

CHAPPAQUA CENTRAL SCHOOL DISTRICT

and

CHAPPAQUA CONGRESS OF TEACHERS  
NEGOTIATING REPRESENTATIVES

2025-2030 CONTRACT

Chappaqua Congress of Teachers

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## **PREAMBLE**

This agreement made by and between the Superintendent of Schools of the Chappaqua Central School District, hereinafter called the District, and the Chappaqua Congress of Teachers, hereinafter called the Congress, after negotiations, is a statement of the terms and conditions of employment of the members of the Teachers' Negotiation Unit (Unit II) represented by the Congress.

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# CONTRACT RIGHTS AND PROCEDURES

## *ARTICLE 1 - Duration*

- A. This agreement shall remain in full force and effect for the period beginning July 1, 2025 and ending June 30, 2030, and may not be changed, altered, or modified during such period without the mutual consent, in writing, of the parties hereto.
- B. Any written request for modification must specify the article and paragraph to be amended and the exact wording proposed. Within ten days of receipt of the request for modification, the second party shall indicate its willingness, or unwillingness, to meet concerning the proposed amendments.
- C. If the second party agrees to meet, it shall specify, in writing to the first party, the acceptable scope of reopening. If both parties are unable to agree to an acceptable amendment within thirty school days of the initial meeting, and if they do not mutually agree to extend the negotiations, the agreement shall be closed and shall remain unaltered to the end of the contract period.

## *ARTICLE 2 - Recognition*

- A. The District has recognized the Congress for the purpose of negotiating collectively over the terms and conditions of employment of members of the teachers' unit pursuant to the New York State "Public Employee's Fair Employment Act" as amended.
- B. The Congress is the sole and exclusive bargaining representative of the unit described as "Unit II - Teacher Personnel," including summer school, school psychologists, school counselors, teaching assistants, nurses, licensed practical nurses, occupational therapists, physical therapists, athletic trainers, and all other professionally certified personnel, but, excluding principals, assistant principals, teacher aides, and all other employees, the major part of whose duties are of a supervisory nature.
- C. For the purposes of this agreement, unless otherwise indicated, the term "teacher," when used in this agreement, shall refer to a member or members of the unit employed during the regular school year as herein defined.
- D. In accordance with Article 14 (Section 208) of the "Public Employees' Fair Employment Act," the Congress shall have unchallenged representation status. Such recognition shall extend for the maximum period allowed by law. Competing claims of majority support shall be resolved according to procedures established by the "Public Employees' Fair Employment Act," Article 14 (Section 207) of the Civil Service Law

- E. Nothing stated or implied in this agreement shall be construed as requiring a teacher to be a member of the Congress as a condition of employment in this District.

### ***ARTICLE 3 - Rights of the Congress***

- A. The Congress may use school buildings at reasonable times and without cost for business of the Congress. Requests for use of a building shall be made to the building principal in advance, and such use shall not interfere with any scheduled school programs or activities.
- B. The Congress may distribute materials dealing with the proper and legitimate business of the Congress through teacher mailboxes and e-mail.
- C. The Congress may utilize bulletin board space in a designated area in each school building for the exclusive purpose of posting material dealing with proper and legitimate business of the Congress.
- D. The Congress desires to establish the kind of cooperation with the District which reflects mutual understanding. In order to achieve this, upon request the Congress will send a copy of the agenda of its general meetings to the District, and upon request the District shall send to the Congress a copy of the official agenda of each regular Board of Education meeting when it is released to the public.
- E. The District and the Congress shall cooperate in making available appropriate records and survey statistics for the purpose of joint examination in the mutual endeavor to maintain or to reach a satisfactory agreement.
- F. Having notified the principal in advance, the Congress shall have the opportunity to use a short period for Congress business after the conclusion of any faculty meeting.
- G. The District shall bear the cost of reproducing this agreement. The contract shall be made available in electronic format on the district's web site. Upon request, fifty (50) hard copies shall be made available for the executive committee of the CCT. Unit members may request a hard copy from the Office of Human Resources.
- H. Office space of not less than 120 square feet for the keeping of Congress records and conduct of Congress business shall be provided free of charge in a district-owned school building. The Congress may install and maintain a telephone with an automatic answering device in this space and/or the home school of the Congress President at Congress expense.
- I. For the performance of the duties of the office, the Congress President shall have an adjusted teaching load. Such adjusted load shall consist of either up to 20 days of released time or a mutually agreed upon equivalent to be utilized by the President or

designee, a reduced teaching load where mutually convenient and agreeable to the Congress President and the building principal, or, at the elementary level, a reduction in classroom duties as agreed to by the President and the principal. When the terms of this Agreement require the presence of the President in legal or grievance procedures, it shall be the responsibility of the building principal, upon prior notice, to provide coverage of the President's classes.

The Congress President shall not be required to have any extra duties. For the performance of the duties of the office, the Congress Vice President shall be provided with up to five days of release time or a mutually agreed upon equivalent to be used by the Congress Vice President, who may also be a President's designee.

- J. The Congress and the District agree to work cooperatively to provide educational programs and educational quality in the most cost-effective ways. Determination of staffing shall be the responsibility of the District, but the Superintendent of Schools agrees to:
1. Inform the Congress when staff reductions are seriously contemplated prior to any public announcement and to consider the recommendations of the Congress for constructive staffing patterns.
  2. Secure staff reductions, whenever possible, through attrition, while maintaining the teacher-student ratios provided for in Articles 11 and 12.
  3. Provide any tenured teacher whose position is eliminated through staff reduction with one month of severance pay at 1/10 of BA Step 1 for each two years of District service to a maximum of four months, and one month of medical insurance coverage for each two years of district service to a maximum of five months. Once new employment is found, both severance pay and insurance will cease.
- K. CCT leadership will be advised of district policy and regulations changes that impact unit members.
- L. The Congress in total shall be granted up to 12 additional days for official Congress business, excluding negotiations or other contractual related matters that involve district administration, for which the Congress shall reimburse the District for the cost of substitutes when necessary.

## ***ARTICLE 4 - Dues Deduction***

- A. The District will, if so authorized by the employee, deduct from the salary of any Unit II employee, dues for the Congress. Teacher's initial authorization shall be in writing on the Payroll Deduction Authorization Form. Dues deduction authorization shall be continuous from year to year unless the teacher submits written revocation by October 12 of the applicable year.
- B. At least 15 days prior to the commencement of payroll deductions, the Congress shall certify in writing to the District any change in the membership dues of the Congress.
- C. No later than two weeks prior to the first payroll date in November or six weeks following the first date of employment in the district, the Congress shall provide the District with a supplementary list of those employees who have voluntarily authorized the District to deduct dues for the Congress on the original Payroll Deduction Authorization Form.
- D. The District shall transmit the total of the amounts deducted from each employee's paycheck as designated to the Congress at the end of each pay period for a total of twenty (20) consecutive pay periods, beginning with the second payroll cycle in September. Each transmittal shall be accompanied by a listing of the members for whom deductions have been made and the amount deducted.
- E. The District shall provide for the payroll deduction from unit members for the CCT Benefit Fund. The Congress shall save the District harmless from any legal liability, including damages and the payment of the District's reasonable attorney's fees in the event that the District is sued regarding this provision of the contract, except, with respect to a suit related to the District's failure to arrange for the payroll deduction.

## ***ARTICLE 5 - Negotiation Procedures***

- A. The parties will adhere to the following timelines:

<b>Milestone</b>	<b>No later than</b>
Agreement on Ground Rules and Preliminary Schedule	November 1
First meeting (Informal Negotiations)	December 15
Financial Proposals Exchanged	March 1
Formal Negotiations (weekly meetings)	April 15

Modifications to the above table can be made if agreed to in writing by both parties.

- B. The District and the Congress shall present to each other all proposals relating to the salary and fringe benefits. Such proposals shall include the number and paragraph of the article and suggested wording for the appropriate paragraphs.
- C. The meetings and the proposals shall be confidential, and neither the District nor the Congress shall release to the press, or to any other information medium, any information relating to the proposals or to the conduct of the meetings unless and until a final impasse is declared. Nothing contained herein shall be construed to prohibit communication between the negotiating teams and their respective parties.
- D. The District's representatives and the representatives of the Congress shall have an unlimited right of caucus.
- E. The District and the Congress may employ consultants at the negotiation meetings.
- F. The District and the Congress agree that the agreements reached by the respective representatives of the District and the Congress shall be reduced to writing and initiated by the spokesmen for the parties. Such agreements shall be tentative and may be revised in light of future agreements and negotiations of other proposals. Provisions of the current agreement on which changes are not being proposed shall be considered automatically included in the successor agreement.

## ***ARTICLE 6 - Grievance Procedures***

- A. PURPOSE - The purpose of this procedure is to provide a means for the rapid and equitable settlement at the lowest possible level of alleged violations of this Agreement.
- B. DEFINITIONS - A grievance shall be a claim by a teacher or group of teachers in the unit stating that there has been a violation of this Agreement. The decision as to the appointment of a probationary teacher to a permanent position shall not be a matter subject to grievance.

A grievant shall be a teacher or group of teachers filing a grievance.

A grievance committee comprised of one member from each school shall be appointed by the Congress to represent teacher grievances.

The term day shall mean teacher's working school day.

- C. PROCEDURES - The existence of the Procedure hereby established shall not be deemed to require any teacher to pursue the remedies herein provided and shall not in any manner impair or limit the right of any teacher to pursue any other appropriate remedies available.

Nothing herein contained shall 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, as an outcome, having their grievance adjusted without the intervention of the Congress, provided the adjustment is consistent with the terms of this Agreement. The Congress shall have the opportunity to be present and to state its views through the Grievance Committee at any level in the grievance procedure beyond Stage 2.

Failure of the responsible school officer at any step of this procedure to communicate the decision on the grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure of the grievant to bring the grievance to informal presentation within ten days of its occurrence or to appeal the grievance to the next step within the specified time limits shall be deemed a waiver of the grievance, and the grievance shall abate. In the event that an employee alleges that a grievance is based upon newly gained knowledge of facts or conditions which could have constituted the grievance within the ten day provision, the employee may bring a grievance subsequent to the expiration of this period, but in no event may any grievance be filed in excess of thirty days from the date upon which the act or conditions upon which the grievance is based occurred.

#### **Stage 0 - Informal Verbal Appeal to Principal or Supervisor**

Every grievance must be presented informally and verbally to the Grievant's principal or immediate supervisor within fifteen (15) days of the occurrence of the events underlying the grievance. If mutual agreement has not occurred after an informal verbal presentation of a grievance to Grievant's immediate supervisor or principal, the formal steps set forth below shall be followed. The immediate supervisor or principal shall orally dispose of Stage 0 grievance within five (5) days following the informal presentation. Principal or supervisor **MUST** present the decision orally (virtual, face to face, phone), with a follow-up confirmation email that acknowledges the meeting took place.

#### **Stage 1 - Formal Written Appeal to the Supervisor or Principal.**

If the grievance is not settled satisfactorily at the informal Stage 0, a Grievant may file a formal Stage 1 written grievance on the appropriate form within five (5) days of the decision handed down as a result of the informal Stage 0 grievance meeting. The form used to start the formal grievance procedure is to be filed with the Grievant's principal or immediate supervisor. Within five (5) days of the filing of the formal Stage 1 grievance, the principal or immediate supervisor shall hold a hearing with the Grievant in an attempt to resolve the grievance. The Grievant may invite a CCT building representative to be present at the hearing. If the grievance is resolved, the resolution shall be stated in writing and signed by the teacher, the building representative, and the principal or immediate supervisor within five (5) days of the Stage 1 hearing. If the grievance cannot be resolved, the principal or immediate supervisor hearing the grievance shall issue a written decision on the grievance within five (5) days of the hearing.

### **Stage 2 - Formal Written Appeal to Superintendent or Designee**

If the grievance is not settled satisfactorily at the formal Stage 1, a Grievant may file a written grievance on the appropriate form within five (5) days of the decision handed down with the superintendent or their designee. Within ten (10) days of the filing of the Stage 2 grievance, the superintendent or their designee shall hold a hearing with the Grievant in an attempt to resolve the grievance. The Grievant may invite a CCT building representative to be present at the hearing. The CCT Grievance Committee chair shall be invited to the hearing. If the grievance is resolved, the resolution shall be stated in writing and signed by the teacher, the CCT building representative, and the superintendent or designee within five (5) days of the Stage 2 hearing. If the grievance is not resolved, the Grievant may submit the grievance to binding arbitration.

### **Stage 3 - Binding Arbitration**

If the Grievant and the Grievance Committee are not satisfied with the Superintendent's decision, it may submit the grievance to arbitration by filing a Stage 3 written notice with the office of the Superintendent of Schools on the appropriate form, within five (5) days of receipt of the Superintendent's Stage 2 decision. Within ten (10) days of the Grievance Committee's filing with the Superintendent of Schools, the designated arbitrator shall be jointly contacted by the parties. The arbitration shall be held before one of the following arbitrators, selected, to the extent practicable, on a rotating basis, and availability on a timely basis:

1. Howard Edelman
2. Bonnie Siber-Weinstock
3. Carol Wittenberg
4. Richard Adelman
5. Jeffrey Selchick

The arbitration shall be held pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association, and it shall be the duties of the parties to mutually make arrangements with the Arbitrator to conduct the proceedings. The Arbitrator shall hold such hearings as deemed necessary and shall render a decision in writing. The Arbitrator shall not have the power to alter or amend, add to, or change the terms of this agreement or the conditions of employment of teachers in this District. The arbitrator shall, however, have the power to interpret and apply this contract and specify a remedy. The Arbitrator's decision shall be final and binding on both parties. The cost of arbitration shall be borne equally by the District and the Congress.

- D. DISTRICT RIGHTS - The District, at any time, acting through the School Board or the Superintendent of Schools may, in its sole discretion, register a grievance against the Congress or one of the members of the negotiating unit for failure to comply with the terms and conditions of this agreement by filing a written complaint on the appropriate form with the Superintendent of Schools, who will transmit the complaint to the President

of the Congress. Within ten days of the presentation of the complaint, there shall be a conference concerning the complaint by the District between representatives of the Congress and the District. If the complaint cannot be resolved at this level, the District may, in its sole discretion, and at its sole option, bring the complaint to arbitration, Stage IV of the grievance procedure. Use of this procedure shall in no way be construed as a waiver of the District's right to bring disciplinary proceedings.

- E. REPRISALS - The fact that a grievance is raised by a member of the unit, regardless of its ultimate disposition, shall in no way result in any reprisals by the District.
- F. At any point in the grievance process the parties may agree in writing to "stop the clock" and pause the grievance process.

### ***ARTICLE 7 - Legislative Authority***

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.

### ***ARTICLE 8 - Savings Clause***

- A. In the event that any provision of this agreement shall be declared contrary to law, all other provisions shall continue in full force and effect.
- B. If any provision of this agreement is declared contrary to law, then such provision shall not be applicable, performed or enforced except to the extent permitted by law.

# PROFESSIONAL CONDITIONS OF EMPLOYMENT

## *ARTICLE 9 - Teacher Recruitment, Selection, and Orientation*

- A. The District shall be responsible for teacher recruitment, selection, and orientation.
- B. Faculty will be advised of candidate's visit. Appropriate teachers will be involved in one or more of the following activities: interviews, observations, or recommendations. Selections shall follow consultation with those faculty members who have met with the candidate during their visit to the District.
- C. Recognizing the importance of teacher selection to the continued excellence of the school system, the Congress agrees to encourage its members to refer the names of possible candidates to their building principals.
- D. Newly appointed teachers shall be available for a three-day orientation session during the week of the pre-school meeting or the week prior to the week of the pre-school meeting without remuneration. Additionally, these teachers will be available for up to the equivalent of 5 days between September 1 and August 30 of their first year of employment for participation in special staff development and training sessions. Compensation will be at the per diem rate. Candidates shall be informed of these commitments during their placement interview.

## *ARTICLE 10 - School Year*

- A. The determination of the school year and calendar and the days on which students shall be taught shall be the sole responsibility of the Board of Education upon the advice of the Superintendent of Schools, who will consider the recommendations of the BOCES Calendar Committee. One hundred eighty-four (184) attendance days will normally be required from teachers. Four (4) days - or their equivalent - shall be provided for:
  - 1. At least one (1) pre-school meeting in September, or if necessary, and with the consent of the CCT and the District, in the last week of August.
  - 2. Three (3) Superintendent's Conference Days for curriculum planning and work sessions or parent conferences.
- B. Professional Planning and Staff Development
  - 1. Six (6) hours of professional planning and staff development time for teachers will be scheduled and planned each year by the District on days when students are dismissed early from school.

2. All teachers are required to devote an additional 6 hours per year of time outside the school day, but during the school year, toward collaboratively learning the technology skills and software applications necessary to meet the district's technology expectations. The timing, location and format of this collaborative learning are at the teachers' discretion.
  3. Issues arising from implementation of this provision will be reviewed and resolved at Labor-Management Committee.
- C. An additional two (2) days may be required from any teacher for curriculum planning or special assignment, subject to the following conditions:
1. Teachers may not be involuntarily assigned more than four days in three years.
  2. Actual dates must be agreed to by both parties within a reasonable deadline of no fewer than 60 days, unless this deadline is waived by both parties.
  3. An assignment under subsection C of this article shall be paid at the per diem rate provided in this Agreement.
- D. The school year is subject to emergency closings of schools. Should the number of closings cause the District to fall below 180 "days of instruction," the minimum required by the New York State Education Department, adjustments in the calendar shall be made by the Superintendent of Schools.
- E. In the event of a serious emergency, meetings may be called at any time on short notice.
- F. The third Tuesday of each month shall be reserved for a Congress business meeting beginning after the last dismissal.
- G. The Faculty Advisory Council and individual staff members are encouraged to submit to the school principal topics for discussion at faculty meetings. When possible, meeting agendas will be available twenty-four hours in advance. Other items may be added when necessary.
- H. Unit members will be required to attend one evening dedicated to parent-teacher conferences when scheduled by the District in the fall. Unit members may also be required to attend one evening of parent-teacher conferences in the spring if scheduled by the District. One early release day will be scheduled for the fall and one early release day will be scheduled for the spring to support parent-teacher conferences.

The evening conference will run for two hours. Conference structure will be determined in consultation with the CCT. The district and union will agree to meet after the first year

of evening conferences to discuss ways to improve their effectiveness for both families and teachers.

Unit members will be required to attend one (1) open house when scheduled by the District in the fall. Teachers who attend open houses will be dismissed one hour early.

Three elementary and middle school half days will be scheduled for students during the last five days of the teachers' work year subject to meeting the hours requirement of SED for full State Aid reimbursement for elementary and middle schools. Teacher work days shall be full work days as prescribed in 11A unless otherwise indicated by the District.

- I. Returning Kindergarten Classroom teachers will be paid a room set-up rate of \$200 to set up their classrooms before the first Superintendent's Conference Day in order to prepare for orientation.

## ***ARTICLE 11 - Teaching Day, Load, and Assignments***

- A. The normal length of the day for teachers at the elementary, middle and high schools shall be 7 hours. The student instructional day at the elementary schools shall be up to 6 ½ hours and at the secondary schools up to 7 hours. Teachers may be required to be present a maximum of an additional 2 hours per week for faculty meetings and other school-related meetings that do not occur during normal work hours. Meetings will be scheduled on a regular basis whenever possible. All other professional practices will continue as previously established in the District.

Notwithstanding the above, at the request of the district, and on a voluntary basis, a teacher may have flexible work hours for a semester or a school year, and may begin work up to two (2) hours before the start of the teachers' workday and may finish work up to three (3) hours beyond the end of the teachers' workday. However, the length of such teacher's regular work day shall not exceed 7 hours. The teacher will be made aware of the details of the proposed schedule before being asked to make a commitment to said schedule.

All staff must remain at school until the school buses leave during regular dismissal. The start and end time for all schools will not require unit members to exceed a 7 hour work day unless there is an emergency or a required meeting as outlined in this contract.

If emergency circumstances delay regular dismissal, the principal will alert staff of the need to stay beyond the regular dismissal time to support student supervision.

Staff who have extenuating circumstances that would require them to leave before the

buses must be approved by the building principal in advance.

- B. All teachers shall have a 30-minute continuous duty-free lunch period that will occur during cafeteria lunch service.
- C. In exceptional cases warranted by the needs of students in the areas of their health, safety, transportation, or emergencies, teachers will be expected to remain longer than the normal day for teachers. All teachers shall be expected to fulfill daily professional responsibilities and to adhere to current practices, which include night functions.
- D. Guidelines for school counselor loads shall be: 325 in the middle school 250 in the high school. In the event these ratios are exceeded, paraprofessional assistance shall be provided. The above guidelines shall not be construed as mandating a student/counselor ratio.
- E. All elementary teachers shall, in addition to their lunch periods, have at least one daily unassigned professional period of 40 continuous and uninterrupted minutes. Should exceptional circumstances prohibit the scheduling of a daily unassigned professional period, such affected teachers shall be guaranteed a minimum of 200 minutes in blocks of a minimum of 40 continuous minutes of unassigned professional time per 5-day week.
- F. The normal teaching time requirement at the middle school will be five periods or its equivalent per day, with no more than 225 minutes per day for all core (English, math, social studies and science) teachers. If block scheduling is employed, the time between classes will not be counted as part of the 225 minutes. Non-core teachers shall not exceed 1350 minutes per six (6) day cycle. Teachers will not be scheduled for more than three consecutive 55 minute periods. Should a teacher be assigned a duty or advisory adjacent to two consecutive 55 minute periods followed by another 55 minute period, a 10 minute break shall be scheduled.
- G. The normal teaching time requirement at the high school shall be no more than 1500 minutes per six-day cycle. Special area teachers, teachers offering lab experiences and Pupil Personnel staff members will normally operate within an equivalent period of time but, in no case will their assignment exceed 1620 minutes. Except under unusual circumstances, the 1620 minutes shall include extra duty assignments.
- H. Teachers who are required to teach an extra course before or after school will be paid at an hourly rate calculated as follows: 1/200 contract salary divided by 6 hours.
- I. The teaching day of a teacher who is assigned to more than one building shall not exceed 7 hours, including travel time. Traveling teachers shall be assured a minimum of 30 minutes travel time between buildings.
- J. The Principal of each traveling teacher's home school, with input from the traveling

teacher, will coordinate with the other relevant Principal(s) and provide expectations in the following areas: School day start and end time, teaching minutes, faculty meeting attendance, provisions for lunch and prep periods. Traveling teachers will be assigned no extra duties, except in an emergency situation. Traveling teachers will be required to attend one Open House per year. Home school is determined by the Human Resources office prior to the start of each school year. When a teacher who was previously full-time in one school becomes assigned to more than one school, that portion of the teacher's assignment to the new school shall be deemed to constitute a transfer. These expectations will be provided to the traveling teacher, in writing, within the first two weeks of the school year. These expectations, as well as the combined teaching time requirement for the traveling teacher, will be within contractual guidelines. Traveling teachers' schedules will be built in a manner that allows them the opportunity to teach effectively in all the schools to which they have been assigned.

- K. It is the responsibility of the District to make teaching assignments in accordance with the needs of the pupils and the qualifications of the teachers. The seniority of a teacher and their individual desires will be considered in making changes in grade or subject assignments.
- L. Principals are responsible for the assignment of paraprofessionals and substitutes, and they shall solicit the advice of the Faculty Advisory Council and the teachers concerned in planning for the best use of such personnel.
- M. Every effort shall be made to give written notice of next year's assignment by June 1 but no later than June 10 or up to three (3) days after a second budget vote if the budget is defeated when first proposed with the understanding that if any subsequent changes have to be made, the teacher involved shall be notified and given an opportunity to consult with the principal before a final assignment is made.
- N. Building hours shall be determined by the Superintendent of Schools. The high school building hours may exceed the length of the teachers' day, but in no case may they be set earlier than 7:30 A.M.
- O. Services of at least one position or the equivalent will be provided to be shared among the elementary schools each week to support collaborative planning.
- P. When the District determines a need to cover a class or classes for a teacher who is unexpectedly absent for a period of time in one of the secondary schools, the District may solicit volunteers from among those appropriately certified teachers on staff to teach an additional class, on an emergency basis, that would push a teacher's total minutes beyond the contractual teaching time limits per day and/or per six-day cycle. The duration of such an assignment would not be more than one quarter of the school

year, and may be ended at any time by the district. The teacher will be compensated at the hourly rate of 1/200 of their contract salary divided by six hours, with the additional class considered a single hour. The teacher will be compensated for one hour for each day that the additional class meets.

Full time certified teaching faculty, with a full teaching load may volunteer to supervise a class at the rate of \$1 per minute for per diem absences.

- Q. If a PPS teacher (excluding School Counselor) faces exceptionally demanding circumstances at work, such as special projects, special testing, evaluations, or preparation of reports, that teacher may request from the Building Principal approval of up to three (3) professional days per school year, during which they will be excused from regular teaching duties in order to complete other work in school. These days may be taken in full or ½ day increments.
- R. High school teachers with 10 or more recommendations will be paid their hourly rate during the summer to write letters at HGHS, provided they have prior approval from the building principal. One day will be allocated for every 10 recommendations.  
  
High school teachers with a college recommendation load exceeding 20 once the new school year begins may request approval from the Building Principal for one professional day per school year to complete the recommendations.
- S. If a unit member is being asked to take on new responsibilities by the administration, advance notice will be provided to prepare for the change. If ample notice is not given, members may apply for release time from their principal.
- T. If teachers are scheduled in an imbalanced way but are scheduled for a full load, these teachers will be considered fully scheduled and will not be assigned unpaid sub coverage on a day they teach less than a core teacher.
- U. Elementary Teachers shall not be scheduled to more than three (3) consecutive hours of instruction and/or student supervision without a scheduled lunch or preparation period (unless the District is working under pandemic conditions that require social distancing in classrooms). In the event it is not possible for the District to schedule an Elementary Teacher to teach less than three (3) consecutive hours, a ten (10) minute uninterrupted break shall be provided to the affected teacher sometime during the middle of the three (3) consecutive hours of teaching.
- V. Grade 5-12 teachers who teach 5 or more different preps shall not be given extra duties.
- W. For K-4 elementary pupil personnel faculty members, testing time shall be built into their schedules.
- X. All teachers scheduled by the district to travel between buildings during their work hours will receive a \$650 car stipend per year, prorated based on the number of days a unit member travels. No mileage reimbursement will be provided.

## ***ARTICLE 12 - Class Size***

- A. Determination of class size shall be the responsibility of the Board of Education upon the recommendation of the Superintendent of Schools.
- B. The following guidelines shall apply except as specified in this Article, Paragraph C:
  - 1. The maximum class size shall be 28.
  - 2. The instructional teacher-student ratio for kindergarten will be 20 pupils for each teacher.
  - 3. The instructional teacher-student threshold for Grade 1 will be 23 pupils for each teacher in 2025-26. Thereafter, the instructional teacher-student threshold for Grade 1 will be 22 pupils for each teacher.
  - 4. The instructional teacher-student threshold for Grades 2-6 will be 24 pupils for each teacher.
  - 5. In grades 7-12, a classroom teacher's load shall not exceed an average of 25 students.
- C. It is recognized that the above guidelines are for regular academic classes. Regularly scheduled art, music, and physical education classes in the elementary grades shall be consistent with the guidelines in Article 12, Paragraph B. Regularly scheduled art and music classes in the secondary grades shall also be consistent with such guidelines. An acceptable reason for exceeding the guidelines in this instance will be when an adjustment will force classes in other areas to be in excess of the guidelines. The number of pupils may vary from these guidelines in large-group instruction, physical education (secondary grades), band, orchestra, chorus, assembly lectures, and the like. For large group instruction involving two or more whole classes taught by a single teacher, professional assistance shall be provided when requested by the teacher in charge.
- D. It is recognized that the above guidelines may be exceeded with the mutual consent of the building principal and the teachers concerned to provide for flexibility in staffing and program. An acceptable reason for exceeding the guidelines listed above may be any of the following:
  - 1. To provide for large-group instruction.
  - 2. To provide for specialized or experimental instruction.
  - 3. To meet department or grade-level objectives by dividing classes into larger or smaller enrollments.

4. There is no space available to permit scheduling an additional class or classes to reduce class size.

If the principal and teacher concerned are unable to agree on the proposed increase in class size, the building Faculty Advisory Council shall determine the applicability of the exceptions listed above. An appeal may be made to the Superintendent of Schools, whose decision shall be final.

- E. The district will add a new section at a grade level if elementary class sizes exceed the contractual threshold on or before August 1st. Core K-4 elementary teachers whose classes exceed the contractual class size threshold shall be entitled to \$550 per quarter, per student, prorated.
- F. In the event a medically fragile student is enrolled for one or more semester in a teacher's class or on their caseload and requires remote instruction, the teacher shall be entitled to a stipend of \$500, per student, per semester, prorated as needed.

### ***ARTICLE 13 - Teacher Files***

- A. No evaluative materials, excluding references and information obtained in the process of evaluating the teacher for employment, shall be placed in a teacher's file unless the teacher has an opportunity to read the material. The teacher shall acknowledge that they have read such material by affixing their signature on the actual copy to be filed with the understanding that such signature merely signifies that the teacher has read the material to be filed. Such signature does not necessarily indicate agreement with its content. An employee's refusal to sign a document does not preclude said document from being placed in the employee's file.
- B. The teacher shall have the right to answer any material filed, and the teacher's answer shall be reviewed by the building principal and the Superintendent and attached to the file copy.
- C. Upon reasonable notice, the teacher may review the contents of any of their files at the Education Center with the Assistant Superintendent for Human Resources and Leadership Development or designee or at the building with the building principal or the principal's designee. Upon request, the teacher shall be given a copy of the current formal evaluation report. A representative of the Congress or another representative of the teacher's choice may accompany them.
- D. Correspondence received by the District relative to a teacher shall be treated with the utmost discretion. If, after investigation by administration, the contents are believed to be significant, the named teacher shall be promptly informed. If the correspondence is to be filed, the teacher shall have the right to make written response. Said response shall

be attached to all file copies of the original letter. Any such letter must be filed within 12 months of its receipt by the district. The teacher shall have the right to appeal to the Superintendent of Schools whether such correspondence is inaccurate and/or unfair. The Superintendent's determination can be appealed to the Board of Education whose decision shall be final.

- E. Upon request, single photocopies of the contents and records of their file, except such confidential references given at the time of the teacher's employment, shall be made available to the teacher.
- F. The official personnel file for each employee will be maintained by district administration at the Ed Center or electronically as appropriate.
- G. After two years if the parameters of the Letter of Counsel regarding professional responsibilities have been met, a member may request that the administrator attach an addendum indicating that parameters have been met.

#### ***ARTICLE 14 - Vacancies and Promotions***

- A. Whenever any vacancy in a Unit 1 position or other administrative positions occurs, it shall be published by the Superintendent of Schools by notice placed on a bulletin board in every school as far in advance of the appointment as possible. Qualifications for the position and its duties, specific period of appointment for the position, directions for applying and the first day for applying shall be set forth.
- B. Vacancies in Unit II shall be posted by title and, when appropriate, by school. Openings in co-curricular, coaching and other extra pay positions shall be posted.
- C. All teachers shall be given the opportunity to make application for any position for which they are qualified, and the district shall give weight to relevant factors. All such teachers in the District applying for such positions shall be given the opportunity for a personal interview with the appropriate personnel. When, in the opinion of the Superintendent and the Board, all other factors are substantially equal, preference shall be given to qualified teachers already employed by the District.
- D. All teachers shall be given the opportunity to register with the District office in June of each school year to be considered for vacancies that may arise when school is not in session, but such registration shall not in itself constitute an application for any vacancy.

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

- A. The Department Chairpersons in the high school shall consist of: English, World Language, Math, Science, Social Studies (including Library Media Specialists), Fine/Practical Arts, Performing Arts (Music, Drama), Special Education, Physical Education, and School Counseling Services. Department Chairpersons at the high school shall not be assigned to supervisory duties except for proctoring.

The Department Chairpersons in the middle school shall consist of: English, World Language, Math, Science, Social Studies (including Library Media Specialists), and Pupil Personnel Services (Counselors and Special Education) at both Robert E. Bell and Seven Bridges Middle Schools. (Six positions at each building.) In addition, there will be one chairperson for Special Area 1 (Physical Education, Health), one chairperson for Special Area II (Family and Consumer Science, Technology) and one chairperson for Special Area III (Art, Music). Where there is a single department chairperson for the middle schools, the positions may be shared on a .5 FTE basis with prior approval of the building principals following consultation with the members of the affected departments. Any department with fewer than three members shall be reconfigured and merged into another department area. Compensation shall be pursuant to Article 15.B.3. The Pupil Personnel Services Department Chairpersons in the middle schools shall be released from administrative duties and be paid at the same stipend rate as high school department chairpersons without the middle school differential which is based on the number of department members.

There shall be district-wide Chairpersons as follows: Related Services (Speech, OT, PT), Psychological/Social Work, Reading, ENL, Committee on Special Education (3 positions), Music, Art, Library Media Services, Health, International Baccalaureate, K-4 World Language, and STEAM.

In each elementary building there shall be one Chairperson for each grade level, one Chairperson to represent all regularly scheduled special subject teachers, and one Chairperson for Pupil Personnel Services teachers.

- B. Compensation for Chairpersons shall be as follows:
  - 1. High School Chairperson
    - 2025/2026 school year: \$8,413
    - 2026/2027 school year: \$8,564

2027/2028 school year: \$8,736

2028/2029 school year: \$8,910

2029/2030 school year: \$9,089

2. Each high school Chairperson with nine or more persons in the department shall have a reduced teaching load of one class.

3. 2025/2026 school year: \$7647

2026/2027 school year: \$7785

2027/2028 school year: \$7941

2028/2029 school year: \$8100

2029/2030 school year: \$8262

Pupil Personnel Services Stipends -

2025/2026 school year: \$8413

2026/2027 school year: \$8564

2027/2028 school year: \$8736

2028/2029 school year: \$8910

2029/2030 school year: \$9089

4. Each middle school Chairperson with nine or more teachers in their department shall be paid a stipend of \$500 in lieu of a reduced teaching load (excluding PPS Chairpersons). This stipend shall be shared if a single department chairperson position is split between two schools.

5. Elementary School Chairpersons -

2025/2026 school year: \$3,738

2026/2027 school year: \$3,805

2027/2028 school year: \$3,881

2028/2029 school year: \$3,959

2029/2030 school year: \$4,038

District-wide Chairpersons -

2025/2026 school year: \$3,199

2026/2027 school year: \$3,257

2027/2028 school year: \$3,322

2028/2029 school year: \$3,388

2029/2030 school year: \$3,456

District Nurse Chairperson -

2025/2026 school year: \$3,199

2026/2027 school year: \$3,257

2027/2028 school year: \$3,322

2028/2029 school year: \$3,388

2029/2030 school year: \$3,456

C. Each department and grade level shall have clerical or teacher aide support.

D. Selection, Length of Term, Evaluation and Eligibility

1. Selection: The building principal in cooperation with all the department members shall select a Department Chairperson for that department by April 15 at the high school, May 10 at the middle school, and June 15 at the elementary school. The final decision shall rest with the building principal, subject to approval by the Superintendent of Schools and the Board of Education.

The administrator will consider all qualified unit members interested in leadership positions. Feedback will be sought from each department unit member and strongly considered as pertinent and valuable to the health and well-being of the department. The final decision shall rest with the building principal subject to approval by the Superintendent of Schools and the Board of Education.

For district-wide departments the Assistant Superintendent for Curriculum and Instruction in cooperation with all department members shall select a Department Chairperson for that department by May 15. The final decision shall rest with the Assistant Superintendent for Curriculum and Instruction, subject to approval by the Superintendent of Schools and the Board of Education

2. Length of Term: Chairpersons shall serve for two (2) years.
3. Eligibility: Any certified teacher shall be eligible to serve as Chairperson.
4. Responsibilities: The key responsibilities of the Chairpersons shall be to:
  - Coordinate, evaluate and improve curriculum.
  - Implement new or revised curriculum in the department.

- Assist in the improvement of instruction in the department.
5. Evaluation: The Department Chairperson shall be evaluated annually by the building principal. The Chairperson may be removed upon 30 days written notice by the building principal.
  6. After a unit member has served two consecutive terms, new candidates will be given strong consideration before recommending an incumbent.

## **PROFESSIONAL STAFF AND DISTRICT DEVELOPMENT**

### ***ARTICLE 16 - Evaluation - Non-tenured Staff***

This article only applies to those teachers not subject to evaluation under Education Law Section 3012-d for so long as that statute is in effect.

- A. Evaluation is one of the most important responsibilities of the District in maintaining a quality teaching staff. The evaluation of a teacher should be a cooperative process between the administrator and the teacher for the purpose of improving the quality of instruction. The teacher and the administrator shall review the teacher's general and specific responsibilities and the quality of the teacher's teaching performance, examine the conditions under which the teacher is working, determine whether the teacher is meeting responsibilities satisfactorily and what changes, if any, shall be carried out. The administrator shall have supervisory responsibility for making decisions and in offering recommendations to the Superintendent of Schools concerning the teachers within their school or department.
- B. During the hiring and orientation process, the Superintendent and/or the administrator shall inform the teacher of major responsibilities, quality of performance expected, the purpose of the evaluation process, and the assistance the teacher may expect from the administrator.
- C. Observations of teacher performance shall be conducted openly and with the knowledge of the teacher.
- D. Each probationary teacher shall be observed in the classroom environment for reasonable periods of time during the school year. As far as possible, these observations shall cover different periods during the day and varying types of instruction.
- E. All probationary teachers shall receive at least two formal observations prior to the April 1 notification date (see Paragraph 1 below) each year. An additional formal observation

shall be given at the request of the teacher. Each formal observation shall follow these guidelines:

1. Such observation to be of a complete lesson and/or at least one-half hour's duration.
2. Such observation to be followed by a conference between the teacher and the observing administrator during which the administrator's evaluation shall be discussed.
3. The teacher may attach comments to the written evaluation, if desired, and the evaluation with the attached comments shall be placed in the teacher's file. The teacher shall acknowledge each copy, which shall indicate that the teacher has read it, although acknowledging the copy does not necessarily indicate approval of all, or any, of the statements contained in the evaluation.

Should prior notification as to the time and anticipated duration of one of the administrator's formal observations be desired by the teacher, the teacher shall present a written request for such notification of the conference following the first formal observation.

Any teacher may request evaluations of their professional performance. The teacher is encouraged to do so periodically. Administrators are encouraged to make informal observations as well. Informal observations need not comply with guidelines 1 and 2 above, but if a written evaluation is prepared, then the procedure in guideline 3 must be followed.

- F. For P.P.S. teachers assigned to one building, the department supervisor and building administrator shall each make at least one formal observation. These observations shall be merged into a single, joint evaluation unless the teacher and administrators agree to have one administrator do both observations.
- G. For P.P.S. teachers assigned to more than one building, the department supervisor and one of the certified building administrators shall each make at least one formal observation. These observations shall be merged into a single, joint evaluation. The teacher will be notified in advance as to which certified building administrator will be involved in this process. It is understood that this process will take place in the same year unless the teacher and administrators agree to have one administrator do both observations.
- H. For non-P.P.S. teachers assigned to more than one building, the certified building administrators shall arrange for coordination of the formal observations. The observations of each certified building administrator shall be merged into a single, joint

evaluation. The teacher will be notified in advance as to which certified building administrator will be involved in this process. It is understood that this process will take place in the same year.

- I. All teachers with a probationary appointment who are not to be invited back for the next year shall be notified of that decision by the administrator on or before April 1. During that year, each teacher shall receive at least three formal observations, each followed by a written summary. The option to resign shall be given provided that the letter of resignation is submitted not later than April 15.
- J. Teachers being recommended for tenure will be so informed by the administrator. The Superintendent of Schools will notify the teacher of this decision in writing. Teachers whose anniversary date of employment is September 1 will be notified by the Superintendent by April 1. If the anniversary date of employment is other than September 1, the Superintendent's notification will be at least 90 days (exclusive of July and August) prior to the effective date of tenure. All other Teachers with a probationary assignment who are being invited back for another year will be notified in writing by the administrator as soon as proper clearance is provided by the Superintendent of Schools.
- K. A teacher who has advanced an extra step upon receipt of tenure shall maintain the additional step if the teacher accepts a different position in the School District which requires a new probationary period of service. No teacher shall be eligible for an extra step upon the completion of any additional probationary period.
- L. In the event that a change of administrators occurs during the final year of a probationary period, prior and current observations and evaluations will be reviewed by the new administrator with the Superintendent of Schools before a decision to recommend continuation or termination of employment is made by the new administrator. The teacher will be notified in advance as to which certified building administrator(s) will be involved in this process.
- M. Part-time teachers who are not to be invited back for the next year based upon performance shall be notified of that decision by the administrator on or before April 1.

## ***ARTICLE 17 -Professional Accountability - Tenured Staff***

This article only applies to those teachers not subject to evaluation under Education Law Section 3012-d for so long as that statute is in effect (Psychologists, social workers, school counselors, speech language, and library media specialist.)

- A. It is the joint responsibility of the District and the teaching staff to maintain the highest level of professional performance. All observations and evaluation of work performance of teachers shall be conducted openly and with full knowledge of the teacher and shall be pursuant to the District's Annual Professional Performance Review/Professional Development Plan.
- B. The teaching staff and the administrator shall develop specific evaluation procedures and schedules which shall annually be published in the appropriate handbook, and they shall also develop procedures for assisting teachers in maintaining performance.
- C. Each tenured teacher shall undergo a formal evaluation at least once every four (4) years. The evaluation shall be supervised by the administrator and shall be designed to identify the teacher's strengths, encouraging continuing professional growth, and provide such assistance as may be required to maintain or improve the teacher's performance.
- D. At the beginning of the evaluative year, the administrator shall clarify and discuss with each teacher to be evaluated the immediate and long-term projections of classroom and professional growth. In addition to informal observations and other appropriate means, each evaluation shall include at least two formal observations, which shall conform to these guidelines:
  - 1. Such observations shall be of at least 30 minutes in duration or a complete lesson.
  - 2. Such observations to be followed by a conference between the teacher and the observing administrator during which the administrator's evaluation shall be discussed.
  - 3. The teacher may attach comments to the written evaluation, if desired, and the evaluation with the attached comments, if any, shall be placed in the teacher's file. The teacher shall acknowledge each copy, which shall indicate that the teacher has read it, although acknowledging the copy does not necessarily indicate approval of all, or any, of the statements contained in the evaluation.
  - 4. The evaluator and the teacher may substitute any mutually agreeable procedure/format in lieu of the procedure specified in D, D1, D2, and D3, e.g. cognitive coaching, video observation, portfolio assessment.

Should prior notification as to the time and anticipated duration of one of the administrator's formal observations be desired by the teacher, the teacher shall present a written request for such notification of the conference following the first formal observation.

Any teacher may request evaluations of their professional performance. The teacher is encouraged to do so periodically. Administrators are encouraged to make informal observations as well. Informal observations need not comply with guidelines 1 and 2 above, but if a written evaluation is prepared, then the procedure in guideline 3 must be followed.

- E. For P.P.S. teachers assigned to one building, the department supervisor and building principal shall each make at least one formal observation. These observations shall be merged into a single, joint evaluation unless the teacher and administrators agree to have one administrator do both observations.
- F. For P.P.S. teachers assigned to more than one building, the department supervisor and one of the building principals shall each make at least one formal observation. These observations shall be merged into a single, joint evaluation. The teacher will be notified in advance as to which building principal will be involved in this process. It is understood that this process will take place in the same year unless the teacher and administrators agree to have one administrator do both observations.
- G. For non-P.P.S. teachers assigned to more than one building, the building principals shall arrange for coordination of the formal observations. The observations of each principal shall be merged into a single, joint evaluation. It is understood that this process will take place in the same year.
- H. At the end of the evaluative year, the administrator shall submit a written evaluation to the teacher and discuss its contents. A copy of the written evaluation, signed by the administrator and the teacher, shall be submitted to the Superintendent of Schools and placed in the teacher's file. The teacher's signature shall mean only that the written evaluation has been read and discussed; the teacher retains the right to submit a written reply to be entered in the teacher's file.
- I. Following a satisfactory evaluation, an administrator may recommend that a teacher consider further academic course work. Tuition for such course work, upon approval of the Superintendent of Schools, shall be paid fully by the District but shall not be credited for purposes of salary increases.
- J. In the event of a substandard or unsatisfactory rating of a teacher who has undergone evaluation, the administrator shall take the following steps:

1. Within 30 school days of the unsatisfactory rating, the administrator(s) and the teacher involved shall cooperatively design a program aimed at improving job performance. The teacher may request that a CCT representative be present at this conference. Specific deficiencies shall be identified and specific objectives and criteria shall be developed. When appropriate, volunteer assistance from the staff shall be made available to help the teacher develop strategies to improve instruction. Any formal training proposed by this program, upon approval of the Superintendent of Schools, shall be fully paid by the District but will not be available for salary advancement credit.
  2. Periodic observations will be made by the administrator as appropriate to assess corrective behavior or progress in identified areas of difficulty. No later than 80 school days from the establishment of the unsatisfactory evaluation, the administrator shall conduct a formal evaluation. In the event of an unsatisfactory rating, the administrator and the teacher shall review the remedial program and, if necessary, make adjustments. The teacher shall have the right to request that another administrator make a separate evaluation which shall become a part of the teacher's file at this point.
  3. No less than 120 school days from the first unsatisfactory rating, if, in the opinion of the administrator, the teacher's performance remains unsatisfactory, the administrator may recommend to the Superintendent of Schools that appropriate action be taken and pursued in accordance with New York State Education Law.
- K. Nothing in this Article is to be interpreted as constituting a waiver of the District's rights and responsibility to evaluate teachers or to take disciplinary action in the case of misconduct or failure to maintain job performance.
- L. Nothing in this Article is to be interpreted as constituting a waiver of a teacher's right to a defense against charges of alleged misconduct or failure to maintain job performance as provided in New York State Education Law.

## ***ARTICLE 18 - Professional Learning***

The Chappaqua Central School District is committed to providing its students with the highest quality educational experience. To that end, our teachers should be involved in high-quality professional learning, with full district support. It is understood that professional growth activities shall take diverse forms to include in-service training, graduate courses, and other relevant experiences.

The goal of this Article is to ensure that all teachers have the opportunity to be involved in meaningful professional learning that has ongoing impact in our schools. Every effort will be made to offer and approve course work and other learning experiences that strengthen teacher practice, maintain professional certification, and enable increasingly knowledgeable and effective instructional practices.

Advancement will be restricted to no more than one lane in any two-year period. It is the responsibility of the teacher to request the lane change. Transcripts shall be submitted within 6 months of course completion to be considered for lane change.

A. Courses may be taken in the following areas:

1. Professional preparation in education.
2. Preparation in one's teaching field.
3. Other related courses appropriate to increasing teacher effectiveness.
4. Courses that enhance non-classroom services to the district taken at the request of the District.

B. Sponsorship:

With the intent to maintain quality, all courses for credit must be sponsored by one of the following:

1. An accredited college
2. NYSUT
3. BOCES
4. District
  - a. District generated in-service
  - b. Pre-approved by the District to meet district needs
5. Other Professional Organizations or Institutions that are recognized as offering high quality coursework in education or one's teaching field. If a teacher seeks to receive in-service credit for a course offered by such an organization or institution, that teacher must request prior approval as described in Paragraph D below, prior to enrolling in the course. The Assistant Superintendent for Human Resources and Leadership Development will make the determination as to how many hours of in-service credit will be awarded, based on the duration of the course.

C. Credit

1. College credit shall mean semester hours and generally shall be restricted to graduate credit.

Credit will not be granted for graduate level course work unless the granting institution would confer graduate course credit for on-line and video forms of instruction.

Graduate credit will be granted only when the institution offering the course will confer graduate credit towards its own degree programs.

2. Undergraduate credit will be approvable only under one of the following conditions:
  - a. For elementary certified teachers who teach seventh and/or eighth grade classes in the content area of instruction, up to three credits out of every thirty credits, and such course must be related to the teaching assignment.
  - b. Special education certified teachers in the content area of instruction, up to three credits out of every thirty credits, and such course must be related to the teaching assignment.
3. In-service credits are subject to the following conditions:
  - a. Teachers on Schedule A must bank in-service course credits.
  - b. Teachers on Schedules B, C, and D may earn in-service credits up to a maximum of thirty. At no time may credited in-service courses exceed half of the completed graduate credits.
4. Fifteen approved in-service hours shall equal one credit. If/when in-service credits are approved in increments smaller than 15 hours, the teacher must accumulate 15 hours before credit is awarded.
  - a. For District-generated in-service courses approved by the Administrative Council, and for those external courses that receive prior approval, teachers may apply for pay in lieu of salary credit. The pay rate will be \$400 for a fifteen hour, one credit course. This pay rate shall be increased by the percentage increase to the teacher salary schedule for the life of the contract.(July 1, 2025 - June 30, 2030). For courses less than 15 hours, payment shall be prorated based upon the number of hours of the course. Payment will be processed after each course is complete.
  - b. District teachers who teach a district generated in-service course approved

by the Administrative Council, will be paid at the rate of \$1,767, effective 2020/2021 for a fifteen hour, one credit course. This stipend includes preparation time. This stipend applies to courses taught both during the regular school year and during the summer.

5. *[deleted]*
6. The Chappaqua Central School District will allow graduate credit for purposes of advancement on the salary schedule for administrative courses. The maximum allowed for such purposes will be 15 graduate credit hours. This is not subject to the grievance process.

D. Procedure:

1. A record of completed course work will be kept in the teacher's file at the Education Center.
2. Course Approval:
  - a. Teachers working towards a Master's Degree shall have their degree program automatically approved if the degree is in the general field of the teacher's primary responsibilities.
  - b. Staff members shall submit a Prior Approval Salary Credit Course form. The Prior Approval Salary Credit Course form shall not need to be submitted for District generated in-service courses only. For all other course work, the Prior Approval form is still necessary.
  - c. *[deleted]*
  - d. The building principal or district supervisor shall approve or disapprove and forward the request to the Assistant Superintendent for Human Resources and Leadership Development within five (5) days of receipt.
  - e. The Assistant Superintendent for Human Resources and Leadership Development shall respond to the request to the applicant within five (5) days of receipt from the building principal or district supervisor.
  - f. If, in the judgment of the Assistant Superintendent for Human Resources and Leadership Development, a building-level approval or disapproval does not conform with guidelines or district practices, or if the quality of the course is deemed to be sub-standard, the building-level decision may be overturned. The teacher has the right to appeal as described in the Appeal Board section of this article.

- g. Should a teacher not take or complete a course for which prior approval has been granted, it is that teacher's responsibility to inform the Human Resource Office.
- h. Teachers who are certified after February 2, 2004 shall be required to maintain certification by taking the requisite professional development work at their own expense, except where opportunities are already compensable pursuant to provisions in the Agreement.

E. Salary Credit Appeal Board:

1. Formation

The Salary Credit Appeal Board shall consist of an administrator and an alternate selected by the Administrative Council; and a teacher and an alternate selected by the CCT.

The alternate will serve on the Appeal Board under either of two conditions:

- a. The regular Salary Credit Appeal Board member is absent.
- b. The regular Salary Credit Appeal Board member is an interested party in the appeal.

2. Function

- a. In the event that the course is disapproved, the applicant shall have the option of appealing their case in person. This appeal shall be made in writing to the Assistant Superintendent for Human Resources and Leadership Development within five days of the receipt of the disapproval.
- b. The Assistant Superintendent for Human Resources and Leadership Development will schedule an appeal hearing within five days of the receipt of the request.
- c. The Appeal Board will conduct a hearing with the Assistant Superintendent for Human Resources and Leadership Development, the administrator, the Salary Credit Building Member, and the applicant, after which a decision will be rendered by the Appeal Board.
- d. In the event of a tie vote, a resolution will be made by the Superintendent.
- e. The decision of the Appeal Board or the resolution by the Superintendent shall be final. Neither is subject to grievance.

F. Salary Schedule:

The salary program in the district provides for six (6) salary lanes. These are as follows:

1. Schedule A -- BA
2. Schedule B -- BA+30; BA+45
3. Schedule C -- BA+60; BA+75
4. Schedule D -- BA+90
5. Nurses, PT, AT salaries shall not exceed BA+45 (with Master's Degree) in Years 1 and 2 of this contract.
6. Nurses, PT, AT salaries shall not exceed BA+60 (with Master's Degree), effective in year 3 of this contract

G. **Other Course Work:**

The contract provides several additional avenues for taking course work and attending seminars and workshops:

1. **Article 16** -- Evaluation - Non-Tenured Staff
2. **Article 17** -- Professional Accountability
3. **Article 19** -- Educational Development Grants
4. **Article 20** -- Short-Term Grants

- H. When a member is required by the District to participate in professional learning or training in order to be qualified/certified to teach a course, such professional learning shall be compensated at the teacher's hourly rate of pay. This provision applies to professional learning that: a) Occurs outside of the regular contractual workday or work year, and b) Is a condition or prerequisite for teaching a specific course or program offered by the District. Compensation shall be provided for all required hours of professional learning, including but not limited to workshops, training sessions, and coursework, whether conducted in person or online. Teachers shall not be required to assume uncompensated professional learning obligations as a condition of assignment to a course.

***ARTICLE 19 - Deleted***

## ***ARTICLE 20 - Short-term Grants***

Independent Educational Development leaves may be awarded upon the recommendation of the building principal and the Superintendent of Schools with the approval of the Board of Education. These leaves may involve study, research, curriculum development, workshops, conferences, planning, visits, reports with recommendations for action, training other staff members, self-training, project development, State Department of Education programs or other activities that will bring educational improvement to the District. Teachers interested in such a leave should make a written request to their principal and to the Superintendent of Schools.

## ***ARTICLE 21 - Visitations, Conferences, Trips and Meetings***

- A. Teachers shall be excused to visit schools and attend conferences, trips, or meetings without loss in salary or charges against sick leave, provided that the building principal and/or Superintendent of Schools approve such absence in advance. A teacher whose duties involve more than one school must receive approval from the affected supervisors.
- B. Conferences, trips, and meetings for which teachers are to receive reimbursement for necessary expenses shall be approved in advance by the building principal or supervising administrator. Written application for such approval shall be made on the appropriate forms. Request for reimbursement shall be filed with the building principal or supervising administrator on forms prescribed, together with supporting receipts and other pertinent data. Mileage reimbursement for transportation by personal automobile shall be made at a rate no less than the highest rate paid to any other employee or group of employees in the District.

## ***ARTICLE 22 - Teacher Transfers, Returns and Assignments***

- A. Involuntary transfers will be made only when necessary and in the best interest of the District. The parties recognize the right of the Board to reassign staff in the best interest of students and the educational program and also, at the same time, recognize the right of the teachers to equitable treatment. These assignments will be made in accordance with Educational Law, Rules and Regulations of the Commissioner of Education, and this Agreement.
- B. In order to staff a new school or to realign grades, any qualified teacher may be transferred. In the event of a reduction, elimination or other contraction of teaching

periods, within a tenure area (1) any teacher with fewer than twenty (20) consecutive years of service may be transferred ; (2) any teacher with more than twenty (20) consecutive years of teaching in the district may be involuntary transferred only if they are the least senior teacher within the tenure area. Tenure areas in this Article shall be those as set forth in Sections 30.4 through 30.8 of the Rules of the Board of Regents, as amended August I, 1975.

1. In the event the district determines a transfer, within a tenure area, would be in the best interest of students, any teacher with fewer than seventeen (17) consecutive years of teaching in the District may be involuntarily transferred. The transferral of such teachers in the best interest of students shall not be arbitrary and capricious.
2. No involuntary transfer shall occur during the year a teacher is scheduled (or proposed) for tenure, unless enrollment necessitates such a transfer.
3. A teacher may not be involuntarily transferred in two consecutive years. Notification of any transfer shall be provided by August 15th, to the greatest extent practicable. Teachers who are transferred after August 15th shall be released, for planning purposes, from the first Superintendent's Conference Day obligations following the building-level meeting.
4. Elementary and middle school teachers who need to move their classrooms during the summer will be compensated \$200. Prior approval must be received from the receiving building.

C. *[deleted]*

- D. Should it become necessary to transfer a teacher, the following steps will be taken:
1. Principals and CCT representative(s) will meet with the staff in the tenure area involved to discuss the issues and solicit volunteers. A specified period of time to volunteer will be established.
  2. If there is no acceptable volunteer, the district will select a staff member based upon the criteria of Article 22.B.
  3. In reviewing matters referred to in Article 22.D. 1 and Article 22.D.2, the Superintendent's decision will be final.

E. A tenured teacher who has been involuntarily transferred to a different school may, if they desire, request to return to their original school from which transfer occurred. Such a request shall be made in writing to the Assistant Superintendent for Human Resources and Leadership Development. Such a request must be submitted **annually** not later than February 1 of the preceding school year for which transfer is desired. The right to return shall be governed by the following criteria:

1. Any full-year vacancy caused by resignation, retirement, voluntary transfer, or death shall afford a right to return if the vacancy is in the original tenure area from which the teacher was transferred, provided, however, that such teacher is certified for the vacant position. Any right to return is limited to three years from the date of original transfer.
2. If two or more qualified transferred teachers wish to return to the same vacancy, the affected principals and the Superintendent or designee will meet to make the selection.

F. The District shall maintain and share with the CCT President an annual seniority and Preferred Eligible List for the District as a whole. This list shall be available for each school year by December 1 of such year. The Congress shall have 30 days to review and challenge the accuracy of such list.

G. "Consecutive years of service" is defined as the number of consecutive years of completed teaching service in the District. Approved leaves of absence do not constitute an interruption in service. Unpaid leaves of absence are not included in the computation of service years.

H. Notwithstanding the limitations of Paragraph B and the procedures of Paragraphs D and E of this Article, the District will have the right to transfer up to two teachers of fewer than 15 years of service in the District from each building each year. The principal will meet with the selected teacher to give the reason for the transfer. The teacher may request that the Superintendent or designee schedule a mutually agreed upon follow-up meeting. At this second meeting the teacher has the right to be present and to be represented by the CCT.

# SALARY AND FRINGE BENEFITS

## *ARTICLE 23 - Salary*

A. Salary schedules: See Appendix I

The steps of the 2024-2025 teacher's salary schedule shall be increased by 1.79%, effective July 1, 2025; by 1.80%, effective July 1, 2026; by 2.00%, effective July 1, 2027; by 2.00%, effective July 1, 2028; and by 2.00%, effective July 1, 2029

Stipends shall be increased with the rate of salary increase as referenced above (effective July 1st of each such year)

[Historical Reference] Salary schedules: 2021/2022 - See Appendix I. The BA salary lane will be frozen at step six. Prior to applying the increase to the Teachers' Salary Schedule effective July 1, 2018, as described below, a step 3a shall be added as a half step.

Effective July 1, 2021, all steps on the teachers' salary schedules shall be increased by \$1,000.

[Historical Reference] Effective July 1, 2019, those teachers who were employed in the District during the 2018/2019 school year shall receive additional salary for the 2019/2020 school year as an off-schedule, recurring salary increase in the amount of \$1,100. This amount shall be prorated for part-time teachers based upon their percentage of full-time employment. Effective July 1, 2020, those teachers who were employed in the District during the 2019/2020 school year shall receive additional salary for the 2020/2021 school year as an off-schedule, recurring salary increase in the amount of \$1,100. This amount shall be prorated for part-time teachers based upon their percentage of full-time employment. The cumulative additional salary paid in 2020/2021 will recur annually in that amount for the remainder of those teachers' careers.

[Historical Reference] Effective the 22/23 school year, new hires who begin their employment on or after February 1st and continuing employees who are on leave of absence from employment for more than five (5) full months during the course of a school year, will not be entitled to step movement for the following school year (if a teacher worked during the 21/22 school year, no matter where they ended on June 30th, you will advance one step and we will reset).

B. [Historical Reference] The salary schedules for 2013/2014 and 2014/2015 school years shall be the same as the annual teachers' salary schedules that were in effect during the 2012/2013 school year. Those teachers who were employed in the District during the 2012/2013 school year shall receive additional salary for the 2013/2014 school year as an off-schedule, recurring salary increase in the amount of \$1,950. This amount shall be prorated for part-time teachers based upon their percentage of full-time employment. Those

teachers who were employed in the District during 2013/2014 school year shall receive additional salary for the 2014/2015 school year as an off-schedule, recurring salary increase in the amount of \$1,950. This amount shall be prorated for part-time teachers based upon their percentage of full-time employment. The cumulative additional salary paid in 2014/2015 will recur annually in that amount for the remainder of those teachers' careers.

- C. [Historical Reference] For the 2013-2014 and 2014-2015 school years, no teachers shall advance a step on the salary schedule. Unless otherwise negotiated by the parties, step advancement for those teachers who are eligible to advance shall recommence effective July 1, 2015 with a single step advancement from their 2012-2013 step placement.

[Historical Reference] Effective July 1, 2015, the District will resume its practice for step eligible unit members by advancing each teacher a single step on the salary schedule following a full year of work.

1. Due to the frozen step years of 2013/2014 and 2014/2015, the following rules for step advancement shall apply:

Any teacher employed in the district prior to 2010/2011 whose step advancement date was delayed solely by the contract language added for 2011/2012 and 2012/2013, and who has not taken unpaid leave either during or since those years, will once again advance step on the annual date they advanced step prior to 2011/2012, beginning with a single step advance in the 2015/2016 school year.

Any teacher first hired during 2010/2011, 2011/2012, 2012/2013, 2013/2014, or 2014/2015 will advance a step on the anniversary of their start date, unless the teacher has taken unpaid leave since their start date

Any teacher who, during 2010/2011, 2011/2012, and/or 2012/2013, took an unpaid leave that did not coincide with the school year, will have their step advancement delayed by the length of that unpaid leave, as per Article 29 (G) (I).

Any teacher who took an unpaid leave during 2013/2014 and/or 2014/2015 will have their step advancement delayed by the length of that unpaid leave, whether the leave coincided with the school year or not.

If a teacher's step advancement was delayed both by the contract language of 2011/2012 and/or 2012/2013 and by an unpaid leave, the delay caused by the 2011/2012 2012/2013 contract language will be deemed inoperative, but the delay caused by unpaid leave will remain.

2. Those who are on frozen steps 18 through 22, 24 through 27, or 29 and beyond will receive additional payment as follows:

2025/26 school year : \$1050, off-schedule, recurring

2026/27 school year : \$1075, off-schedule, recurring

2027/28 school year : \$850, off-schedule recurring

2928/29 school year : \$875, off-schedule recurring

2029/30 school year : \$900, off-schedule recurring.

If a teacher takes a partial leave, during any of the school years above, the full amount will recur. If a teacher takes a full year leave during one or more of the school years above, there will be no amount to recur that is attributable to the year or years of such leave.

3. Step advancement for the 2012/2013 school year (if any) shall not occur until at least January 1, 2013 and after the 185<sup>th</sup> paid work day following the unit member's last step advancement date. At that time each such unit member shall advance one step from their 2011/2012 school year salary schedule step placement. For those hired during the 2011/2012 school year, step advancement shall occur following the employee's 257<sup>th</sup> paid work day.
4. Full-time teachers who began service after July 1, 1995 and before June 30, 2001 on Step 1 or above will be granted a step jump after twelve years of full-time service in the Chappaqua Schools.
5. Full-time teachers hired on Step 1 or above who began service on or after July 1, 1995 and before June 30, 2001 will be eligible for a special stipend of \$2,000 at the end of ten years of full-time service in the Chappaqua Schools. The special \$2,000 stipend is a one-time, non-repeating, off the schedule payment.
6. Teachers who begin service in the Chappaqua Schools on or after July 1, 2001 will receive no step jumps.
7. Teachers who earn additional educational credits entitling them to move horizontally on the salary schedule shall be so advanced on September 1 following the successful completion of the courses taken. No salary credit shall be granted for travel.

- D. A teacher with one or more earned master's degrees shall be granted the following stipend beyond the appropriate step on the BA scale:

2025-2026 school year: \$1,375  
2026-2027 school year: \$1,400  
2027-2028 school year: \$1,428  
2028-2029 school year: \$1,456  
2029-2040 school year: \$1,486

The payment for an earned doctorate shall be as follows:

2025-2026 school year: \$1,359  
2026-2027 school year: \$1,383  
2027-2028 school year: \$1,411  
2028-2029 school year: \$1,439  
2029-2040 school year: \$1,468

Doctor of Medicine or its equivalent shall also be entitled to the Masters Degree stipend in addition to the doctorate stipend.

- E. School counselors shall receive a differential of 10% of contract salary for a 200-day schedule to be determined by the building principal after consultation with the counselors involved. Counselors who work beyond the 200-day schedule shall be paid at the rate of 1/200 of contract salary for each additional day worked.
- F. Summer school salary schedule shall be increased by the across the board salary percentage increase.
- G. Summer Curriculum Per diem shall equal six and one-half (6 1/2) hours, including a half hour for lunch. The per diem rate is:

2025-2026 school year: \$335  
2026-2027 school year: \$341  
2027-2028 school year: \$348  
2028-2029 school year: \$355  
2029-2040 school year: \$362

The hourly rate shall be calculated by dividing the per diem rate by six (6).

- H. Teachers who are performing (outside their regular school year) in what is their primary assignment (ex: staff developers, CSE assignments) will be reimbursed at an hourly rate calculated as follows: 1/200 of contract salary divided by six hours. This excludes Summer School Teachers and any other stipend or hourly positions. Staff developers will receive the 1/200 payment in lieu of any additional stipends for teaching classes.
- I. Summer Work: When a teacher creates and teaches a new 15-hour course, the teacher shall receive \$800 (prorated if not 15-hour course) plus the per diem rate referenced in G. above. When a teacher teaches an existing 15-hour course, the teacher shall receive \$550 (prorated if not 15 hour course) plus the per diem rate referenced in G. above.
- J. Paychecks will normally be available by noon of each payday.
- K. Teachers shall receive their final checks by noon of the last day of school in June providing all their individual commitments have been met.
- L. Registered Nurses, Athletic Trainers, and Physical Therapists will be paid on the teachers' salary schedule, but not to exceed BA+45 schedule (with Master's Degree); provided that they shall not be reimbursed for credits other than on the column indicated.
- M. Licensed Practical Nurses will be paid at 75% of the teachers' salary schedule, but not to exceed BA+45 schedule (with Master's Degree); provided that they shall not be reimbursed for credits other than on the column indicated.
- N. The following transpositions from the Nurse's Salary Schedule to the Teacher's Salary Schedule will occur for Nurses, Licensed Practical Nurses, and Athletic Trainers employed during the 23-24 school year:

23-24 Nurse Scale Salary Step	24-25 Teacher's Salary Schedule Step
Step 3	Step 1
Step 5	Step 2
Step 7	Step 4
Step 10	Step 7

Nurses will move to the salary step schedule based on the chart above, commensurate with their earned graduate credits.

[Historical Reference from Nurses Contract 2013-2015] Modify the provisions to state that the annual salary schedules for the 2013-14 and 2014-15 school years shall be the same as the annual salary schedules that were in effect during the 2012-13 school year. Those employees who were employed in the District during the 2012-13 school year shall receive an

off-schedule, recurring salary increase of 1.7% based on his/her 2012-13 base salary, effective July 1, 2013. Those employees who were employed in the District during the 2013-14 school year, shall have their base salaries increased by an additional off-schedule, recurring 1.7% based on his/her 2012-13 base salary, effective July 1, 2014.

The cumulative additional salary paid in 2014-15 will recur annually in that amount for the remainder of these employees' careers.

#### Athletic Trainers

Athletic Trainers will move to Step 1 of the Teacher's Salary Schedule commensurate with their earned graduate credits.

#### Licensed Practical Nurses

Licensed Practical Nurses will move to Step 1 (75%) of the Teacher's Salary Schedule commensurate with their earned graduate credits.

Any off-schedule additions previously added to a Nurse, Licensed Practical Nurse or Athletic Trainer salary will continue to be added.

- O. The Teacher's Salary Scale will be amended to add to the BA schedule: each Step beyond 7 to Step 41 shall be exactly \$4000 less than the BA+30 schedule. This portion of the schedule shall only be applied to Registered Nurses (100%), Athletic Trainers (100%), and Licensed Practical Nurses (75%).
- P. Per diem for Registered Nurses shall equal 7 hours, including a half hour for lunch. The per diem rate for 24-25 shall be \$322. The hourly rate shall be calculated by dividing the per diem rate by 7.

### ***ARTICLE 24 - Extra Pay for Extra Duties***

- A. An Extra Duty shall be defined as an official, school-sanctioned activity which requires a teacher to work beyond the contractual school day in an area which is not an integral part of the teacher's regular instructional responsibilities. This Article does not include part time administrative assignments.
- B. Qualified and interested staff members shall be encouraged to apply for extra duty assignments. All extra duty positions for the coming school year shall be posted by the end of the previous school year and as vacancies occur. Every effort will be made to select the best staff member for each position. If no qualified teaching staff member is available, personnel may be sought outside staff personnel. The final decision will be made by the building principal, subject to approval of the Superintendent of Schools. The Congress must

be notified in the event that an extra pay position has been abolished or is not being filled.

C. If for any reason a teacher cannot complete an extra duty assignment, they shall be paid a pro rata share for the portion of the assignment completed. The replacement who completes the assignment shall be paid proportionately. In no case shall the total amount exceed the amount allocated for the position.

D. From time to time application is made to the building principals for approval of new activities. The application, when received by the Superintendent, will be discussed with the Congress, and the appropriate rate of compensation will be determined.

E. Activities:

**1. Co-Curricular:**

a. Each activity shall be compensated by the number of time units assigned.

b. *[Deleted]*

c. Pay shall be:

2025/2026 school year: \$17.32 per time unit

2026/2027 school year: \$17.64 per time unit

2027/2028 school year: \$17.99 per time unit

2028/2029 school year: \$18.35 per time unit

2029/2030 school year: \$18.72 per time unit

d. The time units assigned to each school are as follows

Roaring Brook 1,500

Grafflin 1,500

Westorchard 1,500

Bell 3,600

Seven Bridges 3,600

Horace Greeley 10,000

Middle School Shared Programming At HGHS: 2,000

New Student Program:

Roaring Brook 50  
Grafflin 50  
Westorchard 50  
Bell 50  
Seven Bridges 50  
Horace Greeley 50

- e. Co-curricular activities will be reviewed by December 15 of each year as follows:

2. Each building principal, the building representatives and the Faculty Advisory Council will review each activity to determine the accuracy and appropriateness of unit values and hours. At Horace Greeley High School, a committee consisting of an Administrator, a CCT negotiator and a Faculty Advisory Council Member will conduct this review.

3. The administrator may then recommend a revised list of time allocations which shall not exceed the time units presently allocated to that school. A review of revisions and recommendations will take place at an Administrative Council meeting.

4. If it is felt that additional activities are necessary, recommendations should be made in writing to the Superintendent of Schools by January 15 of each year.

5. The CCT will be provided with a copy of the revised co-curricular activities for the coming year by May 15. Co-curricular activities for the coming year shall be posted in each building.

The following terms and conditions shall be used in determining music teachers' compensations for extra duties:

- a. An evening concert shall be defined as a school-sanctioned concert presented during the evening hours on a weeknight or at any time during the weekend to which parents and the public are invited.
- b. All vocal and instrumental music teachers shall be expected to present one evening concert per year. Each additional concert approved by the building principal shall be compensated as follows:

2025/2026 school year: \$186

2026/2027 school year: \$190

2027/2028 school year: \$193

2028/2029 school year: \$197

2029/2030 school year:\$201

- c. All-County Music Festival Coordinator shall be compensated at the following rates:

2025/2026 school year:\$375

2026/2027 school year:\$381

2027/2028 school year:\$389

2028/2029 school year:\$397

2029/2030 school year:\$405

Three Coordinators shall be recommended by the district-wide music department annually, subject to approval by the Superintendent of Schools.

- 6. The Assistant Director of Athletics shall receive a stipend as follows:

2025/2026 school year: \$7,866

2026/2027 school year: \$8,008

2027/2028 school year: \$8,168

2028/2029 school year: \$8,331

2029/2030 school year: \$8,498

Assistant Director of Athletics will be responsible for overseeing the technical aspects of the sports broadcasting club, the modified program (coaches, practice and game schedules, chaperones and referee assignments) and HGHS game supervision and support as needed.

The Assistant Director of Athletics will have a 0.6 teaching assignment and a 0.4 role as Assistant Director of Athletics.

- 7. Coaching Positions:

- f. All coaches shall be subject to annual appointment to their positions. Each coach shall be evaluated at the end of the season on an evaluation form in the nature of a checklist, with a narrative section for additional comments. Additionally, if significant performance or interpersonal relations concerns arise

during the course of the season, the same shall be promptly brought to the coach's attention and direction for improvement, where applicable shall be given.

In the event that a coach receives an unsatisfactory rating the Athletic Director may recommend to the Board of Education and the Board may determine not to appoint the coach to future coaching positions. Such determination shall not be subject to the Grievance Procedure, including the arbitration provisions in the parties' collective bargaining agreement and the arbitrator shall be without power to address grievances regarding the denial of future coaching positions based upon such unsatisfactory rating. Preference for coaching positions shall be given to the teachers' bargaining unit members.

Each coaching assignment shall be compensated as follows:

2025-26			
	Step 1	Step 2	Step 3
30	3785	4218	4684
35	4419	4918	5473
40	5058	5624	6252
45	5684	6325	7032
50	6313	7032	7809
55	6947	7736	8595
60	7579	8435	9371
65	8234	9136	10155

2026-27			
	Step 1	Step 2	Step 3
30	3853	4294	4768
35	4499	5007	5572
40	5149	5725	6365
45	5786	6439	7159
50	6427	7159	7950
55	7072	7875	8750
60	7715	8587	9540
65	8382	9300	10338

2027-28			
	Step 1	Step 2	Step 3
30	3930	4380	4863
35	4589	5107	5683
40	5252	5840	6492
45	5902	6568	7302
50	6556	7302	8109
55	7213	8033	8925
60	7869	8759	9731
65	8550	9486	10545

70	8839	9846	10937
76	9480	10551	11722
80	10099	11248	12502
85	10733	11957	13283

70	8998	10023	11134
76	9651	10741	11933
80	10281	11450	12727
85	10926	12172	13522

70	9178	10223	11357
76	9844	10956	12172
80	10487	11679	12982
85	11145	12415	13792

2028-29			
	Step 1	Step 2	Step 3
30	4009	4468	4960
35	4681	5209	5797
40	5357	5957	6622
45	6020	6699	7448
50	6687	7448	8271
55	7357	8194	9104
60	8026	8934	9926
65	8721	9676	10756
70	9362	10427	11584
76	10041	11175	12415
80	10697	11913	13242
85	11368	12663	14068

2029-30			
	Step 1	Step 2	Step 3
30	4089	4557	5059
35	4775	5313	5913
40	5464	6076	6754
45	6140	6833	7597
50	6821	7597	8436
55	7504	8358	9286
60	8187	9113	10125
65	8895	9870	10971
70	9549	10636	11816
76	10242	11399	12663
80	10911	12151	13507
85	11595	12916	14349

## Horace Greeley High School

### FALL SPORTS

Cheerleading	Rating
Varsity- Head Coach	40
Junior Varsity- Head Coach	35

Football	Rating
Varsity - Head Coach	85
Varsity - Assistant Coach 1	55
Varsity - Assistant Coach 2	55
Junior Varsity - Head Coach	55
Junior Varsity - Assistant Coach	45
Freshman Football - Head Coach	50
Freshman Football - Assistant Coach	45

Field Hockey	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	45
Junior Varsity - Head Coach	45
Freshman - Head Coach	35

Girls Volleyball	Rating
Varsity- Head Coach	65
Varsity - Assistant Coach	45
Junior Varsity- Head Coach (up to 2 teams)	45

Girls Soccer	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	45
Junior Varsity- Head Coach (up to 2 teams)	45

Boys Soccer	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	45
Junior Varsity- Head Coach (up to 2 teams)	45

Boys Cross Country	Rating
Varsity - Head Coach	60
Varsity Assistant Coach	45 (40 or more boys registered for the team)

Girls Cross Country	Rating
Varsity - Head Coach	60
Varsity Assistant Coach	45 (40 or more girls registered for the team)

Girls Tennis	Rating
Varsity- Head Coach	50
Junior Varsity- Head Coach (up to 2 teams)	40

Girls Swimming	Rating
Varsity - Head Coach	65
Varsity- Assistant Coach (up to two)	45 (prorated based on # of meets attended or practices attended)

Boys Volleyball	Rating
Varsity - Head Coach	65
Varsity- Assistant Coach	40
Junior Varsity - Head Coach (up to 2 teams)	40

### **WINTER SPORTS**

Cheerleading	Rating
Varsity- Head Coach	45
Junior Varsity- Head Coach	35

Boys Basketball	Rating
Varsity Head Coach	80
Varsity Assistant Coach	60
Junior Varsity Head Coach	55
Freshman Head Coach	45

Girls Basketball	Rating
Varsity Head Coach	80
Varsity Assistant Coach	60
Junior Varsity- Head Coach	55
Freshman Head Coach	45

Wrestling	Rating
Varsity Head Coach	80
Assistant Varsity Coach	60
Assistant Varsity Girls Coach	55 (10 registered for the team)

Junior Varsity Coach	50
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Boys Varsity Winter Indoor Track	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	50

Girls Varsity Winter Indoor Track	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	50

Varsity Ice Hockey	Rating
Varsity- Head Coach	80
Varsity- Assistant Coach	60

Varsity Bowling	Rating
Varsity- Head Coach	40
Junior Varsity- Head Coach	35

Varsity Skiing	Rating
Varsity- Head Coach	45
Varsity- Assistant Coach	40

Boys Varsity Swimming	Rating
Varsity - Head Coach	65
Varsity- Assistant Coach (up to two)	45 (prorated based on # of meets attended or practices attended)

## SPRING SPORTS

Boys Baseball	Rating
Varsity Head Coach	65
Varsity Assistant Coach	45
Junior Varsity- Head Coach	45
Freshman Head Coach	40

Girls Softball	Rating
Varsity Head Coach	65
Varsity Assistant Coach	45
Junior Varsity Head Coach	45
Freshman Head Coach	40

Boys Varsity Spring Track	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	50

Girls Varsity Spring Track	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	50

Girls Golf	Rating
Varsity- Head Coach	40

Boys Golf	Rating
Varsity- Head Coach	40

Boys Tennis	Rating
Varsity- Head Coach	50
Junior Varsity- Head Coach (up to 2 teams)	40

Girls Lacrosse	Rating
Varsity Head Coach	70
Varsity Assistant Coach	50
Junior Varsity Head Coach (up to 2 teams)	50

Boys Lacrosse	Rating
Varsity Head Coach	70
Varsity Assistant Coach	50
Junior Varsity Head Coach (up to 2 teams)	50

Unified Bowling/Basketball	Rating
Varsity- Head Coach	40
Varsity- Assistant Coach	35

Girls Flag Football	Rating
Varsity- Head Coach	65
Varsity- Assistant Coach	45

## HGHS Academic Teams

Academic Teams	Rating
Debate Team Coach	40pts/Step 3
Asst. Debate Team Coach (40 or more students registered for the team) (2 per team)	30pts/Step 3
Science Olympiad Team Coach	40pts/Step 3
Asst. Science Olympiad Team Coach (40 or more students registered for the team) (2 per team)	30pts/Step 3
Robotics Team Coach	40pts/Step 3
Asst. Robotics Team Coach (40 or more students registered for the team)	30pts/Step 3
Academic Challenge Team Coach	40pts/Step 3
Asst. Academic Challenge Team Coach (40 or more students registered for the team)	30pts/Step 3

The Academic Teams will meet on Day 5 during the school day and at least once per week after school throughout the school year. Each team will participate in at least six regional or NY State competitions.

The District may appoint high school coaches based on supervision and enrollment needs during a particular season, provided the number of coaches recommended does not exceed the maximum number identified in the chart for that sport.

Maximizing student enrollment in a given program will be the District's priority when reviewing coaching recommendations from the athletic department for Athletics, and building principal for academic teams.

**SEVEN BRIDGES & BELL MIDDLE SCHOOLS**  
**Modified Sports**

Modified Football	Rating
Modified Head Coach (1 per team)	50
Assistant Coach (2 per team)	45

Modified Field Hockey	Rating
Modified Head Coach (1 per team)	40
Modified Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Volleyball	Rating
Modified Head Coach (1 per team)	40
Modified Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Cross Country	Rating
Modified Head Coach (1 per team)	40
Modified - Assistant Coach (1 per team)	30 (20 more players registered for the team)

Modified Wrestling	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach(1 per team)	30 (20 or more players registered for the team)

Winter Modified Boys & Girls Indoor Track	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 more players registered for the team)

Modified Bowling	Rating
Modified Head Coach (1 per team)	40

Spring Modified Boys & Girls Track	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Boys Lacrosse	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Girls Lacrosse	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Softball	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Baseball	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified Girls Flag Football	Rating
Modified- Head Coach (1 per team)	40
Modified- Assistant Coach (1 per team)	30 (20 or more players registered for the team)

Modified coaches may not be assigned to support high school level teams in lieu of supporting the middle level program.

- g. In order to change any of the salaries listed above, or to add or delete a sport, the following procedure should be adhered to: the Director of Athletics jointly with the Coaches' Representative shall make application for change to the building principal. Should the principal approve the change, the application will be forwarded to the Superintendent of Schools for final action. The CCT will be notified of any changes made.
- h. Each head coach, who is at the top of the coaches ranking scale and is assigned additional supervision of a modified (seventh and eighth grade) team in their program, will receive their normal coaching pay plus the equivalent stipend of five additional units per modified team. The head coaches rating, however, will remain the same.
- i. Coaches shall be compensated for post-season play at the rate of \$75 per practice day/game day, not to exceed \$300 per week, for second round play and beyond. Coaches for varsity cross country, winter and spring track will be eligible for postseason play compensation starting the 2nd week after the Section 1 predetermined season end date.

j. **PRACTICE SCHEDULE EXPECTATIONS**

<b>LEVEL</b>	<b>Weekday (M-F)</b>	<b>Weekend (Sat or Sun)</b>	<b>Short Break (Ex. SCD, MLK Day, etc.)</b>	<b>Extended Break (Dec., Feb. &amp; Mar/Apr)</b>
Varsity	y	y	y	y
JV	y	y	y	y
JVA	y	y	y	y
JVB	y	y	y	y
Freshman	y	N*	y	N*
Modified	y	N*	N*	N*

*\*May practice due to extenuating circumstances such as a shortened season\**

If extenuating circumstances are encountered which require a change in expectations to still meet the requirements of the season, the AD will communicate said revised expectations in advance of when the revised expectations will go into effect.

Coaches are expected to communicate with the AD at least 48 hours in advance if they are unable to facilitate a practice due to a personal conflict. The 48 hour expectation would be waived in the case of an emergency.

If a coach's attendance at practices is problematic, the issue will initially be addressed between the coach and the AD.

f. Third Party Evaluators: Extracurricular Activities & Athletics Third-party evaluators will receive compensation of \$100 per practice session. Evaluators may not be current or previous CCSD coaches or advisors of the students trying out for the team or activity.

#### 8. Intramurals:

- a. There will be building intramural coordinators who will be compensated at the following rates:

2025/2026 school year: \$876

2026/2027 school year: \$892

2027/2028 school year: \$910

2028/2029 school year: \$928

2029/2030 school year: \$947

These coordinators will report to the Director of Physical Education/Athletics.

- b. Intramural supervisors will be paid at an hourly rate as follows:

2025/2026 school year: \$30.72

2026/2027 school year: \$31.27

2027/2028 school year: \$31.90

2028/2029 school year: \$32.54

2029/2030 school year: \$33.19

- c. Intramural coaches shall be given five points per season (fall, winter and spring).

9. Chaperone or Activity pay shall be granted to teachers for participation in extra duties not specifically mentioned in Article 24. Chaperone or Activity pay shall be:

2025/2026 school year: \$83.90 for three (3) hours  
2026/2027 school year: \$85.41 for three (3) hours  
2027/2028 school year: \$87.11 for three (3) hours  
2028/2029 school year: \$88.86 for three (3) hours  
2029/2030 school year: \$90.63 for three (3) hours

10.

Chaperone or Activity pay shall also include the following payment per night when the Chaperone or Activity includes overnight responsibilities:

2025/2026 school year: \$262.19  
2026/2027 school year: \$266.91  
2027/2028 school year: \$272.25  
2028/2029 school year: \$277.69  
2029/2030 school year: \$283.20

All requests for approval of trips must be submitted to the building principal on the appropriate form.

Chaperoning for the Assistant Director of Athletics shall be:

2025/2026 school year: \$104.87 for three (3) hours  
2026/2027 school year: \$106.76 for three (3) hours  
2027/2028 school year: \$108.90 for three (3) hours  
2028/2029 school year: \$111.08 for three (3) hours  
2029/2030 school year: \$113.30 for three (3) hours

Weight room supervisors will be paid at an hourly rate of \$50 per hour.

All CCT members will have priority in chaperoning activities, over other non-district applicants.

11. Stipend for Website and Digital Signage Coordinator will be:

2025/2026 school year: \$3010.00  
2026/2027 school year: \$3064.00  
2027/2028 school year: \$3125.00  
2028/2029 school year: \$3188.00

2029/2030 school year: \$3252.00

12. S.A.T. Coordinator and Proctors:

- d. S.A.T. Coordinator & S.A.T. Coordinator for students with Testing Related Disabilities (1 position) and A.C.T. Coordinator for Students with Testing Related Disabilities (1 position)

- 1. Each position shall be compensated at the per diem rate below or 1/200th of annual salary per diem, whichever is greater for exam days, reduced by any honorariums received from the testing service for coordination and, if applicable, proctoring.

Per Diem

2025/2026 school year: \$753.00

2026/2027 school year: \$767.00

2027/2028 school year: \$782.00

2028/2029 school year: \$798.00

2029/2030 school year: \$814.00

The stipend will also be in lieu of any proctoring stipend where both functions are being performed on the same day.

In addition, the coordinators shall be paid the following per diem for preparatory and follow-up activities related to each exam day.

Per Diem

2025/2026 school year: \$614.00

2026/2027 school year: \$625.00

2027/2028 school year: \$637.00

2028/2029 school year: \$650.00

2029/2030 school year: \$663.00

The per diem rate may be divided into an hourly rate if a full day of such activities is not needed. It is expressly understood that the district retains the right to appoint an administrative designee(s) to perform the coordinators' function.

Per diem rates may be prorated subject to approval by the building principal.

e. Proctoring S.A.T. Exams, including for Students with Testing Related Disabilities:

1. Each proctor shall receive hourly or per diem rate, whichever is greater, reduced by the honorarium, if any, received from the testing service.

	Hourly	Daily
2025/2026 school year:	\$40.25	\$148.00
2026/2027 school year:	\$40.97	\$150.00
2027/2028 school year:	\$41.79	\$153.00
2028/2029 school year:	\$42.63	\$156.00
2029/2040 school year:	\$43.48	\$159.00

When a coordinator also serves as a proctor, the honorarium shall be payable to the school district.

13. The Athletic Coordinator (part time) shall receive an annual stipend as follows:

2025/2026 school year:	\$14,577.00
2026/2027 school year:	\$14,840.00
2027/2028 school year:	\$15,137.00
2028/2029 school year:	\$15,439.00
2029/2030 school year:	\$15,748.00

Stipend shall be prorated one third of this amount per season (fall, winter, spring).

14.

District Wide Coordinators: \$8300 each

K-6 Coordinator of ELA

7-12 Coordinator of ELA

K-12 Coordinator of Social Studies

K-12 Coordinator of Science

K-12 Coordinator of Math

Coordinator of Professional Learning, Inquiry, and Innovation

HGHS \$8,300 each

Director Science Research

Director of LIFE School (remove from page 42)

Assistant Athletic Director (remove from page 42)

Director of the HGHS Greenhouse & STEAM Center

Assistant Director of Athletics will be responsible for overseeing the technical aspects of the sports broadcasting club, the modified program (coaches, practice and game schedules, chaperones and referee assignments) and HGHS game supervision and support as needed.

The Assistant Director of Athletics will have a 0.6 teaching assignment and a 0.4 role as Assistant Director of Athletics.

MS/ES: \$2,755 each

Building-level Coordinator of Garden/Greenhouse and Hydroponics

15. Teachers who are asked to participate in afterschool presentations with students will be compensated at the chaperone rate. Teachers who are asked to participate in afterschool presentations and committee work outside of their leadership roles for which they receive a stipend (ex. transition meetings, orientation, class parent meetings, committees etc.) will be compensated at the activity rate.

16. Fine arts teachers shall be given one day of release time for setting up the Festival of Arts show. Fine Arts teachers will be given one day of release time to take down work, sort and organize for redistribution after the Festival of Arts show. Fine Arts Teachers will be compensated \$372 for facilitating the event after school.”

F. The high school principal may select one Department Co-Facilitator from among those

interested department members for each of the departments that have ten (10) or more members. One Department Co-Facilitator may also be selected for the Counseling Department. Department Co-Facilitators will join with department chairs in the evaluation of ongoing instructional initiatives, will co-design and co-implement new initiatives, and will support the department chair in the planning and facilitation of department meetings. Co-Facilitators will be selected to serve in the position for two years. They will be evaluated annually by the Principal. The stipend per school year for each Co-Facilitator will be as follows:

2025/2026 school year: \$2,622.00

2026/2027 school year: \$2,669.00

2027/2028 school year: \$2,723.00

2028/2029 school year: \$2,777.00

2029/2030 school year: \$2,833.00

- G. Interested teachers may apply to District Fellowship programs for a two year term. Final decision on selection will rest solely with the Superintendent or their designee. The stipend will be per school year, per teacher will be as follows:

2025/2026 school year: \$2,856.00

2026/2027 school year: \$2,908.00

2027/2028 school year: \$2,966.00

2028/2029 school year: \$3,025.00

2029/2030 school year: \$3,086.00

The stipend covers all work associated with the program with the exception of up to four (4) days of summer curriculum work which will be paid at the regular curriculum rate.

The district will establish fellowships after consultation with the CCT.

- H. Extended School Year compensation shall be calculated at a daily rate of 1/200 of the employee's annual salary for each full workday (defined as seven [7] hours). For any work period of less than a full day, compensation shall be prorated accordingly based on an hourly rate derived by dividing the daily rate by seven (7).

## ***ARTICLE 25 - Insurance***

- A. The District shall pay 80% of the premiums for employees and dependents in the Putnam/Northern Westchester Health Insurance Consortium or other insurance carriers providing identical or better medical benefits if the District elects to designate another carrier. All participating teachers shall pay the remaining 20% of premiums.

Retirees shall contribute towards health insurance costs at the percentage of their contribution immediately preceding retirement. Unit members who were hired after July 1, 2018 shall be eligible for retiree health insurance if having served 13 years in the District in a benefits-eligible position with a District premium share requirement.

CCT members will be subject to the Putnam/Northern Westchester Health Insurance Consortium Working Spouse Rule reflected in the 2024-25 contract (Appendix II).

- If more than 20 additional CCT members decline health insurance over and above the current (April 20, 2025) decline rate, each unit member will receive a buy-out of \$2750 per year. The annual enrollment date to determine eligibility counts shall be November 30th, 2025.
- The baseline count for each year must not be less than 20 additional members as of April 20, 2025.

The Chappaqua Central School District agrees to offer one or more comprehensive prepaid health plan(s) or health maintenance organization(s) (HMO) to its eligible employees. The employee will be solely responsible for any premium cost during the plan year which exceeds the premium cost for the Putnam/Northern Westchester Health Insurance Consortium. The cost to the school district will not exceed the district's cost for the Putnam/Northern Westchester Consortium, and the employee shall continue to be responsible for the percentage contribution to premium as set forth in the applicable collective bargaining agreement.

All unit members who work less than 0.6 FTE may participate in the District's health insurance plan by contributing one hundred percent of the premium cost for individual or family coverage.

Notwithstanding the above, family health insurance premium contributions are subject to the application of the District's "Spousal and Eligible Dependent Rule."

- B. Teachers married to another District teacher or administrator shall be entitled to either two

single plans or one family plan. Whenever the District's health and Chappaqua Benefit Funds's dental and vision plans provide for coordination of benefits, such employees shall be provided with the same (i.e.: coordination of benefits is defined as providing the spouse with the same reimbursement as would be provided by a second family plan.) Likewise whenever the District's health and dental insurance plans provide for maintenance of benefits, such employees shall be provided with the same (i.e.: maintenance of benefits is defined as when the spouse's plan provides a lesser reimbursement than would be provided by a second district family plan, in which event the District will supplement the reimbursement up to the level of the District's plan.)

- C. In the event that there are five or more unit members who elect not to receive health insurance, effective July 1, 2008, the buy-out amount shall be set at \$2,750 for family buy outs and individual buy-outs only for those receiving the buy-out during the 2007/2008 school year, as well as for those who have been paying health premium contributions during the 2007/2008 school year and would become entitled under the language of the 2007/2008 contractual agreement effective with the 2008/2009 school year. These amounts are per year and will be prorated if for less than a full year. No others shall become eligible for the buy-out.

A unit member who has elected the buy-out shall be allowed to re-enter the health insurance plan during the buy-out year as a result of a qualifying event.

The monies will be paid in equal biweekly paychecks over the one year buy-out period commencing January 1<sup>st</sup> and ending on December 31<sup>st</sup>. The buy-out payments will be paid as additional salary or into the employee's section 403(b) Internal Revenue Code tax sheltered annuity as an elective employee payment, where it may accumulate without a tax consequence until the time of withdrawal.

The window period of opportunity for exercising the buy-out option is the same as for changing health insurance enrollment (November 8-12 during 2004 and a four day window period each following year).

To be eligible for this benefit, you must be otherwise health insured and able to produce evidence of the same when you submit your application for the buy-out.

- D. Medicare Reimbursement. The District's sole obligation to reimburse unit members who retire and their spouses, where applicable, on or after July 1, 2021 shall be for Medicare Part B payments at the standard rate.

## ***ARTICLE 26 - CCT Benefit Fund***

- A. The Trust formerly known as the Joint Benefit Fund in previous contracts shall be converted to a unitary CCT Trust providing participation rights for District administrators and non-represented personnel. All Fund Trustees must be eligible to receive the benefits provided by the Fund.
- B. The District shall contribute to the Fund the following annual rates per member, one-fourth (1/4) of which is paid quarterly on the first day of July, October, January and April.
- 2025/2026 school year: \$1,490.00
  - 2026/2027 school year: \$1,490.00
  - 2027/2028 school year: \$1,490.00
  - 2028/2029 school year: \$1,490.00
  - 2029/2030 school year: \$1,490.00

## ***ARTICLE 27 - Tax-Sheltered Annuities and Credit Union***

- A. The District agrees to enter into a written agreement with any teacher during the months of September and January to reduce the annual salary for the purpose of purchasing a tax sheltered annuity for the teacher. The District reserves the right to limit the number of additional companies to be selected by employees.
- B. The District and the Congress assume no fiduciary responsibility for such tax-sheltered annuities, and they shall not be held liable for the performance or management of such funds. District expense and involvement shall be limited to clerical expense required for making payroll deductions and subsequent remittance to the appropriate insurance company.
- C. A teacher may direct the District to forward monies withheld through payroll deduction to the Hudson River Teachers Federal Credit Union or an alternative mutually agreed upon by the Congress and the District. Notice to initiate, change or cancel this action must be made in writing by the teacher during the months of September and/or January.
- D. Upon retirement, payment for accumulated sick days will be paid in the form of an employer non-elective direct contribution into a Section 403(b) Tax Sheltered Annuity.

# LEAVES OF ABSENCE

## *ARTICLE 28 - Sick Leave*

- A. Any teacher, absent on account of personal illness or any quarantine regulation of the Board of Health, shall be entitled to full salary for up to and including (15) days during a school year, except as hereinafter provided.

Up to (15) days of individual sick leave shall be transferable for use on an annual, non-cumulative basis for a family illness. Family encompasses an employee's spouse, domestic partner, children/step-children, anyone whom you have legal custody of, parents/step-parent, siblings, grandparents, grandchildren, and parents-in-law.

A medical note will be required after five consecutive sick days for personal or family illness. Should the employee use a sick day immediately adjacent to holidays or vacations, the District may ask for medical documentation.

In the event that a teacher is going to become a parent through adoption or surrogacy, the teacher may convert up to 15 sick days to personal days to be used consecutively in conjunction with this event. For the same event, the teacher may also utilize assigned personal days, but is not eligible for family illness or emergency leave bank days unless there are extenuating circumstances.

In addition, (1) day of personal sick leave may be converted for use as a personal leave day, provided the teacher has already used all (3) regularly provided personal leave days, and provided the teacher makes the request and specifies the reason on the personal leave form at least three days in advance to the building principal (The three day notice provision may be waived by the Principal in the event of an emergency). This request must be approved in advance by the building principal, and must meet the same criteria and follow the same process as described for days requested immediately adjacent to holidays or vacations in Article 29 (A) of this agreement.

Should the sick leave be covered under the provisions of pension or compensation law, only the difference between the employee's salary and that compensation paid by the other agency shall be paid by the District.

- B. Any teacher whose current sick day accumulation is equal to or exceeds 200 days may accumulate up to a maximum of fifteen (15) additional days each year of this agreement with an upper limit for fifty (50) additional days.

- C. Regularly approved leaves, including leaves of absence, educational leaves and parental leaves, shall be construed to provide retention of accumulated sick days for use upon return to full-time service in the District. Said days may not be accumulated during the period of such approved leaves.
  
- D. A sick leave bank shall be created upon the contribution of sick leave days by the Congress and the District. All teachers will have two sick days deducted from their totals, in their first year in the district, and shall be eligible for participation in the sick bank. The District shall contribute one day for each two days of teacher contribution up to 225 days from available teacher accumulated sick leave in excess of 200 days. The bank shall be administered by a committee of two (2) administrators appointed by the District and two (2) teacher representatives appointed by the Congress who shall act upon withdrawals. Withdrawals from the sick leave bank shall be limited to teachers who are involved in extended or disabling illnesses which are not covered under workmen's compensation insurance or accidents and who have exhausted their sick leave time. The maximum withdrawal by any one teacher from the bank shall be 300 days.

The bank shall be renewable once the reserve falls below 50% of maximum contribution. The renewal shall be subject to the ratio as forth above. The bank may be renewed a maximum of once annually.

The bank shall be available to administrators under the conditions set forth above. The parties shall refer proposed language changes to the sick leave bank to the Labor Management Committee for its review and recommendations to the parties' negotiating teams.

Tenured teachers with excess sick days (beyond sick day payout maximum) will be given the option to donate one (1) day per year to the sick bank.

- E. Upon retirement, teachers will be paid as follows for unused sick leave up to a maximum of 275 days:

- 2025/2026 school year: \$55.00 per day
- 2026/2027 school year: \$55.00 per day
- 2027/2028 school year: \$55.00 per day
- 2028/2029 school year: \$55.00 per day
- 2029/2030 school year: \$55.00 per day

- F. In all matters involving the health of a teacher, and related absences, the District may

require a physical examination or a doctor's verifying statement.

- G. Any teacher may utilize sick and personal time in increments of 1/4 days throughout the school year, up to the equivalent of one full sick day and one full personal day. All requests for 1/4 days must be submitted to the building principal at least 48 hours in advance with supporting documentation if requested. The principal may waive this requirement for extenuating circumstances

## ***ARTICLE 29 - Other Leaves***

- A. A teacher shall be granted up to three personal leave days with pay during each school year in order that they may meet serious personal obligations which can only be accomplished on a work day, such as: Family obligations, non-family funerals, legal matters, personal business, etc. Except in unusual or extenuating circumstances, notification for such leave shall be given at least three days in advance to the building principal on the personal leave notification form. A teacher need not specify reasons for taking such leave unless it immediately precedes or follows a holiday or vacation period or falls on a Superintendent's Conference Day, in which case the leave would first need to be approved by the building principal. In the case of an emergency, the provision for three days' notice may be waived at the discretion of the building principal. Such leave, if not used, shall be cumulative as sick leave, but in no event shall it be in addition to the sick leave cumulative ceiling.
- B. Any teacher, absent on account of death in the immediate family, shall be entitled to full salary for five (5) days during a school year. Immediate family encompasses an employee's spouse, domestic partner, children, parents, siblings, grandparents, grandchildren, nieces, nephews, aunts, uncles, and in-laws. These days are separate and distinct from the 15-day personal illness and are not to be included in the accumulated days

The Superintendent may grant special bereavement leave upon request from a teacher. Unused bereavement days will be converted to sick days at the end of the school year.

- C. A teacher shall be granted leave for jury duty on full pay. The District shall be reimbursed by the teacher for per diem compensation paid for jury duty. In the event such reimbursement is not received by the District before the end of the school year, such money shall be deducted from the teacher's final checks. A teacher shall notify the district at least two (2) days in advance of such jury duty.
- D. Child Care Leave:
  - 1. A childcare leave shall be granted without pay to regular, full-time teachers who are about to become, or have just become, a parent. In the event that both husband and

wife are employed by the district, only one of them may be on childcare leave at any given time.

2. Application for such leave shall be made in writing to the building principal. A teacher starting in September will normally be expected to teach at least through the first semester (February). In this case the leave shall endure for the balance of the school year in which it began and may continue the following two school years.
3. Should a teacher be granted a child care leave commencing before the start of the second quarter as established by the district secondary calendar, such teacher may only apply for one additional year of child care leave.
4. Each year a teacher on leave shall notify the building principal in writing no later than March 15 of their, intention to return, or not to return, the following September. Failure to give appropriate notice by March 15 will cause the teacher to forfeit employment.

A teacher on childcare leave until the end of the first semester must give notice by October 30 if they wish to extend their leave to June 30. Failure to provide appropriate notice by October 30 will result in the teacher forfeiting their employment if they do not return to work at the end of the semester.

5. A teacher must return to the District for at least one academic year prior to application for a subsequent child care leave.
  6. A child care leave shall be concluded at the commencement of the school year, end of the first quarter, and end of the second quarter as defined by the district calendar (apart from leave taken as FLMA leave).
- E. Special leaves may be granted, with or without pay, by the Board of Education upon the recommendation of the building principal and the Superintendent of Schools.
- F. Conditions affecting leaves under D and E above:
1. *[deleted]*
  2. Teachers granted leaves will be credited for the purposes of seniority with the number of months served prior to the inception of the leave.
  3. Additionally, teachers returning from leave are not guaranteed the specific position

or building assignment they left.

G. Emergency Leave Bank:

An emergency leave bank shall be created with 40 days contributed by the District per year. Withdrawals from the emergency leave bank shall be limited to teachers who have exhausted family and personal leave, are not eligible for sick leave, and who have a catastrophic circumstance that is recognized by the Superintendent of Schools. The award of emergency leave day(s) shall be at the sole discretion of the Superintendent of Schools and will be limited to a maximum of 8 days per individual.

H. The status of all 'banks' shall be reported to the District and the CCT on a yearly basis.

## **STAFF COMMUNICATIONS**

### ***ARTICLE 30 - Faculty Advisory Council***

There shall be a Faculty Advisory Council in each building. The Unit II members of the Council shall be elected by members of Unit II. A Congress Building Representative may be present at each Council meeting.

Other Articles in the Contract which refer to the Faculty Advisory Council can be found in the following sections:

ARTICLE 10: School Year

ARTICLE 11: Teaching Day, Load, Assignments

ARTICLE 12: Class Size

ARTICLE 24: Extra Pay for Extra Duties

### ***ARTICLE 31 - Deleted***

***ARTICLE 32 - Academic Freedom***

The Board and the CCT affirm that academic freedom has been and shall continue to be guaranteed to all teachers in the District.

Any issues arising with regard to academic freedom will ultimately be decided at the level of the Superintendent and shall not be subject to the grievance/arbitration procedure.

***ARTICLE 33 - Retirement Stipend***

Full time teachers who are planning to retire at the end of the school year who submit in writing to the Superintendent of Schools a letter of resignation for retirement purposes on or before December 1 of the calendar year immediately preceding the calendar year of retirement, will receive a stipend of \$3,500. Retirement is defined as being eligible for retirement under the New York State Teachers Retirement System and receiving a pension.

***ARTICLE 34 - Mentors***

A. Each new teacher and registered nurse may be eligible for two years of mentoring, with a teacher the first year and a staff developer the second year. Selected teachers may be invited to be mentors. Mentors will be appointed by the district and teacher mentors will paid a stipend as follows:

2025/2026 school year: \$1,612.00

2026/2027 school year: \$1,641.00

2027/2028 school year: \$1,674.00

2028/2029 school year: \$1,708.00

2029/2030 school year: \$1,742.00

The role, responsibilities, and training of mentors will be outlined in a memo to be developed by the district prior to extending invitations to teachers and nurses to volunteer for this responsibility. Secondary department chairs will not be eligible for a stipend for mentoring.

- B. With the approval of the Assistant Superintendent, mentors will be paid at the per diem rate for any training necessary for them to assume this role.
- C. Mentors will be paid one stipend regardless of the number of mentees. However, the limit on number of mentees will be two. Mentors will be selected by the Building Principal in consultation with the Building Representatives. Not every new teacher or nurse is required to have a mentor. When responsibilities are shared by mentors, the stipend will be shared also.

### ***ARTICLE 35 -Labor Management Committee***

The committee will have quarterly meetings with agenda items communicated at least ten days in advance of the meeting. Up to three members will be appointed by the administration and up to three members will be appointed by the CCT.

### ***ARTICLE 36 - Individual Contracts/Agreements***

No individual contract/agreement shall be made between the district and individual or group of individual employees related to terms and conditions of employment and/or compensation outside of the scope of this agreement.

### ***ARTICLE 37-Non-Resident Faculty Children***

The Board will permit full-time, tenured teachers who reside outside of the district to enroll their children in the Chappaqua Central School District under the following conditions:

- A. The child/children meet all enrollment eligibility requirements except for residency.
- B. Consistent with this agreement, non-resident faculty children will be subject to the rights, benefits, obligations, and responsibilities of resident children. However, the district reserves the right to discontinue the educational program for a non-resident faculty child under appropriate circumstances.
- C. There must be adequate space and facilities available, and the cost of education of such children shall not increase cost to the school district.

- D. The placement of non-resident faculty children shall not cause the district to exceed class size guidelines.
- E. The teacher shall provide for and assume the cost of daily transportation.
- F. The district shall not be responsible for providing special education services to non resident faculty children. All referrals of non-resident faculty children shall be to the Committee on Special Education in district of residence. The responsibility for such services and all related costs shall be with the district of residence.
- G. The teacher shall pay, to the district, a materials fee which shall be equal to the current year's per pupil allocation appropriate to the child's grade level.
- H. The admission of a child into the school district shall be for the current year only. In the event that the district determines that adequate space and facilities are not available or the education of such child shall increase the costs to the school district, the district may require either a change in school within the district or removal of the child from the district.
- I. The terms and conditions of enrollment of non-resident faculty children shall be provided to the teacher each year on a form which the teacher shall be required to sign.
- J. Teachers hired prior to 1976 shall continue to be able to enroll their non-resident children under the same terms and conditions which existed prior to this agreement.
- K. This agreement shall not be subject to grievance or to arbitration under the contract.
- L. Notwithstanding the above, in the event that a non-resident child of a faculty member has matriculated in district programs and it is determined that the child is in need of special education programs and/or services by the child's district of residence, such child may remain in district schools so long as the services can be delivered at no extra cost to the district and the parent signs a waiver as set forth below. Should services available in this district be determined by CCSD to be inadequate to provide the student with a meaningful education the student shall no longer be offered attendance in district schools. The non-resident faculty member and their spouse, if any, with educational rights related to the student, shall be required to sign a waiver form issued by the district in return for the entitlements provided hereinabove.
- M. Non-resident faculty members must provide written notice by June 1 to indicate their intent to enroll their children for the following school year. No exceptions will be made to this clause without an SMOA approved by both parties and the Board of Education.
- N. After the probationary period is over for nurses, athletic trainers, and physical therapists, non-resident nurses, athletic trainers and physical therapist children may enroll in CCSD as set forth by the teacher's contract effective July 1, 2024.

***Article 38: Nurses, LPN, Physical Therapists, Occupational Therapists, and Athletic Trainers: Work Day and Work Year***

- A. The normal work day for Registered Nurses, Physical Therapist, Occupational Therapists, Athletic Trainers and Licensed Practical Nurse will be 7 hours per day including a 30 minute duty-free lunch.
- B. Each Registered Nurse may be assigned up to six additional work days at the rate of 1/200 annual compensation for work performed preceding the student instructional year. Assignment to be determined in consultation with the building principal.
- C. Nurses may apply to the Assistant Superintendent for Human Resources and Leadership Development for approval of additional days of summer work in an amount not to exceed a cumulative total of twenty-one (21) days for the District Nurses. The decision of the Assistant Superintendent for Human Resources and Leadership Development shall be final and binding in all regards, not subject to the grievance/arbitration provision in the collective bargaining agreement.
- D. Nurses can submit for reimbursement for a 30-minute lunch based on their hourly rate if they are unable to take lunch due to an emergency (with the approval of the building administrator).
- E. The Athletic Trainer will work an 11 month year, a 35 hour work week beginning at 1:00 p.m. Monday through Friday until the conclusion of all practices and games, and weekends as necessary.
- F. Athletic Trainer Hours: Athletic Trainer will be compensated for each 60 minute increment that exceeds the 35 hour weekly or be permitted with administrator approval to flex their time the following week. Overtime shall be paid at the employees hourly rate. Hourly rate calculated as follows: 1/210 contract salary divided by 6 hours.
- G. The Athletic Trainer and Athletic Director will develop a mutually agreeable schedule in two-week increments based on games and practice schedule of a given week (ex. AT may not be needed 35 hours during a 7 day period, but may be needed 35 hours the next 7 day period).

### ***Article 39: Nurse Uniforms***

The District shall purchase two uniforms for school nurse employees each fiscal year.


### ***Article 40: Nurses, Licensed Practical Nurse, Athletic Trainer - Probationary Period***

The probationary period for Nurses, Licenced Practical Nurse and Athletic Trainers will align with the Westchester County Department of Civil Service Personnel Rules.

# RATIFICATION


The Chappaqua Central School District and the Chappaqua Congress of Teachers have ratified this agreement, and the ratification is attested by the signatures appearing below.

## CHAPPAQUA CENTRAL SCHOOL DISTRICT

By  Date: 12/18/25

**Dr. Christine Ackerman**  
Superintendent of Schools

## CHAPPAQUA CONGRESS OF TEACHERS

By  Date: 12/18/25

**Brian Petruso**  
President

By  Date: 12/18/25

**Michael DeBellis**  
Vice President

## APPENDIX I

### TEACHER'S SALARY SCHEDULE 2025-2026 SCHOOL YEAR 1.79%

STEP	BA	BA+30	BA+45	BA+60	BA+75	BA+90
1	71,728	75,566	79,409	83,236	87,073	90,909
2	74,915	78,869	82,819	86,767	90,716	94,628
3	78,102	82,168	86,228	90,294	94,365	98,348
4	79,692	83,816	87,938	92,060	96,182	100,204
5	81,282	85,463	89,646	93,824	98,000	102,061
6	84,462	88,761	93,059	97,350	101,642	105,791
7	87,648	92,056	96,464	100,878	105,290	109,511
8	91,287	95,359	99,886	104,407	108,934	113,235
9	94,582	98,654	103,294	107,940	112,582	116,954
10	97,882	101,954	106,708	111,461	116,215	120,666
11	101,178	105,250	110,126	114,994	119,864	124,387
12	104,958	109,029	113,531	118,521	123,511	128,109
13	107,779	111,851	116,954	122,052	127,146	131,828
14	111,072	115,144	120,362	125,574	130,784	135,543
15	114,372	118,444	123,774	129,103	134,436	139,267
16	117,674	121,746	127,191	132,630	138,078	142,992
17-22	120,974	125,046	130,604	136,166	141,721	146,711
23+	124,265	128,337	134,019	139,687	145,358	150,430

Masters: \$1,375

Doctorate: \$1,359

**TEACHER'S SALARY SCHEDULE 2026-2027 SCHOOL YEAR**  
**1.80%**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+60</b>	<b>BA+75</b>	<b>BA+90</b>
<b>1</b>	73,019	76,926	80,839	84,734	88,641	92,545
<b>2</b>	76,264	80,289	84,310	88,329	92,349	96,331
<b>3</b>	79,508	83,647	87,780	91,919	96,064	100,119
<b>4</b>	81,127	85,325	89,521	93,717	97,914	102,008
<b>5</b>	82,745	87,001	91,260	95,513	99,764	103,898
<b>6</b>	85,983	90,359	94,735	99,102	103,472	107,696
<b>7</b>	<i>89,641</i>	93,713	98,201	102,694	107,185	111,482
<b>8</b>	<i>93,003</i>	97,075	101,683	106,286	110,894	115,274
<b>9</b>	<i>96,358</i>	100,430	105,154	109,883	114,608	119,059
<b>10</b>	<i>99,717</i>	103,789	108,629	113,467	118,307	122,838
<b>11</b>	<i>103,072</i>	107,144	112,108	117,064	122,021	126,626
<b>12</b>	<i>106,920</i>	110,992	115,575	120,655	125,734	130,415
<b>13</b>	<i>109,792</i>	113,864	119,059	124,249	129,435	134,201
<b>14</b>	<i>113,144</i>	117,216	122,528	127,835	133,138	137,982
<b>15</b>	<i>116,504</i>	120,576	126,002	131,427	136,856	141,774
<b>16</b>	<i>119,865</i>	123,937	129,480	135,018	140,564	145,565
<b>17-22</b>	<i>123,225</i>	127,297	132,955	138,616	144,272	149,352
<b>23+</b>	<i>126,575</i>	130,647	136,431	142,202	147,975	153,138

Masters: \$1,400

Doctorate: \$1,383

**TEACHER'S SALARY SCHEDULE 2027-2028 SCHOOL YEAR**  
**2.00%**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+60</b>	<b>BA+75</b>	<b>BA+90</b>
<b>1</b>	74,480	78,465	82,456	86,429	90,413	94,396
<b>2</b>	77,789	81,894	85,996	90,095	94,196	98,258
<b>3</b>	81,098	85,320	89,536	93,758	97,985	102,121
<b>4</b>	82,749	87,031	91,312	95,591	99,872	104,048
<b>5</b>	84,400	88,741	93,085	97,423	101,760	105,976
<b>6</b>	87,702	92,166	96,629	101,084	105,541	109,850
<b>7</b>	<i>91,434</i>	95,587	100,165	104,748	109,328	113,712
<b>8</b>	<i>94,863</i>	99,017	103,717	108,412	113,112	117,579
<b>9</b>	98,285	102,438	107,257	112,081	116,900	121,440
<b>10</b>	<i>101,711</i>	105,865	110,802	115,737	120,673	125,295
<b>11</b>	<i>105,134</i>	109,287	114,350	119,405	124,462	129,159
<b>12</b>	<i>109,058</i>	113,212	117,887	123,068	128,249	133,023
<b>13</b>	<i>111,988</i>	116,142	121,440	126,734	132,023	136,885
<b>14</b>	<i>115,407</i>	119,561	124,979	130,391	135,801	140,742
<b>15</b>	<i>118,834</i>	122,987	128,522	134,056	139,593	144,609
<b>16</b>	<i>122,263</i>	126,416	132,070	137,718	143,375	148,477
<b>17-22</b>	<i>125,689</i>	129,843	135,614	141,389	147,158	152,339
<b>23+</b>	<i>129,106</i>	133,260	139,160	145,046	150,934	156,201

Masters: \$1,428

Doctorate: \$1,411

**TEACHER'S SALARY SCHEDULE 2028-2029 SCHOOL YEAR**  
**2.00%**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+60</b>	<b>BA+75</b>	<b>BA+90</b>
<b>1</b>	75,969	80,034	84,105	88,157	92,222	96,284
<b>2</b>	79,345	83,532	87,716	91,897	96,080	100,223
<b>3</b>	82,720	87,026	91,327	95,633	99,945	104,164
<b>4</b>	84,404	88,772	93,138	97,503	101,869	106,129
<b>5</b>	86,088	90,516	94,947	99,371	103,795	108,095
<b>6</b>	89,456	94,009	98,562	103,106	107,652	112,047
<b>7</b>	93,262	97,499	102,168	106,843	111,515	115,986
<b>8</b>	96,761	100,997	105,791	110,580	115,375	119,931
<b>9</b>	100,250	104,487	109,402	114,322	119,238	123,869
<b>10</b>	103,746	107,982	113,018	118,051	123,086	127,801
<b>11</b>	107,236	111,473	116,637	121,793	126,951	131,742
<b>12</b>	111,239	115,476	120,244	125,529	130,814	135,684
<b>13</b>	114,228	118,464	123,869	129,269	134,664	139,623
<b>14</b>	117,715	121,952	127,478	132,999	138,517	143,557
<b>15</b>	121,211	125,447	131,092	136,737	142,385	147,502
<b>16</b>	124,708	128,944	134,711	140,472	146,242	151,446
<b>17-22</b>	128,203	132,440	138,326	144,217	150,101	155,386
<b>23+</b>	131,689	135,925	141,943	147,947	153,953	159,325

Masters: \$1,456

Doctorate: \$1,439

**TEACHER'S SALARY SCHEDULE 2029-2030 SCHOOL YEAR**  
**2.00%**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>BA+45</b>	<b>BA+60</b>	<b>BA+75</b>	<b>BA+90</b>
<b>1</b>	77,489	81,635	85,787	89,920	94,066	98,209
<b>2</b>	80,932	85,203	89,471	93,735	98,002	102,228
<b>3</b>	84,375	88,767	93,153	97,545	101,944	106,247
<b>4</b>	86,092	90,547	95,001	99,453	103,907	108,251
<b>5</b>	87,810	92,326	96,846	101,359	105,871	110,257
<b>6</b>	91,245	95,889	100,533	105,168	109,805	114,287
<b>7</b>	95,128	99,449	104,211	108,979	113,745	118,306
<b>8</b>	98,696	103,017	107,907	112,792	117,682	122,329
<b>9</b>	102,255	106,577	111,590	116,609	121,623	126,346
<b>10</b>	105,821	110,142	115,278	120,412	125,548	130,357
<b>11</b>	109,381	113,702	118,970	124,229	129,490	134,377
<b>12</b>	113,464	117,785	122,649	128,040	133,430	138,397
<b>13</b>	116,512	120,834	126,346	131,854	137,357	142,415
<b>14</b>	120,070	124,391	130,028	135,659	141,287	146,428
<b>15</b>	123,635	127,956	133,714	139,472	145,233	150,452
<b>16</b>	127,202	131,523	137,405	143,282	149,167	154,475
<b>17-22</b>	130,767	135,088	141,092	147,101	153,103	158,493
<b>23+</b>	134,322	138,644	144,782	150,906	157,032	162,511

Masters: \$1,486

Doctorate: \$1,468

## APPENDIX II

**WHEREBY**, the District and the CCT agree to the following middle school teacher leadership structure effective July 1, 2022 and terminating on June 30, 2023:

### **Department Chairpersons, District Chairpersons, Elementary Chairpersons**

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

### **Joint Department Chairs \$3600/\$5000 = \$4,300**

- I. English
2. Social Studies (including Library Media Specialists)
3. Math
4. Science
5. World Language
6. Counseling
7. Special Area 1 (Physical Education, Health & FACS)
8. Special Area 2 (Art, Music and Technology)

### **General job description for Joint Dept. Chairs include:**

- Meet with the appropriate assistant superintendent.
- Facilitate department meetings (PD days, joint faculty meetings, etc.)
- Coordinate, evaluate and improve curriculum
- Implement new or revised curriculum in the department
- Assist in the improvement of instruction in the department
- Coordinate scale orders for the department
- Serve as liaison for the department to the district office
- host meetings together with 7B/Bell by zoom or in person (ERO, SCD, Joint Onsite Faculty Meetings)

### **Middle School Grade Level Leaders**

1. Grade 5 - 1 per building - \$3600
2. Grade 6 - 1 per building - \$3600
3. Grade 7 - 1 per building - \$3600
4. Grade 8 1 per building - \$3600
5. Specials 1 per building - \$3600

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

Special Education Building Coordinator \$3600 each.

1. Bell
2. 7B

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

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