

AGREEMENT

between

**THE BOARD OF EDUCATION OF THE
PUBLIC SCHOOLS OF THE TARRYTOWNS
and**

TEACHERS' ASSOCIATION OF THE TARRYTOWNS

July 1, 2025 through June 30, 2027

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ARTICLE I - PREAMBLE

Recognizing the duties involved in providing an excellent education for the youth of the Tarrytowns, the Board of Education of the Public Schools of the Tarrytowns and the Teachers' Association of the Tarrytowns intend to continue to work together to develop the atmosphere and opportunities in which the desire for learning shall be fostered. Therefore, we jointly enter into this contract.

ARTICLE II - RECOGNITION RESOLUTION

The Board of Education of the Public Schools of the Tarrytowns having determined that the Teachers' Association of the Tarrytowns is supported by a majority of the teachers in a unit composed of all professional, certified personnel except the Superintendent, Assistant Superintendent, Assistant Superintendent for Business, Director of Pupil Personnel Services, Principals, Assistant Principals, Director of Health, Physical Education and Athletics, and Director of Human Resources hereby recognizes the Teachers' Association of the Tarrytowns, Local 3049, AFT, AFL-CIO, NYSUT and NEA as the exclusive negotiating agent for the personnel of such unit. The term of this agreement is from July 1, 2025, through and including June 30, 2027. The T.A.T. unit shall have unchallenged representation status for the maximum period permitted by law on the date of this agreement.

ARTICLE III - ASSOCIATION RIGHTS

A. Organizational Security Provisions/T.A.T. Office

1. The Superintendent shall make every effort to provide office space for the T.A.T.
2. The Association and its representatives shall have the right to use the school building at reasonable hours for meetings.
3. The Association shall be allowed reasonable use of the following equipment items that are located in the schools: computers, photocopiers, printers, calculating machines, fax

machines, and other multimedia equipment. Cost of materials shall be borne by the Association, and requests are subject to the availability of the equipment.

4. There shall be one (1) bulletin board in each school building that shall be placed in the faculty lounge for the posting of matters pertaining to the Association's business.

5. The Association may use the inter-school mail service, teacher mailboxes, and the e-mail system for communications to teachers. Announcements of meetings may be listed in school activity bulletins, and the public address system may be used for announcing the date, time, and place of the meetings during non-school hours.

6. Duly authorized representatives of the Association and their affiliates shall be permitted to transact official organization business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

7. The use of school facilities is subject to the Board's approval through its delegated representative responsible for these facilities, and this approval shall not be unreasonably withheld.

8. The Board of Education and/or the administration shall not discriminate against any individual by reason of membership or Association activities.

B. Time for Negotiations and Grievance Processing

1. If negotiation meetings between the Board and the Association are scheduled during the school day, the representatives of the Association shall be relieved from all regular duties necessary to permit their participation in such meetings. Such relief from duty shall not involve any loss of pay.

2. When it is necessary, pursuant to the Grievance Procedure, for any representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing, he/she shall be released without loss of pay as necessary in order to permit participation in the foregoing activities.

C. Budgetary and Statistical Information

1. The Board agrees to furnish to the Professional Negotiating Committee of the Association, in accordance with its reasonable request, information relative to the financial resources, budgetary information, statistics, and information relative to salaries, hours, and other terms and conditions of employment of teachers which is reasonably necessary for the Association to carry out its function as negotiating agent, provided that such information is readily available to the Board.

2. A copy of the official agenda for each Board meeting shall be given to the Association prior to each Board meeting. The Association shall be given the unofficial minutes of official Board meetings as soon as possible after such meetings.

3. The Association shall be provided with copies of the Board's personnel policies and Rules and Regulations and with copies of any changes in/or Amendments thereto.

D. Administration of Association Duties

1. The administration shall relieve the Association President for those supervisory duties normally assigned to teachers. In addition, provided the Association President is a secondary (6-12) unit member, the Association President shall receive 0.2 FTE release time per year to carry out Association duties. Notwithstanding the above, if the Association President receives release time due to other assigned duties (e.g., Department Chairperson), and the total amount of release time that the President receives (between the release time received for the other assigned duties and the .2 FTE release time for being the Association President) equates to more than a .6 FTE, then the President shall not receive any additional release time for being the Association President. Non-instructional time of the President shall be scheduled cooperatively by the Building Principal and the Association President.

2. The Association, in cooperation with the administration, shall provide coverage for the supervisory duties of the members of the Negotiating Committee during periods of time the Association deems necessary.

ARTICLE IV – SALARY

A. Salary Schedules and Salary Policy

1. The salary schedule is annexed to the Contract as an Appendix. Personnel covered by this Contract shall be paid bi-weekly on Thursdays. When a payment date falls on a holiday, the payment shall be made on the last school day preceding the holiday. The District reserves the right to change to a semi-monthly pay schedule through direct deposit for all unit members upon reasonable notice to the Association and unit members.

a). Effective July 1, 2025, steps 1-16 of the 2024-2025 salary schedule shall be increased by 1.85%, and Step 17 shall be increased by 2.00%.

b). Effective July 1, 2026, steps 1-16 of the 2025-2026 salary schedule shall be increased by 1.85% and Step 17 shall be increased by 2.00%.

2. Credit for previous teaching service shall be at the discretion of the Superintendent.

3. BA Schedule: This shall be applicable to teachers who hold valid certification pursuant to the provisions of the Education Law.

4. MA Schedule: This shall be applicable to teachers who have earned a Master's degree from an accredited institution.

5. MA + 20 Schedule, MA + 40 Schedule, MA + 60 Schedule: Shall be applicable to teachers who have earned 20, 40, or 60 graduate or in-service credits, respectively, of approved study beyond the Master's degree.

6. PD, PD + 15, PD + 30 Schedule: Shall be applicable to those teachers who have earned a Professional Diploma, 15 or 30 graduate or in-service credits respectively of approved study beyond the Professional Diploma. Persons not actually enrolled in a PD program prior to July 1, 1978, shall not be allowed access to that column for the life of the agreement. All persons who have achieved placement on the PD, PD + 15, or PD + 30 columns prior to July 1, 1978, shall be entitled to remain on those columns.

7. Doctorate Schedule: This shall be applicable to teachers who have earned an Ed.D. from an accredited institution in the field of Education or a Ph. D in an academic area specifically related to their teaching assignment.

8. Each salary increment to which a teacher may hereafter become entitled shall accrue on July 1 of each school year except as provided by law.

9. A teacher advancing from one schedule to another shall be advanced one step beyond that on which he/she was entitled to be placed during the preceding school year. When a teacher who has spent more than one year on the maximum step of a schedule meets the requirements for movement to the next schedule, he/she shall be placed on the step to which his/her years of service in the district entitled him/her.

10. All increments shall be automatic, provided however the Board may upon recommendation of the Superintendent and after affording such teacher an opportunity to appear before the Board to be heard, withhold one or more further increments from such teacher.

11. A system of extra pay for extra work shall be maintained based on the stipend position schedules outlined in Appendix C for the duration of the contract.

12. It is not possible for the credit criteria to cover all areas of request for course approval. While Administrative approval is required for all courses, the criteria set forth shall be used as a guide for those areas listed below. Courses must be from an accredited degree-granting institution on the graduate level or must be approved in-service courses. Salary credit shall be granted with prior administrative approval for:

- a) Courses in teaching methodology.
- b) Courses related to the applicant's assignment.
- c) Courses prescribed by permanent certification requirements in the teaching assignment currently held by the applicant.
- d) Courses prescribed by a college for a degree as determined by proof of matriculation where the degree or courses are in the applicant's field of assignment.
- e) In-service courses.
- f) Courses requested by the Administration for the improvement of the teacher.

13. Salary credit shall not be granted for:

- a) Correspondence and TV courses.
- b) Courses in adult or continuing education.
- c) Courses leading to a new profession outside the field of education.
- d) Courses for which a passing grade was not received.
- e) Courses for which prior approval was not requested and in the District office at least three (3) days prior to the opening session of the course.
- f) Courses that duplicate previously taken courses
- g) Courses which are not properly documented by official transcripts.

14. In order for a teacher to transfer from one salary schedule to the next, he/she must provide the Assistant Superintendent with official transcripts of his/her academic work. New credits shall be paid only on September 1 and February 1 of each year and only for work completed in the prior semester or previously approved. Completion of the course must be verified by the College or University or by the organization/person sponsoring an approved in-service course.

15. Teachers shall only be allowed to move between lanes on the salary schedule once every seventeen months.

16. School counselors, school social workers, and school psychologists shall receive a five (5%) percent salary differential for extra work and time on a daily and annual basis as scheduled by the Administration. Their work year shall be September 1st through June 30th, but they may be relieved from reporting to work prior to the beginning of school and/or remaining beyond the last day of school if their building principal deems that this is not necessary to complete their professional responsibilities.

17. Speech Language Pathologists shall be required to report to work five (5) workdays prior to the first day that teachers are required to report to work at the beginning of each school year and shall receive a 2.5% salary differential for such time.

18. The Superintendent or his/her designated representative may assign additional graduate or in-service course requirements to teachers where, in the opinion of the District, such course work is necessary for professional growth, to correct teacher deficiencies, or provide for instruction in changing areas within the teacher's assignment, and where counseling has failed to achieve participation of said teacher in additional course work. Any such assignment shall be scheduled to meet the individual teacher's own prior commitments, provided that the teacher makes available the time necessary to alternately schedule the available course. Any such additional graduate or in-service courses shall be compensated for at the rate of tuition only. No more than one course equaling 3-4 credits shall be required during any given school year. With the exception of personal illness or emergencies, teachers shall be expected to attend all scheduled sessions and complete the course. Teachers who fail to comply shall be required to reimburse the District for the cost of the course.

19. Longevity:

a) For teachers hired prior to July 1, 2012, longevity shall be calculated using years of service in education. For teachers hired on or after July 1, 2012, to June 30, 2015, years of service for longevity purposes shall be based upon years as credited and verified by the Teacher Retirement System. For unit members commencing service on or after July 1, 2015, years of service for longevity purposes shall be based upon years of District service only.

b) Longevity Steps shall be as follows:

Longevity steps shall be as set forth in Appendix A

c) Regular Longevity payments shall be automatic and not based upon performance. Enhanced longevity payments shall be paid to eligible teachers who have met performance criteria for enhanced longevity, in the prior school year as follows:

1) Teacher must be “in good standing” defined as having an “Effective” or “Highly Effective” composite evaluation rating.

2) Effective July 1, 2022, and for the duration of the contract, until June 30, 2027, the Enhanced Longevity Language set forth in this subsection (c)(2) shall be in effect, and the language set forth in subsection (c)(3) shall not be utilized for the duration of this contract.

3) Enhanced longevity shall involve active participation in uncompensated school activities that have a direct impact on District students and families that occur outside of the contractual school day for a minimum of twelve (12) hours per school year. All activities shall be preapproved by the supervising Principal and must identify how the participation in the proposed event has a direct impact on District students and families. Examples include, but are not limited to:

- a. Committee work.
- b. School events and activities outside of the school day (not including contractually required athletics events or activities).
- c. Student trips extending beyond school hours by design.
- d. Providing student tutoring/extra help outside of the workday.
- e. Offering additional office hours for direct contact with students (not including the contractually required office hours).
- f. School Board Presentations

This language set forth in subsection (c)(2) shall sunset upon the expiration of the contract.

4) Enhanced longevity shall involve active participation in uncompensated school activities involving direct service to students, families, and/or community outside the contractual school day for a minimum of twelve (12) hours per school year. All activities shall be preapproved by the supervising Principal. Examples include, but are not limited to:

- a. Committee work
- b. Events and activities outside the school day (not including contractually required athletics events or activities)
- c. Student trips extending beyond school hours by design
- d. School Board presentations
- e. Community events

5) Enhanced longevity shall be paid in a lump sum at the end of the school year of eligibility. The payment shall be contingent upon the submission of evidence of participation that has been pre-approved by the supervising principal. All evidence of pre-approved participation must be submitted by June 30th.

6) Denial of requested approval for eligible uncompensated activities may be appealed to the Superintendent. The Superintendent's decision shall be considered final.

20. Travel: Personnel covered by this contract who are required by the Superintendent of Schools to use their automobiles in the exercise of professional assignments shall be compensated for travel at the rate established by the Board upon submission of proper claim forms to the Business Office.

21. Tenure Acknowledgement: Effective for those granted tenure, a one-time non-recurring off-schedule tenure acknowledgment shall be paid to those unit members granted tenure as follows: Teacher - \$500; Teaching Assistant - \$250. Such payment will be made in the first payroll period following the effective date of tenure.

B. Dues Deduction

1. Dues shall be deducted from the salaries of employees for the Teachers' Association of the Tarrytowns, as said teachers individually and voluntarily authorize the Board to do. These monies shall be forwarded promptly to the T.A.T. Teacher authorizations shall be in writing.

2. Withdrawal of payroll deduction must be made in writing to the District's business office in accordance with the terms of membership set forth on the membership enrollment form that has been individually signed and presented to the District. The District must notify the Association within five (5) business days of receipt of an employee's withdrawal of payroll deduction. If unforeseen circumstances reasonably prevent the District from providing notice to the Association within five (5) business days, such notice will be extended to one (1) business day from the conclusion of the unforeseen circumstance.

3. Deductions shall be made for professional staff members participating in tax-sheltered annuity programs. Tax-sheltered annuities shall be continued as allowed by law and as heretofore provided for. The Teachers' Association of the Tarrytowns shall designate carriers to serve as a forwarding agent for all participants. Deductions shall be made for professional staff members who wish to purchase United States Savings Bonds. All professional staff members of the Public Schools of the Tarrytowns are eligible for membership in the Hudson River Teachers'

Federal Credit Union. A payroll deduction amount for each individual shall be taken upon receiving written authorization to do so.

C. Extended School Programs

1. Summer School:

a) Teachers from within the system and from within the subject area appropriate to the course being offered in the Summer School shall be given first preference.

b) The teachers of the Summer School shall be paid at the hourly rate of sixty-five dollars (\$65).

c) It is expected that all staff members shall:

1) Work one full day prior to summer school.

2) Report at least fifteen (15) minutes before the Students and leave no less than 10 minutes after students leave.

3) Work one full day after students have finished, completing necessary evaluations.

d) The staff of the Summer School shall be allowed two (2) days of absence on a non-cumulative basis without loss of pay for reasons of personal illness or death in the family.

e) The Board may impose a minimum student enrollment to determine which courses may not be offered.

2. High School Academy Program:

a) Teachers from within the system and from within the subject areas appropriate to the course being offered in the shall be given first preference.

b) Teachers of the Academy shall be paid a stipend of \$5,500 to teach a course for the full term of the Academy.

c) The course hours shall be the same as they are for courses taught during the regular school day.

d) The program shall only be offered during the second semester of the school year.

e) The administration may impose a minimum student enrollment to determine which courses may be offered.

f) The administration reserves the right to offer the Academy based on availability of grant funding.

3. After-School Program:

- a) Teachers from within the system shall be offered first preference.
- b) Teachers and teaching assistants serving as teachers shall be paid at a rate of forty dollars (\$40) per hour.
- c) Teaching assistants shall be paid at a rate of thirty dollars (\$30) per hour.
- d) Site Coordinators shall be paid at a rate of forty-five dollars (\$45) per hour.

D. National Board Certification

Teachers who complete the certification process of the National Board for Professional Teaching Standards shall be entitled to an additional stipend of one thousand dollars (\$1,000) per year over base salary. Teachers completing alternative and equal credentialing by other recognized certification boards shall be given the same stipend. The Superintendent shall determine the validity of the alternative program.

E. Miscellaneous

1. The advisors for the Science Research Program and the chaperones for the 8th Grade Washington D.C. trip shall receive \$100 per night for any overnight supervision of students.

2. Unit members who are assigned by the District to supervise District students at an overnight sporting event will be eligible for the overnight chaperone pay, provided they submit a timesheet setting forth the date and time the overnight sporting event occurred within two weeks following the event.

F. Adult Education

Teachers from within the system shall be given first preference, provided their qualifications are equal to non-district applicants.

G. Fringe Benefits

1. Insurance Costs

a) Effective June 30, 2025, the District shall pay 82.50% of the cost of health insurance for all members working 20 hours a week or more, and those members of the unit shall pay 17.5% through normal payroll deductions.

b) Effective June 30, 2026, the District shall pay 82.25% of the cost of health insurance for all members working 20 hours a week or more, and those members of the unit shall pay 17.75% through normal payroll deductions.

c) Effective June 30, 2027, the District shall pay 82.00% of the cost of health insurance for all members working 20 hours a week or more, and those members of the unit shall pay 18.00% through normal payroll deductions.

2. The District shall have the option to substitute health insurance of equal or greater value than offered by the current carrier. Pending a change, the T.A.T. shall be given a complete proposed contract from the new carrier. Any dispute pertaining to whether the benefits are of equal or greater value shall be subject to binding arbitration as per Article VIII Section E of this Agreement.

3. Any teacher currently enrolled in the District's health insurance plan or beginning work in the district commencing with the first school day in September and covered under health insurance of another party who can demonstrate such coverage may elect to waive district health insurance coverage, and take, in lieu thereof, on an annual basis of one thousand (\$1000) dollars. Such buyout stipend shall increase if the number of teachers electing to waive coverage increases in number as follows:

<u>Number of Unit Members Opting Out</u>	<u>Buyout Stipend</u>
0-38	\$1,000
39-42	\$2,000
43-46	\$3,000
47 and above	\$4,000

This increase must be maintained throughout the duration of the academic year in order to receive the increased waiver amount. The waiver must be received by October 15th each year. Any teacher currently receiving a waiver from the district health insurance plan shall continue to be eligible. New staff members beginning after September 1st in any year who wish to waive the district's health insurance under this section may do so and receive a pro-rata share for the first year.

4. Regarding dental insurance, the district shall pay the full cost as of June 30, 1984. All increases occurring after that date shall be shared between the parties at the rate of eighty (80%) percent payable by the District and twenty (20%) percent payable by the participating teachers.

5. Effective July 1, 2022, the District will reimburse unit members for up to \$200 for optical expenses per year. In order to receive such reimbursement, unit members must provide the District with itemized receipts.

6. The current life and disability insurance shall continue at the rates in effect June 30, 1984.

7. Retired professional personnel shall continue to receive coverage by the Board of Education for health insurance, as follows:

a) In order to be eligible to receive health insurance into retirement, unit members must retire from the District into the New York State Teachers Retirement System.

b) Effective July 1, 1998, only teachers retiring with ten (10) or more years of service in the District shall be eligible for health insurance during retirement.

c) For all unit members commencing service on or after July 1, 2015, eligibility for health insurance during retirement shall be based upon length of service in the District as follows: For retiring teachers with ten (10) to fifteen (15) years of service in the District upon retirement, the retiring teacher must contribute fifty percent (50%) of the health insurance premium for his/her health insurance coverage. For retiring teachers with fifteen (15) years of service in the District upon retirement, the retiring teacher must contribute the same percentage of the health insurance premium for his/her health insurance coverage as in effect for active unit members at the time of retirement.

d) Unit members hired on or after July 1, 2022, shall be eligible for health insurance during retirement, provided they retire from the District into the New York State Teachers Retirement System, and shall be based upon the length of service requirements in the District as follows:

For retiring teachers with 10-15 years of service in the District, upon retirement, the retiring teacher must contribute sixty percent (60%) of the health insurance premium for his/her health insurance coverage,

For retiring teachers with 15-20 years of service in the District, upon retirement, the retiring teacher must contribute thirty percent (30%) of the health insurance premium for his/her health coverage.

For retiring teachers with twenty (20) years of service in the District, upon retirement, the retiring teacher must contribute the same percentage of the health insurance premium for his/her health insurance coverage as in effect for active members at the time of retirement.

H. Professional Courtesy

Professional staff members shall have the option to have their children enrolled in the Public Schools of the Tarrytowns at no cost to the parent/guardian.

I. Cafeteria Plan

The District shall implement a cafeteria plan in accordance with the provisions of §125 et seq. of the Internal Revenue Code.

ARTICLE V—TEACHING LOAD/RELATED CONDITIONS OF EMPLOYMENT

A. New Teachers

New teachers shall be required to attend two- and one-half days (2 ½) of in-service during the summer prior to beginning work in the district. These days shall be scheduled by the Superintendent and shared with the T.A.T. President. New teachers shall also be required to attend after-school school orientation meetings throughout the school year.

B. Teaching Day

Each spring, professional staff members in each building shall meet with their principal to determine the supervisory requirements necessary for their buildings and the students' day for the coming year.

1. Length of School Day - All school personnel are expected to arrive at school each day in time to attend to preschool duties and to remain after school to help pupils, to attend professional meetings, to have conferences with parents, and to participate in those activities that are an out-growth or adjunct of the instructional program. Beyond these considerations, teachers shall not be bound to specific duty hours. Individual teachers who are required to perform supervisory responsibilities regularly beyond those indicated above shall be remunerated at ten (\$10) dollars per hour.

2. Class Periods and Sessions - A principal and his/her staff are in the best position to determine the appropriate utilization of human and material resources within their building so as to serve the best interests of their students. Teachers shall participate with their principal in decisions related to these considerations. All assignments in this section are exclusive of the duty-free lunch period and shall be made within the following parameters:

a) Elementary teachers in grades K-5 shall have an average of one (1) full and continuous planning period per day, and every effort shall be made for a regular distribution of these periods. Elementary teachers shall have a six and three-quarter ($6\frac{3}{4}$) hour working day.

The District shall make every effort to assign no more than two and one half ($2\frac{1}{2}$) hours without a break.

b) In the elementary grades, teachers who are assigned to class groups shall teach twenty-eight and three quarter ($28\frac{3}{4}$) hours per week.

- The maximum number of class assignments for teachers with K-5 physical education, music, and art assignments (hereafter referred to as “specialists”) shall not exceed the equivalent of twenty-seven (27) 45-minute class periods per week. In unique and extraordinary circumstances, if the number of sections to which a specialist is assigned increases to 28 in a given year in the tenure area, with approval of the TAT, an assignment of 28 class periods may be permitted for that year. For a specialist assigned to 30-minute PE classes, the maximum number of PE class assignments shall not exceed 40 per week.
- In the event of a specialist’s assignment is shared between the elementary and secondary levels, the assignment representing the greatest percentage of their work week shall govern their instructional and duty assignment schedule.

- Specialists can be given the equivalent of a one-period duty assignment per day or, at the request of a specialist and subject to the approval of the administration, an informal assignment related to the specialty area of the specialist that does not require maintenance of individual student records and other such responsibilities typically associated with a regular class assignment. No duty assignment shall be required on days when the number of grades 1 to 5 specialist assignments exceeds five (5) or the number of kindergarten PE assignments exceeds eight (8).

c) At the middle and high school levels, each teacher shall have an average of one individual planning period per day in addition to a duty-free lunch period.

d) Teachers in grades 6-12 shall be assigned twenty-five (25) teaching periods per week. If the length of periods changes, the number of teaching periods shall be adjusted commensurate with this change.

e) Teachers in grades 6-12 shall be assigned a workday that extends from either period 1-7 or periods 2-8, inclusive of one prep period, one duty period, one lunch period, and fifteen minutes of office hours.

f) At the secondary level, one (1) hour and fifteen (15) minutes per week shall be included in the school day in order to provide direct student contact. Using an office hour model, the time can be constructed in a flexible manner, established by the teacher, and approved by the Principal. One of the scheduled sessions must be thirty (30) minutes in length. Office hours are to be posted at least one (1) week in advance.

g) Department chairpersons who are appropriately certified shall be compensated and shall be given supervisory time, both commensurate with the functions they are expected to perform as follows: (appropriate certification refers to supervisory time only):

	Release	Stipend
English	0.6	\$ 12,600
Math	0.6	\$ 12,600
Social Studies	0.4	\$ 10,500
Science	0.4	\$ 10,500
Art	0	\$ 4,200
Music	0	\$ 4,200
PE/Health	0.1	\$ 8,400
Guidance	0.4	\$ 10,500
Special Education	0.6	\$ 11,025
ESL	0.3	\$ 9,000
World Language	0.3	\$ 9,000
Technology	0.4	\$ 10,500

Effective July 1, 2022, upon completion of 15 years as a department chairperson, such individual will receive a recurring Longevity payment of \$1,000 each year the unit member continues to be a department chairperson. Upon the completion of 20 years as a

department chairperson, such individual will receive a recurring Longevity payment of \$2,000 for each year the unit member continues to be a department chairperson. Such Longevity payments are non-cumulative.

h) Chairpersons who have the appropriate administrative certification and who are requested to conduct observations by the Building Principal or his/her designee may conduct formal observations in accordance with the District's APPR plan under the following conditions:

- Chairpersons will only conduct unannounced observations and will be required to complete any reports, write-ups, meetings, or forms, as required by the District's APPR plan, including complying with any required time limits;
- Chairperson will only be assigned to observe teachers within their department (tenured or nontenured);
- A Chairperson can only be used to conduct 1 observation, per assigned teacher, per year;
- If a Chairperson is going to give the teacher an overall rating of something that is less than Effective, the Chairperson will not be required to draft the formal observation/report or write-up, and such observation shall not count towards an unannounced observation required by the District's APPR plan. However, notwithstanding any provision in the District's APPR plan to the contrary, the District will be permitted to conduct another unannounced observation of that teacher as if the prior unannounced observation conducted by the Chairperson had not occurred;
- If a Chairperson's observation will result in an overall rating of an Effective or High Effective, such observation shall count towards that teacher's required APPR observations;
- Chairpersons may be required by their Building Principal to conduct up to 4 observations per year, however, Chairpersons can voluntarily agree to observe more than 4 observations per year.
- Chairpersons will receive \$75 per observation conducted (which shall include the time it takes to complete any and all write-ups, reports, meetings, forms, or any other requirements set forth in the District's APPR plan). Chairpersons will be required to submit a timesheet indicating the date the observation was conducted and the name of the teacher at the end of each semester during the school year.

i) 6-12 special education teachers, psychologists, speech pathologists, and social workers shall have a minimum of two duties a week scheduled to be used for SPED/PPS duties.

However, only if necessary, the District may in its sole non-grievable discretion, direct such individuals to assist in supervising during such duty periods.

j) No teacher assigned to more than one building shall have extra duties. Staff assigned to more than one building shall be allowed transition time between scheduled assignments when they are required to travel between buildings. Middle and High School shall be considered one building.

k) Music teachers responsible for instrumental music groups which meet outside the school day shall be exempt from homeroom and extra duties.

l) When administrative or educational needs require that a classroom teacher teach more than those considerations in the above a-g, there shall be immediate review of each such assignment by the Superintendent with the classroom teacher and principal involved along with representatives of the Association to the end of determining that such assignment is not arbitrary or capricious and that such assignments are equitably distributed. When a classroom teacher has been assigned more than the maximum teaching assignment, he/she shall receive extra compensation at the rate of 1/6th for elementary and 6-12 teachers of his/her base salary per class regularly taught.

m) Independent study responsibility, in addition to a full teaching assignment, shall be voluntary.

3. Every effort shall be made to schedule no more than three (3) consecutive assignments in the secondary schools, except where it serves the best interest of the program and/or at the specific request of the teacher. However, teachers may be assigned two (2) consecutive ninety (90) minute block periods.

4. Notwithstanding the above, in the event the District implements a modular or flexible schedule, the District reserves the right to alter the schedule of any teacher to provide for flexible or modular scheduling. In such instances, teachers shall be guaranteed that lunch periods and preparation time shall be continued at levels heretofore provided.

5. Lunch Period - All teachers shall have at least thirty (30) minutes of duty-free time for lunch. A teacher may leave his/her building during his/her duty-free time.

6. Other Periods

a) Time not assigned to a class or other duties shall be for preparation, conferences, and other related professional activities. A teacher may leave his/her building during such periods upon notifying the school secretary, providing he/she has no prior professional commitment. Unit members who have a preparation period during the first period of their day or the last period of their day are expected to be in the building when their preparation period begins and ends. Such teachers are not permitted to arrive late to school or leave early from school unless they receive preapproval from their Building Principal to do so.

b) Where teachers are involved in cooperative teaching situations, every effort shall be made to make their planning period a common one.

7. "Covering" or "Doubling-up" of Classes - Members of this unit shall not be directed to cover another teacher's assignment or to handle a double class, except in an emergency. An emergency shall not exist beyond two consecutive hours/periods. As such emergencies arise, the duty of covering another teacher's assignment or handling a double class shall be distributed among teachers as equitably as possible without regard to departmental lines. In any situation where a member of this unit is asked to cover or double up a class, such member shall be compensated at the rate of thirty-five dollars (\$35) per period. A payment form may be obtained from the school secretary. This shall also apply to Assistants to the Principal in the elementary schools. A student teacher is not to be considered a teacher in such cases.

8. Building meetings such as grade level, departmental, and staff shall be held for specific purposes and shall not occur with such frequency as to become burdensome.

9. Meetings for faculty shall be scheduled on Wednesdays by the administration, four (4) times monthly, approximately one-hour in duration.

a) One (1) meeting shall be the traditional faculty meeting.

b) One (1) meeting shall be used for faculty, department, grade level, team meetings, and/or professional development.

c) Two (2) meetings shall be used for teacher-to-teacher collaborative planning time before and/or after school. In the spirit of collaboration, the principal, with input from the teachers, shall establish the times for collaborative meetings. The dates and times for the first semester meetings shall be posted in September. The dates and times for the second-semester meetings shall be posted in January. The Principal/Assistant Principal has the right to participate in these meetings and to ensure that the meeting time is being used for productive collaborative planning.

d) Prior notice of meetings must be given.

10. There shall be one parent conference night every year, lasting approximately two (2) hours in length in each building. This night is in addition to the traditional open school night. At the secondary level, an additional parent conference night of approximately two (2) hours in length shall be held.

11. At the elementary level, there shall be one (1) evening activity assignment per year. Participation in the activities shall be secured by members using a sign-up sheet provided by the Principal. Additional guidelines shall be determined on a building-by-building basis to ensure assignments are made in a fair and equitable fashion.

12. Release time

- Special education teachers in grades K-5 and Speech and Language Therapists shall have three (3) days of release time, which may be used fractionally, to be used for evaluations, reports, and team meetings.

13. Staff Development

a) Secondary school teachers shall be allocated staff development, staff planning, and/or curriculum development time during final examination week. For each day a Regents examination is scheduled, one-half hour shall be used for staff development, staff planning meeting, and/or curriculum development during regular school hours.

b) Elementary teachers' schedules during the last three (3) half days shall be planned after discussions between the T.A.T. and the administration.

C. Teaching Assignments

1. All teachers shall be notified by June 1 of the subjects to be taught, the number of classes, and the grade level to be taught during the following school year. All such assignments are subject to change due to emergencies that may arise after June 1.

2. Transfer of personnel from building to building or from one level to another level shall occur only after consultation with the teacher involved.

3. Teachers shall participate in the placement of students.

D. New Positions & Job Vacancies

1. Notices of all vacancies, including overage assignments, shall be posted on all bulletin boards of each school and through the e-mail system.

2. The notice shall include the job title and a description of the job duties, including any specific qualifications and necessary skills.

E. Calendar

1. A calendar committee composed of three (3) teachers, two (2) non-instructional staff members, two (2) administrators, and two (2) community people shall develop a calendar to be recommended to the Board of Education for adoption at one of its April meetings.

2. Any specific calendar limitation for the following year should be communicated by the Board of Education to the committee by January 30th of each year.

3. After agreement has been reached between the Board of Education and the Teachers' Association of the Tarrytowns on the teachers' working year, the additional days of the teachers' responsibility shall be included within the student calendar, which shall then be placed in the contract for that year.

F. District Committees

1. Steering Committees

a) The Steering Committee composed of an equal number of representatives of the faculty and administration shall be created to serve as a steering committee that shall be in

continuous operation to discuss and evaluate any and all matters of mutual concern. The Steering Committee shall evaluate the effectiveness of changes and make recommendations to the Superintendent concerning the implementation of programs and, if desired, thereafter, to the Board.

b) The Steering Committee shall also supervise and coordinate workshops, curriculum development, and in-service courses by instituting a sub-committee or appointing an individual to be responsible for those tasks necessary for the accomplishment of those goals determined by the Steering Committee. All sub-committees shall be composed of an equal number of members of the faculty and administration. Such sub-committees shall be created on the mutual agreement of both sides of the Steering Committee. The Steering Committee shall have six (6) members from each side, but four (4) members from each side shall be necessary to constitute a quorum. The minutes of each Steering Committee meeting shall be provided to all professional staff members for their next monthly building meeting.

2. Workshops

a) The need for summer workshops shall be determined and coordinated by the Steering Committee and recommended yearly to the Superintendent for processing to the Board.

b) Teachers participating in said workshops shall be informed of the full scope and implication of the workshop program and their responsibilities in its implementation and incorporation within the school program. The teachers in the workshop shall prepare a brief summary report to be submitted to the Steering Committee and then forwarded to all buildings.

c) Each teacher participating in a District workshop shall be paid the per diem rate of the B.A. salary.

d) Each teacher participating in out-of-district workshops shall be paid room, board, and transportation in addition to the per diem rate of the B.A. salary.

e) Workshops to be held during the school year shall be held during the student's school day wherever possible. Substitutes shall be secured for the teachers involved.

f) Workshops shall also include university credit courses if this is the best alternative available to meet an identified need. The District shall pay transportation, tuition, and room and board, if any, for participants in addition to the per diem rate of the beginning B.A. salary for this type of participation.

3. Summer Curriculum Committee

a) The need for summer curriculum committees shall be determined by the Steering Committee and recommended to the Superintendent and, if desired, thereafter to the Board.

b) Those professional staff members involved or to be involved with the curriculum under study shall have first preference to participate on the committee.

c) The compensation for the professional staff members shall be two hundred and seventy-five dollars (\$275) for six (6) hours for the duration of this agreement.

4. Advisory Council

a) Each building faculty shall maintain an active Advisory Council consisting of the principal of the building and teacher representatives. Each council shall elect a chair. This council shall meet at least once a month. Additional meetings may be initiated by either the principal or any teacher member on the council.

b) Teacher representatives shall be elected to this council by the faculty of the building under the auspices of the building vice president of the T.A.T. Each building shall determine the number of people to serve on the council so as to fit the needs of the buildings.

c) The Advisory Council shall consider needs in all the areas of professional concern, such as program improvement, pupil supervision, pupil diagnosis and remediation, discipline, and coordination of the program. It shall be the responsibility of this council to discuss all recommendations and changes with the entire professional staff so as to enable said staff to make added suggestions. The council shall enlist the support and cooperation of all the staff. It shall be the responsibility of the principal to consult with the teacher members of the Advisory Council on all proposed changes involving the professional staff in the building.

5. Transportation

The transportation department shall annually review and change, where possible, the bus schedule so as to meet the instructional needs of each building as determined by the building advisory committee.

6. Building Needs

It is the responsibility of the Board of Education to provide adequate physical facilities for the professional staff and students. The Board shall seek recommendations from the staff to aid them in the planning of building improvements and the determining of priorities.

7. Teacher Aides

Teacher aides shall be provided for supervisory and clerical functions such as playground, lunchroom, and library to the extent the Board determines these services can be made available. Aides shall be employed to assist in lunch and playground duty so that the supervisory duties of teachers shall be reduced to a minimum consistent with the legal obligation of the Board.

a) Teacher aides shall work under the direct supervision of the principal or staff member to whom the principal may delegate this responsibility.

b) Teaching assistants shall work under the direct supervision of a certified teacher. No teaching assistants should be assigned to any teacher without his/her consent.

c) A substitute list shall be maintained to provide for coverage of absent aides and assistants.

8. Student Discipline

a) It is the responsibility of the school to provide an environment for each student that is conducive to maximum academic growth and that leads toward self-discipline. Within this context, in the fall, each building staff shall discuss the type of behavior that should be expected at the various levels to achieve the above-stated goals and shall determine in broad terms how these objectives might be attained.

b) The Steering Committee may create a District Discipline Committee consisting of an equal number of teachers and administrators which shall meet to review existing discipline guidelines. If changes are needed, the committee shall recommend such changes to the Superintendent of Schools for processing to the Board no later than May of each school year.

9. Administrative Selection

a) Superintendent

A committee created by the Executive Board of the T.A.T. shall meet with the Board of Education to discuss the qualifications for the position of Superintendent. Details shall be worked out with the Executive Committee of the T.A.T. and the Board of Education at such time.

b) Principal and Central Administrative Positions

A committee including T.A.T. representation selected by the Executive Board shall interview those candidates recommended by the initial screening committee. This committee shall recommend to the Superintendent those best-qualified candidates.

c) The Superintendent and his/her central office staff shall make the final recommendation from among those qualified candidates recommended by the committee.

10. Review Committee

A committee of equal number of TAT members and administrators shall be formed during the 2018-2019 school year to discuss the department chair model, as well as other labor-management issues such as the timing of return from leaves.

G. Evaluations & Observations

1. Annual Professional Performance Review (APPR): The parties are committed to completing all aspects of a new APPR required to be negotiated under Article 14 of the Civil Service Law consistent with Chapter 56 of the Laws of 2015, Section 3012-d of the Education Law and the corresponding Regulations of the Commissioner of Education within the deadlines and timeframes required by such Laws and Regulations. The parties acknowledge and confirm that the terms of this Collective Bargaining Agreement are premised on having a mutually

acceptable APPR compliant with all of the above authorities within the timeframes required by the State Education Department. Once those aspects of the new APPR that are required to be bargained are mutually agreed upon and ratified by the parties and approved by the State Education Department and the Board of Education has adopted the new APPR, the provisions set forth in Article V relating to the observation and evaluation of staff members inconsistent therewith shall cease to be operative.

2. Observation, Evaluation, & Supervision of Teachers

a) All observations and evaluations of teacher performance shall be conducted openly, with full knowledge of the teacher.

b) Teachers are to be informed of the dates during the school year by which announced observations of their performances are to be conducted. Upon request, a teacher shall be given the names of the persons who would normally be expected to observe him/her.

c) Unannounced observations shall not be conducted on days prior to school vacations or on days immediately following extended school closings. All unannounced observations shall be preceded by at least one (1) announced observation.

d) Each observation of classroom performance must be of sufficient length to enable the observer to obtain a clear understanding of all that is going on. This shall normally be a full period in the secondary schools and at least thirty (30) minutes in the elementary schools.

e) No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his/her personnel file unless the teacher has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

f) A teacher shall have the right to review his/her personnel file on request at reasonable notice.

3. Non-Tenured Teachers

a) A probationary teacher shall be formally observed a minimum of three (3) times a year and formally evaluated at least once per year. Observations and evaluations may be performed by any of the following: Principals, Assistant Principals, Assistant Superintendent, Superintendent of Schools, Director of Physical Education, Director of Curriculum and Instruction, Director of Human Resources, Director of Pupil Personnel Services, or Supervisor of Special Education.

b) The time allotted for such observations shall be for the full teaching period and/or lesson.

c) The first observation shall be made by November 15th, the second by January 15th, and the third by March 15th.

d) Probationary teachers should be able to request and receive a reasonable number of additional observations and conferences.

e) A pre-conference shall be held before each formal observation, and a post-conference shall be held afterward. The observer shall provide a written record of the observation, along with written suggestions to help that teacher grow professionally.

f) A copy of all observation reports shall be forwarded to the Assistant Superintendent as soon as possible after the evaluator has met with the teacher.

g) An evaluation report shall be completed by April 15th, with copies to the teacher, evaluator, and Assistant Superintendent.

h) All members of the bargaining unit whose probationary period expires between June 30th and August 31st shall be notified by April 15th as to whether or not the superintendent shall recommend the staff member for an appointment on tenure. He/she shall be afforded an evaluation schedule of the same length as other probationary teachers. All other professional staff members shall be notified at least three (3) months prior to the expiration of his/her probationary period as to whether or not the superintendent shall recommend the staff member for appointment on tenure.

i) Probationary personnel not permanently certified by New York State shall demonstrate evidence of obtaining permanent certification. Permanent certification shall be achieved within five (5) years of initial employment in the system as a condition of continued employment with the District.

j) Teachers replacing personnel on leave shall be given credit toward tenure appointment for each year in the District.

4. Tenured Teachers

a) A tenured teacher shall be formally observed and evaluated a minimum of twice per school year. Observations and evaluations may be performed by any of the following: Principals, Assistant Principals, Assistant Superintendent, Superintendent of Schools, Director of Physical Education, Director of Curriculum and Instruction, Director of Human Resources, Director of Pupil Personnel Services, Supervisor of Special Education.

b) The first observation shall be conducted by December 15th, and the second observation shall be conducted by April 15th and shall be for a full period/lesson of instruction.

c) A pre-conference shall be held before each formal observation and a post-conference shall be held afterward between the tenured teacher and evaluator within one (1) week of the observation.

d) Records of the observations and conferences which are to be filed are to be signed by the tenured teacher although signing does not necessarily mean agreement. A copy of the observation report shall be forwarded to the Director of Human Resources as soon as possible after the evaluator has met with the teacher.

e) Evaluation reports are to be completed by May 15th, with copies going to the teacher, evaluator, and Director of Human Resources.

f) A tenured teacher may submit a written statement discussing his/her reaction to the report. Copies of the statement shall be forwarded to the evaluator and the Director of Human Resources and subsequently to be filed with the evaluation report.

5. Evaluation Committee

The Steering Committee may create a committee consisting of an equal number of teachers and administrators to review the existing evaluation procedures during the month of May of each year and recommend any needed improvement to the Superintendent.

ARTICLE VI—ABSENCE AND LEAVES

A. Notification

1. A letter of application for an extended leave of absence must be made by the employee to the Principal and Assistant Superintendent thirty (30) days prior to any expected long-term absence and should include the date of the application, last day of work, due date (if related to pregnancy), and date of return. If thirty (30) days' notice is impractical or if there is an emergency, the employee must notify the Principal and Assistant Superintendent prior to taking the absence.

2. A physician's note must indicate the last day of work and anticipated return date.

B. Sick Leave

1. Personnel covered by this contract shall be allowed fifteen (15) days of absence because of personal illness without loss of pay for each year of service rendered. A day of absence is defined as a day when school is in session or such other day as the teacher is obliged to report for duty between September 1st and June 30th.

2. The unused portion of the fifteen (15) allowable sick days during each academic year shall accumulate to a maximum of two hundred and fifty (250) days.

a) Where the Superintendent has good reason to believe that a unit member has used sick leave in an excessive manner and/or in a pattern, the Superintendent shall provide written notice to the unit member that he/she is subject to the provisions of this paragraph.

b) Prior to any written notice from the Superintendent pursuant to paragraph (a) above, there shall be a meeting including the unit member and the Director of Human Resources to review the member's attendance and, if necessary, establish a plan to improve attendance including a timetable for review.

c) After presentation of the written notice provided for above, the Superintendent may require official written verification from a medical doctor for each sick leave absence

thereafter confirming that the employee was unable to perform his/her duties on each day that the employee was absent. Such verification will include the nature of the medical condition requiring the member to be absent and, if a long-term absence (a work week or more), the projected return date.

3. Any teacher who provides an irrevocable letter of retirement by February 1st of the year in which s/he intends to retire and then retires and receives benefits under the New York State Teachers' Retirement System and who has 75 or more accumulated sick days shall be paid for any accumulated sick leave at a rate of ninety (\$90) dollars per day for a maximum of one hundred and seventy-five (175) sick days, payment not to exceed fifteen thousand seven hundred and fifty (\$15,750) dollars per teacher. The irrevocable letter of retirement shall be submitted to the Director of Human Resources. This provision shall sunset on June 30, 2027.

4. Upon sunset of the above provision (#3) the following language shall apply: Any teacher who retires and receives benefits under the New York State Teachers' Retirement System shall be paid for any accumulated sick leave in excess of one hundred (100) days at the rate of sixty (\$60) dollars per day for a maximum of one hundred and fifty (150) sick days, payment not to exceed nine thousand (\$9,000) dollars per teacher.

5. An absence continuous for five (5) days or more necessitates a physician's certificate to be forwarded to the Superintendent of Schools through the individual principal. Said certificate should include the physician's estimate of further necessary absence.

6. The five (5) school days in a school year allowed for serious illness in the immediate family shall be a part of the fifteen (15) days of absence because of personal illness. If such absence for illness in the family shall exceed five (5) days, the teacher shall be reimbursed by the difference between the teacher's per diem salary and that of the substitute.

7. Immediate family is defined as husband or wife, son or daughter, stepson or stepdaughter, father or mother, stepfather or stepmother, or a relative with whom one is residing.

8. Professional services rendered for more or less than the regular school year shall receive and accumulate sick leave proportionately.

9. Professional personnel shall not be entitled to transfer sick leave into the District.

10. Personnel covered by this contract shall be informed after October 1st of the number of accumulated sick days.

C. Sick Bank

1. The parties are agreed that there shall be created a sick leave bank in which teachers may contribute each school year a minimum of one (1) day to a maximum of ten (10) days from their accumulated sick leave. Contributions are not mandatory, but once made may not be withdrawn. Such contributions shall be made at the beginning of each school year on a form to be provided by the Board. Withdrawals shall be limited to teachers who have contributed to the bank and who, due to extended illness, major or catastrophic illness or injury has exhausted their accumulated sick leave.

2. For unit members commencing service on or after July 1, 2015, eligibility for sick bank leave shall commence after the first (1st) full year of employment. Non-eligible unit members shall not donate days to the sick leave bank. Commencing with the second (2nd) year of employment, a unit member shall be eligible to join the bank, but during such second (2nd) year of employment, the unit member shall not be eligible to withdraw more than forty (40) sick leave days in such school year, with such limitation to increase to no more than sixty (60) sick leave days in the third (3rd) year of employment. Commencing with a unit member's fourth (4th) full year of employment, the language in Paragraphs "3" and "4" shall apply.

3. The sick leave bank shall provide a maximum of one hundred and eighty (180) sick leave days within any five (5) years commencing from the first day of use. A doctor's statement, including diagnosis and estimated length of recovery, shall accompany requests to use the sick bank. After every twenty (20) consecutive working days of absence, a new doctor's note shall be needed to continue withdrawal from the bank.

4. The sick leave bank shall be jointly administered by a committee of two (2) administrators and two (2) members of the T.A.T. The committee reserves the right to review and/or deny any case at its own discretion. In the event the committee is unable to reach consensus, consultation from a neutral doctor agreed upon by the administration and the TAT shall be sought. A minimum of three (3) neutral doctors shall be obtained from the school district's physician for consideration.

D. Death in the Family

1. Five (5) school days per occurrence shall be allowed for death in the immediate family without loss of pay. If such absence shall exceed five (5) days the teacher shall be reimbursed by the difference between the teacher's per diem salary and that of the substitute.

2. Immediate family is defined as husband or wife, son or daughter, stepson or stepdaughter, father or mother, stepfather or stepmother, son-in-law or daughter-in-law, mother-in-law, father-in-law, sister or brother, sister-in-law or brother-in-law, grandparents, aunt, uncle, nephew, niece or any relative with whom one is residing.

E. Child Care Leave

1. Birth of a child or adoption leave without pay shall be granted for the remainder of the school year plus the following school year at the option of the applicant and in accordance with the Family Medical Leave Act.

2. Birth of a child or adoption leave with pay shall be granted up to six (6) weeks utilizing accrued unused sick and personal days. For cesarean deliveries, eight (8) weeks shall be granted. Medical documentation shall be required for all extended absences.

3. Up to ten (10) sick bank days may be requested for those who have depleted their sick day allocation. For cesarean deliveries, twenty (20) days may be requested.

F. Leave Without Pay

To participate in activities of national or state professional organizations, one (1) year shall be granted to any tenured teacher and extended to two (2) years upon the approval of the Board of Education. Leave may be granted for other purposes at the discretion of the Board of Education.

G. Notice of Leave Return

It is incumbent upon the professional staff member to notify the Director of Personnel by registered mail on or before March 1st, prior to the conclusion of his/her leave of absence of his/her intention to return to employment in the school system. If such notice is not given by the teacher, this failure should be construed as meaning the teacher does not intend to return but is resigning instead.

H. Visiting Days

1. Visiting days to other schools or educational institutions for observation and evaluation of educational programs or teaching methods shall be granted after consultation with the building principal and with the approval of the Superintendent.

2. Expenses incurred on visiting days and/or at conferences which the District requests a teacher to attend shall be paid by the District.

I. Conferences

Days shall be granted to a teacher for attendance at conferences or conventions involving professional matters after consultation with the building principal and with the approval of the Superintendent.

J. Other Absences

1. Personal Leave

a) The Board of Education, in an effort to prevent undue hardship to individual staff members who must be absent from school to attend to personal business which cannot be conducted other than during school hours, provides for personal leave without loss of pay as follows:

- Three (3) personal days may be taken without reason;
- Should a teacher use all three (3) personal days, he/she may convert one accrued but unused sick day per year to be used as a fourth personal day, which may also be used without reason;
- Unit members cannot use three (3) personal days in a row;

- One (1) personal day may be used either before or after a holiday (or holiday weekend), vacation or school recess period. Provided, however, that not more than 10% of unit members, per building, can be out of work due to taking a personal day on either the day before or the day after a holiday (or holiday weekend), vacation or school recess period. The 10% shall be determined in the order the request to use personal days are received;
- If a unit member wants to use more than one personal day before or after a holiday (or holiday weekend), vacation or school recess period, he/she must receive pre-approval to do so from the Superintendent of Schools. The Superintendent's decision shall be non-grievable, and the Superintendent may ask for the reason the unit member wants to take more than one person day;
- If denied the use of a personal day, unit member may take the day with a loss of pay.

b) Beginning with the 2015-2016 school year, for those unit members who use no accrued personal leave in a given school year, one (1) an unused personal day may be carried over to the next school year. Further, in the subsequent school year, the teacher also uses no accrued personal leave; an additional unused personal day (total of 2) may be carried over such that the teacher may accrue five (5) personal days. Any personal day carried over pursuant to the terms of this provision may not be retained as a carryover day in the teacher's personal leave bank for more than two (2) years.

c) Any unused personal days shall be added to the teacher's total accumulated sick days.

2. Jury Duty:

a) Upon receipt of a jury subpoena, an employee must notify the Superintendent of Schools within five (5) school days in order to permit the Superintendent, with the consent of the professional staff member, to attempt to secure a postponement.

b) All compensation for jury duty shall be endorsed over to the Board of Education in consideration of the person receiving full teacher compensation and benefits. In the event an employee fails to notify the Superintendent of Schools, he/she then forfeits all compensation from the School District during his/her services on jury duty.

c) Other

If any other situations arise which require a teacher's absence, the teacher may be paid for such absence upon the recommendation of the Superintendent and the approval of the Board of Education.

K. Sabbatical Leave

1. There shall be a moratorium on new sabbatical leaves for the duration of this agreement. Therefore, no sabbatical leave shall be applied for or granted during the life of this agreement.

2. In years when a sabbatical is an effective provision of this contract, personnel covered by this contract with seven (7) or more continuous years of service in the Public Schools of the Tarrytowns shall be eligible for sabbatical leave for the purpose of study or travel.

a) Study - Sabbatical leave for the purpose of study shall be for one (1) full school year at one hundred (100%) percent of the base salary or for four (4) summers within six (6) consecutive summers at twenty-five (25%) percent of the base salary for each summer of study.

b) Travel - Sabbatical leave for the purpose of travel shall be for one (1) full school year at fifty (50%) percent of the base salary.

3. A joint Sabbatical Committee, consisting of an equal number of faculty members and administrators shall recommend candidates for sabbatical leave. The recommended list shall be submitted to the Superintendent and the Executive Committee of the T.A.T. before notification of candidates.

4. Conditions and criteria relative to the granting of sabbatical leave in addition to those noted above, are as follows:

a) The application for said leave must be made prior to December 1st of each year.

b) No more than three (3) sabbaticals shall be granted in any one school year.

c) In addition to the conditions above, the following criteria shall be used to screen applicants:

- Current level of performance by supervisors.
- Value of proposed study or travel to the School District.
- Years of service in the District.
- Continuing interest in self-improvement as evidenced by:
 - a. Coursework taken over the past six (6) years.
 - b. Participation in in-service courses.
 - c. Service on District, regional, or state curriculum related committees.

- Participation in other professional activities. Data relative to the above four items are to be provided by the applicant.

d) After written applications have been reviewed by the joint Sabbatical Committee, personal interviews with all candidates shall be conducted by the committee.

5. All recommendations of the Sabbatical Leave Committee shall be forwarded to the Board of Education. The Board shall then review the recommendations of the Sabbatical Leave Committee to determine whether or not applicants meet contract criteria. Applicants who meet contract criteria shall be granted approved Sabbatical leave.

6. Applicants shall be notified prior to January 15th of the decision on Sabbatical leave.

7. A Sabbatical leave shall be included as time of service in the District.

8. Any member of the instructional staff receiving a Sabbatical leave agrees to render two (2) years of service to the School District directly following termination of said leave. The Tarrytowns Teachers' Association agrees to guarantee this two (2) year period of service. Should a teacher fail to fulfill this obligation, the T.A.T. agrees to reimburse the District as follows: 100% of the teacher's base salary if he/she does not return, with the exception of maternity, disability, and death.

9. The criteria for Sabbatical for travel shall be the same. Exceptions to the conditions as noted above shall be made only on the recommendation of the Superintendent of Schools and approved by the Board of Education. All questions arising under the Sabbatical Leave Clause shall be arbitrable.

ARTICLE VII—IN-SERVICE AND PROFESSIONAL IMPROVEMENT

A. In-Service and Professional Development Committee

1. The Steering Committee may create a standing In-Service and Professional Development Committee to determine those areas in which in-service training programs to meet the needs of the staff are desirable. They shall consider recommendations of sub-committees working in the area of curriculum development. The In-Service and Professional Development Committee shall coordinate overall in-service programs. The Board of Education shall allocate a specific sum of money in the budget for in-service courses.

2. Teachers who teach in-service courses for the District shall be paid seven hundred and sixty dollars (\$760) for each fifteen (15) hour in-service course that they teach.

3. In-District and Out-of-District in-service courses credit shall be granted automatically upon fulfilling the requirements of the course.

a) One (1) credit shall be granted for every fifteen (15) hours of active attendance.

b) The In-Service Program shall be designed as a formal course of study, having a definite outline and educational objective.

c) All District in-service courses shall be approved by the Superintendent or his/her designee in advance.

d) Each applicant for an out-of-district in-service course must obtain the approval of the Superintendent of Schools in advance.

e) Evidence of satisfactory participation must be furnished. This shall normally be in the form of a statement to that effect from the instructor or sponsoring institution.

B. Equivalency Committee

1. The Board of Education policy on equivalency credit recognizes that the professional growth of teachers is not limited to approved academic credits. That policy shall be implemented through the administrative regulations outlined below.

2. The Steering Committee shall create a committee consisting of an equal number of faculty members and administrators to determine credit that shall be granted for activities directly related to the teacher's field of competence.

3. Duties:

a) The Committee shall receive and act on all applications for equivalency credit in accordance with the Administrative Regulations adopted by the Board of Education.

b) The Committee shall receive and evaluate all final reports on approved equivalency credit activity.

c) The Committee shall recommend to the Superintendent of Schools the number of credits to be granted.

d) The clerk of the Committee supplied by the Superintendent shall maintain minutes of the meetings of the Equivalency Committee. These minutes shall be available to the Superintendent of Schools and Board of Education on request.

e) Individual professional staff members may obtain copies of the Equivalency Committee's recommendations on request to the clerk.

4. Equivalency Credit Provisions:

a) Credit may be granted for activity directly related to the teacher's field of competence.

b) Credit may be granted in any of the following areas:

1) Travel

- 2) Workshops
 - 3) Individual research and writing
 - 4) Lecture series
- c) An equivalency credit shall equal one academic credit with relation to the salary schedule.
- 1) A maximum of twelve (12) equivalency credits may be applied to the Board of Education's Salary Policy.
 - 2) Equivalent credit shall not be granted for an activity undertaken before a teacher became a member of the Tarrytowns staff.
- d) Equivalent credit shall not be considered under the following conditions:
- 1) When a teacher participates in an activity as part of the teacher's contractual obligation to the District.
 - 2) When a teacher receives released time from his/her regular assignments or duties in order to participate.
 - 3) When a teacher receives direct reimbursement and expenses from the District for participation in an activity.
 - 4) When a teacher receives monetary compensation from sources other than the School District for the program submitted. (The term compensation shall mean wages, royalties, fees, or other such remuneration that may be properly considered income.)
- e) The Committee shall consider applications for credit which are not submitted in advance for workshops, or lecture series, provided the teacher can demonstrate he/she has received little advance notice of such activity. Such applications must be made, however, within ten (10) school days following receipt of notice of such workshop or lecture series by the applicant. It is understood, however, that attendance during the ten-day grace period must be at the risk of the teacher awaiting approval.
- f) Application for equivalency credit must be submitted so that the Equivalency Committee may consider in advance the proposed activity. Such applications must be made to the Clerk of the Committee on or before the first Monday of December, February, April, and May. September applications must be submitted on or before the first-day school is in session. Applications must be in writing and must include a statement of purpose, duration, and significance.
- g) Final reports of equivalency credit activity must be submitted to the Committee within one year of the project's scheduled completion unless on the recommendation of the Superintendent of Schools, the Board of Education grants an extension.

5. Criteria for Evaluation

a) Travel:

1) Two (2) credits shall be granted for the first four (4) consecutive weeks of travel, and one (1) credit for the following two consecutive weeks. A maximum of three (3) credits per year shall be granted except during a sabbatical year.

2) One (1) credit per month up to a maximum of six (6) credits shall be granted for travel during the sabbatical year.

3) Exchange teaching for one year shall be granted six (6) credits.

4) The written report for the Committee must reflect new understandings and the cultural and professional significance of the trip. The Committee shall insist on a document written as carefully and as completely as any paper done for academic credit at the graduate level.

b) Workshops

1) Credit shall be allowed only for a workshop of at least five (5) days duration.

2) One (1) credit a week shall be allowed up to a maximum of four (4) credits for any one workshop.

3) No credit shall be given for workshops attended during school hours.

4) The written report for the Committee must reflect new understandings and the cultural and professional significance of the workshop. The Committee shall insist on a document written as carefully and as completely as any paper done for academic credit at the graduate level.

c) Individual Research and Writing

1) A maximum of three (3) credits shall be allowed, at the discretion of the Committee, for any single piece of research.

2) Equivalency credit shall not be granted for a thesis for which academic credit has been received.

3) The written report for the Committee must reflect new understandings, insight, and the professional significance of the research and writing. The Committee shall insist on a document written as carefully and as completely as any paper done for academic credit at the graduate level.

d) Lectures

1) One (1) credit shall be granted for every series of 12-16 lecture hours attended.

2) A written report of the lectures should include concise summaries of the lectures and an appraisal of the experience in terms of professional and personal growth.

3) Where attendance in a scheduled series is involved, a certificate of attendance must also accompany a request for credit.

6. Appeals

Appeals of decisions of the Equivalency Committee shall be made through the established grievance policy of the Board of Education.

7. Orientation Course

a) The administration and T.A.T. shall cooperatively design and implement a mandatory orientation program for teachers new to the system. New teachers shall be informed of their obligation to participate in this course as a condition of employment.

b) The course should include items such as:

1) Introduction to the community, budgeting, pupil personnel services, administrative policies, methods, and procedures.

2) Overview of K-12 curriculum with emphasis on appropriate grade level or subject area of the respective teacher.

3) Instruction in the provisions of this agreement by an Association-appointed representative.

4) Instruction in the benefits of the insurance, retirement, and other welfare programs.

5) Instruction in the use of instructional media and other available teaching aids.

6) Dissemination of information regarding educational resources in the school and area.

c) It is understood that at least ten (10) hours of instruction and discussion shall be necessary to implement this course effectively. Plans for this course shall be completed by June 1.

C. Mentor Program

1. Mentor teachers shall be chosen from qualified tenured applicants with three (3) or more years of experience.
2. Mentor Teachers shall be selected from a pool of applicants by the Assistant Superintendent and a representative from the TAT leadership.
3. Mentor teachers shall meet with new teachers a minimum of one (1) time weekly throughout the school year.
4. Mentor teachers and new teachers shall be granted a maximum of four (4), half days, upon request, to conduct extended meetings.
5. Mentor teachers shall visit the classrooms of new teachers twice annually.
6. New teachers shall visit the classrooms of mentor teachers twice annually.
7. Mentor teachers shall attend one (1), half (1/2) day training session in August during the New Teacher Orientation program.
8. Mentor teachers and new teachers shall attend four (4) after-school meetings throughout the school year.
9. In lieu of a stipend, mentor teachers may receive two (2) in-service credits.

ARTICLE VIII—GRIEVANCE POLICY AND PROCEDURES

A. Declaration of Policy

In order to maintain harmonious and cooperative relations among teachers, administrators, and members of the Board of Education, which shall enhance the education program of the Union Free School District of the Tarrytowns, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they may arise and to assure equitable and proper treatment of teachers pursuant to the established rules, regulations and policies of the District. The provisions of this policy shall be liberally construed for the accomplishment of this purpose.

B. Definitions

1. Teacher: any employee whose position requires certification by the State Education Department or any groups of such employees.
2. Administrator: any person responsible for or exercising any degree of supervision or authority over another teacher.

3. Immediate supervisor: the administrator to whom the teacher is directly responsible. The immediate supervisor shall be the building principal or other administrator to whom the teacher is directly responsible.

4. Representative: the person or persons designated by the aggrieved teacher to act on his/her behalf.

5. Grievance: any alleged violation, misrepresentation, failure, or omission to carry out, or unfair application of law, ethics, School District Policy, administrative authority of this contract. A grievance may concern any working conditions tending to endanger or handicap an employee in the proper discharge of his/her duty. A grievance may call attention to the absence of a needed policy or a conflict between two or more existing and applicable policies. No grievance shall be instituted more than thirty (30) school days from the date that the individual teacher knew or should have known of the facts upon which the grievance is based.

C. Basic Principles

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.

2. A teacher shall process grievances through the T.A.T. in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

3. A teacher shall have the right to be represented at any stage of the procedure by a person or persons of his/her own choice.

4. Each party to a grievance shall have access at reasonable times to all written statements and records pertaining to such case.

5. All hearings shall be confidential.

6. It shall be the responsibility of the Superintendent of Schools to take such steps as may be necessary to give force and effect to these procedures. Each administrator shall have the responsibility to consider promptly each grievance presented to him/her and make a determination within the authority delegated to him/her within the time specified in these procedures.

7. The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, policies, and existing contract which relate to or affect the teacher in the performance of his/her assignment. They are not designed to be used for changing such rules or establishing new ones.

D. Procedures

1. Informal Stages

The aggrieved teacher shall orally present his/her grievance to his/her immediate supervisor, who shall orally and informally discuss the grievance with the aggrieved teacher. The immediate supervisor shall render his/her determination to the aggrieved teacher within five (5) school days after the grievance has been presented to him/her. If such a grievance is not satisfactorily resolved at this stage, the aggrieved teacher may proceed to the formal stage.

2. Formal Stage

a) Within five (5) school days after the determination has been made at the preceding stage, the aggrieved teacher may make a written request to the Superintendent of Schools or his/her designee for a review and determination. If the Superintendent of Schools designates a person to act in his/her behalf, he/she shall also delegate full authority to render a determination on his/her behalf.

b) The Superintendent of Schools or his/her designee shall immediately notify the aggrieved teacher, immediate supervisor, and any other administrator previously rendering a determination of the case to submit a written statement to him/her within five (5) school days setting forth the specific nature of the grievance, the facts relating thereon and the determination(s) previously rendered.

c) If an informal hearing is requested in the written statement of any party pursuant to paragraph b) above, the Superintendent of Schools or his/her designee shall notify all parties concerned in the case, of the time and place when an informal hearing shall be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within five (5) school days of receipt of the written statements pursuant to paragraph b).

d) The Superintendent of Schools or his/her designee shall render his/her determination within ten (10) school days after the written statements pursuant to paragraph b). This determination shall be rendered in writing to all parties involved. If a hearing is held pursuant to paragraph c), the determination shall be rendered within five (5) school days after such hearing.

e) All decisions communicated at an administrative level shall contain the time limit from which they may be appealed to the next level.

E. Arbitration

1. All demands for arbitration shall be processed through the Teachers' Association of the Tarrytowns.

2. Grievances arising out of the interpretation of this contract shall be submitted to binding arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association.

3. All demands for arbitration shall be filed with the office of the Superintendent five (5) days prior to their filing with the American Arbitration Association. The Teachers' Association of the Tarrytowns shall at that point have the option within the same five (5) days of requesting a special hearing before the Board of Education to resolve the grievance. In addition, the Board shall have the option of requesting a meeting with the Teachers' Association of the Tarrytowns before any matter is processed to arbitration. In the event that a hearing is held by the Board of Education, a decision shall be made within twenty (20) school days of the hearing. In the event that the option is exercised or not, then within a five (5) day period the demand for arbitration shall be filed with the American Arbitration Association.

ARTICLE IX—MISCELLANEOUS PROVISIONS

A. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provision of this agreement shall be incorporated into and be considered part of the established policies of the Board.

B. Any individual arrangement, agreement, or contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms and conditions of this agreement, and any individual arrangement, agreement, or contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If any individual arrangement, agreement, or contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.

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

D. Copies of this agreement shall be printed at the expense of the Board and given to all teachers now employed or hereafter employed by the Board.

E. The parties agree that all negotiable items have been discussed during the negotiations leading to this agreement and further agree that negotiations shall not be re-opened on any item whether contained in this agreement or not, during the life of this agreement. Any District policies unaltered or unchanged by the language of this agreement shall remain in force, and it shall be the prerogative of the District to initiate and announce new policies not affecting or changing matters contained in this agreement.

ARTICLE X - LEGISLATIVE LANGUAGE

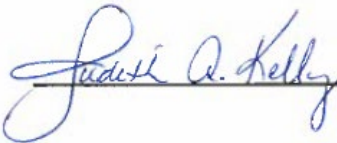
IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS, THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

The terms of this agreement are herewith accepted by the Board of Education, Union Free School District of the Tarrytowns, and the Teachers' Association of the Tarrytowns.

UNION FREE SCHOOL DISTRICT OF THE TARRYTOWNS TEACHERS' ASSOCIATION OF THE TARRYTOWNS

A handwritten signature in blue ink, appearing to be "R. J.", written over a horizontal line.

SUPERINTENDENT
11/7/2024

A handwritten signature in blue ink, appearing to be "Judith A. Kelly", written over a horizontal line.

PRESIDENT
11/7/2024

TEACHING ASSISTANTS' SUPPLEMENT

1. Union Recognition

The Teachers' Association of the Tarrytowns, Local 3049, AFT, AFL-CIO, NEA, and NYSUT is recognized as the exclusive bargaining agent of all employees with the title of Teaching Assistant.

2. Notification of Assignment

An effort shall be made to notify Teaching Assistants by June 30th of their assignment for the following year.

The Board reserves the right to add or delete hours or days as needed for any particular Teaching Assistant.

3. Seniority

Part-time Teaching Assistants in Pre-Kindergarten through grade 12 shall accrue seniority.

a) The Board of Education reserves the right to create new positions and seniority areas.

b) Teaching Assistants shall be credited for years and months of service in the District as of September 1, 1981. Such time shall be credited to the area of their current assignment without regard for hours or days of service. Future seniority shall be calculated in a similar manner.

c) Seniority shall be the basis for excessing, but not for other job rights.

4. Recall

Any excessed Teaching Assistant shall remain on a recall list for three (3) years, and the most senior on that list shall be called back if any opening occurs in his/her areas.

5. Notification to Association President

The name, assignment, and rate of pay of all new employees shall be sent to the Association President within a reasonable period of time.

6. Leave Provisions for Teaching Assistants

a) Sick leave for teaching assistants shall be provided according to the number of hours that they work. Personal leave provisions upon authorization shall be provided according to the number of hours that they work.

HOURS	WORKED	SICK DAYS PER YEAR	PERSONAL DAYS PER YEAR
8.25		15	3
7.25		15	3
6.25		15	3
5.25		9	2
4.25		7	1
3.25		6	1

b) If any personal day(s), as allotted above, is unused by the end of the school year, this day(s) shall be added to the unused sick leave accounts. Teaching assistants shall be allowed to accumulate up to two hundred and fifty (250) sick leave days.

c) Any teaching assistant who provides an irrevocable letter of retirement by February 1st of the year in which s/he intends to retire and then retires and receives benefits under the New York State Teachers' Retirement System and who has 75 or more accumulated sick days shall be paid for any accumulated sick leave at a rate of sixty (\$60) dollars per day for a maximum of one hundred and seventy-five (175) sick days, payment not to exceed ten thousand five hundred (\$10,500) dollars per teacher assistant. The irrevocable letter of retirement shall be submitted to the Director of Human Resources. This provision shall sunset on June 30, 2027.

d) Sick Bank

Beginning with the 2015-2016 school year, the existing teaching assistants' sick bank shall be consolidated with the existing teachers' sick bank.

Teaching assistants shall be eligible to participate in the District's sick leave bank as outlined in Article VI, C., Absence, and Leaves - Sick Bank

e) Bereavement

1) Five (5) school days per occurrence shall be allowed for death in the immediate family without loss of pay.

2) Immediate family is defined as husband or wife, son or daughter, stepson or stepdaughter, father or mother, stepfather or stepmother, son-in-law or daughter-in-law, mother-in-law, father-in-law, sister or brother, sister-in-law or brother-in-law, grandparents, aunt, uncle, nephew, niece or any relative with whom one is residing.

7. Child Care Leave

Child Care leave without pay shall be granted for a period not to exceed two (2) years but may be taken yearly in accordance with New York State laws.

8. Class Coverage

Teaching assistants substituting in place of teachers shall be paid thirty dollars (\$30) for one (1) hour or less substituting service and thereafter \$13.00 per hour for each additional hour, or part thereof, in the same day. Teaching assistants who work less than a full day who substitute for a teacher for a full day shall receive pay as a teaching assistant for the full substitute service and receive the substitute pay in addition.

9. Summer School

Teaching assistants selected for summer school shall receive twenty-seven dollars and fifty cents (\$27.50) per hour. They shall be entitled to one day of paid absence for illness.

10. Dues Deduction

Dues deduction procedures shall parallel the procedures for teachers.

11. Agency Fee

The agency fee shall be as per New York State law.

12. Salary

The teaching assistant salary schedule for the life of this contract is outlined in Appendix B and defined as follows:

a) Effective July 1, 2025, steps 1-7 of the 2024-2025 salary schedule shall be increased by 1.85%, and Step 8 shall be increased by 2.00%.

b) Effective July 1, 2026, steps 1-7 of the 2025-2026 salary schedule shall be increased by 1.85%, and Step 8 shall be increased by 2.00%.

13. Differential

There shall be a five (5%) percent pay differential for any teaching assistant who possesses a teaching certificate and supplies proof of such certification to the Assistant Superintendent.

14. Longevity

Teaching assistants covered by this contract shall be eligible for longevity as follows:

Longevity steps shall be as set forth in Appendix B

Regular longevity payments shall be automatic and not based upon performance. Enhanced longevity payment shall be paid to teacher assistants eligible who have met performance criteria for enhanced longevity the prior school year.

Enhanced longevity shall be paid in a lump sum at the end of the school year of eligibility. The payment shall be contingent upon the submission of evidence of participation that has been pre-approved by the supervising principal. All evidence of pre-approved participation must be submitted by June 30th.

15. Health Plan

a) Teaching assistants hired and enrolled in an individual plan as of September 1, 2006, shall pay twenty-five (25%) percent of the costs, and the District shall pay seventy-five (75%) percent of the costs for the first three years of employment. Beginning in the fourth year of employment, teaching assistants shall pay twelve (12%) percent of the costs, and the District shall pay eighty-eight (88%) percent of the costs. Effective June 30, 2026, beginning in the fourth year of employment, teaching assistants shall pay twelve and a quarter (12.25 %) of the cost and the District shall pay eighty-seven and three quarters (87.75%) of the cost. Effective June 30, 2027, beginning in the fourth year of employment, teaching assistants shall pay twelve and one half (12.50%) of the cost and the District shall pay eighty-seven and a half (87.50%) of the cost.

b) Teaching assistants hired and enrolled in a multiple-person plan as of September 1, 2006, shall pay fifty (50%) percent of the costs, and the District shall pay fifty (50%) of the costs for the first three years of employment. Beginning in the fourth year of employment, teaching assistants shall pay as follows:

Effective July 1, 2021, sixteen and one half (16 ½%) percent of the cost and the District shall pay eighty-three and a half (83.50%) percent of the cost.

Effective June 30, 2026, sixteen and three quarters (16.75%) percent of the cost and the District shall pay 83.25% of the cost.

Effective June 30, 2027, seventeen (17%) percent of the cost and the District shall pay 83% of the cost.

c) After three (3) years of health insurance coverage, a full-time teaching assistant shall be eligible for the School District buy-out of one thousand (\$1000) dollars in lieu of health insurance, as defined in Article IV.F.3 of this contract, contingent upon additional waivers sufficient to cover increased costs.

d) These rates shall be prorated for employees who work on a part-time basis.

e) Teaching assistants enrolled in the District's health insurance plan who retire with ten (10) or more years of service in the District shall be eligible for health insurance during retirement. For all unit members commencing service on or after July 1, 2015, eligibility for health insurance during retirement shall be based upon length of service in the District as follows: For retirees with ten (10) to fifteen (15) years of service in the District upon retirement,

the retiree must contribute fifty percent (50%) of the health insurance premium for his/her health insurance coverage. For retirees with fifteen (15) years of service in the District upon retirement, the retiree must contribute the same percentage of the health insurance premium for his/her health insurance coverage as in effect for active unit members at the time of retirement.

f) Effective July 1, 2022, the District will reimburse teaching assistants for up to \$200 for optical expenses per year. In order to receive such reimbursement, unit members must provide the District with itemized receipts.

16. Grievance Procedure

The grievance procedure in the Teachers' contract shall apply to the Teaching Assistants.

17. In-Service

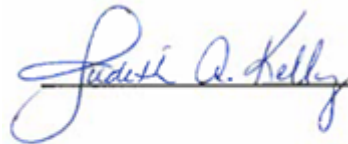
Teaching assistants shall have the right to attend District in-service courses on an open-space basis.

THE ABOVE CONSTITUTES THE FULL AGREEMENT BETWEEN THE PARTIES WITH REGARD TO THE ESTABLISHMENT OF TERMS AND CONDITIONS OF EMPLOYMENT FOR TEACHING ASSISTANTS.

**UNION FREE SCHOOL DISTRICT OF THE TARRYTOWNS
TEACHERS' ASSOCIATION OF THE TARRYTOWNS**

A handwritten signature in blue ink, appearing to be "R. J.", written over a horizontal line.

SUPERINTENDENT
11/7/2024

A handwritten signature in blue ink, appearing to be "Joseph A. Kelly", written over a horizontal line.

PRESIDENT
11/7/2024

APPENDIX A

Step	2025 - 26												Step
		BA15	BA30	MA	BA45	MA15	MA20	MA30	MA40	MA45	MA60	DR	
			(Frozen)		(Frozen)	(Frozen)		(Frozen)		(Frozen)			
1	67,067	70,084	73,071	74,899	75,802	78,499	79,108	82,109	83,319	84,820	87,529	92,004	1
2	69,331	72,463	75,588	77,809	78,581	81,400	82,192	84,992	86,576	87,977	90,960	95,646	2
3	71,891	75,152	78,425	81,043	81,693	84,644	85,618	88,234	90,194	91,505	94,769	99,685	3
4	74,974	78,238	81,494	84,767	85,094	88,023	89,331	92,591	93,894	94,870	98,251	104,058	4
5	78,892	81,828	84,758	88,685	88,679	91,935	93,247	95,181	97,810	98,773	102,373	108,659	5
6	82,153	85,732	88,017	92,587	92,244	95,857	97,365	99,098	102,144	103,020	106,922	112,593	6
7	85,404	88,332	91,275	96,492	95,495	99,753	101,489	103,014	106,488	107,253	111,488	116,550	7
8	88,674	91,927	95,187	100,412	99,096	103,665	105,410	106,915	110,406	111,148	115,403	120,487	8
9	91,925	95,496	99,102	104,308	102,665	107,573	109,307	110,826	114,305	115,072	119,303	124,441	9
10	94,520	98,765	103,017	108,220	106,264	111,477	113,215	114,737	118,210	118,969	123,206	127,722	10
11	97,773	102,016	106,263	112,140	109,865	115,398	117,134	118,642	122,128	122,893	127,121	131,668	11
12	101,707	105,617	109,515	116,049	113,430	119,301	121,046	122,556	126,042	126,797	131,038	135,624	12
13	105,624	109,198	112,776	119,295	116,697	122,890	124,503	126,465	129,712	130,697	134,922	139,575	13
14	106,122	109,714	116,037	122,546	119,939	126,460	127,977	130,369	133,408	134,610	138,839	142,850	14
15	106,632	110,241	119,289	125,813	123,193	130,051	131,462	134,286	137,109	138,510	142,758	146,138	15
16	107,967	111,621	122,265	128,953	126,267	133,295	134,743	137,633	140,530	141,964	146,319	149,789	16
17	109,742	113,457	126,120	133,020	130,249	137,498	138,992	141,972	144,961	146,440	150,932	154,516	17

Teachers shall no longer be eligible for placement on these lanes: BA30, BA45, MA15, MA30, MA45

Longevity		Regular	Enhanced	Total
	18 Years	2,200	500	2,700
	21 Years	2,800	900	3,700
	25 Years	3,400	1,300	4,700
	30 Years	4,000	1,700	5,700

Regular Longevity shall be automatic and not based on performance.
Enhanced Longevity is paid to teachers who have met certain criteria.

Step	2026 - 27												Step
		BA15	BA30	MA	BA45	MA15	MA20	MA30	MA40	MA45	MA60	DR	
			(Frozen)		(Frozen)	(Frozen)		(Frozen)		(Frozen)			
1	68,308	71,380	74,423	76,285	77,204	79,951	80,572	83,628	84,860	86,389	89,148	93,706	1
2	70,614	73,804	76,986	79,248	80,035	82,906	83,712	86,564	88,178	89,605	92,643	97,416	2
3	73,221	76,542	79,876	82,542	83,204	86,210	87,202	89,866	91,863	93,198	96,522	101,530	3
4	76,361	79,685	83,002	86,335	86,668	89,651	90,984	94,304	95,631	96,625	100,068	105,983	4
5	80,352	83,342	86,326	90,326	90,320	93,635	94,972	96,942	99,619	100,600	104,267	110,669	5
6	83,673	87,318	89,645	94,300	93,950	97,630	99,166	100,931	104,033	104,925	108,900	114,676	6
7	86,984	89,966	92,964	98,277	97,262	101,599	103,367	104,919	108,459	109,238	113,551	118,707	7
8	90,314	93,627	96,948	102,270	100,929	105,582	107,360	108,893	112,448	113,204	117,538	122,716	8
9	93,626	97,263	100,935	106,237	104,565	109,563	111,329	112,877	116,419	117,201	121,510	126,743	9
10	96,269	100,592	104,923	110,222	108,230	113,540	115,309	116,859	120,397	121,170	125,485	130,084	10
11	99,582	103,903	108,229	114,214	111,897	117,533	119,301	120,837	124,387	125,167	129,473	134,104	11
12	103,589	107,571	111,541	118,196	115,528	121,508	123,285	124,824	128,374	129,142	133,462	138,133	12
13	107,578	111,218	114,863	121,502	118,856	125,163	126,807	128,805	132,112	133,114	137,418	142,157	13
14	108,085	111,744	118,184	124,813	122,158	128,800	130,345	132,781	135,876	137,101	141,408	145,493	14
15	108,604	112,280	121,496	128,140	125,472	132,457	133,894	136,770	139,646	141,073	145,399	148,842	15
16	109,964	113,686	124,527	131,339	128,603	135,761	137,236	140,180	143,130	144,591	149,026	152,560	16
17	111,937	115,726	128,643	135,680	132,854	140,248	141,772	144,811	147,861	149,369	153,951	157,606	17

Teachers shall no longer be eligible for placement on these lanes: BA30, BA45, MA15, MA30, MA45

Longevity		Regular	Enhanced	Total
	18 Years	2,200	500	2,700
	21 Years	2,800	900	3,700
	25 Years	3,400	1,300	4,700
	30 Years	4,000	1,700	5,700

Regular Longevity shall be automatic and not based on performance.

Enhanced Longevity is paid to teachers who have met certain criteria.

APPENDIX B

2025 - 26	Tchr Asst					
Step	TA8.25	TA7.25	TA6.26	TA5.25	TA4.25	TA3.25
1	35,994	31,617	27,240	22,862	18,486	14,111
2	38,185	33,535	28,883	24,233	19,582	14,930
3	41,160	36,137	31,114	26,092	21,068	16,046
4	44,463	39,028	33,592	28,157	22,721	17,286
5	44,712	39,245	33,778	28,313	22,845	17,378
6	45,592	40,015	34,439	28,861	23,285	17,709
7	46,763	41,041	35,318	29,593	23,872	18,148
8	48,408	42,480	36,553	30,624	24,697	18,768

Longevity	Regular	Enhanced	Total
10 Years	1,500	350	1,850
15 Years	1,800	400	2,200
20 Years	2,100	450	2,550
25 Years	2,500	500	3,000

Regular Longevity shall be automatic and not based on performance. Enhanced Longevity is paid to teaching assistants who have met certain criteria

2026 - 27	Tchr Asst					
Step	TA8.25	TA7.25	TA6.26	TA5.25	TA4.25	TA3.25
1	36,660	32,202	27,744	23,285	18,828	14,372
2	38,891	34,155	29,418	24,681	19,944	15,207
3	41,922	36,806	31,690	26,575	21,458	16,343
4	45,286	39,750	34,214	28,678	23,141	17,606
5	45,539	39,971	34,403	28,837	23,267	17,700
6	46,436	40,756	35,077	29,395	23,716	18,036
7	47,628	41,801	35,971	30,141	24,313	18,484
8	49,377	43,329	37,284	31,236	25,191	19,144

Longevity	Regular	Enhanced	Total
10 Years	1,500	350	1,850
15 Years	1,800	400	2,200
20 Years	2,100	450	2,550
25 Years	2,500	500	3,000

Regular Longevity shall be automatic and not based on performance. Enhanced Longevity is paid to teaching assistants who have met certain criteria

APPENDIX C

Co-Curricular Stipends	2025 - 27
SAT PREPARATION: FALL - ENGLISH	3,197
SAT PREPARATION: FALL - MATH	3,197
SAT PREPARATION: SPRING - ENGLISH	3,197
SAT PREPARATION: SPRING - MATH	3,197
CLASS ADVISOR: GRADE 12	4,733
CLASS ADVISOR: GRADE 11	4,536
CLASS ADVISOR: GRADE 10	4,374
CLASS ADVISOR: GRADE 9	4,089
STUDENT COUNCIL	5,170
PARENT GUIDANCE ED. PROGRAM (to a max 6)	1,532
MODEL UNITED NATIONS	2,742
SENIOR INTERNSHIP	1,532
LITERARY MAGAZINE	2,583
MOCK TRIAL TEAM	2,742
NATIONAL HONOR SOCIETY	2,793
FOREIGN LANGUAGE HONOR SOCIETY	2,793
SCIENCE HONOR SOCIETY	2,793
MATH HONOR SOCIETY	2,793
ENGLISH HONOR SOCIETY	2,793
MUSIC HONOR SOCIETY	1,397
ART HONOR SOCIETY	1,397
SOCIAL STUDIES HONOR SOCIETY	2,793
NEWSPAPER TEXT EDITOR	2,583
NEWSPAPER DESIGN EDITOR	2,583
YEARBOOK	5,486
YEARBOOK (BUSINESS EDITOR)	4,041
DIGITAL YEARBOOK	5,486
TV MANAGER	4,041
HOLLOW HITS WEBSITE MANAGER	4,041
SLEEPY HOLLOW RADIO	3,923
AP TEST COORDINATOR	4,120
<i>FINE/PRACTICAL & PERFORMING ARTS High School</i>	2025 - 27
AUDITORIUM TECHNOLOGY DIRECTOR	15,000
JAZZ BAND	1,574
PEP/MARCHING BAND	1,574
INSTRUMENTAL CONCERT BAND	2,098
INSTRUMENTAL WIND ENSEMBLE	2,098
CHORUS	4,196
SELECT CHORUS	1,574
ORCHESTRA	4,196
CHAMBER GROUP	1,574
6-12 SPRING MUSICAL PRODUCER	2,037

JAZZ COMBO	1,528
DRAMA	2025 - 27
DIRECTOR - FALL	4,002
FALL ART DIRECTOR	1,991
HIGH SCHOOL MUSICAL DIRECTOR	5,539
SPRING ART DIRECTOR	1,991
VOCAL DIRECTOR - SPRING	1,991
ORCHESTRA DIRECTOR - SPRING	1,991
SPRING MUSICAL DIRECTOR	2,558
HIGH SCHOOL CLUBS	2025 - 27
HS CLUBS (TO A MAX OF 15)	1,684
CHAIRPERSONS / DEPARTMENT OF:	2025 - 27
MUSIC	4,200
ART	4,200
PE/Health	8,400
GUIDANCE	10,500
ESL	9,000
WORLD LANGUAGE	9,000
MATH	12,600
SCIENCE	10,500
SOCIAL STUDIES	10,500
ENGLISH	12,600
SPECIAL EDUCATION	11,025
MIDDLE SCHOOL/HIGH SCHOOL TECHNOLOGY	10,500
SLEEPY HOLLOW MIDDLE SCHOOL	2025 - 27
STUDENT COUNCIL	3,156
YEAR BOOK	2,508
WASHINGTON DC TRIP COORDINATOR	1,000
FINE/PRACTICAL & PERFORMING ARTS MS	2025 - 27
JAZZ BAND	1,574
6th GRADE BAND	2,098
7th / 8th GRADE BAND	2,098
CHORUS	4,196
ORCHESTRA	4,196
CHAMBER GROUP	1,574
SLEEPY HOLLOW MIDDLE SCHOOL - DRAMA	2025 - 27
DIRECTOR - FALL	4,002
DIRECTOR - SPRING	4,002
SLEEPY HOLLOW MIDDLE SCHOOL – CLUBS	2025 - 27
MS CLUBS (TO A MAX OF 12)	1,532
JUNIOR HONOR SOCIETY	1,854

TEAM LEADERS	2025 - 27
6th GRADE TEAM LEADER	4,120
6th GRADE TEAM LEADER	4,120
7th GRADE TEAM LEADER	4,120
7th GRADE TEAM LEADER	4,120
8th GRADE TEAM LEADER	4,120
8th GRADE TEAM LEADER	4,120
WASHINGTON IRVING INTERMEDIATE SCHOOL	2025 - 27
STUDENT GOVERNMENT	3,156
TEAM LEADER - 3rd GRADE	4,120
TEAM LEADER - 4th GRADE	4,120
TEAM LEADER - 5th GRADE	4,120
BAND	5,490
CHORUS	5,579
JAZZ	1,155
ORCHESTRA	4,793
ELEMENTARY SCHOOLS	2025 - 27
TEAM LEADER - KINDERGARTEN	4,120
TEAM LEADER - 1st GRADE	4,120
TEAM LEADER - 2nd GRADE	4,120
MATH/ENG LANGUAGE ARTS DEVELOPER (JP/WLM)	12,589
MATH/ENG LANGUAGE ARTS DEVELOPER (WI)	12,589
DISTRICT WIDE POSITIONS	2025 - 27
MENTOR TEACHER (AS NEEDED)	1,262
MENTOR TEACHER COORDINATOR	1,891
ASST TO THE PRINCIPAL - WLM	3,953
ASST TO THE PRINCIPAL - JP	3,953
ASST TO THE PRINCIPAL - TH	3,953
TECHNOLOGY DEVELOPER - DW	13,915
DUAL LANGUAGE TEACHER - DW	500

APPENDIX D

INTERSCHOLASTIC ATHLETICS STIPENDS	2025 - 27
DISTRICT WIDE	
FACULTY EQUIPMENT MANAGER	6,178
SUMMER WEIGHT ROOM SUPERVISOR	2,635
SLEEPY HOLLOW HIGH SCHOOL	
PIONEER LEAGUE	8,151
FALL STIPENDS	2025 - 27
FALL SPORTS SUPERVISOR	5,665
CHEERLEADERS	
HEAD VARSITY COACH-FALL	5,705
J.V CHEERLEADER COACH	2,852
CROSS COUNTRY - Fall	
HEAD VARSITY COACH (BOYS & GIRLS)	8,151
CROSS COUNTRY - Fall - SHMS	
MODIFIED HEAD COACH	5,705
FIELD HOCKEY - Fall	
HEAD VARSITY COACH	8,151
HEAD JV COACH	5,705
FIELD HOCKEY - Fall - SHMS	
MODIFIED HEAD COACH	5,705
FOOTBALL - Fall	
HEAD VARSITY COACH	9,588
ASSISTANT VARSITY COACH	7,192
ASSISTANT VARSITY COACH	7,192
HEAD JV COACH	6,713
ASSISTANT J.V COACH	5,286
FOOTBALL - Fall - SHMS	
MODIFIED HEAD COACH	6,713
MODIFIED ASSISTANT COACH	5,064
INTRAMURAL SPORTS - Fall	
SH (Weight Room)	2,635
MS (Sept. - Jan.) 3 days per week	3,952
WI (Sept. – Nov.) 3 days per week	1,967
SOCCER - Fall	
HEAD VARSITY COACH (B)	8,151
JV COACH (B)	5,705
ASSISTANT VARSITY COACH (B) (.5 FTE)	3,056
SOCCER - Fall	
HEAD VARSITY COACH (G)	8,151
JV COACH (G)	5,705
ASSISTANT VARSITY COACH (G) (.5 FTE)	3,056
SOCCER - Fall - SHMS	
MODIFIED HEAD COACH (B)	5,705
MODIFIED HEAD COACH (G)	5,705

SWIMMING - Fall (Head Varsity Coach or Assistant Varsity Coach)	
HEAD VARSITY COACH	8,151
ASSISTANT VARSITY COACH (G)	6,112
TENNIS - Fall	
HEAD VARSITY COACH	7,192
VOLLEYBALL - Fall	
HEAD VARSITY COACH	8,151
HEAD JV COACH	5,705
VOLLEYBALL - Fall - SHMS	
MODIFIED HEAD COACH	5,705
MODIFIED ASST HEAD COACH (As Needed)	4,279
STRENGTH & CONDITIONING - FALL	
STRENGTH & CONDITIONING	8,151
WINTER STIPENDS	2025 - 27
CHEERLEADERS	
HEAD VARSITY COACH	5,705
J.V CHEERLEADING COACH	2,852
BASKETBALL - Winter	
HEAD VARSITY COACH (B)	8,151
HEAD JV COACH (B)	5,705
HEAD VARSITY COACH (G)	8,151
HEAD JV COACH (G)	5,705
ASSISTANT VARSITY COACH (B)	6,112
ASSISTANT VARSITY COACH (G)	6,112
BASKETBALL - Winter - SHMS	
MODIFIED HEAD COACH (B)	5,705
MODIFIED HEAD COACH (G)	5,705
ICE HOCKEY - Winter	
ASSISTANT COACH	6,112
INDOOR TRACK - Winter	
HEAD VARSITY COACH (B)	8,151
HEAD VARSITY COACH (G)	8,151
ASSISTANT VARSITY COACH (B & G)	6,112
INTRAMURAL SPORTS - Winter	
SH (weight room)	2,635
MS (Feb. - June) 3 days per week	3,952
WI (Dec. - Feb.) 2 days per week	1,318
WRESTLING - Winter	
HEAD VARSITY COACH	8,151
ASSISTANT VARSITY COACH	6,112
WRESTLING - Winter - SHMS	
MODIFIED HEAD COACH	5,705
STRENGTH & CONDITIONING - WINTER	
STRENGTH & CONDITIONING	8,151

SPRING STIPENDS	2025 - 27
SPRING SPORTS SUPERVISOR	5,665
BASEBALL - Spring	
HEAD VARSITY COACH	8,151
ASSISTANT VARSITY COACH (.5 FTE)	3,056
HEAD JV COACH	5,705
BASEBALL - Spring - SHMS	
MODIFIED HEAD COACH	5,705
GOLF - Spring	
HEAD VARSITY COACH	7,192
INTRAMURAL SPORTS - Spring	
SH (weight room)	2,635
WI (Mar. – May) 3 days per week	1,967
LACROSSE - Spring	
HEAD VARSITY COACH (B)	8,151
HEAD VARSITY COACH (G)	8,151
ASSISTANT VARSITY COACH (B) (.5 FTE)	3,056
ASSISTANT VARSITY COACH (G) (.5 FTE)	3,056
HEAD JV COACH (G)	5,705
HEAD JV COACH (B)	5,705
LACROSSE - Spring - SHMS	
MODIFIED HEAD COACH (B)	5,705
MODIFIED HEAD COACH (G)	5,705
OUTDOOR TRACK - Spring	
HEAD VARSITY COACH (B)	8,151
HEAD VARSITY COACH (G)	8,151
ASSISTANT VARSITY COACH	6,112
OUTDOOR TRACK - Spring - SHMS	
MODIFIED HEAD COACH	5,705
SOFTBALL - Spring	
HEAD VARSITY COACH	8,151
ASSISTANT VARSITY COACH (.5 FTE)	3,056
HEAD JV COACH	5,705
SOFTBALL - Spring - SHMS	
MODIFIED HEAD COACH (G)	5,705
TENNIS - Spring	
HEAD VARSITY COACH (B)	7,192
STRENGTH & CONDITIONING	
STRENGTH & CONDITIONING	8,151

Modified Coaches shall be seasonally appointed and receive a stipend of \$4,279 if the number of modified teams reaches a certain level at the time of the first athletic contest consistent with Appendix D