,341	\$4,385
Lacrosse - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Lacrosse - Head Middle School (2) (PACA)	\$3,946	\$3,946	\$3,985
Lacrosse - Middle School Assistant (1) (PACA)	\$3,122	\$3,122	\$3,153
Lacrosse - Head Middle School (2) (WFMS)	\$3,946	\$3,946	\$3,985
Lacrosse - Middle School Assistant (1) (WFMS)	\$3,122	\$3,122	\$3,153
SOCCER (Boys)			
Soccer- Head Varsity (1)	\$7,891	\$7,891	\$7,970
Soccer - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Soccer - Head JV (1)	\$5,476	\$5,476	\$5,530
Soccer - Asst JV (2)	\$4,341	\$4,341	\$4,385
Soccer - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Soccer- Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985
Soccer- Middle School Assistant (1) (PACA)	\$3,122	\$3,122	\$3,153
Soccer - Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
Soccer - Middle School Assistant (1) (WFMS)	\$3,122	\$3,122	\$3,153
SOCCER (Girls)			
Soccer - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Soccer - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Soccer - Head JV (1)	\$5,476	\$5,476	\$5,530
Soccer - Asst JV (2)	\$4,341	\$4,341	\$4,385
Soccer- Head Freshman (1)	\$4,341	\$4,341	\$4,385
Soccer - Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985
Soccer - Middle School Assistant (1) (PACA)	\$3,122	\$3,122	\$3,153
Soccer - Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
Soccer - Middle School Assistant (1) (WFMS)	\$3,122	\$3,122	\$3,153
SOFTBALL			
Softball - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Softball - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Softball - Head JV (1)	\$5,476	\$5,476	\$5,530
Softball - Asst JV (1)	\$4,341	\$4,341	\$4,385
Softball - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Softball - Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985

Softball - Middle School Assistant (1) (PACA)	\$3,122	\$3,122	\$3,153
Softball - Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
Softball - Middle School Assistant (1) (WFMS)	\$3,122	\$3,122	\$3,153
SPRING TRACK (Boys)			
Spring Track- Head Varsity (1)	\$7,891	\$7,891	\$7,970
Spring Track - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Spring Track - Head JV (1)	\$5,476	\$5,476	\$5,530
Spring Track - Asst JV (2)	\$4,341	\$4,341	\$4,385
Spring Track- Head Middle School (2) (PACA)	\$3,946	\$3,946	\$3,985
Spring Trach - Head Middle School (2) (WFMS)	\$3,946	\$3,946	\$3,985
SPRING TRACK (Girls)			
Spring Track - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Spring Tack- Varsity Asst (2)	\$6,005	\$6,005	\$6,065
Spring Track- Head JV (1)	\$5,476	\$5,476	\$5,530
Spring Track - Asst JV (2)	\$4,341	\$4,341	\$4,385
Spring Track - Head Middle School (2) (PACA)	\$3,946	\$3,946	\$3,985
Spring Track - Head Middle School (2) (WFMS)	\$3,946	\$3,946	\$3,985
STRENGTH & CONDITIONING (3 Seasons)			
Strength and conditioning - Head (1)	\$4,682/season	\$4,682/season	\$4,729/season
SWIMMING (Boys)			
Swimming - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Swimming - Varsity Asst (1)	\$6,005	\$6,005	\$6,065
SWIMMING (Girls)			
Swimming - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Swimming - Varsity Asst (2)	\$6,005	\$6,005	\$6,065
TENNIS (Boys)			
Tennis - Head Varsity (1)	\$7,015	\$7,015	\$7,085
Tennis - Varsity Asst (1)	\$5,412	\$5,412	\$5,466
Tennis - Head JV (1)	\$4,906	\$4,906	\$4,966
Tennis - JV Assistant (1)	\$4,162	\$4,162	\$4,204
Tennis - Head Freshman (1)	\$3,856	\$3,856	\$3,895
Tennis - Head Middle School (1) (PACA)	\$3,509	\$3,509	\$3,544
Tennis - Head Middle School (1) (WFMS)	\$3,509	\$3,509	\$3,544
TENNIS (Girls)			
Tennis - Head Varsity (1)	\$7,015	\$7,015	\$7,085
Tennis - Varsity Asst (1)	\$5,412	\$5,412	\$5,466
Tennis - Head JV (1)	\$4,906	\$4,906	\$4,966
Tennis - JV Assistant (1)	\$4,162	\$4,162	\$4,204
Tennis - Head Freshman (1)	\$3,856	\$3,856	\$3,895
Tennis -Head Middle School (1) (PACA)	\$3,509	\$3,509	\$3,544
Tennis - Head Middle School (1) (WFMS)	\$3,509	\$3,509	\$3,544
VOLLEYBALL			
Volleyball - Head Varsity (1)	\$7,891	\$7,891	\$7,970
Volleyball - Varsity Asst (1)	\$6,005	\$6,005	\$6,065
Volleyball - Head JV (1)	\$5,476	\$5,476	\$5,530

Volleyball - JV Assistant (1)	\$4,341	\$4,341	\$4,385
Volleyball - Head Freshman (1)	\$4,341	\$4,341	\$4,385
Volleyball - Head Middle School (1) (PACA)	\$3,946	\$3,946	\$3,985
Volleyball- Head Middle School (1) (WFMS)	\$3,946	\$3,946	\$3,985
WINTER TRACK (Boys)			
Winter Track - Head Varsity (1)	\$8,145	\$8,145	\$8,226
Winter Track - Varsity Asst (1)	\$5,703	\$5,703	\$5,760
Winter Track - Head JV (1)	\$5,189	\$5,189	\$5,241
Winter Track - JV Asst (1)	\$4,100	\$4,100	\$4,141
WINTER TRACK (Girls)			
Winter Track- Head Varsity (1)	\$8,145	\$8,145	\$8,226
Winter Track - Varsity Asst (1)	\$5,703	\$5,703	\$5,760
Winter Track - Head JV (1)	\$5,189	\$5,189	\$5,241
Winter Track - JV Assistant (1)	\$4,100	\$4,100	\$4,141
WRESTLING			
Wrestling - Head Varsity (1)	\$9,207	\$9,207	\$9,299
Wrestling - Varsity Asst (3)	\$7,273	\$7,273	\$7,346
Wrestling - Head JV (1)	\$5,883	\$5,883	\$5,941
Wrestling - JV Assistant (1)	\$4,162	\$4,162	\$4,204
Wrestling - Head Freshman (1)	\$4,686	\$4,686	\$4,733
Wrestling - Head Middle School (2) (PACA)	\$4,258	\$4,258	\$4,301
Wrestling - Head Middle School (2) (WFMS)	\$4,258	\$4,258	\$4,301

** Any additional increases shall be governed by Article XVI (H) (Extracurricular Activities/Stipends).

For budgetary reasons or lack of student interest, the positions listed in Appendix C above may not necessarily be filled each year.

Salaries for these positions will be paid if positions are filled.

Coaches shall be compensated for post-season playoff and championship competition at the rate of one and one-quarter (1.25%) percent of their coaching stipend for each day of practice and one and one-half (1.5%) percent of their coaching stipend for each game or meet. A coach of cross country or winter track shall receive a minimum of ten (10%) percent of his coaching stipend, even if his practices/games/meets do not total that amount, if his team or any individual member of that team competes at the statewide level of postseason playoff and championship competition.

A coach of a team that qualifies for post-season play shall be compensated for such time at the conclusion of his/her season.

It is understood that coaches of girls' teams will maintain parity in salary with coaches of boys' teams only if their teams are comparable in length of seasons, number of contests, number of scrimmages, number of practices, length of practice seasons and number of team members.

The Board shall pay the expenses (including fees, meals, lodging, transportation and registration fees)

incurred by varsity head coaches in attending coaching clinics and other professional improvement sessions approved by the Superintendent of Schools and limited one (1) per year per sport. Other coaches shall receive reimbursement of fees and District expenses for meals and mileage incurred while attending such clinics and other professional improvement sessions in Nassau and Suffolk Counties.

Coaches will have an option to either have their salary paid in installments or at the end of the season.

Varsity, Junior Varsity and freshman level coaches shall be paid in six (6) equal amounts. Coaches of Junior High teams shall be paid in five (5) equal amounts. These payments will include regular season stipends and longevity. Payments will begin within three (3) weeks of the start of the season.

A coach can opt to receive one (1) payment at the conclusion of the season only if he/she requests it in writing prior to the beginning of the season.

Longevity:

- A. Any coach who has coached the same sport continuously for five (5) years shall receive a longevity bonus above their coaching stipend for each subsequent year he coaches that sport continuously.
- B. Any coach who has coached the same sport continuously for ten (10) years shall receive a longevity bonus above their coaching stipend for each subsequent year he coaches that sport continuously.

Longevity shall be as follows:

	2022-2023		2023-2024		2024-2025	
	5 Years	10 Years	5 Years	10 Years	5 Years	10 Years
Head <u>Varsity</u>						
Football	\$379	\$756	\$379	\$756	\$383	\$764
Basketball and Wrestling	\$359	\$720	\$359	\$720	\$363	\$727
Baseball, Softball, Volleyball	\$343	\$684	\$343	\$684	\$346	\$691
Soccer, Spring Track, Field Hockey	\$343	\$684	\$343	\$684	\$346	\$691
Gymnastics, Cheerleading, Lacrosse and Swimming	\$343	\$684	\$343	\$684	\$346	\$691
Cross Country and Winter Track	\$320	\$644	\$320	\$644	\$323	\$650
Tennis	\$303	\$611	\$303	\$611	\$306	\$617
Bowling and Golf	\$227	\$453	\$227	\$453	\$229	\$458
<u>Varsity Assistants</u>						
	5 Years	10 Years	5 Years	10 Years	5 Years	10 Years
Football	\$268	\$529	\$268	\$529	\$271	\$534
Basketball and Wrestling	\$251	\$505	\$251	\$505	\$254	\$510
Baseball, Softball, Volleyball	\$238	\$479	\$238	\$479	\$240	\$484
Soccer, Spring Track, Field Hockey	\$238	\$479	\$238	\$479	\$240	\$484
Gymnastics, Cheerleading, Lacrosse and Swimming	\$238	\$479	\$238	\$479	\$240	\$484
Cross Country and Winter Track	\$226	\$451	\$226	\$451	\$228	\$456

	2022-2023		2023-2024		2024-2025	
	5 Years	10 Years	5 Years	10 Years	5 Years	10 Years
Head Junior Varsity						
Football	\$244	\$493	\$244	\$493	\$246	\$498
Basketball and Wrestling	\$233	\$472	\$233	\$472	\$236	\$477
Baseball, Softball, Volleyball	\$233	\$472	\$233	\$472	\$236	\$477
Soccer, Spring Track, Field Hockey	\$233	\$472	\$233	\$472	\$236	\$477
Gymnastics, Cheerleading, Lacrosse and Swimming	\$220	\$443	\$220	\$443	\$222	\$447
Cross Country and Winter Track	\$209	\$419	\$209	\$419	\$211	\$423
Tennis	\$198	\$395	\$198	\$395	\$200	\$399
Assist Junior <u>Varsity</u> and Freshman	5 Years	10 Years	5 Years	10 Years	5 Years	10 Years
Football	\$209	\$419	\$209	\$419	\$211	\$423
Basketball and Wrestling	\$199	\$396	\$199	\$396	\$201	\$400
Baseball, Softball, Volleyball	\$199	\$396	\$199	\$396	\$201	\$400
Soccer, Spring Track, Field Hockey Gymnastics, Cheerleading, Lacrosse and Swimming	\$187	\$377	\$187	\$377	\$189	\$381
Cross Country and Winter Track	\$177	\$354	\$177	\$354	\$179	\$358
Tennis	\$168	\$333	\$168	\$333	\$170	\$336
Middle Schools	5 Years	10 Years	5 Years	10 Years	5 Years	10 Years
Football	\$190	\$379	\$190	\$379	\$192	\$383
Basketball, Unified Basketball, Wrestling	\$178	\$359	\$178	\$359	\$180	\$363
Baseball, Softball, Volleyball	\$178	\$359	\$178	\$359	\$180	\$363
Soccer, Spring Track, Field Hockey	\$178	\$359	\$178	\$359	\$180	\$363
Gymnastics, Cheerleading, Lacrosse and Swimming	\$173	\$340	\$173	\$340	\$175	\$343
Cross Country and Winter Track	\$163	\$322	\$163	\$322	\$165	\$325
Tennis	\$150	\$423	\$150	\$423	\$152	\$427

* Any additional increases shall be governed by Article XVI (H) (Extracurricular Activities/Stipends)

Effective September 1, 2022, the following criteria shall be applied to determine whether a unit member's service is "continuous" for purposes of eligibility for longevity:

- If a unit member does not re-apply for the position and/or does not serve in the position because they are on a leave of absence, their failure to serve in the position will be considered a break in

service.

- If the District decides not to run a club, activity or sport, the failure to serve in the previously held position that school year will not be considered a break in service.
- If the District selects another individual for the position resulting in the unit member not serving in the position, that will be considered a break in service.
- A failure to serve in a previously held position during the Spring of 2020 because a club, activity or sport was not run due to Covid, will not count as a break in service.
- A failure to serve in a previously held position during the 2021-22 school year because the unit member was on an approved Covid leave will not count as a break in service.

DEPARTMENT CHAIRPERSONS

<u>Department</u>	<u>Recommended Assignment</u>	<u>Additional Compensation</u>
Committee on Special Education	None	4%
Special Education	2 Classes	7%
English	2 Classes	8%
Social Studies	2 Classes	8%
Science	2 Classes (plus lab)	8%
Mathematics	2 Classes	8%
Foreign Language	2 Classes	8%
Business, CTE and Technology	2 Classes	8%
Business (Occ. Ed.)	3 Classes	7%
Technology (Occ. Ed.)	3 Classes	7%
Physical Ed./Health/Home & Career	2 Classes	7%
Fine Arts (2)	2 Classes	7%
Library	3 Classes	8%
Guidance	3/5 of the average building caseload	10%
Social Work	3/5 of the average building caseload	8%

Note: The percent of compensation indicated above will be paid whenever these department chairperson positions are filled. For budgetary reasons, the positions listed in Appendix D above may not necessarily be filled each year.

* Remuneration for department chairpersons shall be the listed percentage in this column, multiplied by the department chairperson's annual salary as indicated in Appendices A-1, A-2, A-3 and A-4.

LEAD TEACHERS

1. The position(s) of Lead Teacher shall be posted on an annual basis.
2. Lead Teachers shall be released from performing a supervisory duty.
3. Lead Teachers shall be released from one (1) regular assigned teaching period per building to which they are assigned.
4. Lead Teachers shall be paid an annual stipend equal to 4% of their base salary.
5. The CSE Chair shall be treated as a Lead Teacher and shall be paid an annual stipend of four (4.0%). There shall be no reduction in assignment load.

SUMMER WORK FOR LEAD TEACHERS/DEPARTMENT CHAIRPERSONS

The District and the Department Chairperson(s) and/or Lead Teacher(s) may mutually agree to schedule additional work days during the summer (*i.e.*, between the close of school and the beginning of school). Should the Department Chairperson(s) and/or Lead Teacher(s) agree to work during the summer, the Department Chairperson(s) and/or Lead Teacher(s) shall be compensated for such work at the rate of 1/200th the individual's base salary.

PSYCHOLOGISTS

Psychologists shall be entitled to a stipend of \$640.71 for the 2022-23 school year and \$640.71 for the 2023-24 school year, payable in June of each year provided they have chaired ten (10) CSE meetings and have submitted an invoice to the District identifying those ten (10) meetings. Effective July 1, 2024 any increases to the stipend rate set forth above shall be in accordance with Article XVI(H) (Extracurricular Activities/Stipends).

DEANS

Teachers may apply to perform the duties of Dean of Student Supports at their respective schools. The District shall have the sole discretion to select from among those qualified teachers who apply for the Dean of Student Supports position(s), to determine the number of individuals selected and to determine the duration of their participation in these positions.

The duties of the Dean of Students Supports shall be limited to issues of student management and professional support to teachers, including but not limited to student supervision in the hallways and cafeteria, out of supervision, attendance and lateness, providing mediations in the resolution of student conflict, meeting with students and parents, establishing and engaging in parental communication and/or other student disciplinary issues which may result from behavior violations identified during their assigned periods, and other similar duties. Each Dean of Student Supports will report directly to their assigned Assistant Principal.

The District is not required to fill the position of Dean of Student Supports and the District, in its sole discretion, may transfer any or all of the job duties performed by a Dean of Student Supports to an administrator, regardless of whether the Teachers have exclusively performed such work.

1. Dean of Student Supports - Elementary

Teachers who are assigned to an elementary school and are selected to be a Dean of Student Supports in their respective elementary school, shall be paid a stipend of \$3,121.81 dollars per trimester, pro-rated for service of less than a full trimester (60 school days). Those individuals selected as a Dean of Student Support will not receive a Preparation Period for which they would otherwise have contractually been eligible, and they expressly waive their rights thereto while serving as a Dean of Student Supports. In addition, teachers who are selected to be a Dean of Student Supports shall be expected to be available at

the beginning of school (including during the half-hour before students arrive), to be present outdoors for student arrival, and to be present outdoors for bus dismissal.

Effective July 1, 2023 and July 1, 2024, respectively, any increases to the stipend rate set forth above shall be in accordance with Article XVI(H) (Extracurricular Activities/Stipends).

Those teachers who have been selected shall retain the right to cease performing Dean of Student Supports duties and instead return to performance of their regular teaching duties upon reasonable notice to the District, so as to be least disruptive to the educational process.

2. Dean of Student Supports - Middle School

Teachers who are assigned to Paca Middle School and/or William Floyd Middle School and are selected to be a Dean of Student Supports in their respective school, shall be relieved of their one (1) supervisory duty each day while assigned as a Dean of Student Supports. Such teachers shall not receive pecuniary remuneration for the performance of the Dean of Student Supports responsibilities.

Those teachers who have been selected shall retain the right to cease performing Dean of Student Supports duties and instead return to performance of their regular supervisory duty upon reasonable notice to the District, so as to be least disruptive to the educational environment.

3. Dean of Student Supports - High School

Teachers who are assigned to the high school and are selected to be a Dean of Student Supports, shall be relieved of two (2) instructional periods and one (1) supervisory duty each day. Such teachers shall not receive pecuniary remuneration for the performance of the Dean of Student Supports responsibilities.

Those teachers who have been selected shall retain the right to cease performing Dean of Student Supports duties and instead return to performance of their regular supervisory duty and regular instructional/teaching duties upon reasonable notice to the District, so as to be least disruptive to the educational process.

OBSERVATIONS/EVALUATIONS PROCEDURES

APPENDIX E

<u>TENURED</u>	SPEECH, LIBRARIANS, TECHNOLOGY/STAFF DEVELOPER (non-3012 c/d)	SOCIAL WORKERS, PSYCHOLOGISTS, COUNSELORS, CSE CHAIRS (non-3012 c/d)	TEACHERS (3012-c/d)
Observations	<p><u>Formal Observations:</u> 1 formal announced observation per school year</p> <p><u>Informal Observations:</u> Informal observations shall last no more than thirty (30) minutes</p> <p><u>Extended Informal Observation:</u> At the District's discretion, it may also conduct 1 extended informal unannounced observation that shall last between 30-45 minutes per school year (includes a post observation conference)</p>	<p>No Formal Observations</p> <p>"Observations shall instead be on-going and occur daily during typical interactions"</p> <p>There shall be no written formal or informal observations</p>	<p><u>Formal Observations:</u></p> <ul style="list-style-type: none"> 1 formal announced observation per school year 1 formal unannounced short-report observation <p><u>Informal Observations:</u> Informal observations shall last no more than thirty (30) minutes</p>
Notification	<p><u>Formal Observations:</u> Employees shall receive two (2) full workdays notice of the date when their formal observation shall occur</p> <p><u>Informal Observations:</u> None</p> <p><u>Extended Informal Observation:</u> None</p>	N/A	<p><u>Formal Observations:</u></p> <ul style="list-style-type: none"> <u>Announced:</u> Employees shall receive two (2) full workdays notice of the date when their formal announced observation shall occur. <u>Unannounced Short-Report Observation:</u> None <p><u>Informal Observations:</u> None</p>
Timeliness	<p><u>Formal Observation:</u></p> <ul style="list-style-type: none"> <u>Post Observation Conference:</u> To be held within five (5) workdays following the formal observation <u>Written Formal Observation (Appendix E-1):</u> To be provided to the employee within five (5) workdays following the post-observation conference <p><u>Informal Observations:</u></p> <ul style="list-style-type: none"> <u>Post Observation Conference:</u> None <u>Written Observation:</u> None <p><u>Extended Informal Observation:</u></p> <ul style="list-style-type: none"> <u>Post Observation Conference:</u> To be held within five (5) workdays following the extended informal observation. <u>Written Observation:</u> None 	N/A	<p><u>Formal Observations</u> (includes both the formal announced and the unannounced short-report observation):</p> <ul style="list-style-type: none"> <u>Post Observation Conference:</u> To be held within five (5) workdays after the formal observation (not applicable to short-report observations) <u>Written Formal Observation:</u> <ul style="list-style-type: none"> Formal Announced (Appendix E-5): To be provided to the employee within five (5) workdays following the post-observation conference Formal Unannounced Short-Report (Appendix E-6): To be provided to the employee within five (5) workdays following the observation <p><u>Informal Observations:</u></p> <ul style="list-style-type: none"> <u>Post Observation Conference:</u> None <u>Written Observation:</u> None
Evaluation	<p><u>Mid-Year Evaluation:</u> None</p> <p><u>End of Year Evaluation (Appendix E-2):</u> Receive in the month of September/October/November -</p>	<p><u>Mid-Year Evaluation (Appendix E-3):</u> Receive in the month of January</p> <p><u>End of Year Evaluation (Appendix E-4):</u> Receive in the month of September/October/November</p>	<p><u>Mid-Year Evaluation:</u> None</p> <p><u>End of Year Evaluation (Appendix E-7):</u> Receive in the month of September/October/November</p>

APPENDIX E

NON-TENURED	SPEECH, LIBRARIANS, TECHNOLOGY/STAFF DEVELOPER (non-3012 c/d)	SOCIAL WORKERS, PSYCHOLOGISTS, COUNSELORS, CSE CHAIRS (non-3012 c/d)	TEACHERS (3012-c/d)
Observations	<p><u>Formal Observations:</u> 4-5 times per year.</p> <p><u>Informal Observations:</u> Informal observations shall last no more than thirty (30) minutes.</p>	<p><u>Formal Observations:</u> 4-5 times per year. It is anticipated that at least one (1) observation should occur in each of the following, but not be limited to:</p> <ul style="list-style-type: none"> • Working with students • Communicating with parents • Collaborating with building personnel related to student issues <p><u>Informal Observations:</u> Informal observations shall last no more than thirty (30) minutes.</p>	<p><u>Formal Observations:</u></p> <ul style="list-style-type: none"> • 4-5 times per year <p><u>Informal Observations:</u> Informal observations shall last no more than thirty (30) minutes</p>
Notification	There are no notification requirements for either formal or informal observations – they may be announced or unannounced	There are no notification requirements for either formal or informal observations – they may be announced or unannounced	There are no notification requirements for either formal or informal observations – they may be announced or unannounced
Timeliness	<p><u>Formal Observation:</u></p> <ul style="list-style-type: none"> • <u>Post Observation Conference:</u> To be held within five (5) workdays after the formal observation. • <u>Written Formal Observation (Appendix E-8):</u> To be provided to the employee within five (5) workdays following the post observation conference <p><u>Informal Observations:</u></p> <ul style="list-style-type: none"> • <u>Post Observation Conference:</u> None • <u>Written Observation:</u> None 	<p><u>Formal Observation:</u></p> <ul style="list-style-type: none"> • <u>Post Observation Conference:</u> To be held within five (5) workdays after the formal observation. • <u>Written Formal Observation (Appendix E-10):</u> To be provided to the employee within five (5) workdays following the post observation conference <p><u>Informal Observations:</u></p> <ul style="list-style-type: none"> • <u>Post Observation Conference:</u> None • <u>Written Observation:</u> None 	<p><u>Formal Observations:</u></p> <ul style="list-style-type: none"> • <u>Post Observation Conference:</u> To be held within five (5) workdays after the formal observation. • <u>Written Formal Observation (Appendix E-13):</u> To be provided to the employee within five (5) work days following the post observation conference. <p><u>Informal Observations:</u></p> <ul style="list-style-type: none"> • <u>Post Observation Conference:</u> None • <u>Written Observation:</u> None
Evaluation	<p><u>Mid-Year Evaluation:</u> Receive in the Month of January</p> <p><u>End of Year Evaluation (Appendix E-9):</u> Receive by the end of June</p>	<p><u>Mid-Year Evaluation (Appendix E-11):</u> Receive in the Month of January</p> <p><u>End of Year Evaluation (Appendix E-12):</u> Receive by the end of June</p>	<p><u>Mid-Year Evaluation:</u> Receive in the Month of January</p> <p><u>End of Year Evaluation (Appendix E-14):</u> Receive by the end of June</p>

OBSERVATIONS/EVALUATIONS PROCEDURES

APPENDIX E

1. Observations –

a. Definitions

- i. An “informal observation” is an observation lasting less than thirty (30) minutes and which is not committed to writing.
- ii. An “Extended Informal Observation” is an unannounced informal observation that is conducted at the District’s discretion and shall be extended to last between 30-45 minutes. Such extended informal observations shall only be applicable to tenured Speech, Librarians and Technology/Staff Developers. This shall not be committed to writing, but it shall include a post-observation conference.
- iii. A “formal observation” is an observation lasting thirty (30) minutes or more. Formal observations shall last no more than forty five (45) minutes in the elementary schools or the length of a period in the secondary schools. Formal observations shall be committed to writing pursuant to the applicable observation form set forth in Appendix E and placed in the unit member’s permanent file.
- iv. A formal “unannounced” Short-Report is a formal observation that is only applicable to Tenured Teachers. This observation shall be unannounced and shall last in duration of between twenty (20) and up to a maximum of thirty (30) minutes. It shall be written up using the Formal Short-Report Observation set forth in Appendix E-6 and shall be placed in the Teacher’s permanent file. A post-observation conference is not required.
- v. Tenured Teachers, Speech, Librarians, and Technology/Staff Developers will be given two (2) full workdays’ notice prior to their announced formal observation. Notice must be given by 7 a.m. in order to be considered a workday. For example notification sent at 7:45 a.m. Monday for Thursday observation. Email notification sent 6:45 a.m. Friday for Tuesday observation. If a teacher does not want to be notified two days prior to the announced observation, they will have the option of notifying the administrator in September, by filling out the District form regarding observations. This form will be sent out the first week of school.
- vi. An Administrator may cancel and reschedule an announced observation up to three times. After the third cancelation the observation must be scheduled for a specific date and time mutually agreed upon between the teacher and the administrator.
- vii. Observations for both tenured and non-tenured unit members can take place before or after a Holiday with the following exceptions (the day after Labor Day, the day before/after Thanksgiving, the day before/after Winter Recess, the day before/after Mid-Winter Recess, and the day before/after Spring Recess).

viii. Tenured Social Workers, Psychologists, Counselors and CSE Chairs shall not have any scheduled formal observations, observations for this group of employees shall be “on-going and occur daily during typical interactions.” Besides the Mid-year and End of Year evaluations, there shall be no other written formal or informal observations.

b. Post-Observation Conferences

- i. A post-observation conference between the teacher and the observer shall be conducted at a mutually convenient time within five (5) working days of the observation.
- ii. The written Observation report (see Appendix E) shall be provided to the teacher within five (5) working days of the post-observation conference or within five (5) working days of the observation if a short-report observation was utilized. The report shall be signed and returned by the teacher within five (5) working days.
- iii. Teachers shall have the right to have their observation reports reviewed by the Superintendent or his/her designee and to have union representation at a meeting for that purpose.

2. Evaluations

Definitions related to the Teacher Evaluation Report are included in Appendix F.

A copy of all evaluations shall be placed in the teacher’s personnel file. No such evaluation shall be submitted to the central administration, placed in the teacher’s file or otherwise acted upon without a prior conference with the teacher and the signature of the teacher on the written evaluation. Teachers shall sign and return their year-end evaluations within five (5) working days of receipt.

A teacher may have his evaluation report reviewed by the Superintendent or his designee. If the teacher requests, he may have a teacher representative designated by the bargaining unit to accompany him to such meeting. Teachers may also submit a rebuttal to the evaluation and copies of same shall be placed in the teacher’s file.

c. Mid- Year Evaluations:

- i. Mid-Year Evaluations shall be provided to the following unit members in the month of January:
 1. Tenured and Non-Tenured Social Workers, Psychologists, Counselors, CSE Chairs
 2. Non-Tenured – Speech, Librarians & Technology/Staff Developer
 3. Non-Tenured Teachers

d. End of Year Evaluations

- i. End of Year Evaluations shall be provided as follows:

1. Non-Tenured Speech, Librarians, Technology/Staff Developer, Social Workers, Psychologists, Counselors, CSE Chairs and Teachers shall receive their End of Year Evaluation by the end of June.
 2. Tenured Speech, Librarians, Technology/Staff Developer, Social Workers, Psychologists, Counselors, CSE Chairs and Teachers shall receive their End of Year Evaluation in September/October/November.
- ii. End of Year evaluations shall reflect previous observations of the current school year. All things relevant to a unit member's performance of his professional duties shall also be considered. The overall classroom performance of a teacher shall be the dominant area of consideration in this evaluation.



Report of Observation - Tenured Librarian, Speech and Instructional Technology

Date:

Time From:

Time To:

School:

Grade/Subject:

Scheduled By:

Teacher

Other (Specific Title Below)

Observer

Impromptu

Other:

SITUATION OBSERVED (Brief anecdotal review: aims of lesson, classroom atmosphere, etc.):

SPECIFIC RECOMMENDATIONS/COMMENDATIONS:

POST-OBSERVATION CONFERENCE SUMMARY:

Date of Conference:

Signature of Observer:

Date:

Signature of Teacher:

Date:

Signature of Building Principal:

Date:

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his own comments and/or rebuttal on a

separate sheet, to be included in his personnel file with this report. The teacher shall sign and return this form within 4 (four) working days of receipt.



Evaluation Report Tenured Non-Classroom (Librarian, Speech and Instructional Technology)

Grade or Subject:

School:

Observation Dates:

Attendance:

Sick days expended this year:

Years of service to date:

Days of accumulated sick leave (to date):

Comments:

Signature of Coordinator (if applicable):

Date:

Signature of Principal:

Date:

Signature of Teacher:

Date:

A. MANAGEMENT QUALITIES

Preparation; Effectiveness of Instruction; Providing for Differentiated Academic Needs of Students; Classroom Management; Pupil Progress.

A. Comments:

B. PROFESSIONAL QUALITIES

Judgment; Communication Skills; Interpersonal Skills and Relationships with Colleagues, Administrators and Parents; Use of Available Resources and Support Services; Response to Authorized Policies and Procedures; Response to Authorized Suggestions and Recommendations; Knowledge of Subject Matter.

COMMENTS: Comment on a particular category only if the teacher's performance in that category is significantly less than or exceeds the standards for effective teaching established by the District.

B. Comments:

C. OTHER QUALITIES, CONTRIBUTIONS OR ACHIEVEMENTS WHICH AFFECT PROFESSIONAL PERFORMANCE – OPTIONAL

Attention to Student Health, Safety and Welfare; Provides Appropriate Student Guidance; Punctuality; Evidence of Professional Growth.

C. Comments:



Support Services Mid-Year Evaluation Report

Support Services Provider:

Area:

School:

School Year:

Domain 1 Planning and Preparation

Support Services Domain 1 Planning and Preparation

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Demonstrates knowledge of State and Federal regulations			Enter Notes	
b. Demonstrates knowledge of resources both within and beyond the district			Enter Notes	
c. Identifies and communicates patterns of student and building issues with building administrator			Enter Notes	
d. Manages schedules and timelines			Enter Notes	

Domain 1 Comments:

Domain 2 The Environment

Support Services Domain 2 The Environment

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Establishes rapport with students			Enter Notes	
b. Establishes rapport with			Enter Notes	

parents/families
 c. Enthusiasm/Motivation
 and Involvement of
 Students

[Enter Notes](#)

Domain 2 Comments:

Domain 3 Delivery of Service

Support Services Domain 3 Delivery of Service

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Assesses/evaluates student needs in compliance with State and Federal mandates			Enter Notes	
b. Responds to student needs			Enter Notes	
c. Coordinates interventions to maximize students' likelihood of success			Enter Notes	
d. Demonstrates flexibility and responsiveness			Enter Notes	

Domain 3 Comments:

Domain 4 Professional Responsibilities

Support Services Domain 4 Professional Responsibilities

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Works collaboratively with teachers and administrators			Enter Notes	
b. Communicates with families and other stakeholders			Enter Notes	
c. Prepares and submits reports and paperwork			Enter Notes	
d. Shows professionalism, including ethical conduct, and compliance with policies and regulations			Enter Notes	

e. Evidence of reflective practices and professional growth

Enter Notes

Domain 4 Comments:

Signature of the Director/Coordinator:

Date:

Signature of the Principal:

Date:

Signature of the Employee:

Date:



Support Service Evaluation Report

Support Service Provider:

Area:

School:

School Year:

Observation Date(s)

Status:

- Interim
 Probationary
 Tenured

Attendance:

Sick days expended this year:

Years of service to date:

Days of accumulated sick leave (to date):

Overall Professional Appraisal

General evaluation of the support service personnel's performance in present position:

Support Services Overall Evaluation

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards
Overall Evaluation				

Enter Notes

Comments:

Signature of Director/Coordinator:

Date:

Signature of Principal:

Date:

Signature of Employee:

Date:

Domain 1: Planning and Preparation

Support Services Domain 1

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Demonstrates knowledge of State and Federal regulations				<u>Enter Notes</u>		
b. Demonstrates knowledge of resources both within and beyond the district				<u>Enter Notes</u>		
c. Identifies and communicates patterns of student and building issues with building administrator				<u>Enter Notes</u>		
d. Manages schedules and timelines				<u>Enter Notes</u>		
Domain 1 Comments:						

Domain 2: The Environment

Support Services Domain 2

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
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a. Establishes rapport with students

Enter Notes

b. Establishes rapport with parents/families

Enter Notes

c. Enthusiasm/Motivation and Involvement of Students

Enter Notes

Domain 2
Comments:

Domain 3: Delivery of Service

Support Services Domain 3

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Assesses/evaluates student needs in compliance with State and Federal mandates				<u>Enter Notes</u>		
b. Responds to student needs				<u>Enter Notes</u>		
c. Coordinates interventions to maximize students' likelihood of success				<u>Enter Notes</u>		
d. Demonstrates flexibility and responsiveness				<u>Enter Notes</u>		

Domain 3
Comments:

Domain 4: Professional Responsibilities

Support Services Domain 4

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Works collaboratively with teachers and administrators				<u>Enter Notes</u>		
b. Communicates with families and other stakeholders				<u>Enter Notes</u>		
c. Prepares and submits reports and paperwork				<u>Enter Notes</u>		
d. Shows professionalism, including ethical conduct, and compliance with policies and regulations				<u>Enter Notes</u>		
e. Evidence of reflective practices and professional growth				<u>Enter Notes</u>		

Domain 4
Comments:



Tenured Teacher Report of Observation

Report of Observation

Criteria	Ineffective	Developing	Effective	Highly Effective
Observation				

Rubric Score: 0/0

Scheduled By:

Teacher
 Observer
 Other
 Impromptu

Other Specific Title

Situation Observed (Brief anecdotal review: Aims of lesson, classroom atmosphere, etc.):

Specific Recommendations/Commendations:

Post Observation Conference Summary:

Date of Conference:

Signature of Observer	Date	Signature of Teacher	Date
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Signature of Building Principal: _____ Date: _____

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his/her own comments and/or rebuttal on a separate sheet, to be included in his/her personnel file with this report. The teacher shall sign and return this form within four (4) working days of receipt.



Formal Observation-Short Report

Date:

Time From:

Time To:

Report of Observation

Criteria	Ineffective	Developing	Effective	Highly Effective
Observation				

Rubric Score: 0/0

Standard III: Instructional Practice

ELEMENT	INDICATORS
Element III.1: Teachers use research-based practices and evidence of student learning to provide developmentally appropriate and standards-driven instruction that motivates and engages students in learning.	A. Aligns instruction to standards.
	B. Uses research-based instruction.
	C. Engages students.
Element III.2: Teachers communicate clearly and accurately with students to maximize their understanding and learning.	A. Provides directions and procedures.
	B. Uses questioning techniques.
	C. Responds to students.
	D. Communicates content.
Element III.3: Teachers set high expectations and create challenging learning experiences for students.	A. Articulates measures of success.
	B. Implements challenging learning experiences.
Element III.4: Teachers explore and use a variety of instructional approaches, resources, and technologies to meet diverse learning needs, engage students and promote achievement.	A. Differentiates instruction.
	B. Implements strategies for mastery of learning outcomes.
Element III.5: Teachers engage students in the development of multi-disciplinary skills, such as communication, collaboration, critical thinking, and use of technology.	A. Provides opportunities for collaboration.
	B. Provides synthesis, critical thinking, and problem-solving.
Element III.6: Teachers monitor and assess student progress, seek and provide feedback, and adapt	A. Uses formative assessment to monitor and adjust pacing.

instruction to student needs.	B. Provides feedback during and after instruction.
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Standard III Comments:**Standard IV: Learning Environment**

ELEMENT	INDICATORS
Element IV.1: Teachers create a mutually respectful, safe, and supportive learning environment that is inclusive of every student.	A. Interactions with students.
	B. Supports student diversity.
	C. Reinforces positive interactions among students.
Element IV.2: Teachers create an intellectually challenging and stimulating learning environment.	A. Promotes student pride in work and accomplishments.
	B. Promotes student curiosity and enthusiasm.
Element IV.3: Teachers manage the learning environment for the effective operation of the classroom.	A. Establishes routines/procedures/transitions and expectations for student behavior.
	B. Establishes instructional groups.
Element IV.4: Teachers organize and utilize available resources (e.g. physical space, time, people, technology) to create a safe and productive learning environment.	A. Organizes learning environment.
	B. Manages volunteers and/or paraprofessionals.
	C. Establishes classroom safety

Standard IV Comments:**Standard V: Assessment for Student Learning**

ELEMENT	INDICATORS
Element V.1: Teachers design, select, and use a range of assessment tools and processes to measure and document student learning and growth.	A. Uses assessment to establish learning goals and inform instruction
	B. Measures and records student achievement
	C. Aligns assessments to learning goals
	D. Implements testing accommodations
Element V.2: Teachers understand, analyze, interpret, and use assessment data to monitor student progress and to plan and differentiate instruction.	A. Analyzes assessment data
	B. Uses assessment data to set goals and provide feedback to students
	C. Engages students in self-assessment
Element V.3: Teachers communicate information about various components of the assessment system.	A. Accesses and interprets assessments
Element V.4: Teachers reflect upon and evaluate the effectiveness of their comprehensive assessment system to make adjustments to it and plan instruction accordingly.	A. Understands assessments and grading procedures
	B. Establishes an assessment system
Element V.5: Teachers prepare students to understand the format and directions of assessments used and the criteria by which the students will be evaluated.	A. Communicates purposes and criteria
	B. Provides preparation and practice
	C. Provides assessment skills and strategies

Standard V Comments:



Tenured Teacher Evaluation Report

Tenured Teacher Evaluation Report

Grade or Subject:

School:

School Year:

Observation Dates:

Sick days expended this year

Years of service to date

Days of accumulated sick leave (to date)

Comments:

Signature of Coordinator: (if applicable)

Date:

Signature of Principal:

Date:

Signature of Teacher:

Date:

A. INSTRUCTIONAL QUALITIES: (Preparation; Effectiveness of Instruction; Providing for Differentiated Academic Needs of Students; Classroom Management; Pupil Progress)

B. PROFESSIONAL QUALITIES: (Judgement; Communication Skills; Interpersonal Skills and Relationships with Colleagues, Administrators and Parents; Use of Available Resources and Support Services; Response to Authorized Policies and Procedures; Response to Authorized Suggestions and Recommendations; Knowledge of Subject Matter) COMMENTS- Comment on a particular category only if the teacher's performance in that category is significantly less than or exceeds the standards for the effective teaching established by the District.

C. OTHER QUALITIES, CONTRIBUTIONS OR ACHIEVEMENTS WHICH AFFECT PROFESSIONAL PERFORMANCE- OPTIONAL: (Attention to Student Health; Safety and Welfare; Provides Appropriate Student Guidance; Punctuality; Evidence of Professional Growth)

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his own comments and/or rebuttal on a separate sheet, to be included in his personnel file with this report. The teacher shall sign and return this form within four (4) working days of receipt.

Clicking the **Acknowledgment Button** is equivalent to an electronic signature.



Report of Observation - Non-Tenured Librarian, Speech and Instructional Technology

Date:

Time From:

Time To:

- Exceeds Professional Standards
 - Meets Professional Standards
 - Requires Improvement
 - Does Not Meet Professional Standards
-

School:

Grade/Subject:

Scheduled By:

- | | |
|--|---------------------------------|
| <input type="radio"/> Teacher | <input type="radio"/> Observer |
| <input type="radio"/> Other (Specific Title Below) | <input type="radio"/> Impromptu |

Other:

SITUATION OBSERVED (Brief anecdotal review: aims of lesson, classroom atmosphere, etc.):

SPECIFIC RECOMMENDATIONS/COMMENDATIONS:

POST-OBSERVATION CONFERENCE SUMMARY:

Date of Conference:

Signature of Observer:

Date:

Signature of Teacher:

Date:

Signature of Building Principal:

Date:

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his own comments and/or rebuttal on a separate sheet, to be included in his personnel file with this report. The teacher shall sign and return this form within 4 (four) working days of receipt.



Evaluation Report - Non-Tenured Non-Classroom (Librarian, Speech and Instructional Technology)

Grade or Subject:

School:

Observation Dates:

Status:

Interim Probationary

Attendance:

Sick days expended this year:

Year of service to date:

Days of accumulated sick leave (to date):

OVERALL PROFESSIONAL APPRAISAL

General evaluation of the teacher's performance in present position:

-
-
- Exceeds Professional Standards
 - Meets Professional Standards
 - Requires Improvement
 - Does Not Meet Professional Standards

Comments:

Signature of Coordinator (if applicable):

Date:

Signature of Principal:

Date:

Signature of Teacher:

Date:

A. INSTRUCTIONAL QUALITIES

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
1. PREPARATION						
a. Planning				<u>Enter Notes</u>		
b. Materials				<u>Enter Notes</u>		
2. EFFECTIVENESS OF INSTRUCTION						
a. Development of Lesson				<u>Enter Notes</u>		
b. Use of Effective Methods and Techniques				<u>Enter Notes</u>		
c. Effective Use of Instructional Time				<u>Enter Notes</u>		
d. Enthusiasm/Motivation and Involvement of Students				<u>Enter Notes</u>		
3. PROVIDES FOR DIFFERENTIATED ACADEMIC NEEDS OF STUDENTS						
a. Provides for Instructional Needs of Students				<u>Enter Notes</u>		
b. Sets Appropriate Expectations for Student Achievement				<u>Enter Notes</u>		

**4. CLASSROOM
MANAGEMENT**

a. Class Control

Enter Notes

**b. Establishment of
Appropriate
Student/Teacher
Relationships**

Enter Notes

**5. PUPIL
PROGRESS**

**The administration
will consider all
relevant
information as it
relates to individual
student's and/or
classes' progress.**

Enter Notes

B. PROFESSIONAL QUALITIES

Judgement; Communication Skills; Interpersonal Skills and Relationships with Colleagues, Administrators and Parents; Use of Available Resources and Support Services; Response to Authorized Policies and Procedures; Response to Authorized Suggestions and Recommendations; Knowledge of Subject Matter.

COMMENTS: Comment on a particular category only if the teacher's performance in that category is significantly less than or exceeds the standards for effective teaching established by the District.

B. Comments:

**C. OTHER QUALITIES, CONTRIBUTIONS OR ACHIEVEMENTS WHICH AFFECT PROFESSIONAL
PERFORMANCE - OPTIONAL**

Attention to Student Health; Safety and Welfare; Provides Appropriate Student Guidance; Punctuality; Evidence of Professional Growth.

C. Comments:

[Empty comment box]



Report of Observation - Non-Tenured Support Personnel

Date:

Time from:

Time to:

Scheduled by:

Observer:

Impromptu:

Support Services Observation

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards
Observation	<u>Enter Notes</u>			

Situation Observed: (Brief anecdotal review: aims of lesson, classroom atmosphere, etc.)

Specific Recommendations/Commendations:

Post-Observation Conference Summary:

Date of Conference:

Signature of Observer:

Date:

Signature of Employee:

Date:

Signature of Building Principal:

Date:

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his own comments and/or rebuttal on a

separate sheet, to be included in his personnel file with this report. The teacher shall sign and return this form within four (4) working days of receipt.



Support Services Mid-Year Evaluation Report

Support Services Provider:

Area:

School:

School Year:

Domain 1 Planning and Preparation

Support Services Domain 1 Planning and Preparation

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Demonstrates knowledge of State and Federal regulations			<u>Enter Notes</u>	
b. Demonstrates knowledge of resources both within and beyond the district			<u>Enter Notes</u>	
c. Identifies and communicates patterns of student and building issues with building administrator			<u>Enter Notes</u>	
d. Manages schedules and timelines			<u>Enter Notes</u>	
Domain 1 Comments:				

Domain 2 The Environment

Support Services Domain 2 The Environment

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Establishes rapport with students			<u>Enter Notes</u>	
b. Establishes rapport with parents/families			<u>Enter Notes</u>	

**c. Enthusiasm/Motivation
and Involvement of Students**

Enter Notes

Domain 2 Comments:

Domain 3 Delivery of Service

Support Services Domain 3 Delivery of Service

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Assesses/evaluates student needs in compliance with State and Federal mandates				<u>Enter Notes</u>
b. Responds to student needs				<u>Enter Notes</u>
c. Coordinates interventions to maximize students' likelihood of success				<u>Enter Notes</u>
d. Demonstrates flexibility and responsiveness				<u>Enter Notes</u>

Domain 3 Comments:

Domain 4 Professional Responsibilities

Support Services Domain 4 Professional Responsibilities

Criteria	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
a. Works collaboratively with teachers and administrators				<u>Enter Notes</u>
b. Communicates with families and other stakeholders				<u>Enter Notes</u>
c. Prepares and submits reports and paperwork				<u>Enter Notes</u>
d. Shows professionalism, including ethical conduct, and compliance with policies and regulations				<u>Enter Notes</u>
e. Evidence of reflective practices and professional growth				<u>Enter Notes</u>

Domain 4 Comments:

Signature of the Director/Coordinator:

Date:

Signature of the Principal:

Date:

Signature of the Employee:

Date:





Support Service Evaluation Report

Support Service Provider:

Area:

School:

School Year:

Observation Date(s):

Status:

- Interim
 Probationary
 Tenured
-

Attendance:

Sick days expended this year:

Years of service to date:

Days of accumulated sick leave (to date):

Overall Professional Appraisal

General evaluation of the support service personnel's performance in present position:

Support Services Overall Evaluation

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards
Overall Evaluation				
<u>Enter Notes</u>				

Comments:

Signature of Director/Coordinator:

Date:

Signature of Principal:

Date:

Signature of Employee:

Date:

Domain 1: Planning and Preparation

Support Services Domain 1

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Demonstrates knowledge of State and Federal regulations				<u>Enter Notes</u>		
b. Demonstrates knowledge of resources both within and beyond the district				<u>Enter Notes</u>		
c. Identifies and communicates patterns of student and building issues with building administrator				<u>Enter Notes</u>		
d. Manages schedules and timelines				<u>Enter Notes</u>		

Domain 1
Comments:

Domain 2: The Environment**Support Services Domain 2**

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Establishes rapport with students				<u>Enter Notes</u>		
b. Establishes rapport with parents/families				<u>Enter Notes</u>		
c. Enthusiasm/Motivation and Involvement of Students				<u>Enter Notes</u>		

**Domain 2
Comments:**

Domain 3: Delivery of Service**Support Services Domain 3**

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Assesses/evaluates student needs in compliance with State and Federal mandates				<u>Enter Notes</u>		
b. Responds to student needs				<u>Enter Notes</u>		
c. Coordinates interventions to maximize students' likelihood of success				<u>Enter Notes</u>		
d. Demonstrates flexibility and				<u>Enter Notes</u>		

responsiveness

Domain 3

Comments:

Domain 4: Professional Responsibilities

Support Services Domain 4

Criteria	Exceeds Professional Standards	Meets Professional Standards	Requires Improvement	Does Not Meet Professional Standards	Not Observed	Not Applicable
a. Works collaboratively with teachers and administrators				<u>Enter Notes</u>		
b. Communicates with families and other stakeholders				<u>Enter Notes</u>		
c. Prepares and submits reports and paperwork				<u>Enter Notes</u>		
d. Shows professionalism, including ethical conduct, and compliance with policies and regulations				<u>Enter Notes</u>		
e. Evidence of reflective practices and professional growth				<u>Enter Notes</u>		

Domain 4

Comments:



Non-Tenured Teacher Report of Observation

Report of Observation

Criteria	Ineffective	Developing	Effective	Highly Effective
-----------------	--------------------	-------------------	------------------	-------------------------

Observation

Rubric Score: 0/0

Scheduled By:

- Teacher
 Observer
 Other
 Impromptu

Other Specific Title

Situation Observed (Brief anecdotal review: Aims of lesson, classroom atmosphere, etc.):

Specific Recommendations/Commendations:

Post Observation Conference Summary:

Date of Conference:

Signature of Observer

Date

Signature of Teacher

Date

Signature of Building Principal: _____ Date: _____

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his/her own comments and/or rebuttal on a separate sheet, to be included in his/her personnel file with this report. The teacher shall sign and return this form within four (4) working days of receipt.





Non-Tenured Teacher Report of Observation - Outside Observer

Date:

Time From:

Time To:

Report of Observation

Criteria	Ineffective	Developing	Effective	Highly Effective
----------	-------------	------------	-----------	------------------

Observation

Rubric Score: 0/0

Scheduled By:

- Teacher
 Observer
 Other
 Impromptu

Other Specific Title

Situation Observed (Brief anecdotal review: Aims of lesson, classroom atmosphere, etc.):

Specific Recommendations/Commendations:

Post Observation Conference Summary:

Date of Conference:

Signature of Observer

Date

Signature of Teacher

Date

Signature of Building Principal: _____ Date: _____

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his/her own comments and/or rebuttal on a separate sheet, to be included in his/her personnel file with this report. The teacher shall sign and return this form within four (4) working days of receipt.



Non Tenured Teacher Evaluation Report

Non-Tenured Teacher Evaluation Report

Grade or Subject:

School:

School Year:

Observation Dates:

Status

Interim Probationary

Sick days expended this year

Years of service to date

Days of accumulated sick leave (to date)

General evaluation of the teacher's performance in present position:

Exceeds Professional Standards Meets Professional Standards
 Requires Improvement Does Not Meet Professional Standards

Comments:

Signature of Coordinator (if applicable)

Date

Signature of Principal:

Date:

Signature of Teacher:

Date:

A. INSTRUCTIONAL QUALITIES:

1. PREPARATION

a. Planning

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

b. Materials

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

2. EFFECTIVENESS OF INSTRUCTION

a. Development of Lesson

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

b. Use of Effective Methods and Techniques

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

c. Effective Use of Instructional Time

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

d. Enthusiasm/Motivation and Involvement of Students

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

3. PROVIDES FOR DIFFERENTIATED ACADEMIC NEEDS OF STUDENTS

a. Provides for Instructional Needs of Students

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

b. Sets Appropriate Expectations for Student Achievement

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

4. CLASSROOM MANAGEMENT

a. Class Control

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

b. Establishment of Appropriate Student/Teacher Relationships

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

5. PUPIL PROGRESS

The administration will consider all relevant information as it relates to individual student's and/or classes' progress

<input type="checkbox"/> EXCEEDS PROFESSIONAL STANDARDS	<input type="checkbox"/> MEETS PROFESSIONAL STANDARDS	<input type="checkbox"/> REQUIRES IMPROVEMENT	<input type="checkbox"/> DOES NOT MEET PROFESSIONAL STANDARDS	<input type="checkbox"/> NOT OBSERVED	<input type="checkbox"/> NOT APPLICABLE
---	---	--	--	--	--

B. PROFESSIONAL QUALITIES: (Judgement; Communication Skills; Interpersonal Skills and Relationships with Colleagues, Administrators and Parents; Use of Available Resources; Response to Authorized Policies and Procedures; Response to Authorized Suggestions and Recommendations; Knowledge of Subject Matter.) COMMENTS - Comment on a particular category only if the teacher's performance in that category is significantly less than or exceeds the standards for effective teaching established by the District.

C. OTHER QUALITIES, CONTRIBUTIONS, OR ACHIEVEMENTS WHICH AFFECT PROFESSIONAL PERFORMANCE-OPTIONAL: (Attention to Student Health, Safety and Welfare; Provides Appropriate Student Guidance; Punctuality; Evidence of Professional Growth.)

The signature of the teacher on this form in no way suggests approval or disapproval of comments made. It merely indicates that the teacher has read the report. The teacher may submit his own comments and/or rebuttal on a separate sheet, to be included in his personnel file with this report. The teacher shall sign and return this form within four (4) working days of receipt.

Clicking the **Acknowledgment Button** is equivalent to an electronic signature.

**DEFINITIONS RELATED TO TEACHERS, SPEECH, LIBRARIANS,
TECHNOLOGY/STAFF DEVELOPER EVALUATION REPORT**

A. INSTRUCTIONAL QUALITIES

1. Preparation

a. Planning

Spends time planning and organizing lessons; keeping and using the planbook is also part of planning.

b. Materials

Selects and/or prepares worksheets, tests and other materials to be used in the development and implementation of the lesson as is appropriate to the lesson.

2. Effectiveness of Instruction

a. Development of Lesson

May include but not be limited to items from one (1) to eight (8) as is appropriate to the lesson.

- 1) Explains objectives to students and states why they are important.
- 2) Reviews previously taught information and/or skills as they pertain to the lesson.
- 3) Introduces new topic.
- 4) Demonstrates by use of models.
- 5) Uses effective questioning.
- 6) Supervises guided independent practice.
- 7) Checks for comprehension.
- 8) Summarizes main points of lesson.

To emphasize the importance of creativity and resourcefulness in lesson development, it should be pointed out that it is not necessary to include all eight (8) of the above items to develop a lesson effectively. (The essence of good classroom instruction is effective lesson development.)

b. Use of Effective Methods and Techniques

Selects appropriate teaching methods, techniques and materials which attain the instructional objective(s) of the lesson.

Appropriate methods may include role-playing, lecture discussion (small group or full class), individual assignments, learning centers, etc. Appropriate techniques may include effective questioning and discussion skills, teacher mobility, various learning activities, etc. Appropriate materials may include models, manipulatives, audio-visual devices, educational charts and diagrams, the chalkboard, scientific experiments, etc.

c. Effective Use of Instructional Time

Teachers are expected to keep students on appropriate learning tasks and use good judgment in determining the appropriate amount of time to accomplish these learning tasks within the instructional guidelines outlined in the teachers' handbooks.

d. Enthusiasm/Motivation and Involvement of Students

Makes a determined effort to motivate students to perform up to their ability; teacher facilitates active student participation and involvement in discussions and other activities such as questioning, boardwork, use of learning centers, hands on projects, etc.

3. Provides for Differentiated Academic Needs of Students

a. Provides for Instructional Needs of Students

Varies instruction to meet different achievement and instructional levels of students; meets curriculum requirements and fosters student academic growth.

b. Sets Appropriate Expectations for Student Achievement

Based upon the academic ability of students as measured by a variety of criteria, the teacher prepares lessons with appropriate criteria to measure student performance and achievement which will broaden and stretch student capabilities.

4. Classroom Management

a. Class Control

Sets appropriate expectations for student behavior; maintains proper order and control; deals consistently with student misbehavior in accordance with building and Board policies and regulations.

b. Establishment of Appropriate Student/Teacher Relationships

Establishes a rapport with students which fosters a productive learning environment.

5. Pupil Progress

The administrator will consider all relevant information as it relates to individual student's and/or classes' progress.

B. PROFESSIONAL QUALITIES

1. Judgment

The capability of exercising sound judgment in routine matters, new situations, or emergencies; sound judgment is characterized by arriving at an appropriate course of action when carrying out professional responsibilities.

2. Communication Skills

Speaks and writes correctly, clearly and understandably; organizes thoughts logically and sequentially; aware of purpose and audience when communicating.

3. Interpersonal Skills and Relationships with Colleagues, Administrators and Parents

Demonstrates a cooperative spirit in educational undertakings with colleagues. Accepts all professional responsibilities as contained in the teachers' contract, Board policies and regulations, and administrative directives which are in keeping with same. Keeps parents informed of students' behavior, attitude and academic progress via report cards, progress reports, conferences, telephone calls and letters.

4. Use of Available Resources and Support Services

Informs support service personnel of students in need of specialized services.

5. Response to Authorized Policies and Procedures

Implements in a professional manner Board policies and regulations and administrative directives and procedures, which are consistent with contractual agreements.

6. Response to Authorized Suggestions and Recommendations

Considers and follows through on appropriate suggestions which are presented with the clear intention to improve instructional and/or overall performance.

7. Knowledge of Subject Matter

Keeps abreast of new knowledge and developments in his subject area or grade level.

C. OTHER QUALITIES, CONTRIBUTIONS OR ACHIEVEMENTS WHICH AFFECT PROFESSIONAL PERFORMANCE

1. Attention to Student Health, Safety and Welfare

Refers students with health problems to appropriate support personnel. Ensures that students behave in a safe way and use safety devices in learning sites where appropriate, e.g. safety goggles in science labs, shops, etc. Reports and takes appropriate action on unsafe conditions which affect the health, safety, and welfare of students and staff.

2. Provides Appropriate Student Guidance

Guides and/or refers students with academic and personal needs when appropriate.

3. Punctuality

Being on time for work, classes, duties, meetings, and other appointments, submission of paperwork when due, meeting any other required deadlines. Extenuating circumstances will be considered.

4. Evidence of Professional Growth

Some examples of professional growth activities include but are not limited to: participation in District in-service courses or workshops, membership in pertinent professional organizations, attainment of high academic degrees, attendance at

professional conferences outside the District, service on professional committees. The teacher will apply in the classroom, where appropriate, what he has gained from professional growth activities.

DEFINITIONS RELATED TO SUPPORT SERVICES (SOCIAL WORKER, PSYCHOLOGISTS, COUNSELORS, CSE CHAIRS) EVALUATION REPORT

A. MANAGEMENT QUALITIES

1. Preparation

- (a) Planning: Spends time planning and organizing programs and activities; keeping and using the calendar/organizer is also part of planning.
- (b) Materials: Selects and/or prepares appropriate materials to be used in the development and implementation of the intervention.

2. Effectiveness of Interaction

- (a) Development of Plan of Action: May include but not be limited to items from one (1) to eight (8) as is appropriate to the intervention.

- 1) Communicate with staff
- 2) Establish rapport with students, staff, and parents
- 3) Accessibility
- 4) Intervenes with crisis situations appropriately and effectively
- 5) Counseling group/individual
- 6) Follow through
- 7) Record keeping
- 8) Network with outside agencies/universities

To emphasize the importance of creativity and resourcefulness in intervention development, it should be pointed out that it is not necessary to include all eight (8) of the above items to develop a plan of action. (The essence of positive intervention is an effective plan of action).

- (b) Use of Effective Methods and Techniques: Selects appropriate methods, techniques and materials which attain the objective(s) of the intervention.

Appropriate methods may include role-playing, individual sessions and group sessions, etc. Appropriate techniques may include effective advocacy, and group, etc. Appropriate materials may include manipulatives, visual devices, charts and posters, and games.

- (c) Effective Use of Time: Non-classroom teaching staff are expected to guide students towards meeting their educational goals and use good judgment in determining the appropriate amount of time to accomplish these goals within the instructional guidelines outlined in the teachers' handbooks.
- (d) Enthusiasm/Motivation and Involvement of Students: Makes a determined effort to motivate students to perform up to their ability; non-classroom teaching staff facilitates active student participation, involvement in discussions and other activities.

3. Provides Differentiated Needs of Students

- (a) Provides for Needs of Students: Varies interaction to meet different achievement goals of students; meets intervention requirements and fosters student academic growth.
- (b) Sets Appropriate Expectations for Student Achievement: Based upon the academic ability of students as measured by a variety of criteria, the non-classroom teaching staff prepares programs/interventions and appropriate criteria to measure student performance and achievement which will broaden and expand student capabilities.

4. Case Management

- (a) Record Keeping, Necessary Reporting and Follow Through: Sets appropriate expectations for student behavior; maintains proper records and completes required reports; follows through effectively; deals consistently with student behavior in accordance with building and Board policies and regulations.
- (b) Establishment of Appropriate Student/Teacher Relationships: Establishes a rapport with students which fosters a productive learning environment.

5. Pupil Progress: The administrator will consider all relevant information as it relates to individual student's progress.

B. PROFESSIONAL QUALITIES

- 1. Judgment: The capability of exercising sound judgment in routine matters, new situations, or crisis; sound judgment is characterized by arriving at an appropriate course of action when carrying out professional responsibilities.

2. Communication Skills: Speaks and writes correctly, clearly and understandably; organizes thoughts logically and sequentially; aware of purpose and audience when communicating.
3. Interpersonal Skills and Relationships with Colleagues, Administrators and Parents
 Demonstrates a cooperative spirit in educational undertakings with colleagues. Accepts all professional responsibilities as contained in the teachers' contract, Board policies and regulations, and administrative directives which are in keeping with same. Keeps parents informed of students' behavior, attitude and academic progress via report cards, progress reports, conferences, telephone calls and letters.
4. Use of Available Resources and Support Services: Informs support service personnel and teachers of students in need of specialized services.
5. Response to Authorized Policies and Procedures: Implements in a professional manner Board policies and regulations and administrative directives and procedures, which are consistent with contractual agreements.
6. Response to Authorized Suggestions and Recommendations: Considers and follows through on appropriate suggestions which are presented with the clear intention to improve intervention skills and/or overall performance.
7. Knowledge of Subject Matter: Keeps abreast of new knowledge and developments in his subject area or grade level.

C. OTHER QUALITIES, CONTRIBUTIONS OR ACHIEVEMENTS WHICH AFFECT PROFESSIONAL PERFORMANCE

1. Attention to Student Health, Safety and Welfare: Refers students with health problems to appropriate support personnel. Ensures that students behave in a safe way. Reports and takes appropriate action on unsafe conditions which affect the health, safety, and welfare of students and staff.
2. Provides Appropriate Student Guidance: Guides and/or refers students with academic and personal needs when appropriate.
3. Punctuality: Begin on time for work, sessions, duties, meetings and other appointments; submission of paperwork when due; meeting any other required deadlines. Extenuating circumstances will be considered.
4. Evidence of Professional Growth: Some examples of professional growth activities include but are not limited to: participation in District in-service courses or workshops; membership in pertinent professional organizations; attainment of high academic degrees; attendance at professional conferences outside the District; service on

professional committees. The non-classroom teacher will apply knowledge gained from professional growth activities when appropriate.

WILLIAM FLOYD UNION FREE SCHOOL DISTRICT
of the Mastics-Moriches-Shirley

REQUEST FOR PRE-APPROVAL OF COURSES TO BE USED FOR SALARY CREDIT

DATE _____

NAME _____ ADDRESS _____

SCHOOL _____ PRESENT TEACHING ASSIGNMENT _____ GRADE _____

DESCRIPTIVE TITLE OF COURSE _____

COURSE # _____

INSTITUTION OR ORGANIZATION OFFERING COURSE _____

GRADUATE OR INSERVICE CREDIT _____

DATES COURSE WILL BE GIVEN: FROM _____ TO _____

REQUIREMENTS FOR COURSE:

NUMBER OF SESSIONS _____ LENGTH OF EACH SESSION _____ # OF CREDITS _____

OTHER REQUIREMENTS _____

APPLICANT'S REASONS FOR TAKING COURSE _____

OTHER INFORMATION _____

COORDINATOR ENDORSEMENT (IF APPLICABLE) DATE

PRINCIPAL ENDORSEMENT DATE

APPROVED _____ DISAPPROVED _____

ASSISTANT SUPERINTENDENT OF SCHOOLS DATE

NOTE: SUBMIT COMPLETED FORM TO THE COORDINATOR (IF APPLICABLE) OR BUILDING PRINCIPAL AT LEAST TWO WEEKS PRIOR TO THE START OF THE COURSE TO INSURE TIMELY PROCESSING. COURSE DESCRIPTIONS SHOULD BE ATTACHED. THE BUILDING PRINCIPAL WILL FORWARD ALL COPIES TO THE DISTRICT OFFICE. DISTRICT OFFICE WILL RETURN APPROPRIATE COPIES TO ALL PARTIES.

TO: 1] PERSONNEL OFFICE 2] PRINCIPAL 3] COORDINATOR 4] TEACHER

WILLIAM FLOYD SCHOOL DISTRICT
PERSONAL LEAVE NOTIFICATION FORM

Date of Leave: _____

Personal days shall only be taken for personal business which cannot be scheduled or transacted at any other time than during the normal work day.

The following are examples of the kinds of personal business for which the use of personal leave is contemplated.

- 1) Family business (e.g. moving, family marriages, house closings).
- 2) Legal business (e.g. court appearances, legal consultations).
- 3) Ceremonies (e.g. religious, educational).

NAME

BUILDING

BUILDING PRINCIPAL
(Signature only indicates receipt)

(Revised 10/2/95)

WILLIAM FLOYD UNION FREE SCHOOL DISTRICT
 240 Mastic Beach Rd, Mastic Beach, NY 11951

DATE: _____

REQUEST FOR EVALUATION OF CREDITS

NAME: _____ ID: _____ BLD/TENURE: _____

Effective July 1, 2013, column movement shall only occur in September of each school year. Bargaining unit members hired after July 1, 2013 shall not be eligible for movement to the MA+45 Column. Starting September 2015, teachers shall no longer be eligible for movement to the MA+15 Column. Effective September 2015, to be eligible for a column movement, all unit members shall be required to fulfill the following:

1. For every fifteen (15) credits utilized for purposes of column advancement a minimum of six (6) credits must be GRADUATE credits. To qualify as graduate credits, the class must be offered by an accredited college or university solely for graduate credit.
2. Of the remaining nine (9) credits, six (6) must be in-service credits taken through the WILLIAM FLOYD TEACHER CENTER.
3. The remaining three (3) credits can be in-service courses as defined in Section "A" of the teacher contract.

*Teachers are not precluded from taking 15 GRADUATE credits for one column movement.

GRADUATE COURSES	CREDITS	Univ. /College Name: _____	
		IN-SERVICE COURSES	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ALL COURSES MUST BE APPROVED ON MY LEARNING PLAN

Degree and salary step as indicated on current salary notice: _____

Salary column for which evaluation is being requested: _____

 Teacher's Signature

Submit one copy of this form to:

Human Resources Attn: Estelle Albertina
240 Mastic Beach Rd, Mastic Beach, NY 11951

NOTE: Teachers are responsible for requesting transcripts and submitting necessary fees for transcripts.

WILLIAM FLOYD UNION FREE SCHOOL DISTRICT
of the Mastics-Moriches-Shirley
240 Mastic Beach Road
Mastic Beach, New York 11951

Date

Dear _____:

Your performance during the current school year has not met the standards established by the district for effective teaching. You are hereby notified that for the remainder of the current school year you will be subject to a greater number of formal observations/evaluations than provided for in the observation provisions of the 2022-2025 contract.

I would like to meet with you at your earliest convenience so that I may explain the reasons for this decision and facilitate your improvement. You may bring union representation with you to that meeting if you so desire.

Please contact me for an appointment.

Sincerely,

Signature

Name

cc: Personnel File



WILLIAM FLOYD UNION FREE SCHOOL DISTRICT
 KEVIN COSTER, SUPERINTENDENT OF SCHOOLS

BRIAN BABST, DIRECTOR OF P.E. AND ATHLETICS & RECREATION
 PETER FRIEDMAN, DEPARTMENT CHAIR

END OF SEASON COACHING EVALUATION FORM

 (Name of Coach)

 (Level/Sport Assignment)

 (Season/Year)

A. PROFESSIONAL RESPONSIBILITY:

I. Submits>Returns the following items to meet stated deadline:

First Aid Kit, AED	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Incident Reports	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Rating Cards	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Start of Season Paperwork	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
End of Season Paperwork	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A

II. Attends/Conducts required meetings:

Section XI	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Pre-Season District Coaches Mtg.	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Parents/Athletes/Coaches Meeting	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Athletic Department Meetings	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A

B. DISTRICT AND DEPARTMENT POLICIES:

III. Complies with District and Department Policies and Procedures as follows:

Extra-Curricular Eligibility Policy	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Attendance Policy	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Code of Conduct	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Anti-Hazing Policy	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
NYSPHSAA and Section XI Rules and Regulations	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A
Coaches Handbook	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	Non-Compliant	<input type="checkbox"/> N/A

Medical Clearance Process Compliant Partial Compliance Non-Compliant N/A

C. HUMAN AND COMMUNITY RELATIONS:

- Works collaboratively with HPEA Office personnel, Fellow coaches, community organizations, and Public relations (providing scores & updates, etc.) Always Sometimes Infrequently N/A
- Communicates effectively with parents and athletes on a consistent basis. (Team philosophy, expectations, athlete concerns, etc.) Always Sometimes Infrequently N/A
- Models and demonstrates proper conduct towards officials, parents and fellow coaches setting a positive example for student athletes. Always Sometimes Infrequently N/A
- Demonstrates patience, compassion and empathy when dealing with student athletes. Always Sometimes Infrequently N/A
- Applies ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to the student athletes towards officials, parents and fellow coaches setting a positive example for student athletes. Always Sometimes Infrequently N/A

D. COACHING PERFORMANCE:

- Demonstrates knowledge, skills and rules of the game. Yes No Needs Improvement N/A
- Implements up-to-date and proper training/conditioning techniques. Yes No Needs Improvement N/A
- Applies effective coaching methods and strategies during practices and games. Yes No Needs Improvement N/A
- Promotes cross-training by encouraging athletes to participate in other sports. Yes No Needs Improvement N/A
- Emphasizes and integrates the importance of Civility, Character, Commitment and Competency in daily coaching routines. Yes No Needs Improvement N/A
- Motivates athletes to reach their full potential by using positive reinforcement. Yes No Needs Improvement N/A
- Assesses and administers first aid immediately to an injured athlete. Yes No Needs Improvement N/A
- Ensures a safe environment for student athletes. Yes No Needs Improvement N/A
- Dresses professionally and appropriately for contests and practices. Yes No Needs Improvement N/A
- Arrives at practice, contests and meetings on time. Yes No Needs Improvement N/A

Properly supervises athletes at all times. Yes No Needs Improvement N/A
 (Locker room, bus, playing venue)

E. EQUIPMENT ACCOUNTABILITY

Varsity Program	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> N/A
Jr. Varsity Program	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> N/A
Freshman Program	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> N/A
Middle School Program	<input type="checkbox"/> Compliant	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliant	<input type="checkbox"/> N/A

NYS Coaching Coursework Status:
 (Non PE teacher and/or non teacher)

Philosophy/Principles of Organizations	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> N/A
Theory and Techniques of Coaching	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> N/A
Health Sciences Related to Coaching	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> N/A

SUMMARY:

Number of years coaching in this assignment: _____

Number of years coaching in this sport: _____

Evaluator's Signature

Date

Signature of Coach*

Date

*The signature of the coach acknowledges only that s/he has seen the evaluation and does not imply that s/he agrees with its contents. These evaluations will not be placed in your personnel file.