

Lansingburgh Central School District
576 Fifth Avenue
Troy, New York 12182

A G R E E M E N T

by and between

CHIEF EXECUTIVE OFFICER

of the

**LANSINGBURGH
CENTRAL SCHOOL DISTRICT**

and the

LANSINGBURGH TEACHERS ASSOCIATION

7/1/24 – 6/30/28

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PREAMBLE

This agreement entered into this ____ day of September, 2024 by and between the Chief Executive Officer of the Lansingburgh Central School District #1 (hereinafter referred to as the "Superintendent") and the Lansingburgh Teachers Association (hereinafter referred to as the "Association") will cover the period July 1, 2024 through June 30, 2028 and is intended to delineate the rights and responsibilities of the parties hereto in a mutual desire to promote harmonious and cooperative relationships in carrying forward the functions of the school district.

ARTICLE 1 RECOGNITION

The Board recognizes the Association as the exclusive bargaining agent for all district personnel certified to teach by the New York State Department of Education, except the superintendent, central office administrative staff, building principals, assistant principals, supervisors and coordinators who teach two classes or less per day for maximum time allowed by law.

ARTICLE 2 TERMS

To insure continuity of thought, serve the convenience of the parties and avoid any possible confusion, the following terms shall be used within the frame of reference indicated, wherever they appear in the agreement.

- a. **School District** means the Lansingburgh Central School District at Troy.
- b. **Superintendent** means the Superintendent of Schools of the School District.
- c. **Board of Education** or **Board** means the Board of Education of the School District.
- d. **Association** means the Lansingburgh Teachers Association.
- e. **Committee on Professions Rights and Responsibilities** or **PR&R Committee** means the committee appointed by the President of the Association which functions, for example, in the grievance procedure.
- f. **Preparation Period** means a period of time provided teachers during the school day for carrying out responsibilities related to their instructional

assignments, such as preparing materials for use in class, preparing lesson plans, curriculum development or modification and recording grades.

- g. **School Year** means a period of time as defined in the Education Law of the State of New York.

ARTICLE 3

PROCEDURES FOR CONDUCTING NEGOTIATIONS

3.1 Negotiating Teams

The designated representative(s) of the Board will meet with representatives designated by the Association for the purpose of discussing and reaching mutually satisfactory agreements.

3.2 Opening Negotiations

Upon the request of either party for a meeting to open negotiations, a mutually acceptable meeting date shall be set for not more than 15 days following such request. In any given school year, such request shall be made on or before February 1. All issues proposed for discussion shall be exchanged in writing by the Association and the Board and/or its delegated representatives at the first meeting. The second and all subsequent meetings shall be called at times mutually agreed upon by the parties.

3.3 Negotiation Procedures

Designated representative(s) of the Board shall meet at such mutually agreed upon places and times with representatives of the Association for the purpose of effecting a free exchange of facts, opinions, proposals, and counter-proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. Following the initial meetings described in Section 2 above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s) or until an impasse is reached. Meetings shall not exceed three hours and shall be held at a time other than the regular school day.

3.4 Exchange of Information

Both parties and/or the Superintendent or his or her designee shall furnish each other, upon reasonable request, all available information pertinent to the issue(s) under consideration.

3.5 Consultants

The parties may call upon consultants to assist in preparing for negotiations and to advise them during conference sessions. The expense of such consultants shall be borne by the party requesting them.

3.6 Public Information

The parties agree that, during the period of negotiations and prior to reaching an agreement to be submitted to the Board and the Association, the proceedings or the negotiations shall not be released publicly unless an issuance has the prior approval of both parties. In the event impasse is declared by either party or by mutual agreement, the Board and the Association reserve the unilateral right to make public statements concerning the impasse.

3.7 Reaching Agreement

When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing as a memorandum of understanding and submitted to the Association and the Superintendent or his or her designee for approval. Following approval by a majority of the Association membership and Board of Education the parties will sign the agreement.

ARTICLE 4 **GRIEVANCE PROCEDURE**

4.1 Declaration of Purpose

It is the policy of the District and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. Informal settlements at any stage shall bind the immediate parties to the statement, but shall not be precedents in a later grievance.

4.2 Definitions

- A. A **grievance** is a claim by a teacher or group of teachers that there has been a violation, misinterpretation or inequitable application of a provision(s) of this agreement.
- B. A **teacher** is any person in the unit covered by the Agreement.
- C. An **aggrieved party** is the teacher, group of teachers or the Association who

submits a grievance.

4.3 Time Limits

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each stage should be considered as a maximum and all reasonable effort shall be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.
- B. Any grievance not processed by the grievant within 30 calendar days following the date upon which the grievant knew or should have known of the alleged violation shall be deemed waived.
- C. If a decision on a grievance is not appealed to the next stage of the procedure within the time limits specified, the grievance will be deemed settled on the basis of the disposition at the preceding step and further appeal shall be barred.
- D. If a decision at Stages 1, 2 or 3 is not rendered within the time limits specified, the aggrieved party may appeal to the next highest stage.
- E. Time limits set forth in this procedure may be extended by agreement of the parties to the grievance.
- F. In the event that a grievance is in the procedural process on June 30, reference to days in the stages of the procedure will be calendar days exclusive of Saturdays, Sundays and holidays. If an alleged violation occurs after the conclusion of the school year, a grievance may be filed within the first five school days of the ensuing school year notwithstanding Article 4.3.B.

4.4 General Procedures

- A. Forms for filing grievances and appeals from decisions are appended to this agreement and made a part thereof. The form, when completed, must include the provision or provisions claimed to be violated; the date and place of the alleged violation; a statement of the alleged violation; and, the redress sought.
- B. Decisions rendered at each stage shall be in writing and include the reason(s) for the decision. Decisions will be transmitted to the aggrieved party and to his or her designated representative.

- C. If the grievance affects a group or class of teachers and appears to arise from the alleged action of authority higher than the immediate supervisor or is associated with system-wide practices, it may be submitted by the Association directly at Stage 2.
- D. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants, provided that this shall not be construed to prohibit including in the personnel files a notation of the final action as to a grievance determined adversely to the teacher. The teacher and his or her representative shall be entitled to copies of the entire file.
- E. No party in interest, Building Representative, member of the Grievance Committee or any other witness in a grievance procedure shall be penalized in any way or suffer any professional disadvantages by reason of participation in the processing of any grievance. Any party in interest may be represented at all stages of the grievance procedure by a person of his or her own choosing, except that he or she may not be represented by an official representative or an officer of any teacher organization other than the Association.
- F. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association. In any case, where the issue raised by the grievance affects a group or class of teachers, the Association shall be notified of the grievance and be given the opportunity to state its views.

4.5 Procedural Stages

A. **Stage 1 - Immediate Supervisor**

1. A teacher with a grievance shall first discuss it informally.
2. If the grievance is not resolved informally, it shall be reduced to writing and presented to the Immediate Supervisor. Within five school days after the written grievance is presented, the Supervisor shall render his/her decision in writing and present it to the aggrieved party and his or her representative.

B. **Stage 2 - Superintendent**

1. A grievance may be taken at Stage 2 whenever:

- a. A decision at Stage 1 has not been rendered within five school days after presentation of the grievance, or
- b. The aggrieved person is not satisfied with the disposition of this grievance at Stage 1, in which instance he/she or his/her designated representative may, within five school days from the date of decision at Stage 1, appeal the decision at Stage 2. At Stage 2 the grievance shall be filed directly with the Superintendent.
- c. Within 10 school days after receipt of the written grievance by the Superintendent, the Superintendent shall meet with the aggrieved person and/or representative in an effort to resolve the grievance. The reply of the Superintendent shall be given in writing within 10 school days after the conclusion of the meeting(s).

C. Stage 3 - Board of Education

1. A grievance may be appealed to Stage 3 whenever:
 - a. No decision has been rendered by the Superintendent within 10 school days following the conclusion of the meeting(s) at Stage 2.
 - b. If the aggrieved party is not satisfied with the disposition of his/her grievance at Stage 2, in which instance he/she and/or his or her designated representative may within five school days of decision at Stage 2, initiate an appeal, in writing, to the Board of Education.
 - c. Within 30 school days after receiving the written appeal or such time as may be mutually agreed upon, the Board will meet with the aggrieved party for the purpose of resolving the grievance, and shall issue a decision. The Board may designate a committee of its members to hear the grievance and report thereon to the Board, which shall then act on such report.

D. Stage 4 - Arbitration

1. If the aggrieved party is not satisfied with the disposition of the appeal at Stage 3, or if no decision has been rendered within 30 school days following the close of Stage 3 hearings, the aggrieved party may, within five school days after receipt of the Stage 3

decision, or 20 school days after the close of the Stage 3 hearing if no decision has been rendered, notify the Superintendent in writing that he/she wishes to submit the grievance to binding arbitration.

2. The Association will, within 15 school days, request a list of possible arbitrators from the American Arbitration Association. The parties will be bound by the Rules and Procedures of the AAA. A copy of such letter will be sent to the District.
3. The arbitrator's decision will be in writing and will set forth his or her findings, reasonings and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall have no power to alter, add or detract from the provisions of this Agreement.
4. The decision of the arbitrator shall be binding upon all parties.
5. The Association, or in the case of an individual, the individual and the District shall share the cost of the arbitration equally.

ARTICLE 5

EMPLOYEE RIGHTS

- 5.1 Any covered employee shall be free to join or refrain from joining the Association. Membership in the Association shall not be a prerequisite for employment or the continuation of employment.
- 5.2 A covered employee may join and take an active role without any fear of reprisal from the employer or its agents.
- 5.3 The Board recognizes that teaching is a profession. The Board and the Association believe that the objectives of the educational program are realized to the highest degree when mutual understanding, cooperation and effective communications exist between the Board and its professional staff. The Board recognizes that except for legal requirements reserved for the Board of Education, the instruction of students is the sole responsibility and jurisdiction of professional personnel.
- 5.4 In the event the regular assignment for any teacher is not available because of position elimination, the Superintendent or his/her designee will assign the teacher to a vacant teaching position or assignment for which the teacher has certification or is eligible for provisional certification. This provision does not

negate the District's authority to dismiss an employee for just cause.

- 5.5 As is the practice now in the area of professional improvement, a teacher may be allowed four full days each year for educational visitation with no loss of pay. This will be granted on advance approval of the principal. Educational visitation includes visits to the classrooms within or outside the School District.
- 5.6 Teachers who wish to attend educational conferences, workshops or conventions may do so without loss of pay and with the reimbursement of approved expenses, provided they receive approval from the Superintendent. Such approval must be received by the teacher at least two days prior to the scheduled event.
- 5.7 Teachers shall be granted the option of authorizing the school district to withhold designated sums of money per paycheck for the purpose of participating in a credit union and the New York State Teachers Retirement System Loan Repayment Plan.
- 5.8 A. A probationary teacher will be informed of the Superintendent's recommendation as to whether he or she shall be granted tenure at least 90 days prior to the expiration date of his or her probationary period, and shall be informed of the final action of the School District on the granting of tenure at least 60 days prior to the expiration date of his or her probationary period.
- B. If a probationary teacher who is denied tenure requests, within eight days of receipt of the notice of such denial, in writing the reason(s) for such denial, such reason(s) shall be given in writing within eight days of the receipt of such request.
- C. A probationary teacher, other than one hired for a period of one year or less, who is to be dismissed for reasons other than reduction in force, shall be so notified on or before April 15.
- 5.9 If a teacher has fulfilled tenure requirements in the District, or in another District, the teacher shall be granted tenure in a new tenure area in accordance with law.
- 5.10. A. Teachers will have the right, upon request, to review any written statements concerning their conduct or teaching abilities and to make copies of same. Pre-employment reference materials are excluded from review unless the teacher obtains a written release from the originator.

- B. No material relative to a teacher's conduct, service, character, or personality will be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher is obliged to acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof, but merely indicates that he/she has seen such report. The teacher shall have a right to submit a written answer to such material and his/ her answer shall be reviewed by the Superintendent and attached to the file copy.

- C. The District and the Association will agree to a list of exemptions (clerical in nature) to Article 5.10.B and a process to include any additional future items.

ARTICLE 6

SICK LEAVE

- 6.1 Sick leave is the absence of a teacher due to illness, disability or injury. It may also be the absence of a teacher due to the illness or injury of a person in the immediate family of said teacher. For the purpose of this agreement, immediate family is defined as: spouse, children, parents, or parents-in-law, grandparents, grandparents-in-law, siblings or siblings-in-law, or persons residing in the immediate household of the teacher or person who served in fact as parent to either the teacher or teacher's spouse. Leave for illness or injury in the immediate family shall be limited to five days for any one such illness, except that in the event of unusual circumstances the employee may be granted the use of additional days upon application to the Superintendent or designee. In addition, upon application to the Superintendent or designee, an employee may use accumulated sick leave to be absent from work for up to six (6) school weeks upon the adoption of a child. Sick leave days must be taken in half-day increments.

- 6.2. A. Teachers shall be entitled to the number of days of sick leave set forth in the table below as of the first day of each school year, whether or not the teacher reports for duty on that day. Teachers newly employed by the District will receive credit for sick leave on their first day of actual work. Such credit will be retroactive to the date upon which they were to report to work, providing the actual reporting date is within one week of the scheduled reporting date. A teacher employed on an eleven or twelve month basis shall be allowed an additional day. A doctor's note is required if a teacher does not report on the first day of school due to illness. A doctor's note is required if a teacher does not report on a day before or after a school break or holiday, or on a conference day. Three

consecutive days absence due to illness requires a doctor's note. In the event that a teacher's employment with the District ends before the last day of school in any school year, the 15 sick days awarded for that school year will be pro-rated in proportion to the number of school days that have occurred in that school year. If a teacher leaves employment having used more days than they have accumulated through the date of their termination, they agree to repay those days to the District and/or have the value of the days deducted from any payments owed to them by the District. (As an example, a teacher whose employment ends on 100th day of school will be entitled to 54% (100 days/185 days) of their sick days in that school year).

Teacher's Hire Date:	# of Days of Sick Leave per school year	
Prior to July 1, 2022	2024-2025 and after	12 days
<u>July 1, 2022</u> (and after)	First 4 years of service	7 days
	5th year of service and after	10 days

- B. Days of sick leave shall be cumulative without a cap on the number of days that may be accumulated, except that, on the unit member's last day of employment, all days in excess of 320 days shall be forfeited.
- C. When a school is closed because of an emergency, salary or leave deductions will not apply to teachers assigned to that school.
- D. A pool of sick leave shall be established to supplement sick leave. The purpose of the sick leave pool is to provide sick leave for those participating members who have a prolonged, catastrophic or long-term illness and/or injury, or who have a pregnancy-related disability and who have exhausted all their available personal sick leave. This pool shall be filled by a voluntary contribution of one (1) day per Contribution Request from each unit member who wishes to participate in the sick leave pool. The school year for this purpose, shall run from September 1st to August 31st. A unit member who wishes to participate in the sick leave pool must file their election to participate and donate their sick day: (1) within seven (7) days of their one-year anniversary of employment, or (2) within seven (7) days of a Contribution Request from the Sick Leave Pool Committee at any time that the sick leave pool

balance falls below one-hundred (100) days, on a form approved by the Superintendent and the Teachers Association. Only unit members who have elected to participate in the sick leave pool as set forth above and who have donated a day are eligible to receive days from the sick leave pool.

- E. Use of the sick leave pool is contingent on availability of donated days and each participant is limited to a maximum award of forty (40) days per school year. Applications to borrow from the sick leave pool will be made to a committee of three Association members appointed by the President of the Association (the "Sick Leave Pool Committee"). Eligibility to draw from the sick leave pool shall be limited to those unit members who:
1. Have exhausted their own personal sick leave.
 2. Provide medical evidence of prolonged, catastrophic, or long-term illness or injury acceptable to the sick leave pool committee.
 3. Make application to the sick leave pool committee on a form approved by the Superintendent and the Teachers Association.
 4. Are not in their first year of employment with the District.
 5. Have not already received more than forty (40) days in the current school year.
 6. Have complied with any eligibility rule(s) established by the sick leave pool committee.

At the beginning of each school year and at any time that the sick leave pool balance is reduced to one hundred (100) days or less, the sick leave pool committee shall issue a Contribution Request to unit members seeking a contribution of one (1) day to continue their participation. Decisions made by the sick leave pool committee shall not be subject to the grievance procedure or otherwise appealable.

- 6.3 Whenever a teacher is absent from his/her employment and unable to perform his/her duties as a result of personal injury caused by an accident of assault occurring in the course of his/her employment and receives Worker's Compensation payment for such absence, he/she will be paid his/her full salary during his/her absence from employment up to a period of one year (less the amount of any Worker's Compensation award made for temporary disability

due to said disability) and no part of such absence shall be charged to his/her annual sick leave or accumulated sick leave.

- 6.4 Accompanying the first paycheck of the school year shall be a statement of the accumulated sick leave for each teacher. Said statement is to include the sick leave credited for the current year.

ARTICLE 7

LEAVES OF ABSENCE

- 7.1 Three days of sick leave may be utilized for personal business each year to allow staff members to transact business which cannot reasonably be transacted outside of regular school hours. In order to take a personal day, the teacher need only state that the day is for personal business. The building principal shall be notified 48 hours in advance of a personal business day, except in an emergency. The days of leave for personal business shall not be used for vacation or immediately prior to or following a recess or holiday to extend a vacation period unless the Superintendent or his/her designee and employee agree that this usage is necessary and shall not be to the detriment of the educational setting. In unusual circumstances, a teacher may apply to the Superintendent or his/her designee to use sick leave for personal reasons. Personal leave days must be taken in half-day increments.
- 7.2 Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system, or the performance of jury duty, or because he or she has been subpoenaed in a legal matter in which he or she is not legally personally involved will be granted. A teacher taking such leave shall reimburse the district for any fees he or she receives as a juror or witness.
- 7.3 In the event of a death of a spouse, child, parent, or person who served in fact as parent, step-parent or guardian of the teacher, parent-in-law, sibling, sibling-in-law, grandparent or grandparent-in-law, person residing in the immediate household of the teacher or person who served in fact as parent or teacher's spouse or individual(s) the teacher has custodial care of, the teacher shall be granted up to five days per occurrence. (Custodial care will be defined as the care of a person for whom a unit member has immediate personal care and control.)
- 7.4 Three days leave of absence with pay will be granted annually to any teacher who wishes to observe traditional and customary religious holidays where absence or abstention from work is required by the official rules or laws of that person's religion. These days of absence must be those recognized by the Commissioner of Education as "Days of Religious Observance" and a teacher

involved must be willing to have the Board verify his or her being a practicing member of such a religion.

- 7.5 In the event that a staff member has exhausted their available leave credits and seeks to take a day of leave without pay, such leave may be granted upon advanced request, in the Superintendent's discretion, but shall be conditioned on the employee's agreement to have the cost of benefits (health/drug insurance, dental insurance, and vision insurance) received by the employee for that day (i.e., 1/185th of the District's portion of the annual cost of those benefits) deducted from his/her pay.

ARTICLE 8

EXTENDED LEAVES OF ABSENCE

- 8.1 **Military Leave** will be granted any teacher as provided by military law. Upon returning from such leave, a teacher will be placed on the salary level he or she would have achieved had he or she remained actively employed in the system during the period of his or her absence up to a maximum of four years.

8.2 **Parental Leave**

- A. A teacher may request an unpaid leave of absence for up to two years, to begin within one year after the delivery or adoption of a child, terminating at a time that is mutually agreeable between the member and the District. There may be one request to extend leaves of absence of less than two years to a combined maximum of two years. The teacher shall notify, in writing, the Superintendent or his/her designee of the intent to take such leave ninety (90) days prior to the anticipated commencement of the leave. The application shall state the dates for the anticipated commencement of and termination of the leave. Termination of child rearing leave will be subject to section 8.7.
- B. A teacher returning from an unpaid leave of absence shall be entitled to return only to a position within the teacher's tenure area if the unpaid leave is for a period of more than two (2) marking periods. The returning teacher shall be entitled to return to the tenure area in the building he/she was assigned before the commencement of his/her leave. If the unpaid leave is for a period of less than two (2) marking periods, the returning teacher is entitled to return to the position that he/she held prior to the commencement of the leave.
- C. For non-tenured teachers, child rearing leave shall not be an interruption of the probationary period and not in lieu of service in meeting the requirements for serving a probationary period. A teacher shall not

receive salary increase credits or benefit credits during such leave.

- D. The teacher on leave will have the option to be a participant in the New York State Teachers Retirement System and other fringe benefit programs by contributing the full amount of any such program elected.

8.3 Leave Without Pay

A leave of absence without pay or salary increase credits up to one year may be granted for personal reasons. Extensions may be granted upon application.

- 8.4 A teacher whose personal illness extends beyond the period of accumulated sick leave and supplemental sick leave will be granted a leave of absence for such time as is necessary for complete recovery from such illness up to a maximum of two complete years, without pay, salary increase credit, or benefit credits.
- 8.5 All benefits to which a teacher was entitled at the time of his/her leave of absence commenced, including unused sick leave, will be restored to him/her upon his/her return. A teacher returning from an unpaid leave of absence (more than two (2) marking periods) shall be entitled to return only to a position within the teacher's tenure area in the building he/she was assigned prior to the commencement of the leave. If an unpaid leave is less than two (2) marking periods, the returning teacher is entitled to return to the position that he/she held prior to the commencement of the leave. A teacher who returns from sick leave will return at the same level of salary as received when the leave commenced, except that a teacher having served at least five months in the school year in which the leave commenced shall be entitled to any increase granted for service in the year.
- 8.6 All requests for leave and extensions or renewals must be applied for and granted in writing.
- 8.7 A teacher on a leave of absence for a school year or more shall notify the Superintendent or his or her designee as to his or her intention to return to service at least six months prior to the expiration of such leave. A teacher who fails to notify the Superintendent or his or her designee by March 1 of the year in which the leave is to end or six months prior to the date the leave is to end, whichever is earlier, shall be assumed to have abandoned his or her position.
- 8.8 Teachers replacing regular teachers on extended leaves of absence will be notified by the Superintendent or his or her designee three months prior to the expiration of said leave of the regular teacher's intention to return to service.

ARTICLE 9

SABBATICAL LEAVE

- 9.1 Sabbatical leaves may be granted to teachers who have completed no less than seven consecutive years of full time service in the District, for study or other purposes of value to the school district. A teacher granted sabbatical leave shall return to the school system for at least one year after his or her leave ends. The application for leave will contain, in reasonable detail, the course of study or other experience planned and the anticipated impact of the experience on both the teacher and the District.
- 9.2 Application for sabbatical leave must be submitted to the Superintendent or his/her designee in writing no later than February 1 of the school year preceding the year for which the sabbatical is requested. Teachers will be informed of the action taken on their request no later than April 1. Not more than two persons may be absent on sabbatical leave at any one time. The Superintendent will present applications to the Board at the last regular meeting in February. The teacher will be notified of areas of concern, as identified by the Board and have the opportunity to modify their application prior to the last regular board meeting in March.
- 9.3 All persons granted sabbatical leave will submit to the superintendent, in writing, reports setting forth in reasonable detail an explanation of the actual experience and a summary of how the experience is now seen to impact on the teacher and District. There will be two such reports, one at the halfway point of the leave and one at the conclusion of the leave.
- 9.4 Sabbatical leaves of one year shall be at one-half the salary the teacher would have received during the period of such leave, and for one-half of a year, full salary. Teachers will be given credit towards salary increases while on sabbatical leaves. Total income of a person granted sabbatical leave shall not exceed 1.25 times the salary he or she would have been entitled to during the period of the sabbatical leave.
- 9.5 Any monies paid to anyone granted a sabbatical shall be returned if said person does not return to the school system for the specified time of employment. Anyone returning but not remaining for the specified time of employment shall return monies paid them at a prorated schedule. Any monies due the School District will be paid in full by the last day of employment.

ARTICLE 10

PROMOTIONS, TEACHING AND EXTRACURRICULAR VACANCIES

10.1 No vacancy in promotional positions, extracurricular, and teaching positions caused by death, retirement, discharge, resignation or by the creation of a new promotional position shall be filled without compliance with the following procedures.

A. Such vacancies shall be publicized, with a notice in every school (by posting a Superintendent's notice in each building) and to the Association President as far in advance of filling such vacancy as possible (ordinarily) at least 30 days in advance and in no event less than two weeks in advance. For the purpose hereof, each building shall have an official bulletin board.

B. Said notice of such vacancy shall clearly set forth the qualifications for the position.

C. Teachers who desire to apply for such a position shall file their applications in writing with the Superintendent or his or her designee within the time specified in the notice.

10.2 Promotional positions are defined as follows:

Positions on the administrative-supervisory level, including but not limited to positions as assistant superintendent, principal, assistant principal, supervisor, department chair, head teacher and guidance counselor.

10.3 No vacancies (as defined in the case of promotional positions) for specialists and/or special project teachers shall be filled without compliance with the procedures set forth in Section 10.1, above, except that those teachers who actively develop a special project which has been put into effect will be considered to implement the project regardless of the foregoing procedures.

10.4 Notwithstanding the foregoing, vacancies may be filled without the foregoing procedure where it is impractical because need to fill the vacancy has arisen during the summer months. Teachers wishing to be notified of vacancies during the summer will leave their names and addresses with the Superintendent's Office which will mail timely notices of all vacancies to such teachers.

10.5 The Board's right to appoint any person not currently employed by the Board is in no way limited as long as no section of this Article is violated.

10.6 No acting appointment to a promotional position shall be for a period of time exceeding one semester/trimester, unless such vacancy is the result of a leave

of absence.

- 10.7 All appointments to the aforesaid vacancies and openings shall be made without regard to age, race, color, creed, religion, nationality, sex or marital status.
- 10.8 Persons directly involved should be informed whenever positions of extra responsibility are abolished or created.
- 10.9 When a new position or vacancy arises, permanent teachers shall be selected considering factors such as district seniority, classroom observations, attendance and professional background.

ARTICLE 11

STAFF DEVELOPMENT

- 11.1 All evaluation and observation of unit members shall be conducted in accordance with the District's Annual Professional Performance Review (APPR) Plan as developed by a joint committee of the Association and the District for each school year. The APPR Committee will review the plan each year for the purpose of making necessary changes.
- 11.2 A. All teachers in their first year of employment by the Lansingburgh Central School District are required to attend a district developed course specifically intended for first year teachers for 15 contact hours. Teachers in their second and third year of the probationary period are required to participate in an additional 15 hours of specified district-designed in-service each year, and teachers in their fourth year of the probationary period are required to participate in an additional 10 hours of specified district-designed in-service. This may be a combined second, third, and fourth class. Participation in these requirements for teachers who have already received tenure from the District shall be limited to the required 15 hours in their first year of probation except with the agreement of the teacher.
- B. The subject and method of delivery of such courses shall be developed by the Professional Development Committee, which shall consist of one teacher representative per building appointed by the LTA President, one secondary administrator, one elementary administrator and a designee of the Superintendent. The courses will be offered outside the regular school hours. These courses will be available to any tenured teacher to take at their discretion.

11.3 APPR Committee.

There will be an APPR Committee which shall review and recommend changes to APPR plan as necessary. The committee will consist of five unit members, one of whom shall be co-chair, and five administrators, one of whom shall be a designee of the Superintendent who shall also serve as the committee's co-chair.

ARTICLE 12

TEACHING HOURS AND LOAD

12.1 Teacher Workday

- A. Teachers shall report to their teaching stations at the official time. The teacher workday is:

	Teacher Day	Student Day
LHS-KMS	7:40 a.m. – 2:35 p.m.	7:50 a.m. – 2:06 p.m.
RPES	8:35 a.m. – 3:20 p.m.	8:45 a.m. – 3:00 p.m.
TES	8:20 a.m. – 3:05 p.m.	8:30 a.m. – 2:45 p.m.

At KMS and LHS teachers are required to be at a designated teaching station until 2:15 p.m. For the remainder of the day, teachers are expected to be fulfilling professional duties.

If a previous appointment has been made and/or reasonable informal request made on the same day, teachers shall remain as long as necessary after the end of the pupil school day to perform professional duties, such as meeting with parents and assisting and counseling students. No teacher shall be required to remain after the pupil day to perform a purely supervisory activity nor shall any teacher be required to perform any unreasonable, inequitable, or unprofessional services, including evening activities.

- B. Faculty meetings will be held when necessary with ample notice given and should not be unreasonably long (goal: 45 minutes). An agenda will be provided prior to each faculty meeting. It is understood that all after-school activities will be suspended on the day of the faculty meetings. Faculty meetings will start 10 minutes after the student day for secondary schools. Faculty meetings will begin no earlier than forty-five minutes before the start of the student day in both elementary schools.
- C. Teachers who are employed half-time and are required to attend meetings or perform supervisory responsibilities during the other half of the school day shall receive extra compensation based on the salary

rate of substitute teachers.

D. Attendance at meetings, such as PTA affairs, shall be at the option of the teacher, but the Board of Education and the Lansingburgh Teachers Association encourage active participation in such meetings as part of the teacher's professional responsibility.

E. Teachers who have mainstreamed students shall be given notice of and reason(s) for the placement, an opportunity to review the IEP and, upon request, shall be provided with the opportunity to meet with the Committee on Special Education. Teachers will be given 24 hours advance notice of such meetings.

F. Special Education Issues:

1. Distribution of students will be based on sound educational policy.
2. The number of special education students within a class will be one of the factors considered in determining class size.
3. The District will evaluate new entrants' special needs in a timely fashion.
4. In-service training will be made available to all staff members regarding special education mandates, etc.
5. Administration will provide notification to classroom teachers who have special education students in their classes.
6. The District will adhere to State Education Department regulations regarding the number of regular education and special education students in an integrated classroom (Part 200).

G. Special education teachers shall be given the following time within the school year to develop IEPs for the students assigned to them:

Fall Semester and Trimester at the K-5 level – ½ a day during a Superintendent's conference day to meet with general education teachers about students of mutual interest.

Spring Semester and Trimester at the K-5 level – 2 days on which a substitute will be provided to the teacher's classroom so the teacher can be released to develop IEPs; such days to be determined in coordination with the teacher's building principal and/or supervisor.

- H. A teacher who believes that a class composition assigned to them does not comply with this section may file a grievance under the contract.

12.2 Elementary School Periods

- A. Elementary school teachers shall have a duty free lunch period of no less than 30 minutes.
- B. Except in weeks where State assessments or Superintendent's conference days are held, elementary school teachers shall have a preparation period of forty (40) minutes duration five times per week. To ensure that teachers do not lose conference time during State assessments, the building principal and Association building representatives will meet each year to create a mutually agreed upon system that keeps everyone whole. It is understood that professional development can be scheduled by the District during such preparation periods, however, no more than ten times per school year will a teacher lose a preparation period for the purpose of professional development without coverage being provided for a make-up preparation period.
- C. Elementary teachers, including teachers of the handicapped (special education) shall be relieved of classroom responsibility for performance of other professional duties during the period when the class is with a special subject teacher. However, in special cases, if it is mutually agreeable to the classroom and special teacher, the classroom teacher may remain in the room.

12.3 Secondary School Periods

- A. Each secondary school teacher shall have a duty free lunch period of no less than 23 minutes and taken at the same time as the pupil lunch period.
- B. Except on days when State assessments or Superintendent's conference days are held, each secondary school teacher shall have at least one preparation period per day, equal in length to the instructional period during which no duties may be assigned. To ensure that teachers do not lose conference time during State assessments, the building principal and Association building representatives will meet each year to create a mutually agreed upon system that keeps everyone whole. It is understood that professional development can be scheduled by the District during such preparation periods, however, no more than ten times per school year will a teacher lose a preparation period for the

purpose of professional development.

- C. Each secondary school teacher may be assigned no more than five instructional periods per day. A sixth instructional period may be added in lieu of an extra teacher assignment period. Each secondary teacher may be assigned one extra assignment period which may require the supervision of students, but which will not require instruction. In the event it is necessary to create a sixth instructional period, content knowledge and appropriate skillset will first be taken into consideration when assigning eligibility for the assignment. All assignments shall be voluntary by the employee.

Where two or more members are deemed to have comparable content knowledge, skillset, and/or certification, then the following will be used to determine the order of assignment eligibility:

1. Most senior person in the building within the department.
 2. Most senior person within the other secondary building within the department.
 3. A certified teacher within the building where the extra assignment exists.
 4. A certified teacher within the other secondary building.
- D. Effective September 1, 1986, the District may establish an eight period day in the secondary schools. The provisions of paragraphs A, B and C of this section shall continue to apply in the event an eight period day is established.
 - E. In June of each year, teachers may inform the principal regarding the type of extra duty assignment period they prefer. Such preferences will be honored where possible. It is understood that the actual assignment will be at the discretion of the principal.
- 12.5
- A. When there are exceptional demands upon a particular individual for time over and above the regular work day as hereinbefore set forth, the Superintendent or his or her designee may work out with the Association an arrangement for compensatory time off or monetary compensation. No teacher shall be required to accept such arrangement or assignment.
 - B. Any individual who is requested to perform professional duties as directed by an administrator during the summer will be compensated at the rate of 1/200 of his/her salary.

- 12.6 A goal shall be defined as the end toward which effort is directed.
- A. No kindergarten shall exceed 25 students.
 - B. No elementary class shall exceed 28 students.
 - C. No secondary class shall exceed 30 students, or not more than the student stations available. No intensive class shall exceed 16 students.
 - D. No study hall shall exceed 40 students per assigned teacher, but not more than 80 students. When space is available, no study hall shall exceed 30 students per assigned teacher.
 - E. No special education classes shall exceed 18 students. The composition and class size shall be in accordance with state law.
 - F. No physical education class shall exceed 35 pupils.
 - G. No teacher shall be given class (instruction) responsibility for more than 750 pupils per week, nor more than 30 classes per week (900 pupils in the event that a sixth instructional class is elected), except in extraordinary circumstances.
 - H. When a science lab is the sixth assignment, the lab shall not exceed 12 students.
 - I. The foregoing goals are subject to modification for educational purposes such as team teaching or split class avoidance.
 - J. It is understood that the goals set forth in A-H above will not be effective until October 1 in each school year.
- 12.7 The Board and the Association firmly believe that their mutual responsibility is to assure each student attending Lansingburgh schools the best educational opportunities available. Teacher ratings of students will be given serious consideration in the assignment of pupils.
- 12.8 The District recognizes the need for release time to score and evaluate state mandated tests. The District will review annually the procedure to accommodate any future demands.
- 12.9 A. The School District shall be responsible for obtaining a qualified substitute teacher in the event a teacher is unable to be at his/her duty station. The following procedures must be adhered to: the teacher should inform the principal or his/her designee as far in advance as

possible, but no later than 7:00 a.m. for elementary teachers or 6:30 a.m. for secondary teachers on the day of the absence. In case it is impossible to reach the principal, the teacher should call the assistant principal or some other designated person. It then becomes the duty of the person notified to secure the substitute. In the event a teacher is aware before the close of school on a day of absence that a subsequent day or days of absence will be required, said teacher will be expected to notify the principal or supervisor at that time.

- B. When the District has exhausted all reasonable efforts to secure substitute teachers to comply with Section 12.9(A) but is unable to comply, the Association will waive its right to grieve this violation. In return, the District agrees to compensate each teacher requested to fill such vacancy, or a vacancy caused by absence of a paraprofessional employee using his/her supervisory assignment(s) excluding a study hall, \$50 per period. The assignment will be supervisory.

12.10 Bus duty shall be no more than 15 minutes. Any time spent beyond the 15 minutes of bus duty shall be subject to Article 12.5.A.

ARTICLE 13

TEACHING CONDITIONS

13.1 All new constructions will have the following facilities (these same facilities will be provided wherever possible in existing buildings):

- A. A desk, chair and space where each teacher may safely store instructional materials and supplies shall be provided for each teacher in the District. The Board shall also provide paper, pencils, chalk, erasers, and other such materials required in daily teaching responsibilities. Teachers without classroom working space will be provided with work space in areas not being used as classrooms, if space is available.
- B. A teacher work area continuously containing adequate equipment and supplies to aid in the preparation of instructional materials. Teachers will have access to a copy machine with printing capabilities and copy supplies in each building. Each faculty room will be furnished with two computers for faculty use. Lost and seriously damaged textbooks will be replaced. Teachers will be notified (with the reasons for rejection) by August 1 when supplies, textbooks, and equipment requisitioned prior to the preceding April 30, or requisition cut off date if prior to April 30, have not or will not be ordered by July 15. Should an assignment change occur in accordance with Section 14.4, then the teacher will be allowed to resubmit to the appropriate person a requisition order to

accommodate such change.

The District will establish a supply fund to accommodate teachers new to the District.

- C. An appropriately furnished room which will include a telephone extension will be reserved for the exclusive use of the professional and paraprofessional staff as a lounge. The Association will have the use of one soda vending machine in each lounge providing the proceeds are used for a scholarship fund for the benefit of the Lansingburgh students.
 - D. Well lighted and clean staff rest room. If student facilities must be used in existing buildings, assurance of privacy must be provided.
 - E. A means of communicating rapidly with the office from each classroom, faculty work room and lounge.
 - F. A separate dining room in all continuous day schools for the use of teachers.
- 13.2 After a fire alarm (not a drill) or bomb scare, reentry to the building shall take place only after approval by the principal or an official from the Fire and/or Police Department.
- 13.3 A teacher will, in normal circumstances, be given 24 hours notice by the Principal of individual parent conferences in order to collect pertinent information.
- 13.4 Classroom assignments will be made primarily based on department needs and substantial changes in the number of classrooms assigned to a department will only be made when educationally sound and after collaboration with the Association.
- 13.5 No later than November 15, each elementary principal shall meet with his or her staff to formulate and implement procedures for the following:
- A. An equitable allocation of budget requisition monies to be assigned to the building.
 - B. An outline of necessary and non-duplicative record keeping tasks for which teachers are to be responsible.

ARTICLE 14

ASSIGNMENT AND TRANSFERS

14.1 Transfers or reassignments will be made involuntarily only when necessary and in the best interests of the school system. Notice of such transfers shall be given as soon as possible.

14.2 An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Superintendent, at which time the teacher will be notified of the reasons which shall be based on sound educational policy.

In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, a meeting will be arranged between the Association Representative and the Superintendent to discuss the matter.

14.3 Teachers being involuntarily transferred shall be notified of the positions available in their tenure area. Such teachers may request the positions in order of preference to which they desire to be transferred. Their preferences will be one of the factors considered in making the transfer.

14.4 A teacher shall be notified, in writing, of their assignment for the ensuing year (i.e., subject(s), grade level(s), number of class meetings per week, any different classes or assignments, etc.) as soon as practicable and under normal circumstances no later than the teachers' last day of work in June. Students with special needs should be identified as soon as practicable.

14.5 In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of travel involved. Such teachers will be notified of any changes in their schedules as soon as practicable. Teachers who are regularly scheduled to work in more than one school for a school year will receive compensation according to the following procedure: The actual mileage of a two-week period during the first month of school will be used to determine the average daily mileage and this figure will be compensated at the current IRS rate per mile multiplied by the number of days school is in session.

14.6 Any teacher required to perform travel, other than as stated in Section 14.5 above, in the performance of their duties, shall be reimbursed at the current IRS rate per mile based on actual mileage.

14.8 Teachers' assignments will be made without regard to race, creed, color, religion, nationality, sex or marital status, unless based on a bona fide occupational or educational requirement.

14.9 If the school district contemplates changes, additions or deletions of programs (an area of instruction such as music, social studies, physical

education, etc.), it will give written notification to the Association prior to the implementation thereof. Provided the Association gives written notification of its desire within five school days of being so notified, the Association and the Superintendent will enter into negotiations concerning only the impact on the terms and conditions of employment of the teaching staff, if any.

- 14.10 When it is necessary to reassign staff within an elementary building due to a reduction in grade sections then, if qualifications are equal, the teacher with the least district tenure area seniority in the grade level where the reduction is to be made will be the one involuntarily transferred.
- 14.11 When it is necessary to transfer staff to another building then, if qualifications are equal, the teacher with the least district tenure area seniority in the building where the reduction is to be made will be the one involuntarily transferred.
- 14.12 When an elementary vacancy or an encumbered position occurs as a result of death, retirement, resignation, or leave, and the provisions of 14.10 and 14.11 have been met, first, then a teacher may request a transfer to the available position and carry with him/her all previously gained district tenure area seniority.

ARTICLE 15 **PROTECTION**

- 15.1 Teachers will immediately report all cases of assault suffered by them in connection with their employment to the principal or immediate supervisor, in writing if possible.
- 15.2 This report will be forwarded to the Superintendent or his or her designee who will comply with any reasonable request from the teacher for information in his or her possession relating to the incident or the persons involved.
- A. The School District agrees to hold teachers harmless from any financial loss, including reasonable attorneys' fees, arising out of any claim, demand, suit, criminal prosecution, or judgment by reason of any act or omission to act by such teacher within or without the school buildings, provided such teacher at the time of the act or omission complained of, was acting in the discharge of his or her duties within the scope of his or her employment or under the direction of the School District.
- B. All transporting of children will be undertaken in authorized vehicles.
- C. Teachers shall notify the Superintendent or his or her designee of any

accident or claim against them which might be covered by this section within 10 days after the accident occurs or the teacher knows of the claim. In addition, a teacher shall not be entitled to the protection of this article unless within 10 days of the time he or she is served with any summons, complaint, process, notice, or pleading, he or she shall deliver the original, or a copy thereof, to the Superintendent or his or her designee.

- 15.3 The Board will provide protection of teachers by reimbursement for cost of replacing or repairing dentures, eyeglasses, etc., not covered by Worker's Compensation, destroyed, or lost as the result of an injury sustained in the course of his or her employment.
- 15.4 The Board will provide reimbursement for repair or replacement value, whichever is less, of clothing or personal effects damaged or destroyed and repair or value, whichever is less, of equipment damaged, destroyed, or stolen during the course of and incident to employment, provided loss is not caused by negligence of the claimant.

Personal effects and equipment do not include automobiles and/or other vehicles. In the event that total claims for damaged, destroyed, or stolen equipment exceed \$1,000 in any fiscal year, the Superintendent may institute an equipment check-in and approval system. Reimbursement will be limited to the amount not covered by the employee's personal insurance.

- 15.5 The District shall provide a safe place in each school facility for teachers to store valuables under lock and key.
- 15.6 In each school year a fund of \$2,000 shall be established to cover damage to automobiles and/or other vehicles of teachers while on school property designated areas. Such damage must be reported to the police. Whenever the District is able to recoup monies, such monies will be refunded to the fund. As is the current practice, any claims must be submitted to the employee's insurance company prior to submitting the claim to the District, and only the unreimbursed portion will be paid out of the fund.

ARTICLE 16

DUES DEDUCTION

- 16.1 The School District agrees to deduct from the salaries of teachers dues for the Lansingburgh Teachers Association and affiliated organizations and to transmit the monies promptly to the Treasurer of the Lansingburgh Teachers Association, as said teachers individually and voluntarily authorize. The teacher's authorization shall be in writing on the standardized card currently in use.

- 16.2 The Association will certify to the Superintendent or his or her designee in writing, the current rate of its membership dues. The School District will be given 30 days written notice prior to the effective date of any membership dues change.
- 16.3 Deductions referred to in Section 16.1 above will be made in 18 equal deductions, beginning with the first pay period in October. Such deductions are to be in equal dollar amounts. If the aggregate dollar amount is not divisible in equal dollar amounts, the excess will be deducted in the first pay period in October. The School District will not be required to honor any request for payroll deduction which is received after the first day of the month for which such specific deduction is scheduled.
- 16.4 The School District will transmit once a month the amount withheld to the Treasurer of the Lansingburgh Teachers Association. A list of the employees from whom the deductions were made will accompany the payment.

ARTICLE 17

ASSOCIATION RIGHTS

- 17.1 The Association shall be granted the use of a room or rooms in which to meet, providing application for such use is made to the building principal at least 24 hours in advance of the meeting time. Such use will be without cost unless the meeting is scheduled at a time which requires the District to provide necessary custodial service, in which case the Association will be required to pay the total cost of such service.
- The Association will be responsible for all reasonable precautions regarding building security when using the facilities.
- 17.2 The Association shall be granted, without cost, the use of intra-school mail facilities, faculty mailboxes, and the office machinery in teacher work areas.
- 17.3 The President of the Association shall receive an agenda for each Board of Education meeting at the earliest possible time before each meeting. After each Board meeting, written minutes of the meeting shall be made available to the Association after approval and as soon as possible.
- 17.4 Fifteen days in the aggregate shall be provided for Association representatives to attend meetings, conferences and/or conventions of the organizations with which the Association is affiliated. Additional days may be granted by mutual agreement.
- 17.5 The Association President will be excused from study hall, bus duty, lunch

duty and homeroom duties, with the understanding that the remainder of the staff will assume such duties, if necessary, on a rotating assignment basis.

17.6 The District will provide release time for a maximum of 6 LTA designated representatives to attend labor management meetings.

17.7 **Abolition of Position**

A. If and when the District should find it necessary to eliminate teaching positions, it shall follow the procedure below.

1. The Superintendent of Schools or his or her designee shall notify the Association President or his or her designee no less than 10 days prior to Board action that positions may be abolished.
2. In the event that the Association wishes to discuss the projected elimination of positions, it will notify the Superintendent or his or her designee within five days of the receipt of notice.
3. At a mutually convenient time (and no later than five days of said notice) the parties mentioned herein above shall meet to discuss the intentions of the district and either party may introduce alternatives in lieu of staff reductions for consideration.
4. The District further agrees to follow the most current mandates of education law when abolishing positions.

B. For the purposes hereof, non-renewal of a probationary appointment, denial of tenure, dismissal of a tenured teacher, retirement or resignation, death or disability of a teacher shall not be deemed "reduction in positions."

17.8 It is agreed that the Superintendent or his/her designee and a minimum of two Association representatives will consult with each other in the development of the school calendar. Topics to be discussed will include, but are not limited to, vacation periods, holidays, Superintendent conference days, parent-teacher conferences (day/evening), professional days, emergency days, unused emergency days and make-up days. Such calendar will be mutually developed by both parties and presented to the Board of Education for final approval. Unused emergency days included in the school calendar in excess of one at Memorial Day will be considered recess days.

ARTICLE 18

GENERAL

- 18.1 The parties recognize that this Agreement has been entered into pursuant to the provisions of Article 14 of the Civil Service Law of the State of New York. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found to be contrary to law or regulation having the full force and effect of law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by said law or regulation, but all other provisions or applications will continue in effect. The underlying subject matter of a provision or application found to be contrary to law or regulation having the full force and effect of law shall be subject to further negotiation immediately.
- 18.2 Copies of this Agreement shall be duplicated by the Association and a copy given to each teacher now employed or hereafter employed within 30 days of his/her employment.
- 18.3 This Agreement supersedes School District policy in respect to those items specifically covered by this Agreement for the term of said agreement, and the School District will carry out commitments contained herein and give full force and effect.
- 18.4 When it is determined that there will be a Summer School the Superintendent or his or her designee will notify the Association and negotiations regarding terms and conditions of Summer School employment will commence. All openings for Summer School positions shall be publicized in each school building not later than the preceding May 1, and teachers shall be notified of the action taken not later than June 1. Such positions shall, to the extent possible, be filled by regularly appointed teachers in the District who apply for such positions. Previous successful experience in such school shall be an important factor in selecting teachers. All such appointments shall be considered tentative subject to acceptance of the budget covering the year's Summer School expenditure and the appropriate class enrollment of 12.
- 18.5 If any economic provision hereof may not be put into effect because of applicable legislation, Executive orders or Regulations dealing with wage controls, then such provisions, or any part thereof, including any retroactive requirement thereof, shall become effective at such time, in such amounts, and for such periods, retroactively and prospectively, as will be permitted by law at any time during the life of this Agreement and any extension hereof.
- 18.6 A. There will be a current copy of the Board Policy Book available in every faculty room and building principal's office by the first day of the

academic year. The book will be updated as soon as possible after a policy addition or change.

B. There will be a current copy of the Teachers Handbook available in every faculty room and building principal's office by the first day of the academic year. The book will be updated as soon as possible after a policy addition or change.

18.7 The use or transfer of a tuition waiver given to a teacher who hosts a student teacher will be at the sole discretion of the teacher affected.

ARTICLE 19

COMPENSATION - EXTRACURRICULAR ACTIVITIES

Compensation for each activity shall be as follows:

A. Athletics

<u>Varsity Coach(es)</u>	Stipend
Varsity Boys Basketball	\$5,500.00
Varsity Football	\$5,500.00
Varsity Wrestling	\$5,500.00
Boys Varsity Track	\$5,500.00
Varsity Baseball	\$4,950.00
Boy Tennis	\$2,750.00
Varsity Girls Basketball	\$5,500.00
Girls Varsity Track	\$5,500.00
Varsity Softball	\$4,950.00
Varsity Volleyball	\$4,950.00
Girls Tennis	\$2,750.00

Girls Field Hockey	\$2,750.00
Varsity Boys Soccer	\$4,950.00
Varsity Girls Soccer	\$4,950.00
Cross Country	\$4,400.00
Indoor Track	\$4,950.00
Boys Bowling	\$4,400.00
Girls Bowling	\$4,400.00
Golf	\$1,650.00
Varsity Lacrosse	\$5,500.00

Jr. Varsity Head Coach(es)

JV Boys Basketball	\$4,400.00
JV Football	\$4,400.00
JV Baseball	\$3,850.00
JV Girls Basketball	\$4,400.00
JV Softball	\$3,850.00
JV Volleyball	\$3,850.00
JV Boys Soccer	\$3,850.00
JV Girls Soccer	\$3,850.00
JV Lacrosse	\$3,850.00

Asst Coach(es)

Asst. Varsity Football (2)	\$4,400.00
Asst. JV Football	\$3,300.00
Asst. Modified Football	\$3,300.00
Asst. Lacrosse	\$2,200.00
Asst. Varsity Indoor Track	\$3,465.00
Asst. Boys Varsity Track	\$3,850.00
Asst. Girls Varsity Track	\$3,850.00
Asst. Cross Country	\$2,200.00
Asst. Modified Track	\$2,200.00
Asst. Varsity Wrestling	\$4,400.00
Asst. Varsity Baseball	\$2,200.00
Asst. Varsity Softball	\$2,200.00
Asst. Varsity Boys Soccer	\$2,200.00
Asst. Varsity Girls Soccer	\$2,200.00
Asst. Varsity Boys Basketball	\$4,400.00
Asst. Varsity Girls Basketball	\$4,400.00
Asst. Varsity Girls Volleyball	\$2,200.00

Freshman Sports - Modified

Modified Football	\$4,400.00
Modified Baseball	\$3,850.00
Modified Softball	\$3,850.00
Modified Lacross	\$4,400.00

Modified Boys Basketball	\$4,400.00
Modified Girls Basketball	\$4,400.00
Modified Track Girls	\$3,850.00
Modified Track Boys	\$3,850.00
Modified Boys Soccer	\$3,850.00
Modified Girls Soccer	\$3,850.00
Modified Volleyball	\$3,850.00
Modified Wrestling	\$4,400.00
MS Cross Country	\$3,300.00

Cheerleading

Varsity Football	\$2,200.00
JR Varsity Football	\$2,200.00
Varsity Basketball	\$2,200.00
JR Varsity Basketball	\$2,200.00
Freshman Basketball	\$2,200.00

Intramurals \$30/hour

B. Teaching

(Increase all categories to \$30.00 per hour)

C. Other

Extracurricular Activities	Stipend
LHS-KMS Treasurer	\$8,250.00
LHS Yearbook (2 release periods/week)	\$5,500.00
Fall School Play	\$3,000.00
Fall School Play Music	\$2,000.00
Fall School Play Art	\$2,000.00
LHS (NHS) Societies	\$2,200.00
LHS Newspaper	\$2,200.00
LHS Student Council	\$3,300.00
Spring School Play	\$3,000.00
Spring School Play Art	\$2,000.00
Spring School Play Music	\$2,000.00
KMS Yearbook	\$2,750.00
KMS Student Council	\$2,200.00
KMS Newspaper	\$1,100.00
KMS Honor Society	\$1,100.00

LHS-KMS Detention	\$5,500.00
RPES-TES Detention (2 days/wk)	\$2,200.00
RPES Student Council	\$1,100.00
TES Student Council	\$1,100.00
Senior Class (2) (Reduce to 1)	\$4,400.00
Junior Class (2) (Reduce to 1)	\$3,300.00
Sophomore Class	\$2,750.00
Freshmen Class	\$2,750.00
Cafeteria Advisory Council (AM Supervision)	\$5,500.00
CSE Chair	\$5,500.00
TV Club	\$1,650.00
Drama	\$1,100.00
Varsity Club	\$1,100.00
Marching Band	\$3,300.00
OVA (Per team)	\$2,200.00
OOTM - RPES (per team)	\$2,200.00
RPES-TES Literary Magazine	\$1,100.00
Jazz Ensemble	\$2,750.00
Arts in Education	\$1,100.00
Art Club	\$2,200.00
Mock Trial	\$2,750.00
Key Club (LIT)	\$2,750.00
8th Grade Class	\$1,650.00
Business Club	\$1,650.00
Swing Choir (Soundwaves)	\$2,750.00
Secondary Science Club	\$1,650.00
All County per festival	\$550.00
SADD	\$1,650.00
Technology Club	\$1,650.00
RPES-TES Enrichment Club	\$2,200.00
Trivia Coach	\$2,750.00
Ski Club	\$1,100.00
Robotics	\$2,200.00
Book Club	\$1,100.00
OOTM - LHS/KMS	\$2,200.00
LGBTQ	\$1,100.00
Jr. Knights Wrestling (Per coach)	\$1,500.00
Writing Club	\$1,100.00
Trap Team (Fall Semester)	\$3,000.00
Trap Team (Spring Semester)	\$3,000.00

Longevity shall be applicable to sections A.1-5 and C.1-46. After consecutive years in the same position the individual shall be paid an additional amount according to the following schedule:

4-6 years	\$100
7-9 years	\$100 (total \$200)
10-12 years	\$100 (total \$300)
13-15 years	\$100 (total \$400)

- D. 1. Effective with the 2023-2024 school year, Physical Education teachers will be required to coach a sport in not more than one season per year if, after reasonable efforts, the Athletic Director has been unable to fill one or more coaching vacancies. Such assignments shall be made in reverse seniority order. A physical education teacher receiving an involuntary coaching assignment under this section may appeal that assignment to the Superintendent of Schools who shall consider whether or not to relieve the teacher of the involuntary assignment. The Superintendent's decision is discretionary and final, and not subject to the grievance.
2. In addition, the District will, upon request of any teacher who does not possess a coaching certification, reimburse the cost of that teacher obtaining the certification from a provider of the District's choosing as long as that teacher is willing to take one voluntary coaching assignment from the District.

ARTICLE 20

SALARY

Salary Schedule increases for the duration of the Agreement are as follows:

2024-25: 1.25% increase and \$4,000 rate adjustment for all steps

2025-26: 1% increase on all steps

2026-27: 1% increase on all steps

2027-28: 1% increase on all steps

Step	2024-25	2025-26	2026-27	2027-28
A	\$51,171	\$51,683	\$52,200	\$52,722
B	\$52,796	\$53,324	\$53,857	\$54,396
C	\$54,420	\$54,964	\$55,514	\$56,069
D	\$56,045	\$56,605	\$57,172	\$57,743
E	\$57,670	\$58,247	\$58,829	\$59,417
F	\$59,295	\$59,888	\$60,487	\$61,092
G	\$60,919	\$61,528	\$62,143	\$62,765
H	\$62,544	\$63,169	\$63,801	\$64,439

I	\$64,169	\$64,811	\$65,459	\$66,113
J	\$65,794	\$66,452	\$67,116	\$67,788
K	\$67,419	\$68,093	\$68,774	\$69,462
L	\$69,043	\$69,733	\$70,431	\$71,135
M	\$70,668	\$71,375	\$72,088	\$72,809
N	\$72,293	\$73,016	\$73,746	\$74,484
O	\$75,962	\$76,722	\$77,489	\$78,264
P	\$79,631	\$80,427	\$81,232	\$82,044
Q	\$83,299	\$84,132	\$84,973	\$85,823
R	\$86,968	\$87,838	\$88,716	\$89,603
S	\$90,987	\$91,897	\$92,816	\$93,744
T	\$94,306	\$95,249	\$96,202	\$97,164
U	\$97,975	\$98,955	\$99,944	\$100,944
V	\$100,595	\$101,601	\$102,617	\$103,643
W	\$101,644	\$102,660	\$103,687	\$104,724
X	\$102,692	\$103,719	\$104,756	\$105,804
Y	\$103,268	\$104,301	\$105,344	\$106,397
Z	\$104,159	\$105,201	\$106,253	\$107,315

The salaries of teachers reflect, among other things, a progression relative to years of experience corresponding to the levels indicated above.

20.2. A. One hundred twenty-five dollars (\$125) will be added to the base salary for each three approved graduate and/or in-service hours earned beyond the bachelor's degree to a maximum of 150 approved graduate/in-service credit hours beyond the bachelor's degree.

B. Approved graduate credit hours shall mean all graduate credits earned within a single formal master's or doctor's degree program or a plan of study approved by the Superintendent of Schools or his or her designee prior to the time the staff member registers for any course involved. Plans of study shall be judged on content and expected contribution to the general welfare of the District.

C. To be eligible for approved graduate or in-service credit hour payment a transcript or official notice from the credit-granting institution must be on file with the Superintendent or his or her designee. Payments will be made beginning September 1 in the year in which the notice is filed, if it is filed by October 1. Payments will be made beginning February 1 in the year in which the notice is filed if it is filed by March 1. In the event payments are stated on the basis of an official notice, a transcript must

be filed by September 1 in the succeeding year for payments to continue. The business office will notify anyone needing a transcript by August 1.

1. The District will provide on an annual basis a list of pre-approved institutions from which teachers will be eligible to obtain in-service salary credit. In-service credit hours must be approved by the Superintendent of Schools or his/her designee prior to the time the staff member registers for any course.

20.3 Persons having an approved doctor's degree and/or possessing National Board Certification shall be entitled to an annual differential of \$5,000 per annum above the base salary.

20.4 Effective July 1, 1992, guidance counselors will be guaranteed no less than the following days for summer employment:

Director of Guidance	20 days
High School Guidance Counselor	19 days
Middle School Guidance Counselor (2)	15 days each

20.5 Teachers shall be paid on a bi-weekly basis for 12 months. The last payroll in June will include any balance due. All payments to employees shall be made by direct payroll deposit to the employee's bank of choice. The district shall allow 3 additional payroll deductions (i.e., Vote/Cope). Payments for extracurricular stipends and insurance buyouts will be paid in separate checks and not included in a regular salary check.

20.6 Effective July 1, 2001, persons having an approved master's degree shall be entitled to a differential of \$450 above the base salary.

20.7 In addition to summer employment (10 days), the athletic director may, with the approval of the superintendent/Board of Education, receive up to 5 days salary for additional responsibilities (emergencies, tournaments, etc.) to be paid at the rate of 1/200 of his/her salary.

20.8 **Department Chairperson Job Description**

A. **Major Areas of Responsibility**

1. Conduct periodic or as necessary department meetings and publish minutes for distribution to faculty and administration.
2. Implement the philosophy and policies of the school district.

3. Evaluate program needs, SED mandates and communicate this information to the building principals and assistant superintendent.
4. Establish and assess program goals/objectives and present recommendations for change to the building principals and assistant superintendent.
5. Promote the professional development of the department.
6. Provide assistance and guidance to department teachers.
7. Provide assistance and guidance to substitute teachers.
8. Assist teachers in the selection and use of instructional materials and recommend adoptions to the building principal.
9. Represent the department to the public.
10. Assist building principals in the recruitment and selection of new teachers.
11. Prepare department budget proposal following the district's budgetary process.
12. Periodically inspect instructional equipment; process necessary repairs and maintain a department inventory.
13. Complete and submit reports in a timely manner.
14. Monitor the implementation of department curricula.
15. Coordinate curriculum in grades 6-12 and with elementary schools.
16. Collect and distribute information on pedagogy, current trends, professional activities and organizations to the department.
17. Participate in department chair meetings as necessary.
18. Review student outcomes (i.e., final exam grades) and make appropriate recommendations to the building principals.
19. Address other tasks as assigned by the building principals.

20. Be knowledgeable, current and responsible to SED communications.

B. Characteristics/Qualifications for Department Chairs

- Integrity/independence
- Person who gets along with others
- Organizational ability
- Permanent certification in the discipline
- Evidence of leadership skills
- Preferred administrative certification
- Preferred advance requirements (graduate degree in the discipline)
- Evidence of curriculum leadership
- Published
- Imaginative innovative thinker
- Seniority in department/district
- Experience in field
- Professional involvement/affiliations
- Outstanding classroom teacher performance
- Effective communication skills

The positions of department chairpersons shall be annual appointments.

20.9 Unit members who are employed on a part-time basis shall be compensated on the appropriate step and given the appropriate stipends, according to the following proration:

<u>% of Step Pay</u>	<u>Elementary</u>	<u>Secondary</u>
20%	<u>1.25 hours</u>	<u>1 period + 1 duty</u>
40%	<u>2.5 hours</u>	<u>2 periods + 1 duty</u>
60%	<u>3.75 hours</u>	<u>3 periods + 1 duty</u>
80%	<u>5 hours</u>	<u>4 periods + 1 duty</u>

Whenever possible the hours/periods worked by a part-time employee will be consecutively scheduled.

20.10 Summer school compensation will be in the form of a stipend payment of \$3,800. Teachers teaching summer school will accrue one additional sick day.

ARTICLE 21
INSURANCE

21.1 The District will offer a health insurance program only under the Blue Shield PPO plan. Currently, the plan offered is the Blue Shield PPO 815 plan with

carved-out prescription drug coverage through CVS (Opt-In formulary, with ACF on specialty drugs) with copays of \$5/\$25/\$40. All employees will participate in the plan unless they elect to participate in the buy-out option described in Section 21.4 below. The plan shall provide hospital, medical, and prescription drug coverage. The District will also offer a dental insurance plan which employees may elect to participate in. Enrollment in the health insurance and/or dental plans will be on a single, two-person, or family basis, at the employee's election. No unit member may be covered by more than one district-sponsored health insurance plan.

21.2 Payment of Premiums:

A. Teachers Hired Prior to June 30, 1999.

- 1) Until July 1, 2022, the District shall pay 90% of the costs of enrollment in the health insurance package described in Section 21.1, with the teacher required to contribute the remaining 10%.
- 2) Effective July 1, 2022, the District shall pay 88% of the costs of enrollment in the health insurance package described in Section 21.1, with the teacher required to contribute the remaining 12%.
- 3) Effective July 1, 2023, the District shall pay 86% of the costs of enrollment in the health insurance package described in Section 21.1, with the teacher required to contribute the remaining 14%.
- 4) Effective July 1, 2024, the District shall pay 85% of the costs of enrollment in the health insurance package described in Section 21.1, with the teacher required to contribute the remaining 15%.

B. Teachers Hired on or after July 1, 1999. The District shall pay 85% of the costs of enrollment in the health insurance package described in Section 21.1, with the teacher required to contribute the remaining 15%.

C. Part-time Employees. Employees who are hired, or reduced to, a less than full-time basis on or after January 1, 2015 may obtain coverage from the District, subject to a reduced contribution from the District in an amount prorated in accordance with their percentage of full-time employment. The remaining cost of the health insurance contribution shall be borne by the employee.

21.3 The employer shall provide a vision care plan which shall provide both individual and family coverage. The specific vision care plan shall be mutually agreed between the employer and the Association. The District agrees to establish a fund of \$19,500 for the fund. It is understood that premiums beyond the \$19,500 for the vision plan will be assumed by participating employees for individual and family coverage.

21.4 Health Insurance Buyout

- A. An employee who has proof of health insurance coverage from a source other than the District, who previously declined participation in the District's health insurance plan, and who submitted all documents necessary to effectuate such withdrawal or declination for the 2010-2011 school year, shall be entitled to participate in a health insurance buyout wherein the District shall pay \$2,500 to employees who were last enrolled in individual coverage and \$8,500 to employees who were last enrolled in two-person or family coverage. The buyout will be made in two equal payments made in January and in June. No buyout payment will be made for declination of dental or vision plans.

- B. An employee who is enrolled in the District's health insurance plan on or after July 1, 2011, or who first enters District service after that date, and who has proof of health insurance coverage from a source other than the District, shall have the option of withdrawing from or declining participation in the District's health insurance plan and shall submit all documents necessary to effectuate such withdrawal or declination. In the event of such withdrawal or declination, the District shall pay \$2,500 to employees who were enrolled in individual coverage and \$5,000 to employees who were enrolled in two-person or family coverage. The buyout will be made in two equal payments January and in June. No buyout payments will be made for declination of dental or vision plans.

ARTICLE 22 **RETIREMENT BENEFITS**

22.1 Health Insurance Upon Retirement

- A. Upon retirement from the District, with at least ten (10) years of service to the District, a unit member who was receiving health, dental, or vision insurance benefits from the District in the school year of his/her retirement will be entitled to participate in District sponsored health, dental, and/or vision insurance coverage under either an individual, two-person, or family health plan (based on his/her enrollment status), for the remainder of his/her life. The plan chosen at retirement shall be considered permanent and no change leading to a greater cost to the District shall be permitted. Retirees and their spouses will be required to enroll in Medicare and will receive a Medicare plan from the District upon reaching age 65 or upon retirement if they retire from the District after reaching age 65.

- B. The unit member shall be required to pay 50% of the cost of such health, dental, and/or vision coverage using the value of his/her accumulated leave time under Section 6.2B towards the cost of such coverage, for as long as the value allows. The District will pay the balance. Accumulated leave will be computed as follows:
1. Number of days accumulated time the day's salary at the time of accumulation.
 2. When used for sick leave purposes, accumulated days having the least value will be used first.
- C. Upon exhaustion of the dollar value of accumulated sick leave, the District will pay 50% of the cost of individual health insurance coverage and 35% of the additional cost of two-person or family health insurance coverage for the balance of the unit member's life. Dental and Vision coverage will be at the retiree's sole expense.
- D. In the event that the unit member pre-deceases his/her spouse, 100% of the health insurance premium costs will be provided to said spouse until the exhaustion of the dollar value of the accumulation remaining, and 35% of the cost of individual health insurance coverage will be paid thereafter for the balance of the spouse's life. Dental and Vision coverage will be at the spouse's sole expense.

22.2 Retirement Incentive.

- A. In the 2015-2016 school year, the District will provide an additional \$17,000 salary payment in the first payroll after July 1 following the date of retirement for all persons who: (1) have served in the District in at least ten years; (2) are eligible for retirement without penalty with the NYS Teaching Retirement System; and (3) give the District irrevocable notice of retirement on or before October 1, 2015 for a retirement effective on June 30, 2015.
- B. In the 2016-2017 school year and thereafter, the District will provide an additional \$17,000 salary payment in the first payroll after July 1 following the date of retirement for all persons who: (1) have served in the District at least ten years; (2) are in their first year of eligibility for retirement without penalty with the NYS Teachers Retirement System; and (3) give the District irrevocable notice of retirement on or before October 1st for a retirement effective on June 30th of the year following the year they give notice.

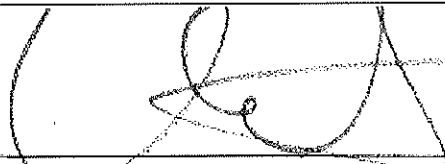
NOTE: Acceptance of the above incentive will not preclude an individual from participating in any New York State incentive should one be offered. The unit member will have the option of selecting the most beneficial incentive.

ARTICLE 23
TERM

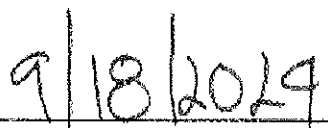
23.1 The provisions of this Agreement shall be in effect as of the first day of July 2024 and shall remain in effect through the 30th day of June 2028 and shall continue in effect thereafter without change in any term or provision hereof.

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


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date aforementioned in the manner following:



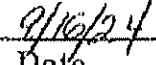
Superintendent, Lansingburgh School District



Date



President, Lansingburgh Teachers Association



Date

MEMORANDUM OF UNDERSTANDING

1. It is understood by the parties that the District intends to hire certified long-term substitute teachers who would act as regular substitutes or provide supervised study or a programmed mini-lesson in the event a teacher is unable to be at his/her duty station. Upon refinement of such plans, the Association agrees to negotiate the impact of such a program.
2. The last week of the school calendar will incorporate one shortened school session abutted to the records day for the elementary schools. Such understanding will be subject to Article 4 of the Agreement.
3. When and if Lansingburgh Elementary School is closed, teacher reassignment to other buildings will be based upon seniority; i.e., teachers will select the building based upon seniority and, in the event there are insufficient sixth grade positions, the least senior LES teacher will be assigned to another grade level. All LES teachers reassigned upon the closing of the building will retain all building seniority already earned.
4. There will be mutual agreement between the Superintendent and LTA president on any items to be added or deleted to the list of clerical issues, 5.10.c. A copy of all materials to be included in the teacher's personnel file will be sent to the teacher and will be clearly designated as "Personnel File." Items to be included in this clause include but are not limited to: Board Action Letters, Credentials, Letters of Commendation, Graduate/In-service Forms.
5. A district-wide K-6 committee will be established to investigate and implement the concept of Protected Teaching Time within the elementary school day. Protected Teaching Time will be phased in over a period of time.
6. Effective July 1, 1991 elementary conference dollars will be divided equally per staff member. Effective July 1, 1991 secondary conference dollars will be divided equally per staff member and allocated to their secondary department. Non-departmental secondary staff members will receive an allocation equal to departmental staff members.
7. The District and the Association will continue to offer a Health Insurance buyout option and a Section 125 cafeteria plan.
8. The Association has brought to the District's attention concerns arising from unequal sections of the same course. The parties recognize that, as a result of difficulties in scheduling, it may not be possible to ensure equalized classes in a particular subject matter. The District has, however, indicated that it would make reasonable efforts to equalize class size within sections of the same course.

APPENDIX A

GRIEVANCE NO. _____

**Lansingburgh Teachers Association
Lansingburgh, New York**

STATEMENT OF GRIEVANCE

Date _____

Stage _____

Aggrieved Party _____

Position _____

Contract _____ Provisions _____

Concerned _____

Nature of Grievance (Must include date and place of alleged violation, if known, and concise statement of alleged violation) _____

Redress Sought _____

Administrative Reply _____

SIGNED _____ SIGNED _____

Teacher

For the Association

APPENDIX B

APPLICATION FORMS

1. Application for Attendance at Conference/Workshop
2. Application for Prior Approval of Graduate Credit Hours
3. Application for Graduate Study Salary Increment
4. Application for In-service Course Approval
5. Application for Prior Approval of In-service Credit Hours
6. Application for In-service Study Salary Increment
7. Application for Field Trip

Lansingburgh Central Schools
CONFERENCE/WORKSHOP REQUEST FORM
Instructions on Back of Page One

I. Person Requesting: _____ School: _____
Date of Request: _____ Position: _____

II. Title of Conference or Workshop: _____

Location: _____

Date(s): _____

Time(s): _____

Substitute Needed? Yes ___ No ___

If yes, dates (Indicate if other than full day(s): _____

Others, from district, known to be attending: _____

III. Expenses:

Registration: _____

Travel/Mileage: _____

Lodging: _____

Meals: _____

Miscellaneous: _____

TOTAL _____

IV. Rationale for attendance at conference or workshop: (Attach additional page(s) if necessary). How will your attendance enhance your teaching or help support district or building goals? _____

How will you share things learned at the conference or workshop with other teachers?

Other pertinent information (optional): _____

V. Approval:

Principal: Yes ___ No ___ Signature _____ Date _____

Asst.Supt.: Yes ___ No ___ Signature _____ Date _____

Expenses Approved: _____ Budget Code: _____

Superintendent: Yes ___ No ___ Signature _____ Date _____

Conference/Workshop Request Form

(continued)

- (1) Complete ALL information requested in Quadruplicate.
- (2) Application should be filed prior to the conference date as follows:
 Within New York State - 4 weeks
 Outside New York State - 6 weeks
 Attach a flyer or other description of conference or workshop, if available.
- (3) Invoices must show exact title of conference or meeting, place of meeting and date or dates.
- (4) Expenditures must be itemized in chronological order; for instance:
 December 4 - Bus fare to Albany
 Round trip railroad fare - Albany to Syracuse
 Dinner
 Hotel - etc.
- (5) Expenditures must be supported by the following types of proof:
 Public transportation - ticket stub or copy of ticket
 Lodging - copy of hotel/motel bill showing payment
 Meals - receipt from restaurant (no alcohol)
 Highway tolls - toll receipts
 Registration fee - receipt, cancelled check, credit card copy accompanied
 by organization description of event setting forth fee (may include
 banquet charge)
 Tips will be approved up to 15% for taxi and food service.
- (6) Please check with Business Office concerning reimbursement for transportation prior to conference attendance.
- (7) Sales tax is NOT reimbursable. Tax exemption information should be obtained from Business Manager prior to conference attendance.
- (8) Courses offered through Questar III or the Lansingburgh Academy shall be made through My Learning Plan, following these rules.
- (9) Approval or denial of requests shall be made within five (5) school days of submission of a complete request.

LANSINGBURGH CENTRAL SCHOOL DISTRICT
576 Fifth Avenue
Troy, New York 12182

**Application for
Prior Approval of Graduate Credit Hours**

Date _____

Teacher's Name _____

Grade Level or Subject Area _____

College _____

Name of Course _____

Masters Degree Program Yes _____ No _____

If "No", describe expected contribution to District

Approval _____ Signature _____ Date _____

Disapproval _____ Signature _____ Date _____

This form should be completed in triplicate

LANSINGBURGH CENTRAL SCHOOL DISTRICT
576 Fifth Avenue
Troy New York 12182

**Application for
Graduate Study Salary Increment**
(to be submitted after course completion)

Name _____ Date _____

Semester hours being claimed:

	<u>Name of Course</u>	<u>Semester Hours</u>	<u>College</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

Total Semester Hours _____

To be Completed by the Assistant Superintendent:

- Transcripts showing total of _____ hours are on file.
- Official transcripts for courses 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 above are not on file. Please have necessary transcripts forwarded to this office at your earliest convenience.
- Comments _____

This form should be completed in triplicate and submitted to the Assistant Superintendent along with an official transcript.

APPLICATION FOR IN-SERVICE COURSE APPROVAL

(This does not need to be completed for
Teacher Center and CASDA Courses)

- a. Identification No. _____

- b. Name and Title of Course _____
Name of organization administering course _____
Name and qualification of person teaching course _____

- c. Number of clock hours _____
(please note there must be a minimum of 15 clock hours for 1 credit)

- d. Description of the course content and resources to be used

- e. A statement of the value of the course to this district

- f. A list of the learning objectives of the course

- g. Procedure for measuring accomplishments of objectives (tests, interviews, certificates, etc.)

- h. Number of college credits offered for the course when desired _____

- i. For whom is the course designed? _____

- j. What is the enrollment limit, if any? _____

- k. Recommended number of credits for the course _____

- l. Time limit for sequential parts (if any) for the course _____

- m. Appraisal of effectiveness of the course (please note this will not be done until requesting an increment approval from the Assistant Superintendent)

LANSINGBURGH CENTRAL SCHOOL DISTRICT
576 Fifth Avenue
Troy, New York 12182

**Application for
Prior Approval of In-service Credit Hours**

Date: _____

Teacher's Name _____

Grade Level or Subject Area _____

Name of Course & Sponsoring Agency _____

Number of In-service Credit Hours _____

Describe expected contribution to District

Approval _____ Signature _____ Date _____

Disapproval _____ Signature _____ Date _____

This form should be completed in triplicate

LANSINGBURGH CENTRAL SCHOOL DISTRICT
576 Fifth Avenue
Troy New York 12182

**Application for
In-service Study Salary Increment**
(to be submitted after course completion)

Name _____ Date _____

Semester hours being claimed:

Name of Course Semester Hours

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Total Semester Hours

-

To be Completed by the Assistant Superintendent:

Transcripts showing total of _____ hours are on file.

Comments _____

This form should be completed in triplicate and submitted to the Assistant Superintendent along with evidence of course completion.

**Lansingburgh Central School District
FIELD TRIP REQUEST FORM**

**NOTE: ALL FIELD TRIP REQUESTS SHALL BE SUBMITTED
2 WEEKS IN ADVANCE**

(1) Person Requesting: _____ School: _____
Date of Request: _____ Position: _____

(2) Destination of Field Trip: _____

Date of Field Trip: _____

Time of Departure from School: _____

Time of Return to School (Arrival time **AT** school): _____

Number of Students: _____

Names of Additional Teacher Chaperones (if any, other than teacher
requesting): _____

Number of Parent Chaperones (if any): _____

(3) Purpose of Field Trip: _____

(4) Cost of Field Trip:

Per Student Registration or Admission: _____

Total Cost for Registration: _____

* Per Student Travel Expense: _____

Total Cost of Travel: _____

Total Cost per Student: _____

Total Cost for All Students: _____

Method of Payment: _____

Cost to District: _____ (If any, please explain) _____

Substitute teachers needed: Yes ___ No ___

If yes, number needed ___ (Please indicate if other than full day(s); times
and/or periods).

(5) Approval:

Principal: Yes ____ No ____

Signature: _____ Date _____

Assistant Superintendent: Yes ____ No ____

Signature: _____ Date _____

* Please note: Arrangements for contracted transportation must be done through the District Business Office.

APPENDIX C

VISION CARE BENEFITS

1. **Eye Examinations.** We will pay for examinations of your eyes which are performed by a physician or by a licensed optometrist. We will pay for the first eye examination you receive after you become covered by this Plan. We will pay for further eye exams if each exam takes place more than one year after the last examination.

However, if your eye examination is performed by an optometrist and, as a result of that exam, the optometrist recommends that your eyes be examined by a physician, we will pay for the second examination as a diagnostic office call under the additional benefits portion of your contract, subject to your \$150 annual deductible and reimbursed at 80 percent of the usual and customary charge. The second examination must take place within 60 days of the first examination.

2. **Lenses and Frames.** We will pay for eyeglass lenses and frames, including measuring for the frames and adjustments for proper fit. We will pay for new lenses and frames if the physician or optometrist prescribed the glasses after you became covered by this Plan.

We will pay for replacement of lenses and frames if there has been a prescription change of .5D of your previous lenses. We will not pay for replacement of lenses and frames which have been lost or broken. We will pay for replacement of lenses and frames if the replacement takes place more than two years after we last paid for lenses and frames for you. For children age 18 and younger, we will pay for replacement if the replacement takes place more than one year after we last paid for lenses and frames for that child.

3. **Contact Lenses.** We will only pay for contact lenses if we determine that contact lenses were medically necessary, or that your sight could not otherwise be corrected to at least 20/70. If you wish to purchase contact lenses, even though they are not medically necessary, we will pay the amount which we would have paid for lenses and frames.
4. **Items Not Covered.** We will not pay for any of the following:
 - Safety goggles for home or work
 - Sunglasses, regardless of whether they required a prescription
 - Glasses required by your employment

5. Payments for Vision Care

Deductible: No deductible

Our payments: We will pay 100% of the usual and customary charge for an examination and a pair of lenses and frames.

NOTE: There is a \$50 cap on frames for eyeglasses.