AGREEMENT BETWEEN

THE BOARD OF EDUCATION
OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT

AND

THE CHAPPAQUA ADMINISTRATORS' ASSOCIATION

2026-2027 through 2030-2031 SCHOOL YEARS

ARTICLE I – RECOGNITION

A. Recognition

The Board of Education of the Chappaqua Central School District ("Board") hereby recognizes the Chappaqua Administrators' Association ("CAA" or "Association") as the exclusive employees' organization representing the following positions:

High School Principal
Middle School Principals
Elementary School Principals
Assistant School Principals

for the purpose of negotiating collectively the determination of the terms and conditions of employment, negotiating collectively the determination of and administration of grievances arising under the terms and conditions of employment, and for the purpose of entering into written agreements in determining such terms and conditions of employment.

B. This Agreement shall remain in full force and effect for the period beginning July 1, 2026 and ending June 30, 2031, and may not be changed, altered, or modified during such period without mutual consent, in writing, of the parties hereto.

C. Any written request for modification must specify the article and paragraph to be amended and the exact wording proposed.

ARTICLE II – GRIEVANCE PROCEDURE

A. Step One

The aggrieved party shall discuss his/her/their grievance with his/her/their immediate supervisor in an attempt to adjust any matter in dispute prior to the filing of the written grievance. If the grievance is not resolved in this informal discussion, it shall be reduced to writing and presented to the grievant's immediate supervisor within five (5) school days after the date upon which the grievance arose.

Within five (5) school days after the written grievance is presented to the immediate supervisor, he/she shall render a written decision thereon, present it to the aggrieved, and forward a copy to the Association. The grievant shall be afforded an opportunity to have an oral hearing with his/her/their immediate supervisor in the presence of an Association representative within this five-day period. Failure of the grievant to avail himself/herself of this opportunity shall not act to delay the rendering of a decision.

In the event that the immediate supervisor of the grievant is not the Superintendent of Schools, then the decision of the immediate supervisor shall be reviewed by the Superintendent of Schools within ten (10) school days after it has been released to the grievant and the Association. The Superintendent shall no later than the end of this period, have an opportunity to alter, modify, reverse, or adopt the decision of any immediate supervisor.

The Superintendent of Schools shall be the final decision maker in any appeals brought pursuant to Article VII.

B. Step Two

If the aggrieved party is not satisfied with the written decision at the conclusion of Step One, he/she may, within ten (10) school days after receipt of this written decision, file an appeal with the Clerk of the Board of Education. This appeal shall contain copies of the written grievance filed at Step One and the reasons therefor. It shall also contain a statement from the aggrieved party of the answers for the appeal.

Within ten (10) days after receipt of an appeal, the Board of Education or a designated thereof shall hold a hearing on the grievance. The hearing shall be conducted in Executive Session and shall be open to any person not a party to the grievance.

Any grievant may have Association representation at this stage if he/she/they so desires.

Within ten (10) school days after the conclusion of the hearing, the Board of Education or its designee shall render a decision in writing on the grievance to the aggrieved party, the Superintendent of Schools, and the Association.

C. Step Three

If the Association is not satisfied with the decision at Step Two, it may, within ten (10) school days after receipt of the written decision, file an appeal to arbitration.

The appeal to arbitrate shall be filed with the Board of Education Clerk and the matter shall be set for hearing by both parties arranging to submit the case before one of the following three arbitrators, who shall be selected to the extent practicable on a rotating basis with due consideration given to their availability:

1. Howard Edelman
2. Carol Wittenberg
3. Jeffrey Selchick

The decision of the arbitrator shall be final and binding. The cost of arbitration shall be borne equally by the District and the Association. The cost of arbitration shall be borne equally by the District and the Association. Failure of any party to participate in the duly scheduled hearing in any stage of this procedure shall not delay the disposition of the grievance.

ARTICLE III – LENGTH OF YEAR

The work year for administrative positions existing as of the date of the execution of this Agreement shall be twelve (12) months with annual vacation of one month (23 work days) plus one school recess period. An administrator may accumulate up to 40 days of vacation time. No more than ten (10) unused vacation days may be carried over to the following year, of which no more than five (5) days may be accumulated (up to a total of 40) and no more than five (5) days may be at the following school year. A maximum of five (5) unused vacation days may be carried over into the next school year and be used for the purpose of parental leave to be taken within six months of the birth or adoption of a child. This provision shall apply to carry forward days from June of 2017 and each year subsequent thereto.

During the student instructional year, the administrators shall be entitled to the same paid holidays as are granted to District teachers.

For vacations to be taken during the months of July and August, administrators shall seek approval of their direct supervisor prior to July 1. For requests for vacation days during the school year or requests made after July 1 for July and August vacations, and for all personal day requests, administrators must seek the prior approval of their direct supervisor at least three work days prior to the proposed vacation or personal days. If the direct supervisor is unavailable, such request shall be made to the Superintendent or his/her/their designee. All requests shall be made in writing on a district provided form. (e.g. to AESOP)

Effective July 1, 2023, unit members may receive pay for up to five (5) unused vacation days from the preceding school year at the per diem rate of 1/240th of the preceding school year's annual rate of pay for each such day.

Effective with the summer of 2018, for the period commencing on the Monday following the last day of student attendance in June and through the Friday, one week preceding the beginning of student attendance in September, bargaining unit members shall work either from Monday through Thursday or Tuesday through Friday. Their regular duty hours shall begin at 7:30am. Paid vacation days taken on such workdays shall be charged at the rate of 1.25 days per day. The District reserves the right to reinstate the five (5) day summer workweek upon at least six (6) months prior written notice to the

Association President, effective with the summer of 2020 or any summer subsequent thereto.

As of July 1, 2026, unit members are required to take ten (10) of their vacation days between July 1st and August 31st of each year. This language does not apply to the non-aligned administrators.

If the District elects to close school for students as a "snow giveback day," unit members shall not be required to report to work and shall not be required to use a vacation or personal day.

ARTICLE IV – PROFESSIONAL COMPENSATION

A. Benefits and Salary Provisions for the 2026-2027, 2027-2028, 2028-2029, 2029-2030, and 2030-2031 School Years

The previous school year's base salary of each administrator shall be increased as follows:

2.5% effective July 1, 2026
2.5% effective July 1, 2027
2.25% effective July 1, 2028
2.25% effective July 1, 2029
2.25% effective July 1, 2030

B. Salary increases shall be calculated on the current base salary plus tenure stipend, where applicable. Longevity is part of salary but is excluded from the salary increase calculation.

C. The move to the next higher payment level will occur on July 1 of the year following the completion of the first year of that increment (i.e. an administrator who has completed 10 years of service in Chappaqua will begin receiving the 10-14 year longevity at the start of the 11th year). Longevities shall be payable as follows:

Years of Administrative Service in CCSD:

5-9 years: $5,500
10 years: $7,000
11-14 years: $7,500
15-19 years: $8,500
20 or more years: $9,000

D. In recognition of the growing gap between the lowest paid administrators and highest paid teachers, the Superintendent will continue to review this issue with particular attention to tenured administrators and consider such in making salary recommendations to the Board.

E. Assistant to the Assistant Superintendent for Human Resources Stipend:

1. Assistant to the Assistant Superintendent for HR - Elementary: Stipend of $6,000 per school year (July 1 through June 30).

2. Assistant to the Assistant Superintendent for HR - Secondary: Stipend of $6,000 per school year (July 1 through June 30).

3. The annual stipends will be paid on a quarterly basis.

4. These stipend positions shall be reposted every 2 years; provided, however, that an incumbent may be discontinued by the Board of Education from such appointment for cause or no cause at all at any time during his/her/their employment in such position.

5. The time committed to service in the stipend position is understood to have no effect upon the tenure area of employment of the bargaining unit member who serves in such capacity.

F. All salary payments shall be by direct deposit.

G. Unit members who facilitate or co-facilitate a district-level academic or social-emotional learning committee approved by the Superintendent of Schools shall receive a stipend of $125 per meeting. This language does not apply to the non-aligned administrators.

H. Unit members who supervise Saturday Detention shall be compensated at a rate of three hundred fifty dollars ($350) per three-hour session.

I. With the approval of the Superintendent, unit members may supervise a Saturday intervention program at a rate of three hundred fifty dollars ($350) per three-hour session.

ARTICLE V – BENEFITS PROGRAM AND MAINTENANCE OF STANDARDS

All conditions of employment and general working conditions shall be those standards in effect in the School System as of the prior school year, except as herein provided. This Agreement shall not be interpreted or applied in any manner which will in any way deprive administrators of professional and employment benefits or advantages heretofore enjoyed.

Except as required by this Agreement, the duties and responsibilities of administrators in any position in the negotiation unit will not be substantially altered or in any way increased, without prior negotiation with the Association.

It is expected that all duties and responsibilities covered in this Article will agree with the statement of duties and responsibilities that will emerge as the District codifies its policies. Any conflict between existing duties and responsibilities as now understood by the administrators and as these duties and responsibilities are stated in the policy code will be resolved through further negotiation before the policy code is adopted by the Board.

Any improvements to existing fringe benefits or to fringe benefits provided to the teaching staff of the District during the life of this Agreement shall automatically be extended to the administrative staff.

Further, the following additional benefits have been granted:

1. Life Insurance

   Existing coverage for Life Insurance is $150,000 district plan in addition to the $50,000 included in the CCTBF totaling $200,000 in coverage. Upon retirement, the administrator may purchase additional coverage under the policy, at any time, at the District's group rate.

2. Sick Leave

   An administrator shall be granted eighteen (18) sick days on July 1 of each school year, or on the first day of employment, which may be accumulated up to a maximum of 300 days. Sick leave days that exceed the maximum accumulation of 300 days may be used in the event of an illness or disability necessitating their use. An administrator who uses any portion of accumulated sick days for personal illness shall be entitled to full salary for up to and including the total days accumulated.

   Upon retirement, administrators will be paid $67.50 per day for unused sick leave up to a maximum of 300 days. 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.

In the event an administrator leaves district service prior to retirement after having completed ten (10) years of district service as an administrator, compensation for unused sick leave will be made based on the same formula as above. Any administrator with more than five (5) years experience in the School District, who is not yet of retirement age, can qualify for reimbursement of unused sick days if he/she writes a letter verifying that he/she will not be employed as an administrator in New York State for a period of three years following separation from the School District.

3. Personal Loss of Property

   The school district will consider claims for reimbursement from an administrator for loss or damage to personal property which occurred while on school property. In the event that such loss or damage may be covered under an administrator's personal insurance program, the District shall consider reimbursement of the difference between the actual amount of loss and his/her/their insurance coverage.

4. Severance

   Any non-tenured administrator who was previously a tenured teacher in the district shall be eligible for this benefit. The District will provide any tenured administrator whose position is eliminated through staff reduction with one month of severance pay and one month of medical insurance coverage for every two years of district service with a minimum of three months severance pay and insurance coverage and a maximum of five (5) months severance pay and insurance coverage.

5. Long-term Disability Program

   The District shall pay the premium for the agreed upon Long-term Disability Program for administrators.

6. Benefit Fund

   The District shall contribute to the CCT Benefit Fund for each active employee the same amount that it contributes for teachers.

7. Pay-out Options for Unused Vacation Days

   Any administrator, upon leaving district employment, shall be entitled to up to 40 previously recorded days of accumulated vacation as approved by the School Superintendent, remunerated at 1/240th of the current total salary for each day. Upon retirement, payment for accumulated vacation days will be paid in the form of an employer non-elective direct contribution into a Section 403(b) Tax Sheltered Annuity (TSA).

8. Retirement
    a. Notice of Retirement - Unit members shall be required to give notice of retirement via an irrevocable letter of resignation for the purpose of retirement no later than five (5) months prior to the date of retirement.
    b. Retirement Stipend - Full-time administrators who are planning to retire at the end of a school year who submit in writing to the Superintendent of Schools a letter of resignation for retirement purposes, at least six months prior to the date they will retire, shall receive a stipend of $2,500.00 following the Board's acceptance of their retirement. Or, for such notice, provided at least twelve months prior to the date they will retire, they shall receive a stipend of $3,500.00 following the Board's acceptance of their retirement.

        Retirement is defined as being eligible for retirement under the New York State Teachers' Retirement System and receiving a pension therefrom.

    c. Upon receipt of the notice of intention to retire, the District shall calculate the dollar value that the eligible unit member is entitled to receive in accordance with Article V, Sections 2, 7, and 8 of the CBA, for the contribution of accumulated unused sick and vacation days into a TSA and the retirement incentive up to applicable cap set forth in the CBA.
    d. The District shall calculate the dollar value that the eligible unit member is entitled to have paid as a non-elective employer TSA contribution in accordance with Article V, Sections 2, 7, and 8 of the CBA prior to the first contribution on or before December 31st of the school year of the final school year of employment.
    e. Effective on or before September 1, 2005, the District shall establish a tax sheltered annuity plan that meets the requirements of 26 U.S.C. Section 403(b) ("Plan") for the benefit of bargaining unit members.
    f. Thereafter, the District shall make non-elective contributions of the amount calculated directly into the 403(b) tax-sheltered account designated by the District for the benefit of unit members under the provisions of 26 U.S.C. Section 403(b) as set forth below:
    g. All unit members who qualify to retire pursuant to the criteria set forth in Article V Sections 2, 7, and 8 of the CBA shall be entitled to have made non-elective employer 403(b) TSA contributions for accumulated unused sick and vacation leave and retirement incentive in accordance with the following:

        (i) Eligible unit members who timely submit their letter of retirement shall receive an initial employer non-elective contribution into a designated 403(b) account established for the benefit of the retiring employee up to the maximum amount allowed by IRS Sections 403(b) and 415(c) on or before December 31 of the school year in which the employee shall retire.

        (ii) If the benefit to be paid to an employee would exceed the Section 415(c) cap, any amount over said cap shall be contributed as another District non-elective contribution into the designated 403(b) account for

the benefit of the employee up to the Sections 403(b) and 415(c) limits on or before December 31 of the subsequent calendar year.

(iii) If the employee still has benefits remaining after the District's initial two contributions, then the excess amount shall be paid as additional contributions up to the Sections 403(b) and 415(c) limit by December 31 of each subsequent calendar year up to an additional four years or until the excess benefits are exhausted.

(iv) No employer non-elective contribution shall be made on behalf of any employee after the fifth taxable year following that employee's retirement. If any excess benefits still remain after the employer's fifth year of non-elective contributions to the employee's account, then the remaining amount (the "excess benefits") shall be paid in a lump sum, at the time the District makes the fifth year non-elective contribution. The excess amount shall be considered income/wages under the IRS Code and be subject to immediate taxation.

h. No eligible unit member shall have the right of election to take the payment for accumulated unused sick and/or vacation and/or retirement incentive leave as cash.

i. Any disputes relative to the interpretation or application of this Memorandum of Agreement shall be resolved by application of the dispute to the American Arbitration Association in accordance with Article II Section "C" of the CBA. In such cases, the parties agree that any arbitrator to whom the dispute shall be submitted should be qualified as a C.P.A.

j. This MOA shall be subject to IRS regulations and rulings. Should any portion be declared contrary to law, then such portion shall not be deemed valid and subsisting, but all other portions shall continue in full force and effect. As to those portions declared contrary to law, the Association and Employer shall promptly meet and alter those portions in order to provide the same or similar benefit(s) which conform, as closely as possible, to the original intent of the parties.

k. Both the Employer and Employee are responsible for providing accurate information to the 403(b) Provider. This information includes both Elective and District Non-Elective Contributions and the amount of the employee's includible Compensation.

9. Contract Re-opener: Notwithstanding the provisions of Article V, if during the life of this Agreement the District negotiates an increase in contributions to health benefit premiums by the CCT, this contract will be considered reopened for purposes of collective bargaining.
10. Tenure Stipend: Effective July 1, 2026, any unit member who receives tenure will receive an increase of $5,000 to base salary.

11. Active Employee Health Premium Contributions: Effective July 1, 2026, bargaining unit members shall contribute towards the cost of health insurance premiums for individual or family coverage at the rate of 23.5% effective July 1, 2026, and 24.0% effective July 1, 2027.

    Notwithstanding the above, family health insurance premium contributions are subject to the application of the District's Spousal and Eligible Dependent Rule. All unit members who work less than 0.6 F.T.E. may participate in the District's health insurance plan by contributing one hundred percent of the premium cost for individual or family coverage.

    Retiree Health Premium Contributions: For retirements effective on and after July 1, 2009, unit members who have been employed in the district for ten years or more shall contribute towards premium costs at the percentage rate in effect five years preceding the date of their retirement.

    Unit members with more than five years of service to the district and less than ten years shall receive health insurance in retirement according to the following contribution rate:

    5 years – employee contribution – 25%
    6–9 years – existing administrator health insurance contribution rate at time of retirement

    Continued participation in dental, vision and long-term care insurance shall be available to retired members at the District's group rates.

12. Medical Opt-Out - The District shall provide a medical opt-out payment of one thousand five hundred dollars ($1,500) per year to unit members who decline District health insurance and provide proof of alternate coverage. The opt-out payment shall apply only if a total of eight (8) unit members decline District health insurance as of the start of the calendar year. This language does not apply to the non-aligned administrators.

13. Cell Phone Reimbursement - Unit members who elect to use a personal mobile phone for school business, in lieu of being issued a District-provided cell phone, shall be reimbursed four hundred dollars ($400) per school year.

14. Section 457 IRC Plan - The District has established, through New York State, a Section 457 IRC Plan.

15. Medicare Reimbursements - The District's sole obligation to reimburse unit members who retire and their spouses, where applicable, on or after July 1, 2020 shall be for Medicare Part B payment at the standard rate.

ARTICLE VI – PROFESSIONAL DEVELOPMENT

Members of the administrative staff shall be eligible for tuition reimbursement for up to eighteen (18) semester hours of graduate work annually, provided that the course work is directly associated with his/her/their professional assignment in their content or process. Course work may be applied for during either semester as well as during the Summer months.

Request for approval must be submitted to the Office of the Superintendent of Schools in advance of registration. The Superintendent shall review the appropriateness of any coursework (including the impact on the job responsibilities of the administrator) in consultation with the administrator's supervisor, with the determination as to the appropriateness of any such course work for reimbursement purposes under this provision to be at the sole discretion of the Superintendent of Schools.

In the event a unit member who has received tuition reimbursement voluntarily leaves the District, all courses taken within one (1) calendar year of the effective date of resignation and for which tuition reimbursement has been received shall be reimbursed to the District in the following manner.

The unit member shall be required to reimburse the District for seventy-five percent (75%) of monies paid by the District towards tuition for any courses taken within one (1) calendar year of the unit member's resignation. A repayment schedule, not to exceed a one (1) year repayment period, shall be agreed upon. If no agreement on a repayment schedule is reached, payroll deductions may be made to recover the sums owed. If the payroll deductions are insufficient to repay the entire sum owed, the District may pursue any remedy it has at law to obtain reimbursement.

Tuition reimbursement shall not exceed $12,500 per member per school year (July 1 – June 30).

In addition, there shall be an annual allocation of $10,000 for the purpose of professional development of administrative staff. Any administrator wishing to pursue funding under this item must submit a written plan for personal/professional development to the Superintendent of Schools. All applications will be reviewed by the Superintendent of Schools.

The criteria for awards shall be upon the sole discretion of the Superintendent of Schools and shall be subject to review under the provisions of this Agreement. The Superintendent shall be entitled to initiate programs and make awards under this Article.

Effective July 1, 2026, the tuition reimbursement provision shall sunset and shall no longer apply to unit members, except to unit members who, prior to January 29, 2026, have received tuition reimbursement from the District and are currently enrolled in a degree-granting program.

ARTICLE VII – PERFORMANCE APPRAISAL PLAN

The Performance Appraisal Plan language from the prior agreement shall remain in full force and effect unless otherwise modified by mutual agreement.

ARTICLE VIII – ASSOCIATION PRIVILEGES

The Association Privileges language from the prior agreement shall remain in full force and effect unless otherwise modified by mutual agreement.

ARTICLE IX – LEGISLATIVE AUTHORITY

Requirements of Legislative Approval: It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of the law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has given approval.

SO AGREED this 8 day of September, 2026, subject to ratification by the Chappaqua Central School District Board of Education.

Superintendent of Schools President, Chappaqua Administrators' Association