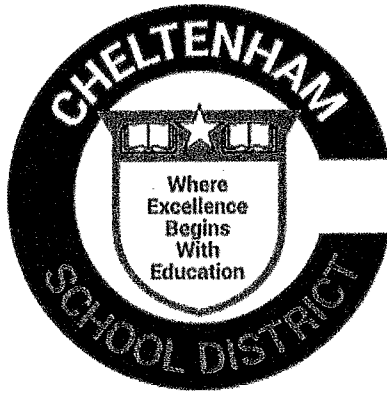


COLLECTIVE BARGAINING AGREEMENT



BETWEEN



CHELTENHAM SCHOOL DISTRICT

AND

CHELTENHAM EDUCATORS' ASSOCIATION PSEA/NEA

JULY 1, 2024 TO JUNE 30, 2027

COLLECTIVE BARGAINING AGREEMENT

Agreement made this 3rd day of December, 2024 between

CHELTENHAM SCHOOL DISTRICT and

CHELTENHAM EDUCATORS' ASSOCIATION, PSEA-NEA

Effective July 1, 2024 to June 30, 2027

The Board of School Directors of the Cheltenham School District and the Cheltenham Educators' Association, having negotiated in accordance with the Public Employee Relations Act, Commonwealth of Pennsylvania, and Act 88 of 1992, have reached agreement on the following amendments to the Collective Bargaining Agreement dated July 1, 2022.

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands and seal this day and year first written above.

JOINT NEGOTIATIONS COMMITTEE

Pamela Henry 4/8/25
Board of School Directors Date

Andrea Clipsham 4/23/25
Cheltenham Educators' Association Date

Jonathan C. Mamzer 4/23/25
CHELTENHAM EDUCATORS' ASSOCIATION, President Date

Pamela Henry 4/8/25
BOARD OF SCHOOL DIRECTORS, CHELTENHAM SCHOOL DISTRICT, President Date

Attest: Debra Hardy 4/8/25
Secretary Date

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ARTICLE I - RECOGNITION

The Board recognizes the Association as the exclusive bargaining agent for the classification of employees set forth in the Pennsylvania Labor Relations Board Certifications dated June 21, 1971, April 10, 1979, and June 1, 1988, and for the employees properly included in the bargaining unit in accordance with said Certification by the Pennsylvania Labor Relations Board.

For the purposes of the application of this Agreement, the word "employee" shall be deemed to mean those employees properly included in the bargaining unit as designated in the certification of the bargaining unit in accordance with the Order of the Pennsylvania Labor Relations Board as follows:

"In a subdivision of the employer unit comprised of all full-time and regular part-time professional employees, including but not limited to teachers, counselors, school nurses, librarians, special education teachers, speech/language therapists, curriculum associates, home and school visitors, reading consultants, dental hygienist; and excluding department heads, summer school teachers, all non- professional employees, supervisors, first-level supervisors, management level employees, and Director of Data Processing, the Director of Finance, aides, adult evening professional employees and confidential employees as defined in the Act."

The parties agree that long-term substitutes, school psychologists and social workers are members of the bargaining unit.

ARTICLE II - DEFINITIONS

A. Association

The term "Association" as used in this Agreement contract shall mean the Cheltenham Educators' Association, PSEA-NEA.

B. School District

The term "School District" or "District" as used in this Agreement shall mean the Cheltenham School District, located in Montgomery County, Pennsylvania.

C. Board

The term "Board" as used in this Agreement shall mean the Board of School Directors of the Cheltenham School District, Montgomery County, Pennsylvania.

D. Chief School Administrator

The term "Chief School Administrator" as used in this Agreement shall mean the Superintendent, Acting Superintendent, or someone acting in his/her stead when the Superintendent is on a leave of absence.

E. Part-time Employees

The term "Part-time Employees" as used in this Agreement shall mean any employee being compensated at less than one hundred percent (100%) of a full-time salary. The salary of a part-time employee shall be pro-rated to reflect the percentage of a full-time employee's workload. Workload will include pupil contact time, prep time and, where a schedule warrants it, a lunch period.

ARTICLE III - TERM OF AGREEMENT

The term of this Agreement shall begin on July 1, 2024, and shall continue in full force and effect until June 30, 2027, or until such later date as the two parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto.

ARTICLE IV - NO STRIKE - NO LOCKOUT PROVISION

Both parties agree to faithfully abide by the provisions of the Pennsylvania Public Employee Relations Act and Act 88 of 1992. As a condition of the various provisions of this Agreement to which the parties have agreed, the bargaining agent pledges that members of the bargaining unit shall not engage in a strike (as that term is defined in Act 195 of 1970 and Act 88 of 1992) during the term of the Agreement, and the Board pledges that it shall not conduct, or cause to be conducted, a lockout during the term of this Agreement.

ARTICLE V - WAIVERS

The parties agree that any item of negotiations herein contained, or otherwise, may be opened for bargaining at any time with the mutual written consent of the Association and the Board.

ARTICLE VI - JOB SECURITY AND JOB PROGRESSION

A. STATEMENT

The Pennsylvania School Code includes certain job security, certification and other regulatory provisions associated with various classes of employees. The parties understand and agree that such provisions of the School Code shall govern the manner in which the job security, job progression and reduction in force practices shall be effected with respect to members of the bargaining unit, except as indicated in Provision C.

B. GENERAL PROVISIONS

No employee shall be discharged without cause, except as provided in the School Code of the Commonwealth of Pennsylvania.

REDUCTION IN FORCE - SUSPENSIONS

1. Reduction in force shall be accomplished first through attrition (resignations and retirements). Should suspensions of employees be necessary, said suspensions shall be made on the basis of seniority, and ratings shall not be used in the suspensions process. This shall not prohibit the District from dismissing an employee under normal dismissal procedures in the State Code.
2. In the suspension procedure, the Board shall transfer employees into positions for which they are certified in accordance with the Transfer Policy in effect. The Association shall be informed of the transfer process.
3. The Board shall recall suspended employees in the inverse order of their suspensions. Temporary professional employees shall have the same rights to recall as professional employees.

C. GUARANTEE OF EMPLOYMENT

1. Job Security - Those temporary professional employees and permanent professional employees (not long-term substitutes) employed before July 1, 1997, shall be guaranteed employment for the duration unless the employee shall:
 - a. fail to maintain his/her certification
 - b. be dismissed for immorality, incompetence, intemperance, cruelty, persistent negligence, mental derangement, advocacy of or participating in un-American or subversive doctrines, persistent and willful violation of the school laws of the Commonwealth as provided for in Section 1122 of the School Code; or
 - c. the employee is in the field of industrial arts as of June 29, 2019, regardless of their date of employment prior to July 1, 1997, provided however that the impacted bargaining unit member who does not already have certification to teach in another area/subject will be granted tuition reimbursement of \$3,500.00 per year rather than the rate applicable to the employee set forth in Article XIV, B.4..
2. It is understood, however, that the school district reserves the right to eliminate any positions which - in its sole judgment - it deems necessary arising out of alteration of program recommended by the Superintendent, and concurred by the Board. It is also understood individual employees identified above will be retained even if positions are eliminated.

ARTICLE VII - TEACHING DUTIES AND WORKING CONDITIONS

A. EMPLOYEE WORKDAY

1. The professional employee workday in grades K-4 shall be seven (7) hours and fifteen (15) minutes with a forty (40) minute lunch period. A minimum of fifteen (15) minutes will be for non-instructional activities. The professional employee workday for grades 5-12 shall not exceed seven (7) hours and fifteen (15) minutes. The lunch period in grades 5-6 will be forty (40) minutes and the lunch period in grades 7-12 will be thirty (30) minutes in length. Lunch shall be as stated in this section except on early dismissal days or days scheduled for state and federal required testing, or other special events not to exceed three (3) per year, such as building level fairs or multi-cultural festivals, when lunch may be scheduled for no less than thirty (30) minutes.
2. Employees shall have the right to leave the school building after checking for messages in their mailbox at the completion of their workday.
3. Employees are expected to be in their buildings during the regular day unless their absence is approved by the principal or his/her designee.
4. Employees shall have the right to leave the school building during their lunch breaks.
5. Elementary school students shall be admitted to their classrooms no sooner than five (5) minutes before the scheduled beginning of the pupil day.
6. So long as the District continues to have two monthly early dismissal Wednesdays, the time following student dismissal on the early dismissal Wednesday before grades are due

shall be reserved for teachers in grades 7-12 to engage in self-directed grading activities.

7. If, during the term of this agreement, the District eliminates the 5-6 level and moves to a three-level structure (K-5, 6-8, 9-12), Grade 5 will follow the provisions of this Article applicable to K-4 or 3-4, as applicable, and Grade 6 will follow the provisions of this Article applicable to Cedarbrook.

B. EMPLOYEE WORK YEAR

1. The employee work year shall not exceed 190 days, except for professional employees working their first full year in the School District. First year employees shall work 194 days. The employee work year shall include a minimum of 180 student days.
2. It is understood that if inclement weather days are not used, the employee calendar shall be submitted to the Board by the Association for possible revision after April 15 of each year.
3. On the school day preceding Thanksgiving, winter, and spring vacations, the early dismissal schedule shall be followed.
4. On the first and last days of the pupil year, students at all levels shall have early dismissal to allow teachers preparation time.
5. Within the contractual work year, no less than nine (9) days shall be designated as in-service days. The schedule and content of eight and one-half (8-1/2) days shall be determined by the Administration; the schedule and content of one-half day shall be determined by the CEA in concurrence with the District. One day prior to the pupil school year and one day following the pupil school year shall be for start-up and closing procedures. The Administration shall consider suggestions from professional employees for in-service meetings, but no committee meetings shall be held during the workday for that purpose. The CIPD will address expanding opportunities for in-service, including the use of "virtual professional development."
6. On early dismissal days, students are dismissed at 12:00 for grades 9-12, 12:40 for grades 7-8 and 1:20 for grades K-6. Early dismissal times for students in grades 5 and 6 will be adjusted if the District eliminates the 5-6 level per the language in Article VII.A.7.

C. WORK LOAD

Because of differences in the nature of duties at the four levels, the school schedule will be built to serve the unique needs of the students and the instructional program. At the elementary level (K-6), teachers shall be scheduled for one thirty (30) minute grade level meeting, new teacher mentoring meeting, committee meeting, Professional Learning Community (PLC) or MTSS meeting each week. Grades K-2 will maintain an A.M. and P.M. recess that are each fifteen (15) minutes. Grades 3-4 will have one (1) fifteen (15) minute daily recess. In grades K-6, for the five school days prior to the established due date of conference/report cards all grade level meetings will be canceled. The meeting time shall be designated for the preparation of conference/report cards. The scheduling of this time shall be made by the principal in consultation with the building CEA representative. Teachers in grades K-6 shall be scheduled for a minimum of 230 minutes of lesson preparation time per five-day week (such preparation time shall not include transitional responsibilities); each session of preparation time to be no less than thirty-five (35) minutes of continuous time except on the day of the grade level/team meeting. Grade level/team meetings will be held for thirty (30) minutes. Teachers will continue to receive their contractual 230 minutes of preparation time per week.

At Cedarbrook:

1. Teachers shall be scheduled for either twenty (20), sixty (60) minute instructional periods per week, or thirty (30), forty (40) minute instructional periods per week.
2. All teachers shall be scheduled for at least one (1) preparation period per day, for a minimum of 350 minutes per week, provided, however, that a portion of one preparation period per six-day cycle may be designated as a meeting period, to be determined by the Principal. Preparation time may be divided into two equal parts in order to accommodate periods of instruction so long as no preparation period is less than forty (40) minutes in length.
3. All teachers shall be scheduled for five (5) Intervention/Enrichment periods (currently termed WIN) and one (1) team meeting or Professional Learning Community (PLC) meeting period per six-day cycle which shall not be less than forty (40) minutes in length. (See further detailed explanations below.)
4. All teachers shall be scheduled for one (1), thirty (30) minute duty free lunch period per day, said lunch period to fall during the range of lunch periods afforded to students at Cedarbrook.

At the high school:

1. All teachers shall be scheduled for a maximum of fifteen (15) instructional periods per week.
2. All teachers shall be scheduled for at least one (1) preparation period per day, for a minimum of 350 minutes per week.
3. All teachers shall be schedule for five (5) Intervention/Enrichment periods and one (1) PLC meeting period per six-day cycle. (See further detailed explanations below.)
4. All teachers shall be scheduled for one (1), thirty (30) minute duty free lunch period per day, said lunch period to fall during the range of lunch periods afforded to students at the High School.

It is understood and agreed by all parties that the purpose of a PLC is for teachers to have a safe and risk free environment in which to share discussions regarding their own professional growth, and students' academic learning and growth. It is therefore recognized that teachers' conversations, discussions, remarks and reflections within the PLC are designed to be private and confidential within this setting. Administrators will honor the purpose of the PLC's and work to safeguard this opportunity for staff. It is understood, however, that as a part of these conversations, there may be information shared that may later be a part of administrator and teacher performance discussions, including information on data and student progress.

The primary purpose of Intervention/Enrichment periods is for students to be provided with interventions, which is defined as targeted small group instruction. The parties agree that Intervention/Enrichment periods are not an ideal setting for Tier III interventions, defined as intensive intervention, to take place and will make every effort to avoid such practice. The Intervention/Enrichment period shall not constitute an additional course preparation for any teachers. Teachers shall not be required to provide instruction on subject matter that is outside of the scope of their certification(s).

The elements of the schedules enumerated in this Section are binding and shall be implemented without modification, except by express written consent of the District and the Association. Provided, however, schedules may be modified to the extent that they must comply with applicable state and/or federal requirements newly adopted during the term of the Collective Bargaining Agreement.

D. EQUITABLE ASSIGNMENT OF DUTIES

1. Principals shall assign teaching loads as equitably as the schedule shall allow.

Notice of Teaching Assignments - By the end of the school term in June, each building principal shall submit to the employee in writing, his/her teaching assignment for the following year. This shall include subjects to be taught, grade level, school building, and the number of periods of instruction per week. Changes in teaching assignments after the end of the school term in June shall be made only when said changes are necessary in the judgment of the Chief School Administrator. Employees affected by said changes and the Association shall be notified within five (5) working days of the date when the Administration is first aware of the need for the change in the employee's assignments.

2. Employees shall not be assigned more than four (4) evening assignments, other than those required by extra-pay assignments, during each school year, each of approximately two (2) hours in duration. Two (2) shall be for parent conferences, one shall be for Back-to-School Night, and the other evening assignment will be selected by each teacher from available options. These evening assignments shall be without pay. The assignments shall be equitably distributed among members of the bargaining unit. The Administration shall, no later than the October 1st, distribute the evening assignment schedule to members of the bargaining unit and the Association. The Administration shall also develop, no later than October 1st, a schedule showing non-teaching duties, and disseminate the schedule to employees in the same manner set forth above for evening schedules. Each principal shall develop with his or her staff, the schedule of daily activities for his or her building. In the event of an emergency or circumstances such as inclement weather, power outages, or other reason necessitating closure of the building, the administration shall distribute the evening assignment schedule to members of the bargaining unit and the Association as soon as possible after October 1st, with no less than three weeks' notice.
3. Parent conferences may take place virtually at parent/guardian request during K-12 Parent/Teachers conferences.
4. Teaching schedules should be planned to permit maximum use of teacher competency, classroom and lab facilities, equipment and course enrollment. Teaching time and teacher preparation time should be kept as free from interruption as possible, with the exception that IEP meetings can be scheduled during preparation periods. Special programs shall be developed far enough in advance to permit adequate and thorough teacher planning. The only exception to this shall be an emergency situation, which shall be dealt with by the principal's directives. Special/Encore teachers, which include but are not limited to art, music, health and physical education, library, STEM, will be scheduled in a manner making the optimal use of their work day and ensuring that they will receive the required number of preparation and team meeting periods per work week.

Teachers who are directed to cover a class during a preparation period will be compensated \$42 for the missed preparation period for the length of the contract. This payment shall begin with the second class covered (second missed preparation period each year). Volunteers will be sought first for needed coverage.

5. Full day absence of classroom teachers for school district business shall not be covered for the full day by other members of the bargaining unit.
6. Members of the bargaining unit shall not be required to supervise students' lunch periods,

except for an emergency as determined by the principal or his/her designee. Whenever practical, teachers will monitor students in the hall during passing between classes. This shall not be a scheduled duty, but will be considered a professional obligation of every teacher at the change of classes.

7. All teachers responsible for writing IEPs/Gifted IEPs will be granted four (4) IEP/Gifted IEP days per school year, during which they will be given a full day substitute in order to allow them to devote the entire day to writing IEPs/Gifted IEPs. Scheduling of such IEP/Gifted IEP days will be subject to preapproval of the principal, which shall not be unreasonably denied.

E. DEPARTMENT AND FACULTY MEETINGS

1. Department and faculty meetings are an important part of the school program. At all schools, faculty meetings will be held once each month after the student day, each for sixty (60) minutes, with an early dismissal of students, as necessary. These meetings shall not exceed the ending time of the normal teacher day.
2. Items for the agenda for faculty meetings at all levels shall be solicited from the staff, but topics to be covered shall involve logistical items and professional learning. Notwithstanding the foregoing, it is understood that the Association shall be given ten (10) minutes of time to be utilized in the faculty meeting for Association purposes and the time will be provided at the end of the faculty meeting. In the event the Association does not utilize the ten (10) minutes of time during the faculty meeting, the balance of the ten (10) minutes can be used by the District for faculty meeting purposes. A committee elected from the faculty shall meet with the principal to plan the agenda for the meeting that will cover the logistical items and professional learning. This agenda shall be distributed to the staff at least twenty-four (24) hours before the scheduled meeting. This does not preclude additional items from being added to the agenda.

F. ELEMENTARY RECESS DUTY

Teachers shall not have recess duty except in an emergency.

G. RATING SYSTEM FOR EMPLOYEES

The District shall maintain a rating system consistent with Act 82 of 2012. CEA shall participate in development of the rating system consistent with Act 82 of 2012, and any future changes to that system, through a joint labor/management committee consisting of six individuals (three appointed by the District and three appointed by the Association, with representation from the elementary, middle school, and high school divisions). Implementation of the system shall be in accordance with State regulations and guidelines.

H. POSTING OF VACANCIES

All regular professional contractual vacancies that are to be filled shall be posted in each school during the regular school year. All vacancies will also be posted on the Cheltenham School District website. All regularly employed professional staff members who possess the requisite certification and who apply for such vacancies shall be granted an interview.

I. LEADERSHIP COUNCIL

1. In the interest of fostering an atmosphere of collaboration and shared decision making, the

Superintendent (and/or his/her designee) shall meet once each month with CEA Officers to discuss issues relative to instruction and professional development. These meetings will be a forum through which teacher leadership may provide input on educational issues and professional development. The monthly agenda will be determined by the items submitted by the Superintendent (and/or his/her designee) and CEA leadership. As appropriate to the agenda, the Superintendent (and/or his/her designee) may elect to include an additional administrator(s) in the monthly meeting. The meeting may also serve to review and discuss problems or concerns affecting the District and the administration of this Agreement.

2. When appropriate, the Leadership Council with the concurrence of the Superintendent (and/or his/her designee) may authorize the formation of ad-hoc advisory committees to address issues of concern that may require deeper collaboration, planning and investigation. The configuration, membership, duration and purpose of any so authorized committees shall be jointly determined.
3. The Leadership Council will normally meet outside of the student day. Regardless of when these meetings are held, they shall be without additional compensation.

J. TEACHER MENTORS

Teachers selected to serve as Teacher Mentors shall receive \$600.00 per year for the life of this Agreement.

ARTICLE VIII - ASSOCIATION RIGHTS

A. INFORMATION

The Board agrees to furnish upon the written request of the Association, information pertaining to the financial resources of the District when such information is made available to the public. Such information includes census data, financial reports, agendas and minutes of the Board meetings.

B. BULLETIN BOARDS

The Association shall have the reasonable right to disseminate written bulletins and announcements to its membership through the inter-school mail facilities. The Association shall have, in each school building, the exclusive use of a bulletin board, or portion thereof, in each faculty lounge, teachers' room or similar location. Similar facilities shall be provided in the central administration building. All Association materials for distribution or display must be submitted to the building principal or his/her designee so that he/she can determine that the material submitted has been approved by the President of the Association or his/her designee before being displayed on the CEA bulletin board or before distribution. The Cheltenham Educators' Association shall have access to the District e-mail system, including the ability to send a global e-mail to its members, subject to the District's Acceptable Use Policy (#816).

C. RIGHT TO SPEAK

The President of the Association or his/her pre-designated representative shall be accorded the right to address the Board at all official meetings of the Board.

D. ORIENTATION

The President of the Association shall be given the opportunity to welcome new teachers at

appropriate orientation and in-service activities.

E. NEW TEACHER INFORMATION

The Board agrees that the name and address of each new teacher elected or appointed by the Board, along with the building, grade or subject assignment (if known) and teaching experience, and step on the salary schedule shall be provided to the Association after official appointment by the Board.

F. RELEASED TIME

The Board agrees to grant up to two years leave without pay for any professional employee elected to the presidency or vice-presidency of the Pennsylvania State Education Association or the National Education Association.

G. TEACHER BUILDING ASSIGNMENTS

Within the first week of school, the Administration shall supply the Association with the teacher-building assignment list for the year.

ARTICLE IX - PROFESSIONAL COMPENSATION

A. STATEMENT

The parties agree that wages and salaries of the employees to be affected by this Agreement are accurately reflected in the salary guide made part of this Agreement, and that the schedule of wages and salaries set forth herein shall remain in force for the period of this Agreement.

B. PAYMENT SCHEDULE

1. The annual salary shall be paid in twenty-six (26) installments with the final four (4) checks payable on June 30. There shall be no deviation or exception from this one method of payment. Employees who shall be away on June 30 may make arrangements with the Business Office to have their final check deposited to their account in a bank of their choice. Paydays are listed in the official school calendar, in the addendum to this contract and in the Principles, Policies and Practices Handbook.
2. If the pay date falls on a non-teaching day, the checks shall be made available on the last working day prior to that day. The check shall be dated according to the appropriate date, as agreed above.
3. Twelve (12) month employees, shall be paid annually in 26 equal bi-weekly installments which shall commence ten (10) weeks prior to the second September pay date for other employees.
4. Per diem rates for bargaining unit members shall be computed by dividing an employee's appropriate salary as found in Appendix A by the number of days the employee is scheduled to work (190 or 194 as appropriate).
5. Any temporary or permanent professional employees contracted to begin employment in the 1994-95 school year and beyond will not be eligible to be considered for compensation on the salary schedule columns designated a Master's Degree without an earned Master's Degree. Those employees currently being paid for holding a Master's Equivalency will continue to be paid as such for the duration of their employment in the Cheltenham School District only. Current employees who pursue a Master's Equivalency will be paid at the Master's level once

the Equivalency has been earned. This provision also applies to employees who are hired as a result of the transfer of entities provisions of the School Code; only Master's Equivalency Certificates awarded prior to September 1, 1994, will be recognized for salary purposes.

C. SALARY GUIDE

The basic salaries of employees covered by this Agreement are listed in Appendix A attached hereto and made a part of this Agreement.

D. EXTRA DUTY PAY

1. Extra-duty positions approved by the District shall receive extra pay. The value of each unit shall be \$235.00 for the 2024-2025 school year and thereafter. Credit may be given for verified previous experience, but in all other instances, a new appointee shall start at the lowest level.
2. Extra-duty positions shall be appointed annually and a contract shall be issued for each position. At the end of each year such contracts shall expire. The District has the right to reappoint the incumbent if he/she wishes to continue in the position or to seek a candidate. The District shall reappoint all incumbents wishing to continue whose service has been satisfactory.
3. Any person who has held the same extra-duty position and been paid at the maximum unit value for ten years shall receive an additional "longevity unit" in recognition of those years of service; for every additional five years served after 1987-88 above those ten years, another "longevity unit" shall be awarded.
4. The President of the CEA shall submit recommendations regarding the Extra-Duty Program to the Superintendent prior to December 31 of each year. The Superintendent shall consider and respond to these recommendations and, each year, shall publish a list of all Extra-duty pay positions and unit ranges. Nothing in this contract shall prevent the Board from adding or deleting Extra-duty pay positions.
5. As vacancies occur for Extra-duty and stipend pay positions these positions shall be advertised. Members of the bargaining unit shall have the right of first refusal for Extra-duty pay positions, providing they have the necessary qualifications for the position, as determined by the Administration.
6. A varsity coach, involved in an extended season because of playoffs governed by the Pennsylvania Interscholastic Athletic Association and approved by the Superintendent, and Problem Solving Coaches participating beyond the district level of competition, shall be paid for such additional time by the following formula:

Extra Compensation = number of actual working days in the extended season x 1/100 x compensation for the regular sports season.

EXAMPLE: 20 DAYS x .01 x \$1800 = \$360.00 for coaching twenty (20) extra days.
7. All professionals who are authorized by the District to use their private vehicles for extra duty positions will be paid the IRS rate for mileage.

E. SEVERANCE PAY

Professional employees who have completed twenty (20) or more years of service in Cheltenham, or who have ten (10) years of service in Cheltenham and who qualify for superannuation retirement and who retire under the retirement provisions of the Public School Employees' Retirement System,

shall receive a severance payment. Said severance pay shall be computed at the rates listed below:

- For the length of the Agreement \$70 per day for the first 100 days of unused sick or personal leave, and at the rate of \$75 per day for days 101-200, and at the rate of \$80 per day for days 201-300. Maximum payment will be \$22,500.

The benefits of this provision shall be conditioned upon notification to the District of the intent to retire by each April 15th of this contract except where a change in the retirement law or family or health emergency justify a lesser notification period.

F. HOMEBOUND INSTRUCTION COMPENSATION

The compensation for homebound instruction shall be \$43 per hour for the length of the contract. First opportunities for homebound instruction shall be offered to current tenured employees. Thereafter, non-tenured teachers with satisfactory ratings will be considered with the approval of the Administration. If no tenured or non-tenured current employees apply, only then may the School District hire outside individuals.

G. CURRICULUM WORK OUTSIDE THE SCHOOL DAY

The rate for curriculum work outside the school day shall be \$43 per hour for the term of the Agreement.

H. SPECIAL COMPENSATION

1. Teachers of classes for students who receive special education supports and services shall receive \$1,000.00 annually above the existing salary guide, and included in their annual salary.
2. The following classifications of teachers shall receive \$1,000.00 annually, above the existing salary guide and included in their annual salary: speech/language therapists/pathologists, board certified behavior analysts and occupational and physical therapists, if the District creates and fills such positions.
3. The Nurse Coordinator shall receive a flat dollar annual amount of \$4,750.00

I. MILEAGE COMPENSATION

Employees whose assignments require travel as approved by the Superintendent, shall be reimbursed for travel expenses incurred at the mileage reimbursement rate established by the U.S. Internal Revenue Service.

J. DIRECT DEPOSIT

Effective as soon as practicable following ratification of the Agreement, all Bargaining Unit Employees must enroll for direct deposit of biweekly pay.

ARTICLE X - FRINGE BENEFITS

A. HOSPITALIZATION

1. For each regular full-time employee eligible for participation in the Pennsylvania Public School Employees' Retirement System, and for each part-time employee if he/she is properly included in the bargaining unit of the Pennsylvania Labor Relations Board being compensated at sixty percent (60%) or more of full-time salary, who is or

becomes a member of the School District's group medical insurance plan, the Board shall provide full coverage if he/she is enrolled for employee-only coverage and full coverage if he/she is enrolled for employee and dependent coverage.

- ◆ The core medical insurance plan is the Blue Cross Personal Choice 25/35/70 plan, with the following copays: The primary care physician will be \$25; the specialist copay will be \$35; the emergency room copay will be \$100; the copay for MRIs and PET scans will be \$50; and the urgent care copay will be \$55; the durable medical equipment copay will be \$50; and the inpatient hospitalization copay will be \$175 per day for a maximum of five days. The out of pocket maximums will be \$1750 for single and \$3500 for family. Bargaining unit members will pay through payroll deduction seventeen percent (17%) of the PC 25/35/70 plan premium for the 2024-2025 school year, seventeen and one-half percent (17.5%) for the 2025-2026 school year and eighteen percent (18%) for the 2026-2027 school year.
- ◆ Those employees who choose to subscribe to the Keystone Standard Direct POS C1/F1/O1 shall pay sixteen percent (16%) for the 2024-2025 school year, seventeen percent (17%) for the 2025-2026 school year and eighteen percent (18%) for the 2026-2027 school year.
- ◆ Bargaining unit members who decline healthcare insurance and provide reasonable evidence of alternative minimum essential coverage (other than individual market coverage, whether or not obtained through the ACA Marketplace) for himself/herself and all other members of his/her expected tax family, within the meaning of the applicable Treasury Department regulations with respect to opt-out payments will receive \$2,500 per year. For purposes of the opt-out program, the employer shall accept an employee's attestation of such other coverage as reasonable evidence of alternative minimum essential coverage. This option will be available to husband and wife members of the bargaining unit.
- ◆ An employee may elect to cover a Domestic Partner. The School District and CEA shall establish both a list of required documentation necessary to establish Domestic Partnership as well as policies and procedures for ensuring that these documents are maintained in a confidential fashion.
- ◆ Prescription drug copays will be: Retail Generic \$15/Retail Brand (Preferred) \$30; Retail Brand (Non-Preferred) \$45; Specialty \$45. Prescription plans will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will permit employees to order up to a 90-day supply, and pay two times the retail copay at the appropriate rate. If the individual's doctor wants the individual to start the drug immediately, the initial 30-day supply may be obtained at a retail pharmacy for the appropriate retail copayment. All subsequent refills must be purchased through the mandatory mail order service. The School District shall institute utilization management guidelines recommended by the Pharmacy Benefit Manager limited to: (1) quantity management, and (2) step therapy for prescriptions for

new drugs and shall eliminate coverage for non-medically necessary compound drug therapy.

- ◆ As soon as practicable following ratification of this Agreement by both parties, the District shall switch to the "Liberty" exclusionary formulary, except as provided in this paragraph. Within ten (10) work days following ratification, the District will provide the CEA with a list of drugs currently being used by any bargaining unit member or their dependent(s) which will be excluded under the Liberty exclusionary formulary unless the bargaining unit member or dependent notifies Capital Rx as provided in this paragraph. Prior to implementation of the Liberty exclusionary formulary, the District shall arrange for Capital Rx to notify any individual with a current prescription for an excluded medication of the exclusion. The bargaining unit member or dependent with a current prescription for an excluded medication must then notify Capital Rx that they wish to continue coverage for the medication which would otherwise be excluded within six months of date of contract ratification. Assuming such notice is provided to Capital Rx, the bargaining unit member or dependent will be grandfathered in continuing to be able to receive coverage for the medication which would otherwise be excluded during the term of this collective bargaining agreement after exhausting the insurer's prescription waiver process (1) as long as the medication is commercially and reasonably available and approved for use in the United States and (2) as long as the bargaining unit member's and or dependent's treating physician continues to certify the medical necessity of taking the medication.

2. Methods for Payment of Co-Pay Available to Eligible Employees: As long as permitted under the Internal Revenue Code of 1986, as amended, District agrees to sponsor a plan pursuant to Internal Revenue Code Section 125, and the regulations promulgated thereunder, to permit Eligible Employees to elect any of the following:

- a. To participate in the Core Health or Alternative Health Plan(s) and to pay for his/her share of the premium determined above on a pre- Federal income and FICA tax basis.
- b. To decline coverage.

Any changes of an Eligible Employee's election will be subject to the requirements of the vendor of the Health Plan and applicable law, including, but not limited to, the Internal Revenue Code Section 125.

3. Self Insurance. The Association will permit the District to self-insure the benefits on the health benefit plans so long as the health benefit plans are substantially equivalent to the health benefit plan offerings set forth in this Collective Bargaining Agreement.

B. MEDICAL COVERAGE ELIGIBILITY

For each School District employee being reimbursed at more than sixty per cent (60%) of a full-time salary, the District shall provide medical coverage under the terms and conditions identified in Article X, A.

C. LIFE INSURANCE

The School District shall pay one hundred per cent (100%) of the premium cost for life insurance for each 60% employee at one and one-half (1 1/2) times his/her yearly salary, rounded to the closest \$500 unit. This plan shall include double indemnity for accidental death. No employee shall

have life insurance coverage of less than \$10,000.

D. GROUP DENTAL PROGRAM

For each regular full-time employee eligible for participation in the Pennsylvania Public School Employees' Retirement System, for each part-time employee, if he/she is properly included in the bargaining unit and approved by the Pennsylvania Labor Relations Board, being compensated at sixty percent (60%) or more of a full-time salary, the Board shall provide full employee and employee - and - dependent coverage for a basic rider equivalent to Blue Cross-Blue Shield and one hundred percent (100%) periodontal coverage at the usual and customary charges. The Dental Plan shall also provide: (1) a \$25 single/\$75 family annual deductible; and (2) impose an annual maximum of \$1,500. Beginning at the start of the 2018-2019 school year, orthodontic coverage shall be included in the plan.

An employee may elect dental coverage for a same-sex domestic partner, and such coverage shall be subject to the same documentation, policies, and procedures as utilized in connection with medical insurance coverage for same-sex domestic partners referenced in Section A.1. above.

E. FLEXPLAN

A "flexplan" benefits package may be offered by the District subject to the approval of the Association.

F. VISION PLAN

The School District shall provide at no cost to all bargaining unit employees a vision program with the following benefits:

Adults: One exam and one pair of glasses every 12 months. Children: One exam every 12 months and one pair of glasses every 12 months. Glasses include photochromic and transitional lenses with polycarbonate lenses and scratch guard, tinted lenses and progressive lenses.

The frame allowance will be \$55.00. The Elective Contact Allowance will be \$175.00. Maximum annual cost per bargaining unit member for the vision program shall not exceed \$115.00.

An employee may elect vision coverage for a same-sex domestic partner, and such coverage shall be subject to the same documentation, policies, and procedures as utilized in connection with medical insurance coverage for same sex domestic partners referenced in Section A.1. above.

ARTICLE XI - ABSENCE WITH PAY

A. ABSENCE WITH PAY BECAUSE OF ILLNESS OR INJURY

In any school year, whenever an employee is prevented by personal illness or personal injury from following his/her occupation, the following shall apply:

1. School law provides for ten (10) days of sick leave per school year without loss of salary. Unused days of sick leave accumulate. Bargaining unit employees may use up to three (3) sick days per year in half-day increments for a maximum use of six (6) half-sick days per year.
2. The School District requires a doctor's note for any absence in excess of three (3) days and

may require one for absences of fewer than three days if there is a concern about the appropriateness of such absences. Sick leave is available for medical problems and treatment that are not routine matters that could be scheduled outside the workday.

3. For absence due to illness, which extends beyond the cumulative sick leave, a person has

(1)
(2 times negotiated teacher work year)

times annual salary paid for twice the number of such days which have accumulated at the start of the academic year. This provision applies only after an employee has been employed in this School District for one (1) year.

4. For any absence due to an on-the-job injury, the following applies:
- a. The employee shall receive pay as per the School District's Sick Leave Policy.
 - b. Any Worker's Compensation Payment for subsistence shall be deducted from Sick Leave Pay.
 - c. Upon the expiration of sick leave, the employee shall receive only Worker's Compensation.
 - d. Other than the first seven (7) calendar days after the injury, which is non-reimbursable under Worker's Compensation, the absence for a work-connected injury shall not be deducted from an employee's sick leave. The first seven (7) days shall not be deducted if payment is received for subsistence from the Worker's Compensation Insurance Carrier.
5. The Board shall provide one hundred fifty (150) days of sick leave at full pay in a bank to be administered by the School Administration. Employees may apply for a maximum of thirty (30) days, to the Director of Human Resources, for days in this bank for a substantiated medical illness necessitating an absence after all other sick leave provisions have been exhausted.

B. ILLNESS IN THE FAMILY

Three (3) days at full pay and twenty-seven (27) days at half-pay within one school year are allowed for illness of husband, wife, legal dependent living at home, mother, father or legal guardian. The Board requires completion of the illness-in-the-Family Record for each day or half-day the employee is absent. In addition, if there is a concern about the appropriateness of such absences, the District may require a doctor's letter stating that the employee is needed for the welfare of the sick husband, wife, legal dependent living at home, mother, father, or legal guardian.

C. DEATH IN THE FAMILY

IMMEDIATE FAMILY: Employees shall be granted five (5) school days consecutive absence. If additional days are required, past accumulated personal leave days may be used. Immediate family shall be defined as father, mother, brother, sister, son, son-in-law, daughter, daughter-in-law, husband, wife, or parent-in-law. This also applies to any near relative who resides in the same household or any person with whom the employee has made his/her home.

NEAR RELATIVE:

Employees shall be granted one (1) day for the funeral of a near relative defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, and sister-in-law.

D. JURY DUTY

Employees called for jury duty shall be paid the difference between compensation for jury services and the School District salary so that no financial gain or loss results from serving as a juror.

E. OTHER REASONS

Full-time employees shall be granted full pay for absence for the following reasons:

1. Subpoenaed witness in court.
2. Physical examination for an employee presently in military reserves or for physical examination related to military disability - one (1) day.
3. Commencement exercise for employee - one (1) day.
4. Personal Leave
 - a. For the length of this contract, each professional employee shall be granted four (4) days of personal leave and shall be permitted to use one (1) unused personal leave day from the employee's personal leave bank. During an absence protected by the Family and Medical Leave Act, a professional employee may use an additional two (2) unused personal leave days from the employee's personal leave bank.
 - b. Professional employees shall be permitted to use three (3) personal leave days consecutively without prior approval of the Superintendent or his/her designee. The use of four (4) consecutive personal leave days requires the prior approval of the Superintendent or his/her designee.
 - c. Personal leave with pay shall not be used to extend a school holiday or vacation nor may any personal leave be combined with any other leave of absence to extend a school holiday or vacation without written permission of the Superintendent or his/her designee.
 - d. All personal leave days shall be full days only. No requests for half-day personal leave shall be granted.
 - e. With the exception of requests for personal leave to be used for religious purposes, no personal leave days may be used during the last two (2) weeks of the school year without the permission of the Superintendent or his/her designee.
 - f. Personal leave days from the employee's personal leave bank are used after the current year's allocation have been exhausted and may not be used in addition to payment under the following option:
 - g. Personal Leave Option
 1. Employees who so choose shall have the option each year of receiving payment for the unused personal leave days of those granted for that year. For the length of the contract the compensation shall be \$90 per unused

personal leave day.

2. Employees shall use the District's form Request for Payment of Unused Personal Days to notify the District of their desire to exercise this option. The form must be submitted at least ten (10) days before the end of the school year.

ARTICLE XII - SABBATICAL LEAVE

PROVISIONS

An employee shall be granted a sabbatical leave as provided in the School Code, Sections 1166 through 1171.

ARTICLE XIII - ABSENCE WITHOUT PAY

Prior approval of the Superintendent must be secured for absences not otherwise provided for in Paragraphs A through E of Article XI. Full salary deduction shall be made for such absences. Employees shall be on duty unless ill. Continued abuse shall result in appropriate reprimand.

ARTICLE XIV - PROFESSIONAL DEVELOPMENT & EDUCATION PROGRAM

A. PROGRAM IMPLEMENTATION

1. Upon the approval of the Director of Human Resources or his/her designee, the following credits shall be acceptable for placement on the salary schedule:
 - a. Credits in education or academic discipline of assignment accepted by an institution as fulfilling requirements of a program leading to a higher degree;
 - b. Credits taken to secure additional state certification in a field in which the employee is not currently certified;
 - c. Credits for additional or refresher courses in field(s) of an employee's current assignment;
 - d. Credits for School District sponsored programs - the amount of credit to be determined when the program is planned;
 - e. Credits for specialized courses directly related to the employee's current assignment, which are offered at other educational institutions, including the Intermediate Unit, require approval of the Assistant Superintendent prior to enrollment.
 - f. Online and correspondence classes must be completed within one semester. Online courses must meet the following conditions to receive approval for tuition reimbursement and/or salary scale movement: (1) the student must be required to participate in the course at least once a week, or where that is not possible under the course, based upon a time period deemed appropriate by the Superintendent, (2) the course must require the student to either view a

professor's lectures for the week while the professor is presenting the course material online or during some other time in that same week the professor presented the lecture or view instructional materials presented by a professor that are deemed to be of sufficient quality by the Superintendent, (3) the student must be required to participate and have dialogue with fellow students through online chat sessions, and (4) there must be a mechanism in place that provides for regular online or telephonic interaction between the professor and the student regarding questions, assignments, and other course-related information.

2. Salary adjustments resulting from additional preparation are made in September and February. Persons receiving adjustment in February shall receive half of annual increment. Subsequent to the initial salary adjustment resulting from additional preparation, an adjustment will be made no sooner than once every school year. Official evidence, in the form of a diploma or official transcript of credits earned, must be submitted before September 1 and February 1. In special cases, a letter from the college or university shall be accepted.

B. TUITION REIMBURSEMENT

Employees being compensated at sixty percent (60%) or more of full-time salary may be reimbursed for tuition expenses for advanced study, according to the School District's provisions herein set forth. This shall not be available to long-term substitutes.

1. Any 60% employee who is desirous of furthering his/her education to improve his/her knowledge, skill and competence for the position to which he/she is assigned, may be eligible for a tuition reimbursement.
2. Each employee participating in the plan must certify that it is his/her intention to continue as an employee of the Cheltenham School District at least two (2) full years after receiving a reimbursement and completing the work for which the reimbursement was made, and, in the event of voluntary termination of service prior to the end of that year, shall repay the School District the entire amount of the reimbursement.
3. Course(s) must be approved in advance by both the Principal and the Superintendent/Director of Human Resources. Form #111 must be submitted for approval. The course must be related to the employee's present or possible future work with the School District.
4. Upon satisfactory completion of courses, with a grade of "A", "B", or "P", an employee shall be refunded up to one hundred percent (100%) of tuition costs, up to the maximum cost of \$3,500 for individual bargaining unit members who are paid at Masters' and higher and \$4,000 for members who are paid at Bachelors' for the length of the Agreement within a fiscal year (July 1 to June 30), up to a maximum of \$200,000 for the total bargaining unit. This \$200,000 total shall be applied to all members of the bargaining unit on those courses completed during the fiscal year. No tuition reimbursement shall be granted to any bargaining unit member after the maximum cost of \$200,000 is reached in any fiscal year. Two-thirds (2/3) of the total amount of Tuition Reimbursements shall be distributed between July 1 and December 31; one-third (1/3) shall

be distributed between January 1 and June 30 of each school year. If the monies allocated during the first half of the year are not used, they shall be rolled over for use in the second half.

No bargaining unit member may move more than one (1) column on the salary schedule during any one school year. Those with credits earned prior to the signing of this Agreement shall be allowed to use all their earned credits to move on the schedule.

5. Reimbursement shall not be used to cover the costs of textbooks, lecture notes, registration, library or laboratory fees, technology fees, meals, travel, lodging or other miscellaneous fees; nor shall a refund be made for tuition or other education assistance for which employees may be eligible under government educational assistance or other grants.
6. After completion of the course(s), official transcripts or grade reports and receipts shall be submitted to the Superintendent/ Director of Human Resources. In cases where official transcripts are not immediately available, a letter from the instructor may be submitted to indicate successful completion of the course. When a transcript does arrive, a copy shall be forwarded to the Superintendent/ Director of Human Resources.

The District will provide to all employees annually, a detailed explanation of the procedures and timelines to be followed for that year.

7. If an employee is granted a Leave of Absence for Professional Study under Sections 1166 and 1166.1 of the School Code, he/she shall be eligible for a tuition grant not to exceed \$500 per half year or semester in addition to the provisions in Items 1 and 2 above.

C. NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION

1. Any employee at the Masters + 36 level who participates in the National Board Certification Program will receive reimbursement at the rate of 100 per cent of the cost of the initial attempt at obtaining and maintaining such certification so long as the Employee remains in the employ of the District for a period of one (1) year following completion or recertification of the National Board Certification Program. In the event that an employee leaves the employ of the District during the one (1) year period following successful completion of the National Board Certification program, the Employee shall be required to refund the amount of reimbursement received under this subsection. The Board reserves the right to deduct this sum from any payments that may be due and owing the Employee upon separation from employment, or to take appropriate action to collect the same.
2. Employees who successfully complete and maintain National Board Certification shall be placed on the last column (the column furthest to the right on the salary schedule). To move to this last column with a National Board Certification, the employee must be moving from a Masters + 36 column to the National Board Certification/Doctoral column. The column would be relabeled from "Doctoral" to "National Board Certification/Doctoral".
3. If the employee does not renew his or her National Board Certification, he or she will be returned to a column reflective of their actual educational attainment without the National

Board for Professional Teaching Standards Certification.

D. Curriculum, Instruction and Professional Development Council

The Curriculum, Instruction, and Professional Development Council, shall be a joint labor/management committee consisting of four (4) elementary professionals, two (2) middle school professionals, two (2) high school professionals, and one (1) Association additional designee. In addition, there will be one (1) elementary principal, one (1) middle school administrator, one (1) high school administrator, the Elementary Director of Education, the Director of Secondary Education, the Gifted Coordinator; along with the Union President or the Union President's designee and the Assistant superintendent. This Council shall serve to ensure curriculum continuity across the School District in alignment with the then current strategic plan goals and professional development offerings. The CIPD should serve as the receiving point for sharing and initiating dialogue to support and enrich curriculum, instruction, and professional development in an open and safe forum. It is understood that the CIPD will maintain an effective, two-way system of communication between the administrative and teaching staff regarding the strategic plan goals and objectives, as well as matters of professional development, curriculum, and instruction. The CIPD will establish a systematic process to maintain and improve the skills and competencies of the professional staff. The CIPD will act as the Professional Development Review Committee for the School District to prepare and update the professional development plan provided for in Act 48 and make recommendations for the educational needs of the School District and Level 2 and 3 Professional Responsibility Profile Offerings. Finally, the CIPD will provide all professional and support staff with policies and procedures for professional development protocols as they relate to current PRP guidelines and scheduled staff development opportunities.

It is understood that the CIPD shall meet six (6) times per year and special meetings can be called by the Chairpersons. All representatives will post the monthly CIPD minutes in prominent locations for the faculty to read.

ARTICLE XV - COMPLAINTS AND GRIEVANCES

A. DEFINITION OF COMPLAINT AND GRIEVANCE

Complaint: A complaint is a claim based upon an event or condition under which an employee works, allegedly caused by a misinterpretation or inequitable application of School Board policies or administrative decisions not specifically covered in this Collective Bargaining Agreement.

Grievance: A grievance shall mean a claim by an employee (member of the bargaining unit) that there has been an alleged misapplication of the provisions of the Collective Bargaining Agreement.

B. PROCEDURES

1. PURPOSE

An alleged complaint or grievance should be resolved informally, if at all possible, at the lowest administrative level. Available to employees, however, are direct avenues of appeal

to higher administrative authority. All alleged complaints or grievances not resolved verbally at the lowest level shall be submitted to the Association for screening before a written complaint or grievance may be filed. To provide assured, unobstructed communication with those who have the power to correct an alleged complaint or grievance and to contribute to constructive personnel relationships and ultimately, to a better school system, the Board and the Association agree to the following procedures for the resolution of an individual complaint or grievance.

2. LEVEL ONE:

- a. The employee shall present his/her complaint or grievance in duplicate to his or her principal.
- b. The principal shall note the date of receipt of the complaint or grievance and initial both copies. The principal, after reviewing the written complaint/grievance, should arrange a meeting with the employee to discuss the problem within three (3) school days of receipt of the written complaint/grievance. The purpose for this is to allow adequate preparation time for this meeting by both parties. It is urged that this Level One meeting be held in each case, since merely replying in writing does not allow for the exchange of points of view which, in many cases, could remedy the complaint/grievance.
- c. The employee may request the presence of any fellow employee at this Level One meeting. The principal may request the presence of another administrator.
- d. The principal shall make his/her written response to the employee within three (3) school days following the Level One meeting, not counting the day of the meeting.
- e. Complaints or grievances may begin in process at Level II or III, if the designated level is the appropriate one for the matter being complained or grieved, at the discretion of the Superintendent. The level of authority required to remedy the situation shall be the decisive factor in determining the level at which the procedures shall commence.

3. LEVEL TWO:

- a. If the decision of the building principal is not satisfactory to the employee, he/she may request, in writing, a hearing of the complaint/grievance by the Superintendent (or in his/her absence, the Acting Superintendent) within three (3) school days. The employee shall present a file containing copies of the employee's statement, the principal's decision and any other pertinent information.
- b. The Superintendent (or in his/her absence, the Acting Superintendent) shall contact the employee within three (3) days after receipt of the file to set up a hearing date, and shall set a hearing date within five (5) school days after receipt of the file.
- c. The Superintendent (or in his/her absence the Acting Superintendent) shall render

a decision, in writing, within five (5) school days after the hearing.

4. LEVEL THREE:

Should the employee be dissatisfied with the decision of the Superintendent, he/she may request a review by the Board or a committee thereof, utilizing the following procedure:

- a. A written request for a hearing date shall be presented to the Board within five (5) school days after receipt of the Superintendent's decision.
- b. At a hearing of the Board, or committee of the Board, an oral presentation, not to exceed fifteen (15) minutes for a complaint, may be made by the complainant, and questions may be asked by members of the Board.
- c. No new evidence shall be presented in oral or written form at the hearing that was not presented to either the Principal or Superintendent unless a reason is shown why it could not be presented originally.
- d. The Board or a committee of the Board shall have twenty (20) school days after receipt of the complaint or grievance to schedule a hearing and render a decision.
- e. The only administrators who will attend are the Superintendent and/or Assistant Superintendent. No other administrators will be present at that time.
- f. The Board's Solicitor or other attorney representing the Board in the matter at issue ("Attorney") may be present at Level III hearings provided that Attorney is a silent attendee. Silent means that the Attorney may not speak during the hearing. The Attorney cannot pass notes, ask questions, or otherwise participate. The Attorney can, however, take notes.
- g. The Association has the right to have its UniServ Representative or Association legal counsel present if desired. The Association's UniServ Representative/Legal Counsel is bound by the same parameters as set forth above concerning the Board's Attorney.
- h. The Association and the Board can caucus with their respective representatives as needed during the hearing. The side calling for the caucus will leave the meeting room and conduct the caucus in another room.

5. FINAL DECISION:

Complaints - Level Three is the final decision for all complaints. Grievances - If the action in Level Three fails to resolve the grievance to the satisfaction of the grievant, the grievant may request arbitration. This request shall be made to the Superintendent in writing, no later than five (5) school days after the decision of the Board has been received, and by invoking the procedures of the American Arbitration Association within twenty (20) school days after the decision in Level Three. The arbitrator shall not have the authority to amend or modify the expressed provisions of this Agreement.

C. LIMITATIONS

1. A grievance to be considered under this procedure must be initiated by the employee within fourteen (14) calendar days of its occurrence or within fourteen (14) calendar days after the employee would reasonably be expected to know of its occurrence.
2. Failure, at any step of this procedure, to communicate the decision on a grievance or complaint within the specified time limits shall permit the grievant or complainant to proceed to the next level.
3. Failure, at any step of the procedure, to appeal a grievance or complaint to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. The time limits may be extended by mutual agreement in writing. Every effort shall be made, however, to process grievances and complaints as rapidly as possible and the number of days indicated shall be considered as a maximum.
4. Failure to appear at a scheduled hearing without a reasonable cause shall constitute abandonment of the grievance or complaint.
5. A complaint or grievance form shall be developed by the District with input by the Association. The form shall be designated as the "CEA - Complaint/Grievance Form," and shall set forth with particularity the following:
 - a. That the aggrieved person is within a bargaining unit represented by the Association;
 - b. The time and place when it is alleged that the grievance took place;
 - c. The details concerning the alleged grievance in their entirety;
 - d. The specific remedy sought by the person presenting the grievance;
 - e. The particular provision (article, section and subsections) of the Agreement upon which the grievance is based or the specific conditions upon which the complaint is based.
6. All complaints and grievances shall be submitted on the CEA Complaint/Grievance Form and signed by a CEA contract specialist or his/her designee

D. BARGAINING AGENT RIGHTS

The Association, as the exclusive bargaining agent, maintains the right to be represented at all complaint/grievance proceedings, to receive a copy of the grievance/complaint at all proceedings, and The President of the Association, (or his/her designee) shall be sent a copy of the results of the proceedings at the same time as the person who filed the complaint/grievance.

ARTICLE XVI - MEET AND DISCUSS PROCEDURES

A. PURPOSE

The purpose of the meetings at various levels shall be to discuss concerns of individual schools (Level One); the concerns of more than one school (Level Two); and the concerns of the District (Level Three). It is hoped that meetings at each level shall clarify problems and pave the way for solutions. Communications among these three (3) levels shall be maintained, and unresolved problems that would require a district-wide policy change shall be referred to Level Three and, if adopted by the Board, shall be published and distributed with an explanation to all personnel.

B. PROCEDURES

The agenda for the various meetings shall be submitted by both parties.

Level One

The Assistant to the Superintendent (or his/her designee) and requested school administrators shall meet with a group of representatives, as designated by the Association, at a mutually agreeable time during the school year.

Level Two

The Superintendent of Schools and members of his/her administration shall meet with the President and designated members of the Association at a mutually agreeable time during the school year.

Level Three

The Board or a subcommittee of the Board shall meet with the Executive Board of the Association or a committee appointed by the President of the Association, at a mutually agreeable time during the school year.

ARTICLE XVII - UNSATISFACTORY PERFORMANCE – WITHHOLDING OF INCREMENT

It is the policy of the District to provide assistance and help to teachers experiencing difficulty. Such assistance is provided by staff members and administrators. A sequence of classroom visits, conferences and planning sessions usually results in improved performance. Suggestions for improvement and notations of improvement or the lack of it are entered on conference reports.

For the staff member failing to respond positively to suggestions and to improve his/her performance and responsibilities, the following procedure for withholding all or part of the annual salary increment shall be utilized:

Any increment or any portion of an increment in excess of the State-mandated increment may be withheld upon the recommendation of the Superintendent for cause, and by resolution of the Board.

"For cause" shall be defined as failure on the part of the employee to follow District regulations, or to carry out assignments affecting the teaching process or to assume his/her responsibilities in

enforcing school regulations and/or to receive a satisfactory rating on the rating card, Act 82 form, and/or any of the causes for termination of a contract listed in Section 1122 of the Pennsylvania School Code. Before an increment or part of an increment shall be withheld, the Superintendent shall meet with the affected employee for the purpose of consultation. The employee may have another person present; at least one other administrator shall be present. At this meeting, a record shall be available to all present outlining those steps that have been previously taken by the supervisor(s) to help the employee alleviate the deficiencies in his/her performance. A specific program of corrective action shall be planned for the next month. A second conference shall be held at the end of four (4) weeks. If the professional performance of the individual has been improved satisfactorily, the matter shall be closed. If the cause for withholding of the increment has not been removed in the opinion of the administrator, the employee must be notified in writing. The Superintendent shall recommend withholding of an increment or part of an increment to the Board. The employee, whose increment or part of it has not been granted, shall be removed from the above-stated Cheltenham Salary Program and shall be placed on an individual salary schedule, which is at least equal to and in accordance with, the provisions of the State-mandated minimum salary program. An employee who has had one or more increments or portions of increments withheld, shall become eligible for future increments when the Board shall place by resolution the employee so affected on a particular level of the Salary Guide. Salary increments for which the employee would not have been eligible had his/her increments not been withheld, shall not be restored.

ARTICLE XVIII – MATERNITY, CHILDREARING AND ADOPTION LEAVE

PAID PARENTAL LEAVE

An employee taking maternity leave, childrearing leave or adoption leave shall be entitled to up to five (5) days of such leave with pay as paid parental leave during which time an employee may not be compelled to use their sick or personal leave, and during which time their medical insurance shall be maintained as if the employee was at work.

MATERNITY LEAVE

Maternity Leave shall be defined as the period of time an employee must be absent from her assigned duties due to pregnancy, childbirth, and recovery thereafter. This leave is limited to the extent of the employee's accumulated sick leave.

The beginning and ending date of said leave shall be determined by the employee's physical condition as determined by the employee's physician.

The employee is eligible for sick leave benefits under the same terms and conditions as any other ill or disabled employee.

CHILDREARING LEAVE

Childrearing leave shall begin upon expiration of maternity leave as determined by the employee's physician or in the case of an employee not choosing to use maternity leave at such time as mutually agreed upon between said employee and the Director of Human Resources.

Except as provided in this Article for Paid Parental Leave, childrearing leave shall be granted

without pay, sickness or District benefits and without accumulation of sabbatical leave rights upon submission of a written request to the Director of Human Resources at least thirty (30) days prior to the beginning date.

During any period of unpaid childrearing leave, medical insurance may be continued during the childrearing leave period subject to the rules and regulations of the insurance carrier and provided that the full premium shall be paid by the employee. Notice of return to service shall be given to the Director of Human Resources, in writing, at least sixty (60) days prior to the expiration of the childrearing leave.

Childrearing leave shall be terminated after a reasonable length of time, which shall be indicated at the time the leave begins or before. All leave shall terminate one (1) year after the effective date of the leave unless an exception is granted.

Childrearing leave shall apply to natural childbirth and adoption. Childrearing leave shall be equally applicable to both male and female employees who work more than fifteen (15) hours a week on a regularly scheduled basis; leave for male employees begins immediately after birth or adoption.

ADOPTION LEAVE

Adoption leave shall be defined as the period of time an employee, either male or female, is absent from his or her duties due to the placement of a child with the employee for adoption. This period of time begins the day the child is placed with the employee and may continue through a maximum period of six weeks. The employee is eligible for sick leave benefits under the same terms as an employee who delivered a child by means of natural childbirth. This paid leave is limited to the amount of the employee's accumulated sick leave. Benefits continue as if the employee remained at work.

At the conclusion of the six weeks the employee may return to work or continue to remain on leave pursuant to the District's Family Medical Leave policy and procedure.

At the conclusion of any Family Medical Leave, the employee may return to work or continue to remain on leave pursuant to the District's Childrearing Leave policy and procedure.

ARTICLE XIX - LONG-TERM SUBSTITUTE TEACHERS

A. DEFINITION

The term "long-term substitute teacher" as used in this Agreement, unless otherwise specified, shall refer to all persons who are in the bargaining unit, who substitute for full-time or part-time bargaining unit members, and who work at least ninety (90) consecutive working days without interruption of service within the School District.

B. COMPENSATION

1. Long-term substitute teachers shall be placed, after twenty (20) working days at the current per diem substitute wage rate of the District, on a step of the salary schedule determined by the Superintendent.
2. Whenever the District has prior knowledge of a vacancy in the bargaining unit, long-term substitute teachers shall be placed on the appropriate salary step and educational level and

shall receive their full salary from the first day of work.

3. Long-term substitute teachers who continue to teach on a full-time or part-time basis without interruption of service within the District shall be advanced one step on the salary schedule for every two full semesters worked.

C. FRINGE BENEFITS

Long-term substitute teachers who replace full-time or part-time teachers shall receive the following fringe benefits in addition to salary:

1. Up to five (5) days of paid leave for illness or injury (as described in Article XI, A 1 & 3) for each full ninety (90) consecutive days worked.
2. Bereavement leave as provided in Article XI, C of this Agreement.
3. Jury duty as provided in Article XI, D of this Agreement.
4. Other leaves of absence as provided in Article XI, E, 1-4, e, f, and g, except that only two (2) days of paid personal leave shall be provided for each ninety (90) days worked.
5. Hospitalization and medical coverage shall be provided according to Article X, A and B, along with dental and vision coverage.
6. No fringe benefits other than those enumerated above or required by Federal or Pennsylvania law shall be provided.

D. PERMANENT PER DIEM SUBSTITUTES

The Board may, at its discretion, employ in each building one or more permanent per diem substitutes who shall not be deemed to be "long term substitutes" and shall not be deemed to be members of the bargaining unit. Such permanent per diem substitutes shall be compensated at 75% of the first step of the Bachelor's column of the salary schedule and shall be entitled to Board payment of 50% of the cost of single coverage in any of the medical insurance plans provided for in Article X. Permanent per diem substitutes shall not be covered by any of the provisions of this Agreement.

APPENDIX A

2024-2025

STEP	B	M	M+12	M+24	M+36	D/NBC
5	\$54,737	\$59,099	\$62,957	\$70,827	\$76,330	\$77,789
6	\$56,392	\$61,172	\$64,937	\$73,651	\$79,201	\$80,699
7	\$58,646	\$63,908	\$67,608	\$76,537	\$82,132	\$83,666
8	\$60,964	\$66,625	\$70,357	\$78,989	\$84,673	\$86,692
9	\$64,420	\$69,539	\$73,206	\$81,908	\$87,635	\$89,784
10	\$67,403	\$72,673	\$76,239	\$84,891	\$90,655	\$92,906
11	\$71,559	\$77,934	\$81,813	\$89,468	\$95,358	\$97,789
11a	\$73,205	\$81,670	\$85,427	\$92,153	\$98,220	\$100,507
12	\$74,850	\$85,406	\$89,040	\$94,838	\$101,082	\$103,224
12a	\$77,653	\$90,362	\$93,912	\$98,857	\$105,335	\$107,356
13	\$80,456	\$95,317	\$98,784	\$102,875	\$109,587	\$111,488
14	\$83,250	\$98,557	\$102,128	\$106,342	\$113,255	\$115,213
15	\$86,009	\$101,469	\$105,106	\$109,405	\$116,457	\$118,454
16	\$88,389	\$104,277	\$108,014	\$112,433	\$119,680	\$121,732
17	\$92,118	\$108,675	\$112,571	\$117,176	\$124,729	\$126,867

NOTES:

1. Eliminate former Step 4.
2. Add new steps 11a and 12a.
3. Step and column movement for all eligible employees who are actively employed in the bargaining unit as of the date of contract ratification, retroactive to the first teacher workday of the 2024-2025 school year or the first date of employment, whichever is later. This shall include step increases for those teachers who were employed during the 2023-2024 school year and still remain actively employed by the district as of the date of contract ratification, and horizontal movement to those eligible under Article XIV, Section A.2 of the collective bargaining agreement who remain actively employed as of the date of contract ratification.
4. Bargaining unit members who were on Step 4 of the salary schedule as of the last teacher day of the 2023-2024 school year and are still actively employed by the school district as of the date of contract ratification, will move to Step 5 (which will become the first step on the new schedule) of the 2024-2025 schedule retroactive to the beginning of the 2024-2025 school year.

2025-2026

	STEP	B	M	M+12	M+24	M+36	D/NBC
1	6	\$56,956	\$61,783	\$65,586	\$74,388	\$79,993	\$81,506
2	7	\$59,232	\$64,547	\$68,284	\$77,302	\$82,954	\$84,503
3	8	\$61,573	\$67,291	\$71,060	\$79,779	\$85,520	\$87,559
4	9	\$65,064	\$70,234	\$73,938	\$82,727	\$88,511	\$90,682
5	10	\$68,077	\$73,399	\$77,001	\$85,739	\$91,561	\$93,835
6	11	\$72,275	\$78,713	\$82,631	\$90,363	\$96,311	\$98,767
7	11a	\$73,937	\$82,487	\$86,281	\$93,075	\$99,202	\$101,512
8	12	\$75,599	\$86,260	\$89,930	\$95,786	\$102,093	\$104,256
9	12a	\$78,027	\$90,789	\$94,357	\$99,331	\$105,840	\$107,872
10	13	\$80,456	\$95,317	\$98,784	\$102,875	\$109,587	\$111,488
11	14	\$83,250	\$98,557	\$102,128	\$106,342	\$113,255	\$115,213
12	15	\$86,009	\$101,469	\$105,106	\$109,405	\$116,457	\$118,454
13	16	\$89,715	\$105,842	\$109,635	\$114,120	\$121,475	\$123,558
14	17	\$93,730	\$110,577	\$114,541	\$119,226	\$126,911	\$129,087

NOTES:

1. Eliminate Step 5.
2. Renumber remaining steps to 1 through 14.
3. Step and column movement for all eligible employees.

2026-2027

	STEP	B	M	M+12	M+24	M+36	D/NBC
1	6	\$58,526	\$63,401	\$67,242	\$76,132	\$81,793	\$83,321
2	7	\$59,824	\$65,192	\$68,967	\$78,075	\$83,783	\$85,348
3	8	\$62,189	\$67,964	\$71,771	\$80,577	\$86,375	\$88,435
4	9	\$65,715	\$70,936	\$74,677	\$83,554	\$89,396	\$91,589
5	10	\$68,758	\$74,133	\$77,771	\$86,597	\$92,477	\$94,773
6	11	\$72,997	\$79,501	\$83,458	\$91,267	\$97,274	\$99,755
7	11a	\$74,676	\$83,312	\$87,144	\$94,005	\$100,194	\$102,527
8	12	\$76,354	\$87,123	\$90,830	\$96,744	\$103,114	\$105,299
9	12a	\$78,405	\$91,220	\$94,807	\$99,810	\$106,350	\$108,393
10	13	\$80,456	\$95,317	\$98,784	\$102,875	\$109,587	\$111,488
11	14	\$83,250	\$98,557	\$102,128	\$106,342	\$113,255	\$115,213
12	15	\$86,009	\$101,469	\$105,106	\$109,405	\$116,457	\$118,454
13	16	\$91,509	\$107,958	\$111,827	\$116,402	\$123,905	\$126,029
14	17	\$95,370	\$112,512	\$116,546	\$121,313	\$129,132	\$131,346

NOTES:

1. Step and column movement for all eligible employees.

ATTACHMENT I

2024-2025	2025-2026	2026-2027
08/16/2024	08/15/2025	08/28/2026
08/30/2024	08/29/2025	09/11/2026
09/13/2024	09/12/2025	09/25/2026
09/27/2024	09/26/2025	10/09/2026
10/11/2024	10/10/2025	10/23/2026
10/25/2024	10/24/2025	11/06/2026
11/08/2024	11/07/2025	11/20/2026
11/22/2024	11/21/2025	12/04/2026
12/06/2024	12/05/2025	*12/18/2026
12/20/2024	12/19/2025	01/01/2027
01/03/2025	01/02/2026	01/15/2027
01/17/2025	01/16/2026	01/29/2027
01/31/2025	01/30/2026	02/12/2027
02/14/2025	02/13/2026	02/26/2027
02/28/2025	02/27/2026	03/12/2027
03/14/2025	03/13/2026	03/26/2027
03/28/2025	03/27/2026	04/09/2027
04/11/2025	04/10/2026	04/23/2027
04/25/2025	04/24/2026	05/07/2027
05/09/2025	05/08/2026	05/21/2027
05/23/2025	05/22/2026	06/04/2027
06/06/2025	06/05/2026	**06/18/2027
**06/20/2025	**6/19/2026	

*Equivalent to two pays

**Balance of Salary - equivalent to four pays

ATTACHMENT II – EXTRA DUTY/PAY POSITIONS
THE FOLLOWING LIST OF POSITIONS AND UNITS IS PROVIDED FOR INFORMATION ONLY

CHELTENHAM HIGH SCHOOL – ATHLETIC

<u>BASEBALL</u>		<u>LACROSSE (Boys and Girls)</u>	
Head Coach	19	Head Coach (2 positions)	19
Assistant	14	Assistant (J.V. – 2 positions)	14
Assistant (J.V. – Head Coach)	14	<u>SOCCER (Boys)</u>	
Assistant (9 th Grade)	14	Head Coach	23
<u>BASKETBALL (Boys)</u>		Junior Varsity	17
Head Coach	30	Assistant (9 th Grade)	17
Assistant	19	<u>SOCCER (Girls)</u>	
Assistant (J.V.)	19	Head Coach	23
Assistant (9 th Grade)	19	Junior Varsity	17
<u>BASKETBALL (Girls)</u>		Assistant (9 th Grade)	17
Head Coach	30	<u>SOFTBALL</u>	
Assistant	19	Head Coach	19
Assistant (J.V.)	19	Assistant (Varsity)	14
Assistant (9 th Grade)	19	Assistant (Junior Varsity)	14
<u>BOCCE (Unified)</u>		<u>SWIMMING</u>	
Head Coach	6	Head Coach (Boys)	24
<u>CHEERLEADING</u>		Assistant Coach (Boys)	15
Head Coach	18	Head Coach (Girls)	24
Assistant	12	Assistant Coach (Girls)	15
<u>CHEERLEADING (Unified)</u>		Diving Coach	14
Head Coach	6	<u>TENNIS (Boys)</u>	
<u>COORDINATOR OF</u>		Head Coach	18
<u>INTERSCHOLASTIC ATHLETICS</u>	50	Assistant Coach	11
<u>CROSS COUNTRY</u>		<u>TENNIS (Girls)</u>	
Head Coach (Boys)	23	Head Coach	18
Head Coach (Girls)	23	Assistant Coach	11
Assistant (Boys)	17	<u>TRACK (Boys)</u>	
Assistant (Girls)	17	Head Coach (Winter)	18
<u>EQUIPMENT</u>		Assistant (Winter)	14
Head Manager	24	Head Coach (Spring)	19
Assistant (Summer)	5	Assistant (Spring)	14
<u>FIELD HOCKEY</u>		Assistant (Spring)	14
Head Coach	23	<u>TRACK (Girls)</u>	
Junior Varsity	17	Head Coach (Winter)	18
<u>FOOTBALL</u>		Assistant (Winter)	14
Head Coach	36	Head Coach (Spring)	19
First Assistant	23	Assistant (Spring)	14
Assistant	21	Assistant (Spring)	14
Assistant	21	<u>TRACK (Unified)</u>	
Assistant	21	Head Coach	6
Assistant (9 th Grade)	17	<u>VOLLEYBALL (Boys)</u>	
<u>FRISBEE (Unified)</u>		Varsity	19
Head Coach	5	Junior Varsity	14
<u>INTRAMURAL ACTIVITIES</u>		<u>VOLLEYBALL (Girls)</u>	
Weightlifting	15	Varsity	23
		Junior Varsity	17
		<u>WRESTLING</u>	
		Varsity	30
		Assistant (Junior Varsity)	19

CHELTENHAM HIGH SCHOOL - ACTIVITIES

<u>AFRO-AMERICAN STUDENT LEAGUE</u>		<u>MUSIC ENSEMBLE DIRECTORS</u>	
Sponsor	8	Orchestra Director	12
Assistant Sponsor	4	Band Director	12
<u>ARTISTIC DISPLAYS</u>		Choir Director	12
Supervisor	10	<u>MUSICAL</u>	
<u>BEST BUDDIES</u>		Executive Director	28
Sponsor	4	Stage Director	14
<u>BLUE AND GOLD COMPETITION</u>		Assistant Director/Production	14
Sponsor	16	Assistant Director/Production	14
<u>CLASS SPONSOR</u>		Assistant Production	7
Senior Class Sponsor	16	<u>NATIONAL GERMAN HONOR SOCIETY</u>	
Junior Class Sponsor	8	Sponsor	3
Sophomore Class Sponsor	7	<u>NATIONAL HONOR SOCIETY</u>	
Freshman Class Sponsor	7	Sponsor	6
<u>EASTERN STANDARD THEATER</u>		<u>NATIONAL SPANISH HONOR SOCIETY</u>	
Sponsor	12	Sponsor	6
<u>FORENSICS</u>		<u>NEWSPAPER</u>	
Sponsor	9	Sponsor	12
<u>ENSEMBLE AND VOCAL MUSIC</u>		Assistant	6
Director	36	<u>PANTHER PARTNERS</u>	
Assistant Director	8	Sponsor	4
Assistant Producer	8	<u>POETRY SLAM</u>	
Assistant Director (Sons of Pitch)	10	Sponsor	6
<u>ENVIRONMENTAL CLUB</u>		<u>PROBLEM SOLVING</u>	
Sponsor	6	Coordinator	8
<u>FALL PLAY</u>		Coach	5
Director	16	Coach	5
Assistant Production	7	<u>READING OLYMPICS</u>	
<u>FILM FESTIVAL</u>		Sponsor	6
Sponsor	4	<u>ROBOTICS</u>	
<u>GAY AND STRAIGHT ALLIANCE</u>		Sponsor	15
Sponsor	4	<u>SADD</u>	
<u>GRADUATION</u>		Sponsor	4
Sponsor	12	<u>SCHOLASTIC CHALLENGE TEAM</u>	
<u>INSTRUMENTAL MUSIC</u>		<u>SCIENCE SEMINAR</u>	
Director (consisting of:)	34	Advisor	12
PEP Band Director (20 units)		<u>SKI AND SNOWBOARD CLUB</u>	
Jazz Band Director (14 units)		Sponsor	10
Color Guard	16	Assistant	3
Color Guard Assistant	6	Assistant	3
Indoor Drumline	14	<u>STAGE SCENERY & LIGHTING</u>	
Indoor Drumline Assistant	8	Director (Only)	24
Indoor Color Guard	14	<u>STUDENT COUNCIL</u>	
Indoor Color Guard Assistant	8	Sponsor	13
Percussion Director	16	Assistant	13
Percussion Assistant	6	<u>SUSTAINABILITY</u>	
<u>MEDIA CLUB</u>		Sponsor (2 positions)	6
Sponsor	24	<u>YEARBOOK</u>	
Assistant Sponsor	12	Sponsor	24
		Assistant	10

CEDARBROOK MIDDLE SCHOOL - ATHLETIC

<u>ATHLETIC DIRECTOR/EQUIPMENT</u>	
Manager	50
<u>BASEBALL</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
Assistant	8
<u>BASKETBALL</u>	
Head Coach (Boys - 8 th Grade)	10
Head Coach (Boys - 7 th Grade)	10
Assistant	8
Head Coach (Girls - 8 th Grade)	10
Head Coach (Girls - 7 th Grade)	10
Assistant	8
<u>CHEERLEADING</u>	
Sponsor	8
<u>FOOTBALL</u>	
Varsity	10
Assistant (2 positions)	8
Weight	10
Assistant (2 positions)	8
<u>HOCKEY</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
<u>LACROSSE</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
<u>SOCCER (Boys)</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
<u>SOCCER (Girls)</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
<u>SOFTBALL</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
<u>TENNIS</u>	
Head Coach (Boys)	10
Head Coach (Girls)	10
<u>TRACK (Boys)</u>	
Head Coach	10
Assistant (2 positions)	8
<u>TRACK (Girls)</u>	
Head Coach	10
Assistant (2 positions)	8
<u>VOLLEYBALL</u>	
Head Coach (8 th Grade)	10
Head Coach (7 th Grade)	10
Assistant Coach	8
<u>WRESTLING</u>	
Head Coach	10
Assistant	8

CEDARBROOK MIDDLE SCHOOL - ACTIVITIES

AFRO-AMERICAN STUDENT UNION

Sponsor 8

ART CLUB

Sponsor 5

ASIAN STUDENT UNION

Sponsor 5

AUDIO-VISUAL

Sponsor (2 positions) 10

BEACON

Sponsor 5

BUSES

Supervisor 8

CLASS SPONSOR

8th Grade 4

7th Grade 2

DANCE

Hip Hop Sponsor 5

Hip Hop Sponsor 5

Hip Hop Sponsor 5

DRAMA

Sponsor 24

EARTH DAY FESTIVAL

Sponsor 2

GENDER SEXUALITY ALLIANCE

Sponsor 5

MATH COUNTS

Sponsor 4

MUSIC

Band Director 6

Chorus 6

Ensemble 6

Jazz Ensemble 6

Orchestra Director 6

Chamber Music Orchestra Director 6

MUSICAL

Sponsor 40

NATIONAL JUNIOR HONOR SOCIETY

Director (7th and 8th Grades) 10

NEWSPAPER

Sponsor 8

PROBLEM SOLVING

Coach 10

PROJECT LIT

Sponsor 4

ROBOTICS

Sponsor 5

SCIENCE FAIR

Sponsor 5

STUDENT COUNCIL

Sponsor 5

SUSTAINABILITY

Sponsor 6

TALENT SHOW SPONSOR

Director 8

Assistant Director 4

WOMEN'S STUDENT UNION

Sponsor 5

YEARBOOK

Sponsor 10

ELKINS PARK SCHOOL

<u>AFTER SCHOOL PROGRAM</u>	
Sponsor	52
<u>BLACK HISTORY CULTURAL AWARENESS</u>	
Sponsor	6
<u>BUSES</u>	
Supervisor	4
<u>EP-TV</u>	
Sponsor	8
<u>INTRAMURAL PROGRAM</u>	
Director	21
<u>LEADERSHIP ACADEMY</u>	
Sponsor	15
<u>MUSIC</u>	
Band Director	6
Beginner Band	6
Chorus Director	6
5 th Grade Ensemble	6
6 th Grade Ensemble	6
String Orchestra	6
Advanced Orchestra	6
<u>NEWSPAPER</u>	
Sponsor	8
<u>PBIS</u>	
Sponsor	32
<u>PRIDE</u>	
Sponsor	10
<u>PROBLEM SOLVING</u>	
Coach	4
Coach	4
<u>PSSA</u>	
Coordinator	10
<u>READING OLYMPICS</u>	
Sponsor	4
<u>ROBOTICS</u>	
Sponsor	4
<u>SCIENCE LEADER</u>	
Sponsor	6
<u>SOCIAL STUDIES</u>	
Sponsor	6
<u>STUDENT ACTIVITIES</u>	
Sponsor	10
<u>STUDENT COUNCIL</u>	
Sponsor	6
<u>TALENT SHOW</u>	
Sponsor	6
<u>TRIP PLANNING</u>	
Sponsor	20
<u>TUTORING</u>	
Sponsor	36
<u>YEARBOOK</u>	
Sponsor	8

ELEMENTARY SCHOOLS

CHELTENHAM ELEMENTARY

<u>AMBASSADORS</u>	
Sponsor	2
<u>AUDUBON CLUB</u>	
Sponsor	2
<u>BEFORE/AFTER SCHOOL ACTIVITIES</u>	
Chair	3
<u>BLACK HISTORY MONTH EVENTS</u>	
Sponsor	2
<u>DRAMA CLUB</u>	
Sponsor	8
<u>ELEM CHORAL/CONCERT/ENSEMBLE</u>	
Sponsor	12
<u>GIRLS WHO CODE</u>	
Sponsor	2
<u>GIRLS WITH GRIT</u>	
Sponsor	2
<u>READING OLYMPICS</u>	
Coach	2
<u>ROBOTICS CLUB</u>	
Sponsor	2
<u>SAFETY/SCHOOL ENRICHMENT</u>	
Sponsor	3

MYERS ELEMENTARY

<u>AFTER SCHOOL SPORTS</u>	
Sponsor	6
<u>ELEM CHORAL/CONCERT/ENSEMBLE</u>	
Sponsor	12
<u>GIRLS WHO CODE</u>	
Sponsor	3
<u>NEWSPAPER</u>	
Sponsor	5
<u>PBIS LEAD</u>	
Sponsor	6
<u>PSSA COORDINATOR</u>	
Coordinator	2
Coordinator	2
<u>READING OLYMPICS</u>	
Coach	3
<u>SCHOOL MEDIA</u>	
Sponsor	5
<u>STUDENT COUNCIL</u>	
Sponsors (2)	4
<u>VIOLIN LESSONS</u>	
Sponsor	4

GLENSIDE ELEMENTARY

<u>AFTER SCHOOL SPORTS</u>	
Sponsor	6
<u>BEFORE/AFTER SCHOOL ACTIVITIES</u>	
Chair	3
<u>CHESS</u>	
Sponsor	2
<u>ELEM CHORAL/CONCERT/ENSEMBLE</u>	
Sponsor	12
<u>ENVIRONMENTAL/COURTYARD CLUB</u>	
Sponsor	3
<u>GIRLS WHO CODE</u>	
Sponsor	3
<u>LITERARY CLUB</u>	
Sponsor	3
<u>MATH CLUB</u>	
Sponsor	3
<u>RAINBOW OF FRIENDS</u>	
Sponsor	5
<u>READING OLYMPICS</u>	
Sponsor	2
<u>ROBOTICS</u>	
Sponsor	2
<u>SAFETY/SCHOOL ENRICHMENT</u>	
Sponsor	2
<u>STUDENT COUNCIL</u>	
Sponsor	2
<u>TESTING COORDINATOR</u>	
Coordinator	4
<u>THEATRE</u>	
Sponsor	9

WYNCOTE ELEMENTARY

<u>AFTER SCHOOL SPORTS</u>	
Sponsor	6
<u>ELEM CHORAL/CONCERT/ENSEMBLE</u>	
Sponsor	12
<u>FIRST LEGO LEAGUE CHALLENGE</u>	
Coach	10
<u>GIRLS WHO CODE</u>	
Sponsor	6
<u>MULTICULTURAL BOOK CLUB</u>	
Sponsor	2
<u>NEWSPAPER</u>	
Sponsor	6
<u>SAFETY/SCHOOL ENRICHMENT</u>	
Sponsor	2
<u>READING OLYMPICS</u>	
Coach	3
<u>SELECT SINGERS</u>	
Sponsor	6
<u>STUDENT COUNCIL</u>	
Sponsor	2

ATTACHMENT III

During the term of this Contract, the Library Period at the elementary schools will remain a preparation period with the exception of the first and last weeks of school when the grade level meetings will be canceled.

ATTACHMENT IV

During the term of this Contract, elementary classes will be scheduled per week for: 2 Art Classes, 2 PE Classes, 2 Music Classes and 1 Library Period.

One academic aide will be assigned to each library for 24 hours each week.

The parties will consider changes to this Attachment at the CIPD.

ATTACHMENT V

During the term of the contract the CEA and the District shall form a Joint Committee to review and revise the Principles, Policies and Practices Handbook. Each party shall be entitled to appoint five people to this committee.

ATTACHMENT VI

The parties agree that the language in Article VII - TEACHING DUTIES AND WORKING CONDITIONS, Paragraph C. WORK LOAD pertaining to Intervention/Enrichment periods is applicable at the 7-12 level only. The parties agree to clarify the purpose and implementation of the Intervention/Enrichment/WIN periods at the K-6 levels by collaborating in CIPD. The parties may enter into an agreed-upon MOU once clarification has been reached. If additional clarification of the Intervention/Enrichment periods is needed at the 7-12 levels, the parties may collaborate in CIPD and may enter into an agreed-upon MOU once clarification has been reached.

LETTER OF UNDERSTANDING

RE: DISCIPLINE AND CLASSROOM CONTROL

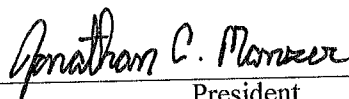
This letter sets forth the mutual understandings of the Cheltenham School Board and the Cheltenham Educators' Association regarding their concerns about classroom disruption and teacher safety caused by student behavior that undermines the learning atmosphere in the schools.

The parties recognize that various laws and regulations of the Commonwealth of Pennsylvania and the United States regulate the ability to impose discipline or corrective actions. The Board has, in accordance with law, adopted policies regarding student discipline and related matters.

Following the execution of this letter of understanding, the Administration will work with the Leadership Council to identify more precisely the issues to be addressed. The Council may thereafter make recommendations to the Board Policy Committee about changes to the Code of Student Conduct.

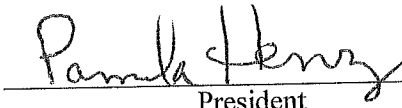
This letter is not intended to be a part of the collective bargaining agreement between the parties, and neither the letter nor any actions taken by any committee for the purpose of implementing the intentions stated in this letter shall be subject to the grievance procedure or to arbitration.

CHELTENHAM EDUCATORS' ASSOCIATION



President

BOARD OF SCHOOL DIRECTORS,
CHELTENHAM SCHOOL DISTRICT



President

ATTACHMENT A

A Joint Committee will be established to review the viability of sustaining the Industrial Arts Program in the School District, in the event that the District is considering its elimination.

CHELTENHAM EDUCATORS' ASSOCIATION



President

BOARD OF SCHOOL DIRECTORS,
CHELTENHAM SCHOOL DISTRICT



President

