

PREAMBLE

The Board and Association firmly believe that the primary function of the Board, the Administration, the teachers and all other employees of the Genesee Valley Central School is to provide each child attending the school with the type of educational opportunity which is best suited to his/her individual abilities and which will best equip each child to utilize his/her abilities to the greatest extent possible in later life.

The Board and the Association further recognize that the Board is the legally constituted body responsible for policy enactment under the laws of the State of New York, and that this responsibility which has been vested in the Board by the voters of the School District cannot be delegated, negotiated or reduced.

Genesee Valley Central School stands for and behind the success of each of its' students. It is our mission to prepare our students for the future and the world. The youth of our communities shall be encouraged to develop to their full potential. We believe that students, graduates, faculty and staff of GVCS should continue the learning process throughout life.

ARTICLE I

Section 100: Duration

This agreement made and entered into on July 1, 2005, by and between the Chief Executive Officer of the Genesee Valley Central School, hereafter referred to as the "Superintendent" and the Genesee Valley Educators' Association, hereafter referred to as the "Association", shall remain in force through June 30, 2010.

ARTICLE II

NEGOTIATION PROCEDURE

Section 200:

The Board and the Association agree to negotiate in good faith all terms and conditions of employment as prescribed by Article 14 of the Public Employees' Fair Employment Act.

Section 201:

The Association shall have the right to begin negotiations for a successor agreement on or about March 1st of the final year of the contract.

Section 202:

Negotiations may be requested by either party with arrangements to be made through the Office of the Superintendent.

Section 203:

All members of the bargaining unit shall receive copies of the Agreement in a timely manner at the conclusion of negotiations. Each new hire shall receive a copy of the contract when he/she begins work.

ARTICLE III

RECOGNITION

Section 300: Term:

In accord with the provision of Article XIV of the Civil Service Law of the State of New York, the Board of Education of Genesee Valley Central School district, hereinafter referred to as "Board", recognizes the Genesee Valley Educators' Association, hereinafter referred to as "Association" as the exclusive employee organization for the unit consisting of full-time certified teaching assistants; certified teaching employees, employed at least forty (40) percent of the time; and long-term substitutes, except for the Chief Executive Officer, Principals, Vice-Principals and per diem substitutes. A long-term substitute is defined as a per diem substitute who works more than ninety (90) consecutive workdays in any academic year. The per diem substitute becomes a long-term substitute as of the 91st consecutive day. The period of such recognition shall be extended for the term of this agreement and shall be for the purpose of determination of and administration of grievances rising under the terms of this agreement.

Section 301: No Strike Pledge:

It is agreed by and between the parties that the Association affirms that it does not assert the right to strike against any government, to assist or participate in such strike, or to impose an obligation to conduct, assist or participate in such a strike.

ARTICLE IV

DUES DEDUCTION

Section 400: Authorization:

The district will make one deduction in each pay period for dues from wages of those employees who have filed with the Board office, and signed the appropriate deduction authorization forms. These deductions will be continuous until such time as the employee cancels it in writing. From the wages of each employee who does not have a dues deduction

authorization form on file, the District will make one deduction each pay period for agency fee. No later than August 15th of each fiscal year, the Genesee Valley Educators' Association shall certify, in writing, to the Board office the amount of any change in dues or agency fee for that school year. All such deductions for each month are to be remitted to their treasurer by each pay date. Genesee Valley Educators' Association will create a fully legal refund procedure for agency fee payers and shall otherwise deal with the funds and with agency fee payers in a lawful and proper manner. The Genesee Valley Educators' Association agrees to hold the District harmless in a reference to such agency fee deductions. Teacher authorization will be in writing.

Section 401: Method:

The deductions referred to in "Section 400" above, will be in equal installments beginning with the first paycheck in October, and for each pay period thereafter through June. Annually, the Association is to deliver to the Business Office prior to the end of the pay period preceding the first deductions, all new authorization forms at one time, arranged in alphabetical order. Also, at the same time, a corresponding alphabetical listing of persons requesting dues deduction shall be signed by the Association President, substantiating their correctness.

Section 402: New Employees:

Provisions shall be made to afford the same opportunity to Association members beginning or returning to employment, or wishing to join after the first regular deduction as prescribed in Section 401.

Section 403: Tax Sheltered Annuities:

The District shall make tax sheltered annuity deductions as requested by the employee after a Salary Reduction Agreement for 403B programs is received by the business office. The District will submit contributions only to those providers that have completed the required Service Provider Agreement. New providers will be considered if five (5) or more employees request the addition and all required agreements are signed.

Payments of these deductions will be made by the 10th day of the month following the deductions.

ARTICLE V

ASSOCIATION DAYS

Section 500:

The District will grant up to three (3) paid days per year for conducting Association business, which may include attendance at the NEA/NY Delegate Assembly. The Association President will notify the Superintendent at least two (2) days in advance of the dates and the person(s) involved. Additional days may be taken for the NEA/NY Delegate Assembly or upon agreement of the Superintendent and the Association will reimburse the District for the cost of the substitutes for these additional days.

ARTICLE VI

INTERNAL COMMUNICATIONS

Section 600:

A bulletin board shall be available in the faculty room(s) for Association announcements. The Association shall have the right to distribute materials relating to Association activities through the internal mail system.

ARTICLE VII

PROTECTION OF TEACHERS AND STUDENT DISCIPLINE

Section 700: Method:

The District agrees to distribute written copies of policies concerning student discipline to all teachers. The Superintendent or Principal shall discuss discipline policy with all students in a general assembly at the beginning of each school year.

The Superintendent or Principal shall meet with a committee of teachers appointed by the President of the Association to review annually the discipline policy, and changes mutually agreed upon shall be recommended for policy.

ARTICLE VIII

TEACHING ASSIGNMENTS

Section 800: Teacher Assignment:

Each school year, the District shall assign, to the extent possible, each unit member to a position within his/her tenure area. A written statement of anticipated instructional duties, number of classes, number of preparations, and other duties will be provided by July 31st except in extenuating circumstances.

Section 801: Transfers (note applicable to part-time employees)

Teachers who desire a change of grade and/or subject assignment within their area of certification, shall file a written statement with the Superintendent, not later than March 1st, which must be renewed annually. If vacancies occur after this date, the teacher may request a transfer within a reasonable time after the vacancy is known. Such statement shall include the

grade and/or subject to which the teacher desires to be assigned. Where such requests contain a multiple choice, the grades and/or subjects shall be listed in order of preference.

- A. The right to determine a transfer from one tenure area to another or within a tenure area, is a Board of Education function or policy. The Board of Education will make the final determination as to qualifications.
- B. Should any teacher desire a transfer to a different tenure area, upon appointment to the new tenure area, the seniority in the prior tenure area will not continue to grow.
- C. Requests from members of the incumbent professional staff should be considered concurrently with hiring new teachers. Incumbent applications for a position should be notified in writing as soon as a decision has been made.

Section 802: Preparation Periods:

Each teacher shall have a single duty-free preparation period of at least 35 minutes during each day, except in emergency situations.

Section 803: Teaching Load

Teachers in the Middle and High school (with the exception of Special Education staff) will teach a maximum of four different academic courses not including extra duties such as: study hall monitoring, AIS periods, etc. per semester. If more than four different academic courses are taught, the teacher will receive an additional daily preparation period. If an elective course is proposed by a teacher, and the district supports development of the curriculum, this elective will not be included in the four academic course lists, throughout the existence of this elective course.

Teachers will be assigned cafeteria duty no more than three lunch periods per week except in emergency situations.

Section 804: Mentoring

Unit members who become a mentor teacher shall be paid a stipend of two-hundred fifty dollars (\$250) and agree to provide up to five (5) work days the first semester and additional days only if needed (at the discretion of the Superintendent after consultation with Mentor, Mentee and appropriate Administrator). Mentor and Mentee must have the Superintendent's prior approval for time spent mentoring to be applied to the five work days (1/2 day with substitute, full day with substitute, or before and after school). Mentoring time with a newly hired teacher must focus on areas such as lesson planning, methodologies of instruction, curriculum, student behavior, classroom management and/or other such areas the Superintendent deems related to the mentee's appointment. Mentor teachers will not formally evaluate or supervise newly hired teachers.

Section 805: Posting:

All positions in the bargaining unit, including extra-curricular, shall be posted via e-mail to all unit members and in the Principal's office when vacancies occur. In addition, over the summer, the District will mail notices of vacancies to the Association President.

Postings and mailings will occur at least ten (10) days prior to appointments to fill the vacancies, but not later than time of advertisement.

Section 806: Distance Learning:

With the understanding that technology should enhance the quality and relevance of the educational program, while insuring effective use of our resources, the District and the Association will support the use of educational technology and the delivery of instruction. This could include Distance Learning.

- A. The use of the Distance Learning Program shall not cause any bargaining unit member to be laid off or reduced from full-time to part-time employment. Participation in the Distance Learning Program shall be unit work only as a Sending Teacher.
- B. Teacher participation in the Distance Learning Program as a Sending Teacher shall be voluntary.
- C. Distance Learning Program positions as a Sending Teacher shall be posted.
- D. Unit Members participating in the Distance Learning Program shall be evaluated at the Genesee Valley sites and in the same manner as all other unit members in accordance with terms of this collective bargaining agreement.
- E. The District(s) receiving the transmitted lesson shall assume full responsibility and liability for the supervision and discipline of students in the receiving schools except the Sending Teachers will be expected to report witnessed acts of misconduct to the Administration of the receiving school.
- F. Tapes of lessons by Sending Teachers employed by the District shall be used only by the students presently enrolled in the class or as the teacher permits.
- G. The teacher shall not be responsible for technical installation or maintenance of equipment utilized in the Distance Learning Project.
- H. The grading of Distance Learning Project student participants shall be the domain of the instructor. However, the instructor shall not be responsible for translating grades into a receiving district's grading system.
- I. Any sending class will have no more than twenty-two (22) students (all sites combined). If a course has been offered by The District in the past two (2) years, and staff member is qualified, and available to teach said course, then with eight (8) or more Genesee Valley students enrolled, Genesee Valley will be the host school.
- J. A Sending Teacher who instructs a course outside of the District's regular school hours will be reimbursed at a professional hourly rate with each three (3) hours taught earning four (4) times the established hourly rate.

- K. The District and the Association agree that after one (1) year of Distance Learning experience, the two (2) parties will reconvene to review and possibly re-bargain this Distance Learning language.

ARTICLE IX

PROCEDURE FOR EVALUATING PROBATIONARY OR TENURED TEACHERS

Section 900: Professional Development Plans:

The GVEA and Superintendent of Schools agree that all teaching staff perform better when guided by mutually acceptable goals. Annually, all teachers will provide the Superintendent of Schools a copy of their Professional Development Plan by October 1 on a mutually agreed upon form that will be provided. This will be followed by a Summary of Progress Form completed by every teacher by June 1 annually.

Section 901: Teacher Observations:

The GVEA and Superintendent of Schools agree that there will be assessment of teaching staff by Administrators. We agree that all non-tenured teachers will be observed by a certified GVCS administrator at least three (3) times per year, and that such observations will be summarized in writing. All tenured teachers will be observed by a certified GVCS administrator at least one (1) time per year and such observations will be summarized in writing.

Section 902: Evaluation Program:

In lieu of the procedure in Section 903, any teacher may choose to be evaluated using the jointly created Teacher Evaluation/Staff Development Plan. Teachers must make this election by September 15 of the school year.

Section 903: Procedure:

- A. A certified GVCS Administrator shall conduct three (3) observations of each probationary teacher every year. One (1) of these will be scheduled, and two (2) will be unscheduled.
- B. A copy of the certified GVCS Administrator's appraisal shall be given to the teacher ten (10) school days after such observation. (Time may be extended by mutual consent).
- C. A formal, private conference will be held after each observation within six (6) school days of the receipt by the teacher of the written appraisal. The conference may be waived by mutual consent of the teacher and evaluator.
- D. The teacher shall sign and date the formal appraisal document after it is jointly reviewed. Such signature only indicates that the teacher reviewed the document.

- E. The teacher may, if he/she chooses, submit a written statement within four (4) school days of the formal conference, and have it attached to the appraisal document.
- F. Each teacher shall be given a copy of his/her formal appraisal as well as having one copy placed in his/her personnel file.
- G. No classroom observations shall be scheduled for days preceding or following a vacation, unless mutually agreed upon.
- H. Classroom observations should be scheduled for a majority of a class period or lesson, so as to allow the observer to become intimately acquainted with the manner in which the instructional process is accomplished. Every effort will be made to conduct classroom observations at different times of the day for a minimum of twenty-five (25) minutes each.
- I. All teachers will receive an annual evaluation on or before June 1 of each year.
- J. Appraisal shall be written on a form as determined by the Administration. A copy of the appraisal form, if different from the previous school year, shall be provided to the Association prior to September 30th.

ARTICLE X DISMISSAL OF NON-TENURED TEACHER

Section 1000:

In cases of dismissal for disciplinary reasons, the teacher shall not be entitled to advance notice except as prescribed by law and shall at his/her option have recourse to a hearing before the Board.

Section 1001:

As individual deficiencies are found, the teacher will be informed. Such information, if conveyed formally, shall be reduced to writing. The above shall not be construed as confirming or denying the procedures and rights contained below.

Section 1002:

If it is proposed to dismiss a teacher for a non-disciplinary reason, he/she shall be given notice of the Superintendent's recommendation at least sixty (60) days before the end of his/her probationary period. At this time, the teacher may request that the reasons for his/her termination be given in writing. At this time, the teacher and his/her representative can meet with the Board of Education to give his/her response to the reasons that were given.

ARTICLE XI
PERSONNEL FILE

Section 1100:

Teachers will have the right, upon request, to review the contents of their personnel file, and the right to add material by way of explanation or response to any statement found therein. Pre-hire information as well as any information that the teacher has acknowledged as being confidential information at its source, should not be shown to the teacher and should be withdrawn from the file at the time of inspection. However, all other information will be available for inspection and the teacher will be given a copy of each document if he/she so requests.

Section 1101:

No critical material shall be placed in the teacher's personnel file unless the teacher has first received notice and signed said material. Should such teacher refuse to sign materials to be placed in his/her file, or be unavailable, the Superintendent may note on the documents to be filed that said teacher either refused or was unavailable. If the teacher is unavailable, a copy of the material will be sent to the teacher's home address for signature. The teacher can sign the document when school reconvenes.

Section 1102:

The individual teacher when examining his/her file may be accompanied by counsel of his/her choice.

Section 1103:

It is understood by both parties to this agreement that there is one (1) personnel file, which is kept in the District Office.

Section 1104: E-Mail correspondence will not be used to transmit evaluative or personnel file material.

ARTICLE XII

WORK DAY

Section 1200: Work Day:

It is understood by all parties involved that the professional responsibilities of a teacher often require that job related duties are performed at times other than the regular school day. Responsibilities such as parent conferences, emergency staff meetings, Shared Decision Making Team meetings, State or BOCES coordinated grading of State tests, and faculty meetings may extend beyond the normal workday. 1) Shared Decision Making Team Meetings refer to an initial meeting or a training session being held after school hours; any further meetings will be held during regular work hours (7:00 a.m. – 4:00 p.m.) unless agreed to by the Shared Decision

Making Team. 2) State or BOCES coordinated grading of State tests refers to work that can be done during or after regular school days. Test grading during holidays, vacations or a non-school day would be subject to added remuneration. The administration agrees to keep these requirements to a minimum and the Teachers Association agrees to support these professional activities.

Our professional workday will be limited to a continuous seven hours and thirty minutes (7 hours, 30 minutes) whenever possible, except when professional duties such as parent conferences or faculty meetings require otherwise. Such meetings will not extend for more than one (1) hour immediately after or thirty (30) minutes immediately prior to the individual's workday. When it's mutually agreed upon between the individual teacher and the Superintendent, the building time schedule may be altered to allow for early or late arrival or departure, depending on District needs. Failure to agree to alter a unit member's schedule will not be a consideration or component of any job or performance evaluation.

There will be one (1) additional staff development day added to the already scheduled staff development days. This one (1) day will take place the week before Labor Day. The district agrees to seek the association's input as to exact scheduling of this day.

The District agrees to the importance of breaks during the school day, and therefore will attempt to provide planning or lunch time during the day so that not more than four (4) consecutive periods will be worked without some type of break. Included in the workday shall be a duty-free one-half (1/2) hour lunch period.

If there are unused snow days, the District will give the Friday before Memorial Day off.

Part-time teaching employees' workday and attendance at meetings shall be determined and agreed upon by the Superintendent of Schools and the employee with preparation time prorated on the basis of a full time teacher's schedule.

All morning meetings will end at least ten (10) minutes prior to students' arrival in the classroom.

ARTICLE XIII

BENEFITS

Section 1300: Payroll Savings:

The district shall participate in direct deposit plans with Fleet Bank, Steuben Trust Company, Allegany County School's Federal Credit Union, Key Bank and Community Bank.

Section 1301: Health Insurance:

- A. **Point of Service Plan (known commonly as Choice Plan)**. The District agrees to pay one-hundred percent (100%) of the annual cost (pro-rata for part-time), on a monthly pro-rated basis for single or family coverage for all unit members hired prior to and including June 30, 1999, through a Point of Service Plan (POS). Employees may enroll under either the Family Plan coverage or the Individual Plan coverage.

Members hired after 6/30/99 will contribute ten percent (10%) of their POS health insurance premiums. Employees may enroll under either the Family Plan coverage or the Individual Plan coverage. The contributions will be deducted from regular biweekly paychecks. The employee's share of premiums may be paid through flex plan contributions.

Members hired after 6/30/03 will contribute ten percent (10%) of their POS health insurance premiums for single coverage and fifteen percent (15%) of their POS health insurance premiums for family coverage. The contributions will be deducted from regular biweekly paychecks. The employee's share of premiums may be paid through flex plan contributions.

Planned Provider Organization Plan (known commonly as NOVA). The District agrees to provide a Planned Provider Organization Plan (PPO) (pro-rata for part-time), on a monthly pro-rated basis for single or family coverage for all unit members. For members participating in the Planned Provider Organization Plan (PPO), the following employee contributions shall apply.

For the 2005-2006 school year.

- For all unit members hired prior to and including June 30, 1999, the District agrees to pay one-hundred percent (100%) of the annual cost (pro-rata for part-time), on a monthly pro-rated basis for single or family coverage for, through a Planned Provider Organization Plan (PPO). Employees may enroll under either the Family Plan coverage or the Individual Plan coverage.
- Members hired after 6/30/99 will contribute ten percent (10%) of their PPO health insurance premiums. The contributions will be deducted from regular biweekly paychecks. The employee's share of premiums may be paid through flex plan contributions.
- Members hired after 6/30/03 will contribute ten percent (10%) of their PPO health insurance premiums for single coverage and fifteen percent (15%) of their PPO health insurance premiums for family coverage. The contributions will be deducted from regular biweekly paychecks. The employee's share of premiums may be paid through the flex plan contributions.

For the 2006-2007 school year.

- All members participating in the PPO shall contribute ten percent (10%) of their PPO health insurance premiums for single coverage and fifteen percent (15%) of their PPO health insurance premiums for family coverage. The contributions

will be deducted from regular biweekly paychecks. The employee's share of premiums may be paid through the flex plan contributions.

For the 2007-2008 school year.

- All members enrolled in the PPO will pay the difference in cost between the PPO and POS plan. The contributions will be deducted from regular biweekly paychecks. The employee's share of premiums may be paid through the flex plan contributions.

PPO to POS Change. Any unit members that are currently enrolled in the PPO plan and switch to POS prior to September 1, 2005 will receive one thousand dollars (\$1,000) if currently enrolled in family coverage, and five-hundred dollars (\$500) if currently enrolled in single coverage. Any unit members that are currently enrolled in the PPO plan and switch to POS prior to September 1, 2006 will receive five hundred dollars (\$500) if currently enrolled in family coverage, and two-hundred fifty dollars (\$250) if currently enrolled in single coverage. Such payments will be paid according to the health insurance buyout schedule. This benefit terminates at the conclusion of the 2007 school year.

- B. If for any reason the PPO or POS ceases to exist, or the District should decide to discontinue participation in either plan, the District will provide coverage, to the best of its ability, equal to or better than the plan's coverage. If said equal or better coverage is not obtainable, then the District may substitute an available plan that best equals or betters the existing plan.
- C. Any complaints under the District plans with respect to its interpretation or application must be processed through the Claims Review Procedure set forth in the document. If the matter is not settled to the employee's satisfaction and the document does not provide for Arbitration of such dispute then within thirty (30) days of the written answer from the governing Committee of the plan, the Association may submit the issue directly to binding arbitration. The Association and the District agree that such binding arbitration should only be before an arbitrator under the Rules of the American Arbitration Association who has expertise in medical health insurance coverage benefits and policies, and is familiar with the rights of covered individuals and the responsibilities of the insurance provider. The plan will furnish the Association with all pertinent data related to the dispute, subject to the provision of (g) below.
- D. All data obtained by a plan Administrator with respect to Insurance Claims shall be considered confidential and shall be disbursed to persons involved or connected with the plan strictly on a need-to-know basis, and such information shall be utilized for no other purpose than is necessary for the administration of the plan and the payment of claims. Any health data obtained by a plan may not be used to discipline or dismiss an employee.

- E. Employees that have previously declined coverage may later reconsider and enroll in any insurance plan offered by the district, under conditions set forth in this agreement. Such enrollment will be limited to the “open enrollment period” as established by the individual plan. Whenever possible, coverage shall commence on the first day of the month following the receipt of the completed enrollment form.
- F. An employee whose spouse worked for the same District or another School District participating in a District plan, may enroll in the plan with no lapse in coverage if their spouse’s coverage ceases for any reason. In no event shall there be double coverage in District plans.
- G. Any employee who has coverage through another policy either his/her own or his/her spouse will not be eligible for coverage as provided above. If the employee does not have an option regarding his/her spouse’s coverage, he/she may petition the Board of Education for coverage as per this agreement. The decision of the Board of Education is final regarding such petition and without prejudice or precedent.
- H. An employee who chooses not to be covered by a District Health Insurance plan, shall receive One Thousand Six Hundred Dollars (\$1,600) in each year during the length of this contract, if they adhere to the following procedures and guidelines:
 - 1. Unit employees must file a written request, including proof of alternative coverage, with the Superintendent of Schools prior to July 1 of the fiscal year, stating that they wish to forego health insurance coverage.
 - 2. Re-entry into a District plan is guaranteed if alternative insurance becomes unavailable. Unavailable means the employee would have to assume the full cost of the alternative policy. Contribution or increased contribution or change of benefits does not constitute unavailability.
 - 3. The unit member shall receive one half of the payment in the first regular pay period in January and the remaining half in the last regular pay period in June.
 - 4. New hires or new enrollees shall receive a pro-rata amount, provided however, that they forego health insurance coverage for the rest of the fiscal year.
 - 5. Once an employee files a written request to forego health insurance coverage, additional renewal applications are not necessary. The District will continue to pay the appropriate amount to the employee, and the employee shall continue to forego such coverage each and every year until an employee files an application to request such health insurance; provided, however, the application to request health insurance coverage is filed prior to July 1 of the fiscal year so that the health insurance can become effective on July 1 of that fiscal year.

Section 1302: Flex Plan:

The District shall pay five hundred fifty dollars (\$550.00) for each year of this contract to the Flexible Benefits plan for eligible members of the bargaining unit (Pro-rated basis for part-

time or less than full year of employment). The administrative fees will be paid by the District. Up to \$5,000 of unused monies in a plan year will be deposited with a scholarship account set up by the district's business office and to be administered by the Teacher's Association Scholarship Committee. The association will be consulted before a change in the Plan Administrator.

Section 1303: Terminal Pay Plan:

For each year of this agreement, unit members shall be eligible for a terminal pay plan which is to be calculated at the rate of seventy dollars (\$70) per day times the unit member's unused accumulated sick leave up to 200 (Two-hundred) days provided the teacher adheres to the following guidelines and procedures:

- A. The unit member notifies the Superintendent of Schools or his designee in writing by March 1 of the year prior to the year he/she intends to resign for the purposes of retirement and requests the benefits of this contractual provision.
- B. The unit member must be eligible to retire under the guidelines of the New York State Teacher's Retirement System and have served ten (10) complete years with the Genesee Valley Central School District. Complete years shall be defined as being on the payroll for at least 120 days of the school year.
- C. The unit member must actually resign with the purpose to retire on the date specified in the letter of application.
- D. The unit member has the option of applying for the following plans:
 - 1. The unit member may receive his/her terminal pay payment in one lump sum on the second payroll in July of fiscal year following year of retirement, or he may receive it on two payments: one-half on the second payroll in July of the year of retirement and the other half on the first payroll in January of the following year.
 - 2. Retirees are eligible to participate in any health insurance plan offered by the district. Such participation costs will be borne by the retiree, either by direct payment or escrow account.
- E. If an eligible unit member misses the deadline in paragraph A above, and resigns, he/she may exercise the same choices as in Section D above, but the reimbursement will occur one calendar year later.
- F. If a retiree dies before expending his/her terminal leave pay for health insurance, his or her designated beneficiary may expend the remainder for health insurance purposes or collect the cash balance.

Section 1304: Physical Examinations:

The District shall reimburse the teachers for the cost of required physical examinations if such required examinations will not be performed without charge by the school physician. In the event that an individual prefers another doctor, the individual shall bear the full expense of any required examination.

ARTICLE XIV

SICK LEAVE

Section 1400:

Faculty members of the Genesee Valley Central School are entitled to twelve (12) days of sick leave per year for personal illness. These days shall accumulate at the rate of 1.2 per month, per individual. If sick leave is used in excess of accumulated leave, the teacher will lose one (1) day of salary for each day absent. Unused sick leave may accumulate to a total of two hundred (200) days. A doctor's excuse may be required for absences of three (3) consecutive days or more. Five (5) of the twelve (12) days per year may be used for the illness of a member of the immediate family and/or an illness of member of the household of the teacher. All earned sick days in excess of two hundred (200) may be used by a unit member to protect from chronic or catastrophic illness or injury.

Section 1401: Sick Leave Bank:

- A. Teachers wishing to join the bank must donate at least one (1) day by October 15 in the 1st year of membership. Once a teacher has contributed to the bank, he/she will continue as a member of the bank regardless of his/her contributions in future years. Members may donate a maximum of four (4) days each year by October 15. The total number of days to the bank will not exceed two hundred (200) days except to allow teachers to become new members of the sick bank. However, the total number of days which can be utilized in any given year shall not exceed two hundred (200). Any contribution by an individual shall be deducted from their accumulated leave. If the number of accumulated days in the bank falls below fifty (50), one (1) additional day must be donated by existing bank members within a thirty (30) day window period.
- B. A committee shall be established to review and approve requests for use of the bank. This committee shall consist of the Superintendent or his/her designee, the President of the Association or his/her designee and one other member of the Association to be appointed by the President. Requests may be submitted to any member of this committee for approval.
- C. No individual will be entitled to apply to the Sick Leave Bank unless:
 1. All current and accumulated sick leave days have been exhausted and the individual has lost two (2) weeks pay. The second week may be waived at the discretion of the committee. The first week may be waived by unanimous vote of the committee.
 2. Acceptable medical evidence is provided at appropriate intervals.
 3. Additional guidelines shall be developed by the Sick Leave Bank Committee, reduced to writing, and given to all members of the bargaining unit prior to implementation.

- D. Each teacher who is granted days from the Bank shall pay back the days at a rate agreed upon by the teacher and the committee. In no case shall the teacher be required to pay back more than one-half (1/2) of his/her current leave in any one year unless he/she so desires.

Section 1402: Personal Days:

Faculty members will receive three (3) days to be used for business that cannot be conducted other than during school time. Request for personal leave days must be made to the Superintendent twenty-four (24) hours in advance. In the event of an emergency situation, this time limit can be waived. Personal days cannot be used immediately prior to or following vacation and holidays except at the discretion of the Superintendent. Unused personal days will be added to the cumulative sick leave of the employee at the end of the school year. No reason need be stated for taking a personal leave day, but the foregoing standards shall be observed. Requests for use of two (2) or more consecutive work days for personal leave use are subject to approval by the Superintendent.

Section 1403: Bereavement Days:

Faculty members will be eligible for three (3) additional days in the event of the death of members of their immediate household, parents, children, grandchildren, grandparents, brothers and sisters of either spouse. The Superintendent may at his/her discretion, allow sick days to be used for funerals of other relatives.

- A. The Board of Education is not limited by this policy and can, where it feels it is in the best interest of the school district, grant leave in excess of the above statement. Where the Board deems it appropriate, it may condition such excess leave on the teacher's reimbursement of substitute teacher fees.

Section 1404: Workmen's Compensation:

If a teacher in this unit is eligible for workmen's compensation wage benefits, the teacher shall have the option of drawing either sick leave, if eligible and there is sick leave credited, or workmen's compensation wage benefits.

- A. If the teacher elects to draw sick leave, then the workmen's compensation wage benefits will be refunded to the district.
- B. If the teacher elects to draw workmen's compensation wage benefits, then the sick leave will not be charged against said teacher.

Section 1405: Notification:

By September of each year, the District shall provide each teacher with an accounting of credited sick and personal leave days, including the current year's addition.

ARTICLE XV

CHILD CARE LEAVE

Section 1500:

A leave of absence may not be refused for child care. A teacher must notify the Board three (3) months prior to the date the leave shall commence. In cases of adoption, this three (3) month requirement may be waived at the discretion of the Superintendent. This commencement date shall be left to the discretion of the teacher. The length of the leave period shall be determined by the teacher within a maximum of one (1) year. Such leave may be extended an additional year by agreement between the teacher and the Board. If requested, a doctor's report on the teacher's fitness shall be supplied at the end of the first and second month of the notification period.

Teachers on leave must notify the District by February 1st of their intention to return to the District. If the District does not receive notification by the above date, the employee will lose the District contribution to the flex plan for the next twelve (12) months upon their return. If the leave is other than the September 1st to June 30th school year, notification dates will be agreed upon by the Association and the District prior to Board of Education approval.

ARTICLE XVI

LEAVES OF ABSENCE

Section 1600:

Leaves of Absence without pay may be granted to teachers upon request for study and travel.

Teachers on leave must notify the District by February 1st of their intention to return to the District. If the District does not receive notification by the above date, the employee will lose the District contribution for the flex plan for the next twelve (12) months upon their return.

If the leave is other than the September 1st to June 30th school year, notification dates will be agreed upon by the Association and District prior to Board of Education approval.

Section 1601: Study Leave:

Study leaves shall be limited to study in an accredited school of higher learning, a research organization involved in educational research, or an industry involved in work related to vocational education.

Section 1602: Travel Leave:

Travel leaves shall be limited to travel with an accredited institution for which graduate credit is awarded.

ARTICLE XVII

SABBATICAL LEAVE

The Board of Education of Genesee Valley Central School recognizes the benefits that can be derived from a Sabbatical leave to both a teacher and the school. As a result, the Board of Education of Genesee Valley Central School makes the following provisions for sabbatical leaves:

- A. Sabbatical leaves of one or two semesters may be granted to permanently certified teachers who have been continuously employed as full-time teachers in the district for at least seven (7) years for travel, study or other purposes of value to the Genesee Valley Central School system.
- B. The board may grant one (1) such leave each year, provided that a qualified application is received. In case of multiple qualified applications, seniority in selection shall prevail.
- C. Applications and tentative applications for such a leave must be submitted by February 1 and finalized by May 10 of the school year preceding the school year for which the leave is desired. The application is to outline details of the leave and the value to be recognized by the Genesee Valley School System.
- D. During this sabbatical leave, the teacher granted leave for one full academic year will be paid at one-half (1/2) the salary he/she would have received during the period of such leave.
- E. The sabbatical leave for one-half (1/2) the academic year shall be at the full salary the teacher would have received during the period of such leave.
- F. If the teacher does not return to Genesee Valley Central School system for a period of at least twice the length of the leave, he/she shall fully reimburse the system, upon resignation, for all salary and fringe benefits received during the leave.
- G. When a teacher returns from sabbatical leave, he/she shall be placed in the same classroom position when he/she left at the time the leave commenced and the same salary step he/she would have been assigned at the beginning of the leave had he/she not accepted the leave.
- H. A teacher on sabbatical leave shall be considered a continuous employee of the District in terms of the employee benefits.

ARTICLE XVIII

JURY DUTY

Section 1800:

A temporary leave of absence with full pay shall be granted for jury duty or attendance as a witness when subpoenaed in regard to school related duties.

ARTICLE XIX

CAR MILEAGE

Section 1900: Use of Private Car:

Any teacher using their private car for approved school business is to be paid the IRS rate per mile adopted at the re-organizational meeting of the Board of Education when authorized in advance by the Superintendent.

ARTICLE XX

SALARY SCHEDULE COMPENSATION

Section 2000: Advancement:

- A. If a teacher works ninety (90) days or less in a year, then the teacher does not advance a step on the salary schedule.
- B. If a teacher works ninety-one (91) days or more in a year, the teacher advances a step on the salary schedule.
- C. The interim between the expiration of sick leave and using Sick Leave Bank days shall be considered, for purposes of this Article, as leave without pay.

Section 2001: Teachers with Degree:

The base salary shall be increased Eight-hundred thirty dollars (\$830) for a Master's Degree in each year of this agreement (2006-2010 school years).

- A. Teachers shall be reimbursed at a rate of Sixty dollars (\$60) per hour up to sixty (60) hours for any employee not currently exceeding sixty (60) hours, and up to seventy-five (75) hours for employees currently exceeding sixty (60) hours (as of June 1, 2005). Approval will be based upon the value of the course work to the school district and the teacher's present position. A maximum of fifteen (15) voluntary in-service credit hours may be accumulated for salary credit. One credit on in-service will be given for every fifteen (15) hours met. Prior approval of the Board of

Education must be obtained to receive credit. All previous in-service hours earned will be “grandfathered in” (prior to June, 1987). In cases where the district pays a stipend for attending the in-service work, no in-service credit will be granted.

- B. Each unit member’s salary will be increased by four and one-quarter percent (4.25%) inclusive of increment for the 2005-2006 and 2006-2007 school years, and four percent (4%) inclusive of increment in the 2007-2008, 2008-2009, and 2009-2010 school years.
- C. Starting salaries will be as follows:

<u>2005-06</u>	<u>\$ 31,700.</u>
<u>2006-07</u>	<u>\$ 32,500.</u>
<u>2007-08</u>	<u>\$ 33,000.</u>
<u>2008-09</u>	<u>\$ 33,500.</u>
<u>2009-10</u>	<u>\$ 34,000.</u>

Section 2002: Teacher Assistant:

- A. Teacher assistants shall be paid fifty percent (50%) of what a teacher with comparable credited years of service is receiving. At Step 4, five-hundred dollars (\$500) will be added to base salary.
- B. Teacher assistants will be employed at the discretion of the Board to assist the professional teachers in the performance of their responsibilities.

Section 2003: Method of Payment:

A teacher may choose 21 or 26 pay periods. The first teacher’s paycheck will be no later than the second Thursday after school opens. Final payroll checks shall not be paid until the last day of responsibilities or when the required work has been completed, whichever is later.

- A. It is also understood that the Association for itself and its membership, releases the District and the Board of Education, their respective officers, agents and administrative employees, from liability for any alteration of the above, due to circumstances resulting from school opening or closing beyond the control of the District, or any changes resulting from an audit of the District, and does further agree to hold the said District, Board and their respective officers, agents and administrative employees, harmless from any liability to others therefore.
- B. Salary notices will be sent out by August 15 of each year unless successful negotiated agreement is not in place for the new school year.

**Section 2004: Basis for Calculation of Service Credit
When Teacher Fails to Complete a Full year:**

Certified teachers may be hired above the base salary. Their future salary will be determined by the salary at which they were employed. New hires may be credited by the

district for their experience. Once such credit has been established, those teachers will be placed on the level that corresponds with that credited service, and paid accordingly.

Section 2005: Payment Beyond Normal Duties:

- A. Teachers employed more than ten months shall receive 1/200th of their salary for each additional day and 1/400th for each additional half-day employed.
- B. Employees that attend summer programs and workshops (Curriculum Camp, Mentor workshops, etc.) shall receive a stipend of fifty dollars (\$50) per day.
- C. Curriculum work, remediation, tutoring and other related classroom work shall be paid at the rate of twenty-three dollars (\$23) per hour for the 2005-2008 school years, twenty-four dollars (\$24) in the 2008-2010 school years. Such work must be pre-approved by the district and performed outside of regular school hours.

Section 2006: Salary Schedule:

See Appendix "A"

Section 2007: Coaching/Extra-Curricular Schedule:

See Appendix "B"

ARTICLE XXI

CHAPERONING

Section 2100: Chaperoning Senior Trip:

Senior Class Advisors chaperoning on the Senior Trip shall be paid at the rate of One Hundred Dollars (\$100) per day for each day that school is not normally in session, i.e. the yearly school calendar.

Section 2101: Chaperoning Athletic Events:

A sign-up sheet for all teachers shall be provided for the chaperoning of athletic activities. If not enough teachers sign-up, the Superintendent can appoint teachers on a rotating basis to fill those needed assignments. For all years of this agreement, each teacher shall be paid at the rate of Twenty-Five Dollars (\$25) for each single game and Forty-Five Dollars (\$45) for each double game. Compensation for any away trip will be Thirty –Two Dollars (\$32). Payment to be made as a separate payment.

Section 2102: Junior/Senior Stand:

A senior stand coordinator shall be appointed. The salary shall be as per the salary schedule with an additional Three-Hundred-Dollars (\$300.00) payment from the Senior Class.

Two Senior Stand advisors shall be appointed to supervise the operation of the Senior Stand during the Allegany County Fair Week. Their salary shall be paid according to the salary schedule.

ARTICLE XXII

RETIREMENT INCENTIVE

Section 2300: Options:

- A. Any unit member who resigns with the intent to retire from the District and has a 403b discretionary plan that accepts employer contributions, and meets the stipulated eligibility requirements below, is eligible for either a 403b employer contribution option or a medical insurance incentive option. Employees that do not have a 403b discretionary plan that accepts employer contributions shall only be eligible for the medical insurance incentive option.
- B. In order to be eligible for this benefit, a bargaining unit member must:
1. Have at least ten (10) years of service in the District as of the effective resignation with the purpose of retirement date. (Hereinafter “resign” or “resignation”).
 2. Resign within their first year of eligibility without penalty under the guidelines of the New York State Teacher’s Retirement System or within their first year being age eligible under the guidelines of the New York State Teacher’s Retirement System or during the following two (2) school years. (A year is defined as the July 1 – June 30 in which the unit member’s eligible birthday occurs).
 3. Inform the Superintendent, in writing, of their intent to retire by March 1 of the year prior to retirement.
- C. For unit members that meet the requirements under this section and elect the 403-b contribution, the District will make such contribution on the first payday following the unit member’s retirement date.
- D. To any unit member who resigns under B. above the District shall contribute \$32,000 (Thirty-two thousand dollars) to the employee’s 403-b discretionary plan. If this contribution exceeds the legal limit on contributions to 403b discretionary plans, any amount above and beyond the legal limit will be awarded to the employee in cash. For an employee to be eligible for this option, the employee must have a 403-b discretionary plan that accepts employer contributions.
- D. 2. a. Any unit member who resigns under B above will, should they choose the health insurance option, be entitled to fully paid individual POS health insurance coverage (without riders) purchased by the District under this contract until their 65th birthday.

- D.3. Any unit member who is entitled to the aforesaid insurance may at any time during the period of coverage (i.e. before his/her 65th birthday) choose additional or alternative district coverage if available, at his/her own expense.
- D.4. Unit members who forego Ten Thousand dollars (\$10,000) in payments under Section 1303 Terminal Pay Plan may elect to continue POS family health insurance coverage from their retirement date for a maximum period of 36 (thirty-six) months. Members electing this option must have sufficient accumulated sick days to provide this offset. Members may elect an alternative District plan if available, but will be responsible for the difference in premiums in the plans.

ARTICLE XXIII

GRIEVANCE PROCEDURE

Section 2400: Purpose:

The purpose of the following grievance procedure shall be to settle equitably at the lowest possible administrative level, issues which may arise from time to time with respect to the salaries and working conditions of teachers provided for in this Agreement. The District and the Association agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Section 2401: Definition:

A “grievance” is hereby defined to mean a complaint by a member, or members, based upon an alleged violation of, or a variation from, the provision of this Agreement (or the interpretation, meaning, or application thereof).

Section 2402: Procedure:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed on or after June 1, which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

Level One:

A member with a grievance shall first discuss it with his/her immediate supervisor and/or principal, either directly or with the Association’s School Representative, with the objective of resolving the matter informally.

Level Two:

- A. In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within ten (10) school days after presentation of the grievance, he/she may file the grievance in writing with the Chairperson of the Association's Grievance Committee within five (5) school days after the decision at Level One, or fifteen (15) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairperson may refer it in writing to the Superintendent.
- B. Within ten (10) school days after the receipt of the written grievance by the Superintendent, the Superintendent or his designee shall meet with the aggrieved person in an effort to resolve it.
- C. If a member does not file a grievance in writing with the Chairperson of the Grievance Committee, and the written grievance is not forwarded to the Superintendent within thirty (30) school days after the teacher knew or should have known of the act or condition on which the grievance is based, then the grievance shall have been waived.

Level Three:

In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within ten (10) school days after he/she has first met with the Superintendent or his designee, he/she may file the grievance in writing with the Chairperson of the Grievance Committee within ten (10) school days after a decision by the Superintendent or fifteen (15) school days after he/she has first met with the Superintendent, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairperson of the Grievance Committee shall refer it to the Board. Within fifteen (15) school days, the Board shall meet in executive session with the aggrieved person for the purpose of resolving the grievance.

Level Four:

- A. In the event that the aggrieved person and/or Association are not satisfied with the disposition of the grievance at Level Three, or in the event that no decision has been rendered within ten (10) school days by the Board, and the Association determines that the grievance is meritorious, it may submit the grievance to arbitration by giving written notice to the Board within fifteen (15) school days of the decision at Level Three.
- B. Within five (5) school days after such written notice of submission to arbitration, the Board and the Association will agree upon the mutually acceptable arbitrator from PERB and will obtain a commitment from said arbitrator to serve. If the parties are unable to obtain such a commitment within ten (10) school days a mutual request for a list of arbitrators will be made to the American Arbitration Association by both parties. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

- C. The selected arbitrator will hear the matter promptly and will issue his/her decision no later than thirty (30) calendar days from the date of the close of the hearing. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions of the issues.
- D. The arbitrator shall limit his/her decision strictly to the application and interpretation of the provisions of this agreement and he/she shall be without power to make any decision:
 - 1. Contrary to, or inconsistent with, or modifying or varying in any way the terms of this agreement, or of applicable law, or rules or regulations having the force and effect of law.
 - 2. Involving Board discretion or Board policy under the provision of this agreement, under Board by-laws or under applicable law, except that he/she may decide in a particular case based on a provision of this agreement involving Board discretion or Board policy, whether or not the Board applied such discretion or policy discriminatorily, i.e. in a manner unreasonably inconsistent with the general practice followed throughout the school system in similar circumstances.
 - 3. Limiting or interfering in any way with the powers duties and responsibilities of the Board under its by-laws, applicable law, and rules and regulations having the force and effect of the law.
 - 4. Limiting or interfering in any way with the powers, duties and responsibilities of the Chief Executive Officer under the by-laws of the Board of Education, applicable law, and rules and regulations having the force and effect of the law.
- E. The decision of the arbitrator shall be rendered to the Board and to the Association and shall be binding, and no judgment may be entered thereon.
- F. The costs for the services of the arbitrator, including per diem expenses and, if any, the necessary travel and subsistence expenses, will be borne equally by the Board of Education and the Association.
- G. No reprisals of any kind shall be taken by any party to this Agreement against any party in interest, any witness, any member of the Grievance Committee or any other participant in the grievance procedure by reason of such participation.
- H. Any party in interest may be represented at all stages of this grievance procedure by a person of his/her own choosing. When a teacher is not represented by the Association, the Association shall have the right to be represented and to state its views at the procedure, unless upon written request of the aggrieved employee, the Association is to be excluded.

Section 2403: Miscellaneous:

- A. If, in the judgment of the Grievance Committee, a grievance affects a group or class of teachers, the Grievance Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

- B. Decisions rendered to levels Two and Three of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore, and shall be promptly transmitted to all parties in interest and to the Chairman of the Grievance Committee. Decisions rendered at Level Four shall be in accordance with the procedures herein before set out therefore.
- C. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- D. The procedure set forth above shall be the sole and exclusive remedy available to an aggrieved person hereunder.
- E. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step or waiver of the grievance.
- F. Any decision, course or conduct, or other action which becomes the subject of a grievance, shall not be stayed pending the processing of the grievance except with the written consent of the Administrator or the Board, which consent shall not be unreasonably withheld. A decision at any level of the procedure in favor of the aggrieved person, however, may provide appropriate restitution or other remedy for the period during which the grievance was suffered.

ARTICLE XXIV

IMPLEMENTATION AND AMENDMENT

Section 2500: Amendment:

This Agreement may be amended by mutual consent of both parties with written evidence of said consent being presented by each party to the other.

ARTICLE XXV

SEVERABILITY

It is agreed by and between the parties that if any clause, sentence, paragraph, section or part of this agreement shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof (unless such clause, sentence, paragraph, section or part shall go to the essence of this agreement), but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof, directly involved in the controversy in which such judgment shall have been rendered.

ARTICLE XXVI

LEGISLATIVE APPROPRIATION

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 PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XXVII

CONCLUSION AND COLLECTIVE

Section 2800: Memorandum of Understanding:

This agreement shall be considered a Memorandum of Understanding, executed by both Chief Negotiators for the District and for the Association. Such Memorandum of Understanding shall then be submitted to the Association for its members' approval, and to the Board of Education of the Genesee Valley Central School for its approval.

When both the Educators' Association and the Board of Education of Genesee Valley Central School District have approved said Memorandum of Understanding, it shall then, and only then, be considered a contractual obligation of both parties.

Section 2801: Zipper Clause:

It is agreed that all terms and conditions of employment stated in this Agreement have been negotiated and those terms may not be reopened without the mutual consent, in writing, of both parties.

SIGNATURE PAGE

THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE 1ST DAY OF JULY 2005 AND SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL THE 30TH DAY OF JUNE, 2010.

Michael H. Taylor, Superintendent of Schools

Date

April P. Koons, Association President

Date

APPENDIX “B”

- A. A coach shall receive an additional Forty-five dollars (\$45) for each year of continuous service in the same sport from the most recent date of hire. Leaves granted by the Administration and Board will not affect continuous service except that the coach will not receive credit toward years of service for the time he/she is on leave. A coach may receive continuous service credit for up to twenty (20) years.
- B. Coaching Bonus – A bonus of Twenty-five dollars (\$25) per day for each practice and game day will be paid to those coaches involved in sectional and state level competition. This pay begins the first day of practice after the date set by Section V as the last possible day to play a regular season game. This payment will not exceed Four Hundred Dollars (\$400).

The bonus would also be available for cheerleading coaches while the boys’ basketball team is still involved in sectional or state competition. This bonus would not apply to practices for a cheerleading competition or the competition itself.

Coaches will receive their salary at the end of the season and separate payrolls shall be established for each season (fall, winter and spring). Extra-Curricular Advisors may receive their salary in one separate payment at the end of the year, or two separate payments (40% December, 60% June). The first payment would be in the last pay period prior to Christmas and would contain payment proportional to the amount of extra-curricular activity completed at that point in the school year. The second payment would come in June and would contain the second payment for the rest of the extra-curricular year that was not included in the December payment.

- C. Active Club Advisor – To be determined by the Superintendent of Schools.
- D. All extra and co-curricular personnel will be appointed yearly by the Board of Education, upon recommendation of the Superintendent of Schools.
- E. Department Coordinators for the five core areas representing K-12 (Math, Science, Social Studies, ELA and LOTE) must be posted, when practical, by April 1 for the following school year. Successful candidates will be assigned to the duty no later than July 1 when practical.