

AGREEMENT

between the

**Port Jefferson Union Free School
District No. 6**

and the

Port Jefferson Teachers' Association

JULY 1, 2021 through JUNE 30, 2025

TABLE OF CONTENTS

PREAMBLE.....	1
WITNESSETH.....	1
Article I	
STATEMENT OF RECOGNITION.....	1
Article II	
DUES DEDUCTION	2
Article III	
NEGOTIATION PROCEDURES.....	2
Article IV	
GRIEVANCE PROCEDURE.....	2
A. Definitions	2
B. Basic Principles	3
C. Procedures	4
Article V	
ASSOCIATION PRIVILEGES.....	5
Article VI	
RESPONSIBILITIES AND RIGHTS OF TEACHERS IN DEVELOPING AND IMPLEMENTING THE EDUCATIONAL PROGRAM.....	6
A. Meetings Beyond School Day.....	6
B. Evaluation of School Program	6
C. Selection of New Teachers	7
D. Selection of Administrators	7
E. Evaluation	7
F. Selection of Textbooks/Instructional Materials	8
G. Building Schedules	8
H. Shared Decision Making Team.....	9
I. Lesson/Unit Plans.....	9
J. Freedom of Expression.....	9
K. Postings and Vacancies.....	9
L. Voluntary Reassignment.....	9
M. Involuntary Reassignment	10
N. Notice of Assignment.....	11
O. New Teacher Mentoring Program.....	11
Article VII	
SCHOOL BUILDING FACILITIES	12

Article VIII	
CONDITIONS OF PROFESSIONAL PRACTICE	12
Article IX	
SALARY POLICIES FOR TEACHING PERSONNEL	17
A. Salary and Insurance Programs	17
B. Sick Leave and Other Absences	20
C. Sick Leave Bank	23
D. Contributions/Payments Upon Leaving District	24
E. Insurance Benefits for Retirees	26
F. Leaves of Absence	27
G. Physical Examination of Employees	30
H. Termination of Service/Seniority	30
I. Job Security Provision	30
J. Just Cause Provision	31
K. Tuition Fees for Teachers' Children	31
L. Summer School	31
Article X	
CLUBS & ADVISORS	32
Article XI	
PROTECTION OF TEACHERS	34
Article XII	
NURSES	34
Article XIII	
LIPA REOPENER	35
Article XIV	
SEVERABILITY	36
APPENDIX A	
PERSONAL DAY FORM	37
APPENDIX B	
BEREAVEMENT FORM	38
APPENDIX C	
TEACHER SALARY SCHEDULES	39
APPENDIX E	
NURSE SALARY SCHEDULE	43

APPENDIX E	
SCHEDULE OF EXTRA PAY FOR EXTRA SERVICES	44
APPENDIX F1	
ACTIVE CLUB/ADVISOR SALARY GUIDE	45
APPENDIX F2	
INACTIVE CLUB/ADVISOR SALARY GUIDE	46
APPENDIX G	
HOURLY AND DAILY RATES AND STIPENDS	47
APPENDIX H	
TUITION FEES FOR TEACHERS' CHILDREN	48
APPENDIX I	
TEACHERS' SUMMER SCHOOL SALARY SCHEDULE	49
APPENDIX J	
ANNUAL PROFESSIONAL PERFORMANCE REVIEW PLAN (APPR)	50
APPENDIX K	
AMENDMENT TO PROFESSIONAL DEVELOPMENT PLAN	51

PREAMBLE

This Agreement dated May 3, 2023, by and between the Board of Education of the Port Jefferson School District No. 6 (hereinafter called the "Board" or the "District") and the Port Jefferson Teachers' Association (hereinafter called the "Association") covers all teachers for the period from July 1, 2021 through June 30, 2025. The term "teacher" as used herein shall mean any member of the bargaining unit represented by the Port Jefferson Teachers' Association.

WITNESSETH

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Port Jefferson Schools is their common aim and that the realization of such education depends largely upon the efforts and morale of the teaching staff, and

WHEREAS, the members of the teaching staff are professionally qualified to assist in formulating policies and programs, designed to improve educational standards, and

WHEREAS, the Board has a statutory obligation, pursuant to Article 14 of the Civil Service Law (Chapter 352 of the Laws of 1967, Public Employees' Fair Employment Act), to negotiate with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the Board is charged by law to have in all respects the superintendence, management and control of said District, and

WHEREAS, the Board and the Association reached certain understandings which they desire to confirm in the Agreement,

BE IT RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I STATEMENT OF RECOGNITION

The Board, having determined that the Association is supported by a majority of the persons in a unit composed of all professional, certificated personnel, summer school teachers and nurses, except the Superintendent of Schools, Deputy Superintendent, Assistant Superintendent for Curriculum and Instruction, Executive Director of Human Resources, and all other titles represented by PJAA, hereby recognizes the Association as the exclusive negotiating agent for such unit.

The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.

The District and the Association agree that they shall not discriminate against any unit member for reasons of age, race, creed, color, national origin, sex, membership or lack of membership in the Association.

ARTICLE II DUES DEDUCTION

The District agrees to deduct from the salaries of its employees dues for the Association and Vote-Cope contributions. Teachers shall individually and voluntarily authorize the District to deduct and to transmit the monies promptly to the Association. Teacher authorizations shall be in writing and shall continue in effect until written notice of cancellation has been received by the office of the Superintendent of Schools.

ARTICLE III NEGOTIATION PROCEDURES

- A. The terms and conditions of employment provided in this agreement shall remain in effect until altered by mutual agreement in writing between the District and the Association. It is also recognized that, inasmuch as there may be areas of mutual concern to the District and the Association which are not yet covered by this agreement, the District and the Association may in future years expand its contents. The District and the Association consider this negotiating agreement a viable document, providing for growth and revision.
- B. Neither the District nor the Association shall have any control over the selection of the negotiating representatives of the other group. While no final agreement shall be executed without ratification by the Association and the District, they mutually pledge that their representatives shall be given the authority to make proposals, consider proposals, and reach compromises in the course of negotiations.

ARTICLE IV GRIEVANCE PROCEDURE

A. Definitions

- 1. "Grievance" - a complaint by a teacher of the Port Jefferson Schools of an alleged violation of any of the terms and conditions of this agreement or a complaint by the Association only on those matters directly involving Association rights in the agreement or groups of teachers on those matters of District-wide application of the agreement.
- 2. "Party in Interest" - the person or persons making the claim and any person who might be requested to take action or against whom action might be taken in order to resolve the claim.
- 3. "Days" - shall mean school days.

4. "Grievance Committee" - refers to representatives elected by Association members to serve in this capacity.

B. Basic Principles

1. It is the intent of these procedures to provide for the orderly and prompt settlement of differences in an equitable manner.
2. A teacher may feel confident that his/her use of the grievance procedure shall be considered as a basic right under the terms of this agreement.
3. Failure at any step to communicate a decision within the specified time limit shall permit the aggrieved 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 limit shall be deemed to be acceptance of the decision rendered at that step.
4. Any party in interest shall have the right to be accompanied and represented at any stage of the procedure by a person of his/her own choice. When a teacher is not represented by a member of the Grievance Committee, a member of the Grievance Committee may be present to state his/her views at all stages of the grievance procedure at the request of the aggrieved.
5. Decisions rendered at levels one, two, three and four of the procedure shall be in writing, setting forth the decision and the reasons thereof and shall be transmitted promptly to all parties in interest and, at the request of the aggrieved, to the Vice President for Grievances.
6. All records of hearings shall be considered confidential information except as they may be a part of a public record.
7. Time limitations may be extended by agreement of both parties involved in the grievance.
8. In the event a grievance is filed on or after June 1 of a given school year, the parties in interest shall endeavor to reduce time limits so that the grievance procedure may be completed prior to the end of the school year.
9. In the event a teacher elects to submit a dispute involving involuntary reassignment to a neutral as set forth in Article VI, Section M of this agreement, he/she waives his/her right to grieve the issue under Article IV herein.
10. Only the Association shall be able to grieve substantial non-compliance with the APPR Plan. Individual members of the Association shall not have the right to grieve non-compliance with the APPR Plan.

11. When a teacher appeals a rating on an Annual Professional Performance Review, the determination of the Superintendent of Schools shall not be grievable, arbitrable, nor reviewable in any other forum, other than defenses and/or challenges provided under the law. However, the Association shall be able to grieve the District's alleged substantial non-compliance with the APPR Plan as described in the Plan.

C. Procedures

1. Level I

The aggrieved teacher shall present his/her grievance in writing to his/her principal, who shall discuss the grievance with the aggrieved teacher within five (5) days after its being presented to him/her. The principal shall respond in writing within five (5) days after the grievance has been discussed. A grievance shall be deemed waived unless it is submitted within forty (40) days after the aggrieved party knew or should have known of the conditions on which it is based.

2. Level II

- a. If the aggrieved teacher is not satisfied with the decision at Level I (a), he/she may file the grievance in writing with the Vice President for Grievances and the Superintendent of Schools within five (5) days after the decision at Level I.
- b. The Superintendent of Schools, or his/her representative, shall, within five (5) days of receipt of the written grievance, meet with the aggrieved teacher in an effort to resolve the grievance.
- c. The Superintendent of Schools, or his/her representative, shall, within ten (10) days of receipt of the written grievance, render his/her decision.
- d. If the grievance is not satisfactorily resolved at this stage, the aggrieved teacher may proceed to Level III.

3. Level III

- a. The aggrieved teacher, if not satisfied with the decision rendered at Level II, may, within five (5) days after the Superintendent of Schools' decision, file the grievance in writing with the Board through the Superintendent of Schools, and a copy may be filed with the Vice President for Grievances.
- b. The Board, or a committee of Board members, shall, within ten (10)

days after receipt of the written grievance, meet with the aggrieved teacher in an effort to resolve the grievance. The decision of the Board shall be transmitted to the aggrieved following the next regularly scheduled Board meeting, through the Superintendent of Schools.

- c. If the grievance is not satisfactorily resolved for the parties in interest by the Board's decision, the aggrieved may proceed to Level IV.

4. Level IV

- a. The aggrieved teacher may request that the Association submit the grievance to arbitration. The Association shall determine whether the grievance is meritorious and that its appeal is in the best interest of the school system. It may submit the grievance to arbitration by written notice to the District within ten (10) days of the Level III decision.
- b. The Association and the District shall select an arbitrator through the American Arbitration Association.
- c. The arbitrator selected shall confer with the District and the aggrieved teacher, or his/her designee within twenty (20) days from the date the final statements and proofs are submitted. The arbitrator's decision shall be in writing and shall set forth findings, reasonings and conclusions on the issue(s) submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The decision of the arbitrator shall be binding. The arbitrator shall have no power to alter, add to, or detract from the provisions of this agreement.
- d. The costs for the services of the arbitrator shall be borne equally by the District and the Association.

**ARTICLE V
ASSOCIATION PRIVILEGES**

- A. The President of the Association and Chairpersons of Association Committees shall be allowed to visit other schools in the District, provided this does not interfere with their professional assignments, to distribute Association news bulletins or see teachers in other schools relative to Association affairs. Such visits should not interfere in any way with the normal routine of the school or teachers visited and should be with the consent of the building principal.
- B. The Association and Association Committees shall have the right to use school

buildings, without cost, at reasonable times for meetings. Request for use of buildings shall be made to the principal of the building in advance.

- C. No other Monday meeting requiring the attendance of Association members may be held to conflict with Association meetings, the third Monday of the month after the completion of the work day. If the third Monday is a holiday, an alternate meeting day shall be provided.
- D. The Association shall be given an opportunity, at the close of building faculty meetings, to present brief reports and announcements. Its President shall be invited to greet teachers new to the District at their first orientation meeting.
- E. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards. The Association may use the inter-school mail service and teacher mail boxes for communications to teachers. In case of emergency, the public address system may be used for announcing the date, time and place of Association meetings.
- F. The President of the Association shall be allowed time of at least one (1) class period per day, or its equivalent, whenever possible, for the purpose of implementing this contract and attending to Association business. The Association President shall be released from all non-teaching duties. Effective July 1, 2018, the President will be released from all duty periods.

ARTICLE VI RESPONSIBILITIES AND RIGHTS OF TEACHERS IN DEVELOPING AND IMPLEMENTING THE EDUCATIONAL PROGRAM

A. Meetings Beyond School Day

The District and the Association recognize that teachers have responsibilities which extend beyond the pupil's regular school day and that it is necessary at times to assist pupils, confer with parents and attend faculty and department meetings after the close of the official school day. Effective July 1, 2018, at the elementary school, there shall be one (1) annual evening parent-teacher conference for a maximum of three (3) hours and two (2) .5 contractual days for parent-teacher conferences. The evening conference shall not be held on the same day as the .5 contractual days.

B. Evaluation of School Program

The District and the Association recognize the necessity of teachers continuing to evaluate the educational program in the Port Jefferson Schools and working to improve that program. Teachers and supervisory personnel shall cooperate in

defining educational objectives, planning curriculum and implementing agreed upon changes recommended by professional educators.

C. **Selection of New Teachers**

Although the Superintendent of Schools' judgment is paramount in recommending an applicant for a position in the Port Jefferson Schools to the Board, the District and the Association recognize that teachers' estimations can be helpful in selecting teachers. The District and the Association, therefore, agree that whenever possible the Superintendent of Schools and administrators shall consider the reactions of teachers to applicants for teaching positions. To this end, the Superintendent of Schools shall involve teachers, the pertinent building principal and, if applicable, the concerned department head and team teachers. Reactions are not requisite to a teacher being hired but shall be solicited when convenient and weighed by the Superintendent of Schools and/or other administrators.

D. **Selection of Administrators**

It is recognized by the parties that the District has the responsibility for selection of full-time school administrators. As a form of consultation and advice, the District agrees that the Association, as one of the groups to be involved, shall be consulted on the establishment of criteria for the filling of administrative positions and questions to be put to candidates and shall be invited to meet with the final candidates.

E. **Evaluation**

1. The District and Association agree that teachers, in cooperation with administrative and supervisory personnel, shall continue to work toward developing reliable and significant criteria for the evaluation of effective teaching performance.
2. The District and the Association agree that a teacher has the right to evaluation of his/her performance and to assistance in improvement of that performance. The purpose of evaluation is the improvement of instruction.
3. All evaluations shall be based on mutually agreed upon criteria listed on established formative and summative evaluation forms (See Appendix J). The parties agree to use the results of nationally and/or State prepared standardized examinations to assess teacher performance, as required by NYS Education Law and NYSED. Should NYS Education Law or NYSED no longer require the use of nationally and/or State prepared standardized examinations to assess teacher performance, these examinations shall not be used to assess teacher performance.
4. Each non-tenured teacher shall receive three (3) written observations, one

(1) mid-year evaluation, and one (1) end of year evaluation per school year.

5. Observations shall be discussed between the teacher and the evaluator within five (5) school days of the observation. Thereafter, the teacher shall receive a written report within ten (10) school days of the observation. The written report shall be signed by the teacher to signify his/her notification that the item shall be placed in the file. A copy shall be given to the teacher. The teacher shall be provided the opportunity to write a rebuttal to the evaluator's conclusions. All materials placed in the file after initial employment shall be open to the teacher except for those confidential recommendations from outside the District.
6. Each teacher should be provided definite, positive assistance to correct professional difficulties and time to incorporate the recommended changes. To complement the assistance given by the administration, the Association shall have an advisory committee to work with probationary teachers in the improvement of instruction.
7. Evaluation of a teacher's performance should be conducted openly and recorded with the teacher's full knowledge and awareness.
8. The District shall utilize a new evaluation system, which is set forth in detail in Appendix "J" attached hereto and incorporated herein. Representatives from the District and the Association will meet during Summer 2018 to review and revise Appendix "J".

F. Selection of Textbooks/Instructional Materials

The District and the Association agree the teachers shall participate in selecting textbooks and instructional materials.

G. Building Schedules

1. It is recognized by the parties that the District has the responsibility for determining the period schedule to be followed by each building in the District. The District agrees that the Association shall be notified whenever the District contemplates a change in building schedule. The Association shall be given an opportunity to provide input regarding the pros and cons of the proposed schedule, and to make suggestions for possible changes before the decision becomes final.
2. The Association shall be given an opportunity to provide input regarding the pros and cons of all proposed schedules.
3. The District and the Association will form a committee to study the implementation of a ten (10) period day.

H. Shared Decision Making Team

1. As part of the District's effective schools program, Shared Decision Making Teams may be established. Membership shall be voluntary.
2. These teams shall be authorized to operate within the terms and conditions of employment set forth in this agreement.
3. Should any Shared Decision Making Team wish to act in a manner inconsistent with this agreement, it may apply for a waiver. The waiver must be signed by the District and the Association prior to implementation. If a waiver is not granted by either party, the Shared Decision Making Team shall operate within established contractual provisions and procedures.
4. In no event shall any act or program of any Shared Decision Making Team be considered binding or precedent-setting with respect to the Association or any existing or future Shared Decision Making Team.

I. Lesson/Unit Plans

The District and the Association agree that when a teacher is absent, he/she shall make lesson plans available to the administrative office for use by a substitute or the principal. The District and the Association agree that written plans for comprehensive courses or units of study should be available for purposes of evaluation by administrators.

J. Freedom of Expression

Freedom of individual conscience, association and expression shall be encouraged, and fairness in procedures shall be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

K. Postings and Vacancies

Notice of positions which become vacant or newly created positions shall be sent by email as soon as the District is aware of such openings. The posting shall remain open for seven (7) business days from the date of the email notification. The posting shall state the qualifications and the requirements of the vacancy. Persons wishing to apply may do so in the manner prescribed for all applicants. Posting and public notice shall coincide.

L. Voluntary Reassignment

1. Teachers who desire a change in grade, subject, assignment or building shall file a written statement of such desire with the Superintendent on or

before March 1st. Such statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference. Such statements must be renewed annually to remain active.

2. In the determination of request for voluntary reassignment and/or transfer, the wishes of the teacher shall be honored to the extent that they do not conflict with the instructional requirements and best interests of the District.

M. Involuntary Reassignment

1. Although the District and the Association recognize that frequent reassignment of teachers may be disruptive to the educational process, they also recognize that some involuntary reassignments may be unavoidable and that in making assignments in the District, the interests and aspirations of the teachers must be considered. Therefore, the parties agree that:
 - a. Volunteers shall be sought by the District in all matters of involuntary assignment.
 - b. When involuntary reassignments are necessary, a teacher shall not be assigned to a position outside his/her area of certification without his/her written permission.
 - c. The Superintendent shall give written notification of reassignments as soon as the District is aware of the need for reassignment.
 - d. An involuntary reassignment shall be made only after a meeting between the teacher involved, and his/her representative, and the Superintendent, at which time the teacher shall be notified of the specific reason(s) for the reassignment.
 - e. If the teacher is not satisfied with the results of the meeting set forth in paragraph "d," he/she may request that the Association submit the matter to a neutral person by notifying the District within ten (10) school days following the meeting. The Association shall determine whether the grievance is meritorious and whether its submission to a neutral is in the best interest of the school system. The neutral shall be someone chosen by the Superintendent of Schools and the President of the Association, acting jointly. A hearing shall be held as soon as possible. A person who chooses to submit the matter to a neutral automatically waives access to the grievance procedure set forth in Article IV of this agreement. Likewise, a person dissatisfied with an involuntary reassignment, and who chooses to file a grievance under Article IV of this agreement, shall be deemed to have waived his/her right to access to the neutral as stipulated

herein.

The decision of the neutral shall be rendered within thirty (30) days after a hearing and shall be binding upon all parties. The decision shall have the same force and effect as arbitration decisions rendered pursuant to Article IV.

The costs for the services of the neutral shall be borne equally by the District and the Association.

In the event that an involuntary reassignment shall become a matter submitted to a neutral as set forth herein, such reassignment shall not become final until after the entire process set forth in paragraphs "a" through "e" have been completed.

- f. If an emergency should arise (death, illness, resignation, changes during the summer months, etc.) the District shall have the right to reassign a person pending the results of the procedures set forth above.

N. Notice of Assignment

Teachers shall be notified no later than June 30th of each contract year of their teaching assignment for the following year, subject to change of said assignment in the discretion of the District in the event of subsequent unforeseen circumstances.

O. New Teacher Mentoring Program

1. The purpose of the New-Teacher Mentoring Program is to support and encourage the professional development of new teachers in order to improve student achievement in accordance with the State Learning Standards.
2. The mentoring program will be required of all candidates with an Initial Teaching Certificate (certified after February 1, 2004) in their first year of employment in New York public schools, unless the candidate has successfully completed two years of teaching experience prior to such teaching in the public schools, or is employed for less than forty (40) school days. A mentoring experience may also be offered to additional teachers at the discretion of the District.
3. Expectations for mentors and new teachers selected to participate in the New Teacher Mentoring Program are set forth in detail in Appendix "K."

ARTICLE VII SCHOOL BUILDING FACILITIES

- A. The District and the Association share the ambition to have a clean, pleasant, comfortable school environment, conducive to good learning and effective teaching.
- B. The District and the Association agree that there is a need for the administration constantly to review the condition of school building facilities with the intention of properly maintaining them, and where feasible, improving them.
- C. It is agreed that teachers' suggestions for maintaining and improving school facilities shall be taken into consideration and implemented where possible.

ARTICLE VIII CONDITIONS OF PROFESSIONAL PRACTICE

- A. 1. The length of the school day for teachers in the Port Jefferson Schools shall be at least seven (7) hours and five (5) minutes. Monday afternoons after pupil dismissal shall be reserved for faculty meetings. The building principal may, as school needs determine, call additional faculty meetings on Mondays other than the first Monday of each month after resolving any conflicts with scheduled department or Association meetings. On other days teachers shall be available for professional meetings and conferences. Preparation of professional materials shall be made at times mutually convenient for administrators and teachers. No meetings shall be held on the last day of the school week. On the last day of the school year, the teachers' day shall end twenty (20) minutes after general student dismissal with checks available, including direct deposit whenever possible.

The District may vary the teacher's school day by advancing or delaying the start and end time where necessary to meet the needs of the schools without thereby increasing the school day for any teacher.

Effective July 1, 2014, all unit members will be required to sign in when reporting to work and sign out when leaving the workplace based on a procedure mutually agreed upon by the Association and the District.

- 2. It is agreed that teachers shall hold themselves available for student help after school as necessary and as currently practiced in each school.
- 3.
 - a. Elementary - in lieu of extra help, one (1) twenty (20) minute block per day for all classroom teachers by increasing length of student day thus increasing teacher/student contact time.
 - b. Teachers in secondary schools shall provide two (2) forty (40) minute

periods per week of extra help sessions after school. Secondary teachers shall be required to remain in their assigned classroom for the extra help session for at least ten (10) minutes to permit students sufficient time to arrive for the session. Teachers will be excused from extra help if no students have arrived within the allotted ten (10) minutes, unless student(s) have previously signed up for the extra help session. Secondary teachers participating in extra help after school sessions will be excused from that day's tutorial, as set forth in paragraph (B)(5)(c) of this Article on the day of the extra help session.

4. Teachers should hold the times when they leave the school building during the scheduled school day to a minimum. Routine items such as banking activities on payday may be handled during the teacher's unscheduled time. In all instances, when a teacher is absent from his or her assigned building, word must be left in the administration office that the teacher is not on the building premises. The teacher shall leave word where he/she can be located in case of a school emergency.
5. The work year of teachers, other than new teachers who may be required to attend additional orientation sessions, shall begin no earlier than two (2) days prior to the first day that students are required to report at the opening of school and shall end no later than one (1) day following the last scheduled day of school for pupils, provided all final reports have been completed in a satisfactory manner. Guidance personnel are required to work an additional five (5) days during the summer, as referenced in Appendix "F," with the days being mutually selected by the counselor and the District.
6. The school year for teachers shall be 183 days. The additional work days will be used for staff development and curricula updating. These days will be mutually planned by the District and the Teachers' Association Professional Development Committee. Students will not be in attendance on these days.
7. Unit members shall be required to attend two (2) professional development sessions (one in the fall and one in the winter or spring) which are two (2) hours in duration with no additional compensation. During the months in which these professional development sessions are scheduled, the additional faculty meeting for that month will be cancelled. There may be a total of three (3) additional optional faculty meetings during the remaining months of the school year. The District will provide at least sixty (60) calendar days' notice of the professional development session and solicit input from the Professional Development Committee regarding the content.
8. Effective July 1, 2022, unit members shall be required to complete additional professional development session(s) for a total of two (2)

additional hours in duration beyond the regular workday with no additional compensation. Each professional development session must be at least thirty (30) minutes in duration. This self-directed professional development is subject to the District and the Association establishing procedures for utilizing the self-directed session(s).

B. It is understood by and between the parties that the numbers referring to desired maximums pertaining to pupil teacher ratios and class loads are not absolute limits which cannot be surpassed or exceeded. The absolute maximums resulting from the application of the formulae of section 4 below, to the desired maximums cannot be exceeded except if classroom space is not available.

1. The desired maximum in kindergarten classes shall be twenty-three (23) students in a class. The desired maximum in pre-K classes shall be twenty-three (23) students in a class.
2. The desired maximum in grades 1, 2, and 3 shall be twenty-three (23) students in a class.
3. The desired maximum in grades 4 and 5 shall be twenty-five (25) students in a class.
4. Class size shall not exceed twenty-six (26) students in kindergarten and grades 1 through 3 and twenty-eight students on the intermediate level. However, the average class size per grade shall not exceed the desired maximum by more than three (3) students. When the average class size of any grade exceeds the desired maximum by three (3), and one additional student is assigned to any class of that grade, a new class shall be provided, subject to the availability of classroom space. For purposes of computation, the grade determinant of combined classes shall be determined on the basis of the grade level of the majority of students in a combined class.

If, before the critical date of September 1st, the number in a class or grade exceeds the class or grade restrictions of section 4, a new class shall be formed to satisfy these requirements. If, on or after September 1st, the number exceeds the requirements of section 4, the District shall not be required to make any adjustments in class size.

5. Reasonable efforts shall be made to achieve the listed standards for pupil-teacher ratios and class loads in the sections which follow:
 - a. The desired maximum teaching load in academic classes in the secondary schools shall be one hundred twenty-five (125) students per teacher.
 - b. Teachers in secondary schools shall be assigned to no more than

five (5) teaching periods, one (1) preparation period, and two (2) professional periods for meeting professional responsibilities such as curriculum improvement projects, student help, group planning, parent conferences, department meetings, grade level meetings, district committee meetings, and building committee meetings. In addition, whenever possible, teachers shall be given no more than three (3) preparations daily. (Exceptions to the number of teaching periods may be made at the request of the teacher.)

- c. Teachers in secondary schools shall designate one (1) professional period per day for meeting with students. This information shall be given to the building principal who shall post it.
 - d. Reasonable efforts should be made to limit the size of laboratory science, family and consumer science, technology and physical education classes to the capacity of the available facilities.
 - e. The desired counseling load for guidance teachers in the secondary schools shall be two hundred fifty (250) to three hundred (300) per teacher.
- C. It is agreed that it is desirable to schedule classes so that teachers in the secondary schools shall not have more than three (3) consecutive classes. Special needs of teachers shall be given every consideration by building principals. Assigned time shall be approximately equal for all teachers.
- D. It is agreed that elementary school teachers shall have thirty (30) minutes free each day as near noon as possible. In addition, teachers instructing half-day sessions shall be provided a one (1) hour interval between sessions for lunch and preparation.
- E. Elementary school teachers shall have designated professional or preparation periods during the time their students are having special instruction in subjects such as art, music, physical education, library or other subjects designated by the District.
- F. In the matter of clerical duties, the District agrees that its objective shall continue to be to reduce time-consuming chores. It is agreed to computerize the reporting of grades throughout the secondary schools, where feasible and desirable.
- G. Teachers aides and/or assistants to teachers are directly responsible to the teacher in charge and shall be under that teacher's guidance and direction at all times.
- H. It is agreed that teachers' responsibility for the supervision of students during the school day shall include:

1. The accurate accounting for student attendance in the homeroom at the beginning of the day, and throughout the day as required by NYSED and NYS Education Law.
 2. The accounting for students in classes.
 3. Effective July 1, 2018, secondary school teachers shall provide fifteen (15) periods of supervision comprised of either lunch duty periods or hall duty periods, or a combination thereof, per quarter, but not more than three (3) periods in the week before the quarter ends.
 4. Special area teachers at the elementary school shall provide supervision during lunch or recess for up to twenty (20) minutes per day.
 5. Strict adherence to both beginning and dismissal times for homeroom and class sessions.
 6. Effective July 1, 2022, teachers shall provide, on an as needed basis, one (1) class coverage per semester with no additional compensation. The class coverage requirement shall not apply to nurses, social workers, guidance counselors, and psychologists. For elementary teachers, this coverage shall occur only on days in which the assigned teacher has two (2) preparation periods. The Building Administration shall take into consideration a teacher's special circumstances in making class coverage assignments. All teachers have the right to refusal when that teacher has a previously scheduled meeting; on day(s) that grades are due; the preceding day when grades are due; for Regents teachers, the day(s) in which their Regents exam is administered; and, for AP teachers, the week their exam is administered.
- I. Effective September 1, 2018, the District shall implement an elementary teacher schedule containing no less than an average of nine (9), forty (40) minute preparation periods over one (1) week. Elementary classroom teachers shall have one (1) uninterrupted preparation period per day; and the District agrees that it shall not assign a teacher an additional duty or class coverage to the additional preparation periods, without the teacher's consent. When there are two (2) preparation periods scheduled for a particular day, one (1) forty (40) minute period may be designated for professional responsibilities.
- In addition, elementary classroom teachers have forty (40) minutes daily for professional responsibilities. These responsibilities include parent contacts, professional development, grade level meetings, Child Study Team and other like professional duties assigned by administration.
- J. It is agreed that teachers' responsibility for supervision of students outside of regular school hours, such as evening dances, athletic events, concerts, dramatic

performances, and the like shall include:

1. Accepting responsibility on a voluntary basis for providing proper supervision for after-school activities.
 2. Insufficient volunteers to properly supervise the activity shall require the building principal where the activity originated to rotate assignments among the teachers of that building.
- K. Regularly assigned teachers may be used as a substitute teacher only in case of emergency.
- L. In the event that parent conferences are scheduled to report pupil performance, some release time shall be provided.
- M. Some released time shall be provided for special education teachers for the purpose of preparing IEPs.

ARTICLE IX SALARY FOR TEACHING PERSONNEL

A. Salary and Insurance Programs

1. For each year of this contract, the salaries of teachers are set forth in Appendix "C". The salary increases are as follows:

Effective July 1, 2021, the salary schedule in effect for the 2020-2021 school year shall be increased by 1.5%.

Effective July 1, 2022, the salary schedule in effect for the 2021-2022 school year shall be increased by 1.5%.

Effective July 1, 2023, the salary schedule in effect for the 2022-2023 school year shall be increased by 1.5%.

Effective July 1, 2024, the salary schedule in effect for the 2023-2024 school year shall be increased by 1.5%.

2. Career Increments – for Port Jefferson service only

- a. For persons hired prior to 7/1/89:

\$300 in the 6th year
\$300 in the 9th year
\$300 in the 12th year
\$300 in the 15th year

\$900 in the 18th year
\$1000 in the 21st year
\$800 in the 24th year
\$850 in the 26th year
\$900 in the 28th year

- b. For persons hired 7/1/89 and thereafter:

\$300 in the 12th year
\$300 in the 15th year
\$900 in the 18th year
\$1000 in the 21st year
\$800 in the 24th year
\$850 in the 26th year
\$900 in the 28th year

- c. These career increments shall be added to the flat rates shown on each salary schedule listed in this agreement.

3. Salary Payment Plans

- a. Teachers shall have three (3) options to receive salary payment:

21 payments: September - June.

26 payments: September - June with lump sum payment in June.

26 payments: September - August. Those members electing 26 payments, encompassing payment through August, must collect their final checks by June 30th.

- b. When a payday occurs on a vacation day or holiday, teachers shall be paid on the last school day preceding the vacation or holiday.

4. Courses to be taken for placement purposes of the salary schedule must have prior approval of the Superintendent of schools. All credits above the B.A. must be on the graduate level or be a part of an approved program. Transfers to higher training levels shall be made as of February 1st and September 1st, based upon official college transcripts or confirmation from college officials that credit for appropriate courses has been granted. The deadlines for receipt of this information are October 1st and March 1st. In service courses may be included up to six (6) credits in each salary category. Regardless of the number of credits received for courses taken for placement purposes on the salary schedule, a teacher may advance no more than one (1) column on the salary schedule per school year (July 1st to June 30th).

5. Eight (8) years acceptable teaching experience in out-of-district schools

may be credited for placement on the salary schedule. Additional credit for out-of-district experience may be granted at the discretion of the District. "Acceptable teaching experience" is defined as full-time teaching in public schools and recognized private schools.

6. Military service credit for placement on the salary schedule may be granted as follows: One (1) year for each full year of service not exceeding two (2) years. Additional credit for service may be allowed at the discretion of the District.
7. The District may, upon the recommendation of the administration, grant or withhold salary increments, within the provisions of the laws of the State of New York, and the decisions of the Commissioner of Education.
8. Teachers employed with prior experience shall be adjusted to the salary schedule using the same provisions as apply to current teaching personnel.
9. The District shall approve tenure only for those teachers who have a valid certificate. The District expects that each professional employee shall obtain permanent or professional certification. Should a teacher holding a provisional certificate fail to meet the qualifications for a permanent certificate or a teacher holding an Initial Teaching Certificate fail to meet the qualifications for a professional certificate in the allotted time, the District shall limit the teacher's salary to the state-mandated guide or the teacher's last salary, whichever is higher, until the requirements for permanent or professional certification are met.
10. The District shall pay eighty-one (81%) of the premiums of a comprehensive group health and dental insurance plan, and eighty-one percent (81%) of the premiums of a group life insurance plan, which permits the purchase of life insurance approximately equal to twice the employee's salary for unit members hired before July 1, 2014. This premium contribution shall decrease to eighty percent (80%) effective July 1, 2024. For those unit members hired on or after July 1, 2014, the District's contribution shall be eighty percent (80%). These plans are available to all full-time employees of the District and to part-time employees on a pro-rated basis.
11. Any person eligible for coverage in any insurance program offered by the District may waive the right to be covered and relieve the District of any obligation for paying premiums on the person's behalf. A person who waives the right to be covered shall receive one-half ($\frac{1}{2}$) of the District's cost of the premium of his/her policy in effect at the time period of the waiver, payable by the end of the school year. Effective July 1, 2014, a person who waives the right to health and dental insurance shall receive one-half of the District's cost of the premium for individual coverage in effect at the time of the waiver, payable at the end of the school year. Such waivers must be

renewed annually upon proper written application submitted no later than June 30th of the year prior to the effective date of the waiver; however, newly hired teachers shall be entitled to waive insurance coverage provided they do so within thirty (30) days from their first day of employment. If a person rejoins or declines any insurance program during the school year, that person shall receive the prorated portion, i.e., cash, for the time not enrolled in the District's insurance program.

Rejoining any insurance program shall be permitted due to extenuating circumstances unforeseen at the time the original waiver was executed, such as change in marital status, death in family, financial hardship, etc. A person who wishes to rejoin must submit a written application.

12. IRS. 125 Plan: Employee contributions to medical, dental, elder care and child care premiums shall be processed through an IRS § 125 Plan, pursuant to the IRS' rules and regulations.
13. The District shall not make any changes in any insurance benefits, practices or carriers without prior negotiations with the Association.
14. The District shares with the teaching profession the belief that extra-curricular activities are a necessary part of the total educational program offered by the District. Because of their extensive nature, extra-curricular activities have necessitated the assignment of teachers to extra duties in addition to their full instructional responsibilities. In full recognition of the fact that certain extra-curricular activities require additional time and attention beyond that which is normally expected of a teacher, the District has authorized extra pay for extra duties which exceed the professional obligation of a teacher. The amounts for extra pay for extra duties are listed in Appendix "E". If the District considers adding a new position or changing any existing extra pay position, they shall negotiate an appropriate rate of pay for the position with the Association before implementation.
15. Employee Contributory IRS 403(b) Plan and 457 Deferred Compensation Plan - The District will, subject to IRS Rules and Regulations, maintain a voluntary 403(b) contribution plan and a 457 Deferred Compensation Plan for eligible employees.

B. Sick Leave and Other Absences

1. Full paid sick leave of twelve (12) days per year for personal and/or family illness, cumulative to a total of three hundred (300) days, shall be granted. In September of each year, teachers shall be notified of the exact number of sick days accumulated.
2. The twelve (12) day sick leave allowance for the current year is not counted

as part of the cumulative total of three hundred (300) days. The term "day" is interpreted to mean a teaching day during the normal school year. Days of leave for religious holidays may be charged against sick leave but shall not interrupt the sixty-five (65) day sequence. The teacher may, at his/her option, elect to charge a religious holiday absence to his/her personal day allowance.

3. At the end of each school year, any unused true sick days and unused personal days will be accumulated and added to the teacher's sick day total.

Effective June 30, 2008, and thereafter, for each school year (July 1st through June 30th), and notwithstanding the 300 day cumulative cap identified in Article IX(B), to the extent that any teacher would have been entitled to accrue additional days to his or her sick day account but for the limitation contained in such paragraph (such days referred to as the "Excess Sick Days"), the District shall provide a non-elective employer contributions to such teacher's 403(b) account in accordance with the following:

- a. The value of the Excess Sick Days shall be \$110 per day and shall be contributed by the District as an employer non-elective District contribution to the District's 403(b) plan for the account of such teacher, subject to the terms and conditions of subparagraphs (b), (c) and (d) below.
- b. Under no circumstances, shall any teacher, or his/her beneficiary or estate, be entitled to receive the value of the employer contribution provided under this paragraph in cash, and provided further, that notwithstanding anything provided in subparagraph (a), no portion of such contribution shall be made in any year to the extent that such amount would cause the teacher to exceed the applicable contribution limit for such year under the Code (including Code Section 415 as applicable to Code Section 403(b) plans under Code Section 403(b)(1) and 403(b)(3) (the "Contribution Limitation")). Any value in excess of the Contribution Limitation shall be forfeited.
- c. The District shall make the required employer non-elective contributions under subparagraph (a) as soon as administratively possible after the end of the school year in which the sick days relate to such Code Section 403(b) account.
- d. The Association acknowledges that the District has made no representation to the Association or its members as to the position of the Internal Revenue Service or the Courts regarding the taxability or tax-deferred nature of the non-elective employer contributions provided under this paragraph or as to the position of the New York State Retirement System regarding whether these contributions will

be included in the teacher's final average salary. In this regard, the Association and its members shall be responsible for their own liabilities to the extent that the Internal Revenue Service, the Courts or the New York State Retirement System either re-characterizes or denies the intended treatment or characterization of the contribution and further, shall hold the District harmless if either of such events shall occur.

4. In cases of death in the immediate family (defined as mother, father, sister, brother, wife, husband, child, brother and sister-in-law, stepchild, niece, nephew, mother-in-law, father-in-law, relative living with and dependent on the family), or domestic partner, as defined and limited in the New York State Government Employees' Health Act, in effect at the time of execution of this Agreement) the teacher shall, upon submission of bereavement forms to the immediate supervisor and Superintendent of Schools (See Appendix B), be allowed the number of days absence required up to a maximum of five (5) calendar days without deduction of salary. In cases of death of grandparents, aunt and uncle, the teacher shall be allowed the number of days absence required up to a maximum of three (3) calendar days without deduction of salary. Bereavement days may be granted for the death of a person not included in the definition of the immediate family at the discretion of the Superintendent of Schools.
5. Teachers may be granted a total of three (3) days personal leave during any given school year by the Superintendent of Schools provided that:
 - a. A written request is submitted at least one (1) day prior to the absence on the form in Appendix "A".
 - b. Such absences are not contiguous to a school holiday. It is understood that such personal leave is not cumulative.
 - c. Unused personal days shall be added to sick day total for sick use, not personal use.
6. Teachers may be granted an excused absence for emergency reasons by the Superintendent of Schools provided that a written request (citing such reasons) is submitted at least one (1) day prior to the absence.
7. All absences, other than those listed in paragraphs 1, 5, 6 and 7 of Section B, shall be regarded as un-excused.
8. A pregnant teacher may teach as long as she and her doctor determine it is safe for her to do so, and she can fulfill her teaching responsibilities. Said teacher may use sick leave only during the period of actual disability. The period of physical disability related to pregnancy and post-delivery shall be

determined by professional medical opinion.

C. **Sick Leave Bank**

A Sick Leave Bank shall be maintained in the following manner:

1. After establishing the Sick Leave Bank, by deducting one and one-half (1½) days from the annual sick leave of each teacher (and other person covered by this agreement) currently employed or subsequently employed by the Port Jefferson Public Schools, the District shall provide and contribute to the Sick Leave Bank, in addition to the aforementioned, one-half (½) day for each person covered by this agreement.

The District shall deduct annually one (1) day for each covered person until the Bank accumulates a number of days equal to three (3) times the number of eligible persons as of September first of each school year. In the event that the Bank is reduced by the use thereof to a number less than two and one-half (2½) times the number of eligible persons employed as of June 30 of that year, then, at the commencement of the school year immediately following, a further deduction of one (1) day of the annual sick leave of each eligible person shall be made until the Bank reaches a level equal to or greater than three (3) times the number of eligible persons employed as of September first.

2. In order to be eligible to apply for days from the Sick Leave Bank, a person must:
 - a. Have exhausted his/her accumulated total of sick leave days.
 - b. Have had an illness, during the year of application, of seven (7) continuous school days.
3. If approved, an eligible person may draw upon this Bank for a total of up to fifteen (15) days per application and may reapply for additional days if necessary. The maximum lifetime allowance per teacher shall not exceed one hundred and eighty (180) days. The approval of each application and the number of days granted shall be as provided herein. Each applicant shall be notified, in writing, when the request is approved or denied.
4. The Superintendent of Schools and the President of the Association, in conjunction with each other, shall accept or reject each application on the basis of its merits, and shall determine the number of days that may be granted from the Bank. Either may request written verification for the need for such days from a school physician, or another designated physician. Concurrence by a second physician may also be requested.

5. Excluded from coverage under this Sick Leave Bank are those absences for which treatment is not being sought.
6. A person who receives benefits under this provision shall be obligated to refund to the District any recovery made by such person for any disability claim (including Worker's Compensation) to the extent that such recovery is specifically identified as reimbursement for lost wages sustained by reason of the disability. Such refund shall not exceed the amount received by the person under this provision. Upon such refund, the District shall add the equivalent number of days to the Sick Leave Bank. The formula for determining the number of days to be returned shall be based upon one-two hundredth ($1/200^{\text{th}}$) of the B.A. step 1 of the current salary schedule.
7. The above provision shall not apply to any person eligible, as affirmed by the New York State Teachers Retirement System or the New York State Public Employee's Retirement System, for a disability pension.
8. Persons no longer receiving any sick-time compensation (sick bank or other) may take an unpaid leave of absence for medical reasons. Such reasons must be submitted to the District.

D. Contributions/Payments Upon Leaving District

1. Sick Leave

- a. **Non-Elective Employer Contribution:** When a teacher separates from the District (i.e., resignation or retirement), he/she shall be entitled to receive an employer non-elective, non-discretionary contribution to his/her 403(b) account in an amount equal to his/her sick leave account, subject to the terms and conditions that follow.

Teachers who are excessed because their position has been abolished by the District shall receive payment for unused sick days at the median daily rate in effect as of the date of their excessing. In lieu thereof, the excessed teacher shall have the option of maintaining their accumulated unused sick leave allotment for a period not to exceed fourteen (14) months from the date of excessing.

- b. A sick leave account shall be established for each teacher and shall be credited with an amount equal to the median daily rate of pay ($1/200^{\text{th}}$) of the District median salary for fifty percent (50%) of such teacher's unused true sick days. The sixty-five (65) day restoration provision is not applicable. This provision shall be grandfathered so that all staff are covered for all past true sick days accumulated. This paragraph shall not apply to leave replacement.

- c. In order to receive credit for the first five (5) days to the sick day account, i.e., 10 sick leave days, any teacher eligible for the contribution shall notify the District in writing of his/her intent to retire by March 1st for retirements effective June 30th. The Superintendent of Schools, after discussion with the Port Jefferson Teachers Association, may waive the above notification requirement upon written notification of extenuating circumstances.
 - d. Under no circumstances, other than as specifically provided herein, shall any eligible teacher, or his/her estate, be entitled to receive the sick leave payout in cash and the right to receive such benefit shall be governed by the terms and conditions contained within this Article IX(D).
- 2.
- a. The maximum employer contributions under Section 1 above for this sick leave account shall not in any year of contribution exceed the applicable contribution limit applicable to such retiring teacher under the Code (including Code Section 415 as applicable to Code Section 403(b) plans under Code Section 403(b)(1) and 403(b)(3) – the “Contribution Limitation”). The benefits under Section 1 above shall be provided in accordance with the following:
 - b. For all members in the New York State Teachers Retirement System, no later than sixty (60) days after the effective date of resignation or retirement, the District shall make the required employer non-elective contribution to the 403(b) account of the eligible teacher in an amount up to the Contribution Limitation with respect to such eligible teacher for the year in which the contribution is being made. If any portion of the benefits described under Section 1 above remains after this contribution, the excess amount, if any, shall be contributed by the District, between the period January 1st and January 15th of the following year, to the 403(b) account of the eligible teacher in an amount up to the Contribution Limitation with respect to such eligible teacher for that year, and
- If any portion of the benefits described under Section 1 above still remains after this contributions, the excess amount, if any, shall be paid to eligible teacher. In no instance shall the eligible teacher have any rights to, including the ability to receive any excess amount as compensation, unless and until the Contribution Limitation in each of the two years is reached.
- c. The non-elective employer contribution, as specified above, shall be contributed to such Code Section 403(b) account to receive an employer contribution pursuant to the terms described in this Article. If an eligible teacher does not designate a Section 403(b) account

or, if the account so designated will not accept an employer contribution, the District shall deposit the contribution into a Section 403(b) account on behalf of the teacher as required by law. Each eligible teacher shall notify the District in writing prior to the date any contribution is required of the total elective contributions, if any, made by such eligible teacher to any Section 403(b) account, other than as an employee or former employee of the District, for any plan year in which a District contribution is required under the Article.

d. **Hold Harmless:**

The Association acknowledges that the District has made no representation to the Association or its members as to the position of the Internal Revenue Service or the Courts regarding the taxability or tax-deferred nature of the non-elective employer contribution provided hereunder or as to the position of the New York State Retirement System regarding whether these contributions will be included in the teacher's final average salary, should the resignation be for purposes of retirement. The District shall fulfill any applicable legal obligations in processing and reporting these contributions to the New York State Retirement System. In this regard, the Association and its members shall be responsible for their own liabilities to the extent that the Internal Revenue Service, the Courts or the New York State Retirement System either re-characterizes or denies the intended treatment or characterization of the contribution and further, shall hold the District harmless if either of such events shall occur.

3. **Incorporation into Adoption Agreement**

The provisions of the employer (District) non-elective contribution provided herein shall be deemed incorporated into the Adoption Agreement completed and executed by the District in connection with the adoption of its Section 403(b) Retirement Plan as if fully set forth herein.

E. **Insurance Benefits for Retirees**

1. **Health** – The retiree shall contribute the same percentage of the premium of a health insurance plan identical to the plan provided for current employees covered under this agreement that the retiree contributed at the time of his/her retirement. Once a retiree or his/her spouse reaches the age of 65, he/she must enroll in Medicare, Part B. The District shall reimburse such person the amount deducted from his/her Social Security benefits to pay for such enrollment.

Unit members hired on or after July 1, 2022 must be employed by the

District for ten (10) years to be eligible for health insurance in retirement.

2. Excess Health Coverage – The retiree shall contribute the same percentage of the premium of an excess major medical plan identical to the one provided for current employees covered under this agreement that the retiree contributed at the time of his/her retirement.
3. Dental – The retiree shall contribute the same percentage of the premium of a dental insurance plan identical to the one provided for current employees covered under this agreement that the retiree contributed at the time of his/her retirement.
4. Vision – The retiree shall contribute the same percentage of the premium of a vision care program identical to the one provided for current employees covered under this agreement that the retiree contributed at the time of his/her retirement.
5. Life – A retiree may elect to continue life insurance coverage at group rates at his/her own expense after retirement. The terms and benefits of such coverage shall be set forth in the policy and shall not be the responsibility of the District.
6. The District shall not be responsible for deductible reimbursement or any other benefits other than the aforementioned unless expressly set forth in this or a successor agreement.

F. Leaves of Absence

1. Child Care Leave

- a. A teacher who wishes to rear his or her child shall be granted unpaid leave for a period of up to two (2) full years for each child. The teacher shall give District at least sixty (60) days' notice before taking, extending, or returning from such leave. In the case of a teacher using sick leave under Article IX, Section B, subsection 8 of this Agreement, child care leave may commence when the doctor determines that a physical disability no longer exists.
- b. After returning to work from unpaid child care leave, a teacher shall be reassigned without loss of rights. The time on unpaid child care leave shall not count toward tenure or toward advancement on the salary schedule.
- c. Teachers returning from child care leave may not return during the first quarter of a term or during the last quarter of a term. However, appeals due to special circumstances may waive the above

restrictions upon the mutual consent of the District and the Teachers' Association.

2. Family Medical Leave Act (FMLA)/Childcare

Given that paid childcare leave is not available for Port Jefferson teachers under the FMLA, the Association and the District have agreed to a mechanism which would permit a teacher on approved FMLA to receive paid childcare leave up to a maximum of thirty (30) work days. Effective September 1, 2012, after the birth or adoption of a child, a teacher may elect to use his/her accumulated sick days for the specific purpose of paid childcare pursuant to the formula herein. This thirty (30) work days of paid FMLA childcare leave runs concurrently, not consecutively, with the teacher's total maximum FMLA entitlement of sixty (60) work days.

The formula to be followed for the use of accumulated sick days for childcare purposes shall be the deduction of one (1) accumulated sick day for each day of paid FMLA childcare leave. As an example, if a teacher elects to take thirty (30) work days of FMLA childcare, that teacher must have a total of thirty (30) sick days in his/her bank to be deducted from the bank for thirty (30) work days of paid FMLA childcare leave.

3. Sabbatical Leave

Sabbatical leave shall be allowed for advanced study and/or educational travel according to the following policy:

- a. After seven (7) years of service in the Port Jefferson School District, a teacher shall receive two-twelfths (2/12) of the annual salary for the purpose of attending school for a period of not less than five (5) weeks for a total credit of not less than six (6) semester hours of approved graduate study for three (3) consecutive summers. Payment is to be made to the teacher upon proof of satisfactory completion of courses and proof of length of attendance each year. The two-twelfths (2/12) of the annual salary is to be computed on the annual salary at the time of application. Teachers granted this sabbatical leave shall devote full time to study. If sabbatical leave is granted for educational travel, a written report detailing the educational values of such travel and their import to the District shall be filed in the District office by September 1st of the school year following the sabbatical leave. No more than two (2) leaves may be granted per year, and no more than four (4) teachers shall be permitted on sabbatical leave at any one time.
- b. Requests for sabbatical leave shall be granted on the basis of the following criteria:

1. Value of the study program to the District.
 2. Appropriateness of the program described.
 3. Improvement of the teacher's capability.
 4. Seniority in the Port Jefferson School District.
- c. All requests for sabbatical leave must be submitted by February 1st. Approvals of such leaves shall be determined no later than March 1st.
- d. The teacher must execute a written agreement as part of the consideration for such leave to return to Port Jefferson for at least two (2) full years of service.

4. Catastrophic Leave

Effective September 1, 2012, the parties agree that there may be rare and extreme circumstances wherein a staff member may be granted paid leave to care for a parent, spouse or child who is facing catastrophic illness or injury. The Superintendent and Association President shall review the application for such leave, which must include supporting medical documentation of the catastrophic nature of the illness or injury and the need for the staff member's care. The Superintendent shall make the final decision regarding whether to approve the leave, in consultation with the School Physician, as needed.

Catastrophic leave may be approved for no more than a total of thirty (30) work days. If approved, the teacher's sick day bank shall be reduced by one (1) sick day for every day of paid catastrophic leave.

Both the Association and the District agree that "catastrophic" means a life-threatening illness or injury which requires the staff member to be present to care for the daily needs of the family member. Intermittent leave is not contemplated by this provision. The Superintendent's final determination shall not be grievable under Article IV of the Collective Bargaining Agreement.

5. Special Cases

Leaves of absence for other reasons shall be deemed special cases and shall be acted upon by the District after due investigation and consideration.

G. Physical Examination of Employees

1. Each new teacher shall undergo a satisfactory physical examination as part of the condition of employment. If the school physician is chosen, the school District shall bear the expense. If a private physician is chosen, the teacher shall pay for the examination. The type of examination shall be determined by the District and shall be reported on form provided by the school District.

H. Termination of Service/Seniority

1. The probationary period under the Education Law of the State of New York, with respect to tenure, shall be as set forth in said Education Law during which period employment may be terminated in accordance with said laws governing teacher tenure.

In the case of employees whose services are not required beyond June 30th of a particular year or those teachers whose positions are being abolished due to lower enrollment, notification in writing shall be given prior to April 1st.

2. Seniority shall be defined as the period of uninterrupted service with the School District dating from his/her initial placement within the appropriate tenure area. Child care leaves of one (1) year or less per child shall not interrupt service.
3. Salary for time served shall be pro-rated and paid up to and including the last day of employment.

I. Job Security Provision

1. If a tenured teacher or a probationary teacher with two (2) or more years of better than satisfactory service in the District is certified, he/she shall be hired for an available opening where he/she is certified.
2. The District shall continue to minimize reduction in force by maintaining suggested class size rather than increasing it.
3. If two (2) or more teachers are certified for an available opening, a teacher's area of certification, major and/or minor field(s) of study, quality of teaching performance and length of service in the Port Jefferson School District shall be considered in determining which teacher is offered the position.

In consideration of all interested applicants, those best qualified for a particular position shall receive priority, and qualifications being substantially equal, seniority in the District shall prevail.

4. In addition to their rights under the law, any teacher whose position is eliminated or who is not employed as a result of reduction in force shall be placed first on a list of long-term substitutes to be called when long-term positions i.e., thirty (30) consecutive work days or more, are needed in their prior teaching discipline. Said teachers shall also be placed on a list of preferred per diem substitutes and called first when the services of a per diem substitute is required.

Teachers shall be kept on such lists for a period of four (4) years. If, during such time, they become certified in another area of District need, they shall be given first opportunity for application and shall be given first consideration for this position. Tenured teachers shall have priority.

J. Just Cause Provision

No tenured teacher shall be disciplined, reprimanded or dismissed without just cause.

K. Tuition Fees for Teachers' Children

The annual tuition fee for teachers' children shall be set forth in Appendix "H" for grades pre-kindergarten through twelve (12). Thereafter, the annual tuition fee shall be increased annually by the agreed upon percentage salary increase for teachers. For children with special needs, additional tuition will be required based on actual cost of services provided.

Non-resident students of teachers unit members will be permitted to enroll in the District only if, in the judgment of the Superintendent of Schools there is sufficient space to accommodate the non-resident student in school operated programs and classes; the non-resident student meets the District's criteria for admission; the admission of the non-resident is and continues during the enrollment period to be in the best interest of the District; the admission of the non-resident student does not otherwise impose a financial burden on the District; and a written agreement, which specifies the conditions of enrollment and tuition charges, has been executed by the parent and the Superintendent prior to the first day of attendance or participation in school activities.

L. Summer School

1. The Summer School Program shall operate or cease to operate at the sole discretion of the District.
2. Summer School staff shall be selected in accordance with procedures developed by the Superintendent of Schools. In making staff selection, first consideration shall be given to the regularly employed teaching staff. The Superintendent of Schools reserves the right to finally place the individual

he/she believes to be most qualified.

3. Summer School staff shall be entitled to one (1) sick leave day with pay during each summer session. This shall apply to secondary and elementary school teachers.
4. Teachers shall be paid on a pro-rated basis depending on the number of classes taught (three [3] classes considered the basis for pro-ratio). Elementary Summer school teachers shall be pro-rated in the same manner. Teachers in the Elementary Summer School, since they teach five (5) weeks instead of seven (7), shall be paid five-sevenths (5/7) of their appropriate salary according the schedule in Appendix "I."

ARTICLE X CLUBS & ADVISORS

- A. Appendix "F1" annexed hereto contains the salary guide for active clubs/advisors. Appendix "F2" annexed hereto contains the salary guide for inactive clubs/advisors. The appendices may be revised upon mutual agreement between the District and the Association. No additions, deletions, or corrections to the appendices can be made without such mutual agreement and Board approval.
- B. The stipend percentage provided for in Appendix "F1" and "F2" is that of a unit member's salary. Should the application of the percentage to the base salaries produce a smaller rate of pay for a teacher than he/she is currently receiving, the salary shall not be lowered.
- C. The frequency of student contact shall be determined by the type of club as follows:

Type	Student Contact Frequency
Academic	2x to 3x average per month and events
Activity Driven	Varies based upon need and activity must be completed
Interest	1x to 3x average per month
Performance	1x to 3x average per month during performance season
Service	1x to 3x average per month

- D. In reference to active clubs/advisors as listed in Appendix "F1":
 1. Events, performances, competitions, activities, and fundraisers can take place during and/or after school and on weekends.
 2. Each club advisor will submit a complete club charter to a building administrator for approval before the club begins.
 3. There shall be mutual agreement on the club charter any change must be agreed upon by both parties.

4. The District shall perform a year end evaluation of all active clubs/advisors. There shall be mutual agreement between the Association and the District as to procedure of evaluations and the evaluation forms used.
 5. In the event that the advisor cannot complete the full term, the stipend will be prorated based upon actual number of days completed out of the total month(s) obligation to be rounded up (16th through the 31st of the month) or down (1st through the 15th of the month).
 6. In the event that a unit member assumes the advisor position at a time other than the start of the school year, the stipend will be prorated based upon actual number of days completed out of the total month(s) obligation to be rounded up (16th through the 31st of the month) or down (1st through the 15th of the month).
 7. Ten (10) month club meetings with students can begin either in September or October based on the needs of the individual club.
 8. Advisors must take attendance at each student meeting or student event.
 9. Advisors may, at the start of the school year, choose between two (2) payment options: (a) Four (4) equal payments throughout the year; or (b) one (1) payment at year end. One (1) payment at year end shall be the default method of payment if no payment method is selected at the start of the school year.
- E. In reference to inactive clubs/advisors as listed in Appendix "F2":
1. Inactive clubs can be made active by District Administration at the beginning of the school year.
 2. Inactive clubs will be assigned a "type" and number of months when changed to active status. The determination of the type and number of months of clubs shall be made upon mutual agreement between the District and the Association. Advisors for inactive clubs that are subsequently changed to "active" status will be compensated at the percentage in Appendix "F2", unless mutually agreed upon between the District and the Association.
- F. Any club requirement can be waived at the sole discretion of District Administration. Additionally, the decision to run a club is at the sole discretion of District Administration.

ARTICLE XI

PROTECTION OF TEACHERS

- A. The Association and the District agree that a teacher suffering property damage as a result of employment by the District, on school Property, or during the performance of their duties away from school property, shall be supported by the District and its Administration. All possible action shall be taken to protect the teachers.
- B. The District agrees to save harmless and protect all teachers from financial loss arising out of alleged negligence claims as provided in Section 3023 of the Education Law, effective July 1, 1966. The District, however, must be given a copy of the summons or complaint within ten (10) calendar days of the time the teacher was served, or the District shall not be subject to the duty imposed by this section.
- C. The District shall reimburse teachers for the cost of replacing or repairing dentures, eyeglasses, hearing aids, or similar bodily appurtenances not covered by Worker's Compensation which are damaged, destroyed, or lost as a result of any injury sustained in the course of employment, provided it was not due to personal carelessness by the teacher.
- D. The District shall reimburse teachers, not in excess of \$500 per incident, for the cost of replacing or repairing any clothing or other personal property (including automobiles) damaged, destroyed, or stolen while the teacher was acting in discharge of his/her duties within the scope of his/her employment or under the direction of the District or its agents, provided it was not due to personal carelessness by the teacher. This reimbursement shall be limited to the amount not covered or reimbursed by the teacher's personal insurance company.
- E. Any damage or loss for which a claim shall be filed with the District must be reported to the responsible administrator within 48 hours of the occurrence, exclusive of non-school days.
- F. Proof of damage or loss must be submitted to the Superintendent of Schools with each claim. The determination of the amount of damage and reimbursement shall be made in accordance with standard insurance practices for the settlement of such claims.
- G. The annual (September-August school year) aggregate maximum liability of the District for all claims filed under section D shall be \$5,000.
- H. The District shall provide copies of all claims and their disposition to the Association.

ARTICLE XII NURSES

- A. It is the intention of the District and the Association that the duties and responsibilities of nurses shall continue without change, unless there is a specific change expressly set forth hereinafter.
- B. Upon completion of three (3) full years of actual service in the District, no nurse shall be disciplined, reprimanded, or dismissed without just cause.
- C. Nurses shall receive the salary increases pursuant to Article IX(A)(1). The nurses' salary schedule is set forth in Appendix "D".
- D. The nurses shall be entitled to all increments, including career increments, set forth under this agreement.
- E. Nurses shall have seventy-five (75) minutes free per day which shall include lunch. Nurses shall be available to handle emergency cases at all times.
- F. If there be any inconsistency or conflict between this Article and any other provision in this collective bargaining agreement, this Article shall control.
- G. The daily rate of pay for summer work performed by the school nurse shall be 1/200th of his/her base salary.

ARTICLE XIII LIPA REOPENER

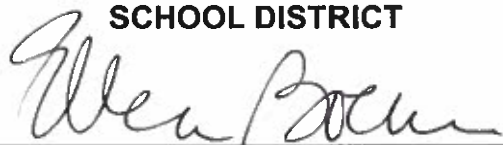
In the event that the assessed valuation of the power plant owned by National Grid Port Jefferson Harbor and/or other assessable property related to any previous production and/or transmission of electrical power located within the geographic boundaries of the Port Jefferson Union Free School District is reduced at any time during the duration of this agreement by at least 40% throughout the term of the LIPA settlement, any agreed-upon salary increase, step movement, class size restriction(s) and time requirement for notice of teaching assignment of unit members set forth in the agreement shall be the subject of reopened negotiations at the election of either the District or the Association during the term of this agreement. After the passage of four (4) weeks, if the parties are unable to agree upon the modification of the increment, salary increase, class size restriction(s) and/or notice of teaching assignment, either party may submit the issue to expedited arbitration before Jay Siegel, Esq., whose decision shall be final and binding. The fees payable to the arbitrator shall be shared jointly by the District and the Association.

**ARTICLE XIV
SEVERABILITY**

If any provision of this Agreement is determined to be contrary to law, it is understood and agreed that such provision shall be deemed deleted and the balance of the agreement without such deleted provision, if otherwise lawful, shall remain in full force and effect.

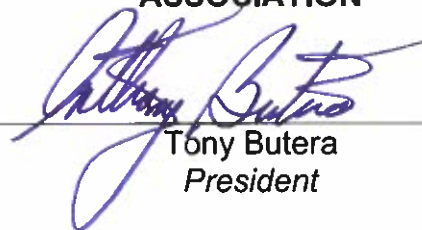
Dated: May __, 2023
Port Jefferson, New York

**PORT JEFFERSON UNION FREE
SCHOOL DISTRICT**

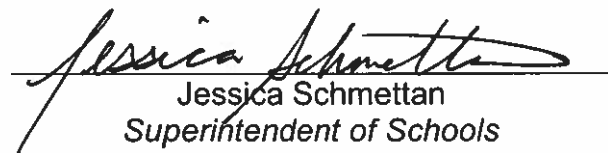


Ellen Boehm
Board of Education, President

**PORT JEFFERSON TEACHERS'
ASSOCIATION**



Tony Butera
President



Jessica Schmettan
Superintendent of Schools

**APPENDIX A
PERSONAL DAY FORM**

PORT JEFFERSON SCHOOLS
Port Jefferson, New York

DATE: _____

TO: SUPERINTENDENT OF SCHOOLS

RE: REQUEST TO BE EXCUSED FROM DUTIES FOR
PERSONAL BUSINESS REASONS

I hereby request to be excused from my duties on _____. I subscribe to the principle that there are legitimate reasons for an excused absence for personal business such as legal business, court appearances, educational conferences, medical examination, funerals, etc., but the use of a personal business day for shopping, pleasure, etc. is not to be construed as a legitimate reason.

Print Name

Signature

APPROVED _____
Building Administrator

Superintendent of Schools

**APPENDIX B
BEREAVEMENT FORM**

PORT JEFFERSON SCHOOLS
Port Jefferson, New York

DATE _____

TO: SUPERINTENDENT OF SCHOOLS

RE: REQUEST TO BE EXCUSED FROM DUTIES FOR BEREAVEMENT

I hereby request to be excused from my duties on _____
for ____ bereavement days.

Relationship of deceased: _____

Bargaining Unit: _____

Print Name

Signature

APPROVED _____
Building Administrator

Superintendent of Schools

APPENDIX C
SALARY SCHEDULE – JULY 1, 2021 through JUNE 30, 2022

	BA	BA15	BA30	MA	MA15	BA60	MA30	MA45	MA60	MA75	DR
1.0	57,848	60,452	63,343	66,238	69,131	69,131	72,021	74,916	77,808	80,699	80,699
1.5	59,150	61,754	64,789	67,684	70,576	70,576	73,469	76,361	79,253	82,147	82,147
2.0	60,452	63,056	66,236	69,131	72,021	72,021	74,916	77,808	80,699	83,595	83,595
2.5	61,754	64,357	67,682	70,576	73,469	73,469	76,361	79,253	82,147	85,041	85,041
3.0	63,056	65,658	69,128	72,021	74,916	74,916	77,808	80,699	83,595	86,486	86,486
3.5	64,357	66,959	70,574	73,469	76,361	76,361	79,253	82,147	85,041	87,931	87,931
4.0	65,658	68,260	72,019	74,916	77,808	77,808	80,699	83,595	86,486	89,377	89,377
4.5	66,959	69,560	73,467	76,361	79,253	79,253	82,147	85,041	87,931	90,825	90,825
5.0	68,260	70,861	74,915	77,808	80,699	80,699	83,595	86,486	89,377	92,274	92,274
5.5	69,560	72,164	76,359	79,253	82,147	82,147	85,041	87,931	90,825	93,719	93,719
6.0	70,861	73,467	77,805	80,699	83,595	83,595	86,486	89,377	92,274	95,164	95,164
6.5	72,164	74,767	79,250	82,147	85,041	85,041	87,931	90,825	93,719	96,611	96,611
7.0	73,467	76,067	80,697	83,595	86,486	86,486	89,377	92,274	95,164	98,058	98,058
7.5	74,767	77,370	82,145	85,041	87,931	87,931	90,825	93,719	96,611	99,505	99,505
8.0	76,067	78,673	83,593	86,486	89,377	89,377	92,274	95,164	98,058	100,951	100,951
8.5	77,370	79,973	85,039	87,931	90,825	90,825	93,719	96,611	99,505	102,396	102,396
9.0	78,673	81,274	86,484	89,377	92,274	92,274	95,164	98,058	100,951	103,842	103,842
9.5	79,973	82,577	87,928	90,825	93,719	93,719	96,611	99,505	102,396	105,289	105,289
10.0	81,274	83,880	89,373	92,274	95,164	95,164	98,058	100,951	103,842	106,735	106,735
10.5	82,577	85,182	90,819	93,719	96,611	96,611	99,505	102,396	105,289	108,181	108,181
11.0	83,880	86,484	92,265	95,164	98,058	98,058	100,951	103,842	106,735	109,626	109,626
11.5	85,182	87,785	93,712	96,611	99,505	99,505	102,396	105,289	108,181	111,074	111,074
12.0	86,484	89,088	95,159	98,058	100,951	100,951	103,842	106,735	109,626	112,522	112,522
12.5	87,785	90,387	96,606	99,505	102,396	102,396	105,289	108,181	111,074	113,966	113,966
13.0	89,088	91,687	98,052	100,951	103,842	103,842	106,735	109,626	112,522	115,411	115,411
13.5	90,387	92,990	99,498	102,396	105,289	105,289	108,181	111,074	113,966	116,859	116,859
14.0	91,687	94,294	100,944	103,842	106,735	106,735	109,626	112,522	115,411	118,307	118,307
14.5	92,990	95,594	102,390	105,289	108,181	108,181	111,074	113,966	116,859	119,753	119,753
15.0	94,294	96,894	103,838	106,735	109,626	109,626	112,522	115,411	118,307	121,199	121,199
15.5	95,594	98,195	105,283	108,181	111,074	111,074	113,966	116,859	119,753	122,644	122,644
16.0	96,894	99,496	106,728	109,626	112,522	112,522	115,411	118,307	121,199	124,091	124,091
16.5	98,195	100,798	108,175	111,074	113,966	113,966	116,859	119,753	122,644	125,538	125,538
17.0	99,496	102,100	109,622	112,522	115,411	115,411	118,307	121,199	124,091	126,986	126,986
17.5	100,798	103,401	111,067	113,966	116,859	116,859	119,753	122,644	125,538	128,432	128,432
18.0	102,100	104,702	112,513	115,411	118,307	118,307	121,199	124,091	126,986	129,877	129,877
18.5			113,959	116,859	119,753	119,753	122,644	125,538	128,432	131,324	131,324
19.0			115,406	118,307	121,199	121,199	124,091	126,986	129,877	132,770	132,770
19.5			116,852	119,753	122,644	122,644	125,538	128,432	131,324	134,216	134,216
20.0			118,297	121,199	124,091	124,091	126,986	129,877	132,770	135,664	135,664
20.5			119,745	122,644	125,538	125,538	128,432	131,324	134,216	137,109	137,109
21.0			121,191	124,091	126,986	126,986	129,877	132,770	135,664	138,556	138,556

APPENDIX C
SALARY SCHEDULE – JULY 1, 2022 through JUNE 30, 2023

	BA	BA15	BA30	MA	MA15	BA60	MA30	MA45	MA60	MA75	DR
1.0	58,716	61,359	64,293	67,232	70,168	70,168	73,101	76,040	78,975	81,909	81,909
1.5	60,037	62,680	65,761	68,699	71,635	71,635	74,571	77,506	80,442	83,379	83,379
2.0	61,359	64,002	67,230	70,168	73,101	73,101	76,040	78,975	81,909	84,849	84,849
2.5	62,680	65,322	68,697	71,635	74,571	74,571	77,506	80,442	83,379	86,317	86,317
3.0	64,002	66,643	70,165	73,101	76,040	76,040	78,975	81,909	84,849	87,783	87,783
3.5	65,322	67,963	71,633	74,571	77,506	77,506	80,442	83,379	86,317	89,250	89,250
4.0	66,643	69,284	73,099	76,040	78,975	78,975	81,909	84,849	87,783	90,718	90,718
4.5	67,963	70,603	74,569	77,506	80,442	80,442	83,379	86,317	89,250	92,187	92,187
5.0	69,284	71,924	76,039	78,975	81,909	81,909	84,849	87,783	90,718	93,658	93,658
5.5	70,603	73,246	77,504	80,442	83,379	83,379	86,317	89,250	92,187	95,125	95,125
6.0	71,924	74,569	78,972	81,909	84,849	84,849	87,783	90,718	93,658	96,591	96,591
6.5	73,246	75,889	80,439	83,379	86,317	86,317	89,250	92,187	95,125	98,060	98,060
7.0	74,569	77,208	81,907	84,849	87,783	87,783	90,718	93,658	96,591	99,529	99,529
7.5	75,889	78,531	83,377	86,317	89,250	89,250	92,187	95,125	98,060	100,998	100,998
8.0	77,208	79,853	84,847	87,783	90,718	90,718	93,658	96,591	99,529	102,465	102,465
8.5	78,531	81,173	86,315	89,250	92,187	92,187	95,125	98,060	100,998	103,932	103,932
9.0	79,853	82,493	87,781	90,718	93,658	93,658	96,591	99,529	102,465	105,400	105,400
9.5	81,173	83,816	89,247	92,187	95,125	95,125	98,060	100,998	103,932	106,868	106,868
10.0	82,493	85,138	90,714	93,658	96,591	96,591	99,529	102,465	105,400	108,336	108,336
10.5	83,816	86,460	92,181	95,125	98,060	98,060	100,998	103,932	106,868	109,804	109,804
11.0	85,138	87,781	93,649	96,591	99,529	99,529	102,465	105,400	108,336	111,270	111,270
11.5	86,460	89,102	95,118	98,060	100,998	100,998	103,932	106,868	109,804	112,740	112,740
12.0	87,781	90,424	96,586	99,529	102,465	102,465	105,400	108,336	111,270	114,210	114,210
12.5	89,102	91,743	98,055	100,998	103,932	103,932	106,868	109,804	112,740	115,675	115,675
13.0	90,424	93,062	99,523	102,465	105,400	105,400	108,336	111,270	114,210	117,142	117,142
13.5	91,743	94,385	100,990	103,932	106,868	106,868	109,804	112,740	115,675	118,612	118,612
14.0	93,062	95,708	102,458	105,400	108,336	108,336	111,270	114,210	117,142	120,082	120,082
14.5	94,385	97,028	103,926	106,868	109,804	109,804	112,740	115,675	118,612	121,549	121,549
15.0	95,708	98,347	105,396	108,336	111,270	111,270	114,210	117,142	120,082	123,017	123,017
15.5	97,028	99,668	106,862	109,804	112,740	112,740	115,675	118,612	121,549	124,484	124,484
16.0	98,347	100,988	108,329	111,270	114,210	114,210	117,142	120,082	123,017	125,952	125,952
16.5	99,668	102,310	109,798	112,740	115,675	115,675	118,612	121,549	124,484	127,421	127,421
17.0	100,988	103,632	111,266	114,210	117,142	117,142	120,082	123,017	125,952	128,891	128,891
17.5	102,310	104,952	112,733	115,675	118,612	118,612	121,549	124,484	127,421	130,358	130,358
18.0	103,632	106,273	114,201	117,142	120,082	120,082	123,017	125,952	128,891	131,825	131,825
18.5			115,668	118,612	121,549	121,549	124,484	127,421	130,358	133,294	133,294
19.0			117,137	120,082	123,017	123,017	125,952	128,891	131,825	134,762	134,762
19.5			118,605	121,549	124,484	124,484	127,421	130,358	133,294	136,229	136,229
20.0			120,071	123,017	125,952	125,952	128,891	131,825	134,762	137,699	137,699
20.5			121,541	124,484	127,421	127,421	130,358	133,294	136,229	139,166	139,166
21.0			123,009	125,952	128,891	128,891	131,825	134,762	137,699	140,634	140,634

APPENDIX C
SALARY SCHEDULE – JULY 1, 2023 through JUNE 30, 2024

	BA	BA15	BA30	MA	MA15	BA60	MA30	MA45	MA60	MA75	DR
1.0	59,597	62,279	65,257	68,240	71,221	71,221	74,198	77,181	80,160	83,138	83,138
1.5	60,938	63,620	66,747	69,729	72,710	72,710	75,690	78,669	81,649	84,630	84,630
2.0	62,279	64,962	68,238	71,221	74,198	74,198	77,181	80,160	83,138	86,122	86,122
2.5	63,620	66,302	69,727	72,710	75,690	75,690	78,669	81,649	84,630	87,612	87,612
3.0	64,962	67,643	71,217	74,198	77,181	77,181	80,160	83,138	86,122	89,100	89,100
3.5	66,302	68,982	72,707	75,690	78,669	78,669	81,649	84,630	87,612	90,589	90,589
4.0	67,643	70,323	74,195	77,181	80,160	80,160	83,138	86,122	89,100	92,079	92,079
4.5	68,982	71,662	75,688	78,669	81,649	81,649	84,630	87,612	90,589	93,570	93,570
5.0	70,323	73,003	77,180	80,160	83,138	83,138	86,122	89,100	92,079	95,063	95,063
5.5	71,662	74,345	78,667	81,649	84,630	84,630	87,612	90,589	93,570	96,552	96,552
6.0	73,003	75,688	80,157	83,138	86,122	86,122	89,100	92,079	95,063	98,040	98,040
6.5	74,345	77,027	81,646	84,630	87,612	87,612	90,589	93,570	96,552	99,531	99,531
7.0	75,688	78,366	83,136	86,122	89,100	89,100	92,079	95,063	98,040	101,022	101,022
7.5	77,027	79,709	84,628	87,612	90,589	90,589	93,570	96,552	99,531	102,513	102,513
8.0	78,366	81,051	86,120	89,100	92,079	92,079	95,063	98,040	101,022	104,002	104,002
8.5	79,709	82,391	87,610	90,589	93,570	93,570	96,552	99,531	102,513	105,491	105,491
9.0	81,051	83,730	89,098	92,079	95,063	95,063	98,040	101,022	104,002	106,981	106,981
9.5	82,391	85,073	90,586	93,570	96,552	96,552	99,531	102,513	105,491	108,471	108,471
10.0	83,730	86,415	92,075	95,063	98,040	98,040	101,022	104,002	106,981	109,961	109,961
10.5	85,073	87,757	93,564	96,552	99,531	99,531	102,513	105,491	108,471	111,451	111,451
11.0	86,415	89,098	95,054	98,040	101,022	101,022	104,002	106,981	109,961	112,939	112,939
11.5	87,757	90,439	96,545	99,531	102,513	102,513	105,491	108,471	111,451	114,431	114,431
12.0	89,098	91,780	98,035	101,022	104,002	104,002	106,981	109,961	112,939	115,923	115,923
12.5	90,439	93,119	99,526	102,513	105,491	105,491	108,471	111,451	114,431	117,410	117,410
13.0	91,780	94,458	101,016	104,002	106,981	106,981	109,961	112,939	115,923	118,899	118,899
13.5	93,119	95,801	102,505	105,491	108,471	108,471	111,451	114,431	117,410	120,391	120,391
14.0	94,458	97,144	103,995	106,981	109,961	109,961	112,939	115,923	118,899	121,883	121,883
14.5	95,801	98,483	105,485	108,471	111,451	111,451	114,431	117,410	120,391	123,372	123,372
15.0	97,144	99,822	106,977	109,961	112,939	112,939	115,923	118,899	121,883	124,862	124,862
15.5	98,483	101,163	108,465	111,451	114,431	114,431	117,410	120,391	123,372	126,351	126,351
16.0	99,822	102,503	109,954	112,939	115,923	115,923	118,899	121,883	124,862	127,841	127,841
16.5	101,163	103,845	111,445	114,431	117,410	117,410	120,391	123,372	126,351	129,332	129,332
17.0	102,503	105,186	112,935	115,923	118,899	118,899	121,883	124,862	127,841	130,824	130,824
17.5	103,845	106,526	114,424	117,410	120,391	120,391	123,372	126,351	129,332	132,313	132,313
18.0	105,186	107,867	115,914	118,899	121,883	121,883	124,862	127,841	130,824	133,802	133,802
18.5			117,403	120,391	123,372	123,372	126,351	129,332	132,313	135,293	135,293
19.0			118,894	121,883	124,862	124,862	127,841	130,824	133,802	136,783	136,783
19.5			120,384	123,372	126,351	126,351	129,332	132,313	135,293	138,272	138,272
20.0			121,872	124,862	127,841	127,841	130,824	133,802	136,783	139,764	139,764
20.5			123,364	126,351	129,332	129,332	132,313	135,293	138,272	141,253	141,253
21.0			124,854	127,841	130,824	130,824	133,802	136,783	139,764	142,744	142,744

APPENDIX C
SALARY SCHEDULE – JULY 1, 2024 through JUNE 30, 2025

	BA	BA15	BA30	MA	MA15	BA60	MA30	MA45	MA60	MA75	DR
1.0	60,491	63,213	66,236	69,264	72,289	72,289	75,311	78,339	81,362	84,385	84,385
1.5	61,852	64,574	67,748	70,775	73,801	73,801	76,825	79,849	82,874	85,899	85,899
2.0	63,213	65,936	69,262	72,289	75,311	75,311	78,339	81,362	84,385	87,414	87,414
2.5	64,574	67,297	70,773	73,801	76,825	76,825	79,849	82,874	85,899	88,926	88,926
3.0	65,936	68,658	72,285	75,311	78,339	78,339	81,362	84,385	87,414	90,437	90,437
3.5	67,297	70,017	73,798	76,825	79,849	79,849	82,874	85,899	88,926	91,948	91,948
4.0	68,658	71,378	75,308	78,339	81,362	81,362	84,385	87,414	90,437	93,460	93,460
4.5	70,017	72,737	76,823	79,849	82,874	82,874	85,899	88,926	91,948	94,974	94,974
5.0	71,378	74,098	78,338	81,362	84,385	84,385	87,414	90,437	93,460	96,489	96,489
5.5	72,737	75,460	79,847	82,874	85,899	85,899	88,926	91,948	94,974	98,000	98,000
6.0	74,098	76,823	81,359	84,385	87,414	87,414	90,437	93,460	96,489	99,511	99,511
6.5	75,460	78,182	82,871	85,899	88,926	88,926	91,948	94,974	98,000	101,024	101,024
7.0	76,823	79,541	84,383	87,414	90,437	90,437	93,460	96,489	99,511	102,537	102,537
7.5	78,182	80,905	85,897	88,926	91,948	91,948	94,974	98,000	101,024	104,051	104,051
8.0	79,541	82,267	87,412	90,437	93,460	93,460	96,489	99,511	102,537	105,562	105,562
8.5	80,905	83,627	88,924	91,948	94,974	94,974	98,000	101,024	104,051	107,073	107,073
9.0	82,267	84,986	90,434	93,460	96,489	96,489	99,511	102,537	105,562	108,586	108,586
9.5	83,627	86,349	91,945	94,974	98,000	98,000	101,024	104,051	107,073	110,098	110,098
10.0	84,986	87,711	93,456	96,489	99,511	99,511	102,537	105,562	108,586	111,610	111,610
10.5	86,349	89,073	94,967	98,000	101,024	101,024	104,051	107,073	110,098	113,123	113,123
11.0	87,711	90,434	96,480	99,511	102,537	102,537	105,562	108,586	111,610	114,633	114,633
11.5	89,073	91,796	97,993	101,024	104,051	104,051	107,073	110,098	113,123	116,147	116,147
12.0	90,434	93,157	99,506	102,537	105,562	105,562	108,586	111,610	114,633	117,662	117,662
12.5	91,796	94,516	101,019	104,051	107,073	107,073	110,098	113,123	116,147	119,171	119,171
13.0	93,157	95,875	102,531	105,562	108,586	108,586	111,610	114,633	117,662	120,682	120,682
13.5	94,516	97,238	104,043	107,073	110,098	110,098	113,123	116,147	119,171	122,197	122,197
14.0	95,875	98,601	105,555	108,586	111,610	111,610	114,633	117,662	120,682	123,711	123,711
14.5	97,238	99,960	107,067	110,098	113,123	113,123	116,147	119,171	122,197	125,223	125,223
15.0	98,601	101,319	108,582	111,610	114,633	114,633	117,662	120,682	123,711	126,735	126,735
15.5	99,960	102,680	110,092	113,123	116,147	116,147	119,171	122,197	125,223	128,246	128,246
16.0	101,319	104,041	111,603	114,633	117,662	117,662	120,682	123,711	126,735	129,759	129,759
16.5	102,680	105,403	113,117	116,147	119,171	119,171	122,197	125,223	128,246	131,272	131,272
17.0	104,041	106,764	114,629	117,662	120,682	120,682	123,711	126,735	129,759	132,786	132,786
17.5	105,403	108,124	116,140	119,171	122,197	122,197	125,223	128,246	131,272	134,298	134,298
18.0	106,764	109,485	117,653	120,682	123,711	123,711	126,735	129,759	132,786	135,809	135,809
18.5			119,164	122,197	125,223	125,223	128,246	131,272	134,298	137,322	137,322
19.0			120,677	123,711	126,735	126,735	129,759	132,786	135,809	138,835	138,835
19.5			122,190	125,223	128,246	128,246	131,272	134,298	137,322	140,346	140,346
20.0			123,700	126,735	129,759	129,759	132,786	135,809	138,835	141,860	141,860
20.5			125,214	128,246	131,272	131,272	134,298	137,322	140,346	143,372	143,372
21.0			126,727	129,759	132,786	132,786	135,809	138,835	141,860	144,885	144,885

APPENDIX D
NURSES SALARY SCHEDULE
JULY 1, 2021 through JUNE 30, 2025

	2021-2022	2022-2023	2023-2024	2024-2025
1.0	46728	47,427	48,138	48,860
1.5	47662	48,376	49,102	49,839
2.0	48596	49,325	50,065	50,816
2.5	49531	50,274	51,028	51,793
3.0	50465	51,222	51,990	52,770
3.5	51399	52,171	52,954	53,748
4.0	52334	53,120	53,917	54,726
4.5	53271	54,070	54,881	55,704
5.0	54209	55,021	55,846	56,684
5.5	55142	55,969	56,809	57,661
6.0	56076	56,917	57,771	58,638
6.5	57010	57,865	58,733	59,614
7.0	57944	58,813	59,695	60,590
7.5	58880	59,762	60,658	61,568
8.0	59814	60,711	61,622	62,546
8.5	60749	61,660	62,585	63,524
9.0	61685	62,610	63,549	64,502
9.5	62618	63,558	64,511	65,479
10.0	63552	64,506	65,474	66,456
10.5	64487	65,455	66,437	67,434
11.0	65423	66,403	67,399	68,410
11.5	66357	67,352	68,362	69,387
12.0	67292	68,301	69,326	70,366
12.5	68226	69,249	70,288	71,342
13.0	69160	70,198	71,251	72,320
13.5	70095	71,148	72,215	73,298
14.0	71033	72,098	73,179	74,277
14.5	71967	73,045	74,141	75,253
15.0	72900	73,993	75,103	76,230

APPENDIX E SCHEDULE OF EXTRA PAY FOR EXTRA SERVICES

All salaries for extra pay for extra services having an index or percentage are calculated on the basis of applying that percentage to the base salary. In each successive year of the contract the percentage shall be based on the base salary of that year's contract. (Flat rate increased same)

I.	175-200 UNITS		# UNITS
	HEAD COACH	16.6%	
	ASSISTANT COACH	11.6%	
	BASEBALL		190
	BASKETBALL M AND F		183
	CHEERLEADING WINTER		183
	FOOTBALL - FOUR ASSISTANT COACHES		190
	LACROSSE M & F		190
	SOFTBALL		190
	WRESTLING		200
	WINTER TRACK M AND F		200
	VOLLEYBALL		190
II.	150-174 UNITS		# UNITS
	HEAD COACH	15.5%	
	ASSISTANT COACH	10.8%	
	TRACK AND FIELD M		156
	GYMNASTICS M AND F (9)		156
III.	125-149 UNITS		# UNITS
	HEAD COACH	14.4%	
	ASSISTANT COACH	10.0%	
	CROSS COUNTRY M AND F		138
	FIELD HOCKEY		130
	SOCCER M AND F		135
	TENNIS M AND F		134
IV.	100-124 UNITS		# UNITS
	8.6% CATEGORY		
	BOWLING M AND F		101
	GOLF		104
	RIFLE		101
V.	4.5% CATEGORY		
	UNIFIED BASKETBALL		
	UNIFIED BOWLING		

MIDDLE SCHOOL TEAMS							
GRADE LEVEL	TEAM	# UNITS		GRADE LEVEL	TEAM	# UNITS	
9	BASEBALL	121	8.60%	9	VOLLEYBALL	121	8.60%
7 & 8	BASEBALL	114	8.60%	7 & 8	TRACK M	121	8.60%
9	BASKETBALL M AND F	121	8.60%	7 & 8	TRACK F	121	8.60%
7 & 8	BASKETBALL M AND F	118	8.60%	7 & 8	VOLLEYBALL	121	8.60%
7 & 8	FIELD HOCKEY	118	8.60%	9	SOFTBALL	121	8.60%
7 & 8	GYMNASTICS	108	8.60%	7 & 8	SOFTBALL	114	8.60%
9	FIELD HOCKEY	121	8.60%	9	WRESTLING	115	8.60%
7 & 8	FOOTBALL	123	10.00%	7 & 8	WRESTLING	112	8.60%
9	ASST. FOOTBALL COACH	123	8.60%	7 & 8	SOCCER	112	8.60%
	LACROSSE M AND F	112	8.60%		CHEERLEADING WINTER	121	7.00%

- V. MIDDLE SCHOOL CROSS COUNTRY 75 Units 7.00%
- VI. ASSISTANT GOLF COACH 60 Units 6.50%
- VII. ASSISTANT DEVELOPMENTAL TENNIS COACH 5.00%

APPENDIX F1 ACTIVE CLUB/ADVISOR SALARY GUIDE

CLUB	STIPEND	TYPE	MONTHS
ACADEMIC TEAM ADVISOR	7.50%	Academic	10
ART CLUB (HS)	4.00%	Interest	8
ART CLUB (MS)	4.00%	Interest	8
ART CLUB (ES)	4.00%	Interest	8
CHEERLEADING (FB, JV)	7.00%	Interest	5
CHEERLEADING (FB, V)	7.00%	Interest	5
CHEERLEADING (MS)	4.50%	Interest	5
CHESS/SCRABBLE CLUB (ES)	3.00%	Interest	9
CHESS CLUB (MS)	2.80%	Interest	9
CHAMBER CHOIR	3.20%	Performance	10
CLASS ADVISOR (SENIOR)	7.20%	Class Advisor	10
CLASS ADVISOR (JUNIOR)	6.00%	Class Advisor	10
CLASS ADVISOR (SOPHMORE)	4.60%	Class Advisor	10
CLASS ADVISOR (FRESHMAN)	4.60%	Class Advisor	10
CONCERTS (ES)	3.20%	Performance	10
CONCERTS (HS)	3.20%	Performance	10
CONCERTS (MS)	3.20%	Performance	10
DRAMA CLUB (HS)	15.00%	Activity Driven	7
DRAMA CLUB (MS)	10.00%	Activity Driven	5
FISHING CLUB	1.80%	Interest	9
GAY STRAIGHT ALLIANCE	5.60%	Service	9
GREENHOUSE CLUB	3.20%	Interest	4
HOMEWORK CLUB ADV. (ES)	5.00%	Interest	8
INTERNATIONAL CLUB	6.00%	Service	10
INVESTORS CLUB	5.00%	Interest	10
JAZZ BAND	4.00%	Performance	8
LATIN CLUB (MS/HS)	6.00%	Academic	10
LEGO CLUB (ES)	4.00%	Academic	7
LEO CLUB	8.00%	Service	10
LISEC	4.00%	Service	10
MAST	6.90%	Interest	10
MATHLETES (MS)	6.80%	Academic	7
MATHLETES (HS)	4.80%	Academic	7
MUSIC PRODUCTIONS	8.20%	Activity Driven	4
NATL HONOR SOCIETY	3.20%	Service	10
NATL JR. HONOR SOCIETY	3.20%	Service	10
PEER LEADERSHIP (HS)	6.00%	Service	10
ROBOTICS	12.50%	Academic	4
ROTARY/INTERACT	8.00%	Service	10
ROYAL GAMING	6.00%	Interest	9
SCIENCE OLYMPIAD (HS)	10.00%	Academic	7**
SCIENCE OLYMPIAD (MS)	5.00%	Academic	7
SELECT CHOIR (ES)	4.00%	Performance	8
STEM ADVISOR (HS)*	(See below)	Academic	7
STEM CLUB (MS)	5.00%	Academic	10
SCIENCE CLUB (ES)	4.00%	Interest	7
STUDENT COUNCIL GRADES (3-5)	8.00%	Service	9
STUDENT COUNCIL GRADES (6-8)	8.00%	Service	10
STUDENT COUNCIL GRADES (9-12)	12.00%	Service	10
TECHNICAL DIRECTOR	6.00%	Activity Driven	7
TRI-M	3.20%	Academic	8
VARSITY CLUB	4.00%	Service	9
YEARBOOK CLUB (HS)	15.00%	Activity Driven	10
YEARBOOK CLUB (MS)	5.00%	Activity Driven	10
YEARBOOK CLUB (ES)	5.00%	Activity Driven	10
YOGA CLUB (HS & MS)	4.00%	Interest	9

*STEM Advisor Stipend: Effective July 1, 2021, \$6090; Effective July 1, 2022, \$6181; Effective July 1, 2023, \$6274; Effective July 1, 2024, \$6368.

**Science Olympiad (HS) may run up to 10 months if the club advances in competition.

Pay for required varsity timers and scorers all varsity athletic contests shall be paid at the chaperone rate and shall be two (2) hours per contest.

APPENDIX F2 INACTIVE CLUB/ADVISOR SALARY GUIDE

ACADEMIC INTRAMURALS (MS)	3.20%
ADVENTURE CLUB	4.00%
ARTIST IN RESIDENCE (SECONDARY	5.00%
ARTIST IN RESIDENCE COORD.	10.00%
A.V. (6-8)	2.60%
A.V. (PK-5)	4.80%
BOSS	6.00%
CHORAL CLUB	3.20%
COMPUTER CLUB (ELEM)	6.00%
COMPUTER CLUB (HS)	6.00%
COMPUTER CLUB (MS)	6.00%
COORDINATOR	10.00%
CSI	6.00%
DEPT. HEAD	20.00%
DRAMA CLUB (ELEM)	4.00%
EQUAL OPPORTUNITY COORDINATOR	4.80%
ENVIRONMENTAL CLUB (6-8)	3.60%
FBLA	5.00%
FRENCH CLASS IN AMERICA	4.00%
HONOR GUARD ADVISOR	3.20%
INVENTORS CLUB	3.20%
MARINE BIOLOGY	6.00%
MATHLETES/OLYMPIADS (ELEM)	3.20%
MATH COUNTS	2.00%
MATH ENRICHMENT	3.20%
MIT CLUB (HS)	6.00%
MOCK TRIAL/CSI (HS)	6.00%
NEWSPAPER (HS)	8.00%
NEWSPAPER (MS)	6.00%
NEWSPAPER (ES)	4.00%
NON PUBLIC TEXTS	14.00%
ODYSSEY OF THE MIND (ES)	2.80%
PEER ADVISEMENT CLUB	7.00%
PEER MEDIATION ADVISOR	5.00%
PHOTO CLUB	4.00%
SADD	8.00%
SAILING CLUB (SECONDARY)	12.00%
SCHOOL STORE (ES)	5.00%
SCHOOL STORE (HS)	5.00%
SCIENCE MENTOR	10.00%
SPANISH CLUB (ES)	3.00%
STOP/JUST SAY NO	3.20%
STUDENT EXCHANGE	4.00%
TITLE I COORDINATOR	12.00%
YORKERS	8.00%

APPENDIX G
HOURLY AND DAILY RATES AND STIPENDS
July 1, 2021 through June 30, 2025

	2021-2022	2022-2023	2023-2024	2024-2025
Chaperones	\$39.45	\$40.04	\$40.64	\$41.25
Detention/Bus Duty	\$42.97	\$43.62	\$44.27	\$44.94
Nurse (football games)	\$39.45	\$40.04	\$40.64	\$41.25
Overnight Chaperone (per day)*	\$178.88	\$181.56	\$184.28	\$187.05
SAT Proctor	\$39.45	\$40.04	\$40.64	\$41.25
Sports Physicals (at discretion of the Athletic Director)	\$39.45	\$40.04	\$40.64	\$41.25
Test Proctor (outside school day)	\$39.45	\$40.04	\$40.64	\$41.25
Timer/Scorers (2 hours per game)	\$39.45	\$40.04	\$40.64	\$41.25
Trip Coordinator (per day)	\$355.58	\$360.92	\$366.33	\$371.82
Outside Contractual Day Workshop**	\$116.30	\$118.04	\$119.81	\$121.61
Superintendent Workshop (during school, inclusive of preparation)	\$87.36	\$88.67	\$90.00	\$91.35
Extra Class (per class)	\$69.11	\$70.15	\$71.20	\$72.27
Professional Rate***	\$64.54	\$65.51	\$66.49	\$67.49

Community Service	6.0% of BA Step 1
Guidance	8.0% of BA Step 1
Mentor	4.2% of BA Step 1
Mentor Coordinator	6.3% of BA Step 1

* For an Overnight Chaperone, a "day" is defined as a period of at least twelve (12) hours including an overnight stay and where departure and return are on different calendar dates.

** The Outside Contractual Day Workshop rate encompasses preparation time and delivery time. The Outside Contractual Day Workshop rate is for the first hour only. Thereafter, the "Professional Rate" applies.

***The Professional Rate encompasses the following: ENL testing; Pre-K and Kindergarten screening; summer and extended CSEs; legal meetings or hearings; translation services (written, phone, or in-person); support services; student evaluations; evening, weekend, or after school guidance activities (non-workshop); Regents assessment scoring and review; home tutoring (substitutes will remain at \$40.00 per hour); preparation academies; intramurals; curriculum writing; summer music; summer camps; and other categories deemed to be part of a unit member's use of their professional certificate or license.

APPENDIX H
TUITION FEES FOR TEACHERS' CHILDREN
July 1, 2021 through June 30, 2025

	2021-2022	2022-2023	2023-2024	2024-2025
One child	\$2,892.72	\$2,936.11	\$2,980.16	\$3,024.86
Two or more children	\$5,785.46	\$5,872.24	\$5,960.32	\$6,049.73

APPENDIX I
TEACHERS' SUMMER SCHOOL SALARY SCHEDULE
July 1, 2021 through June 30, 2025

	Steps	One Class	Two Classes	Three Classes	FULL TIME EQUIVELANT				
Effective	1	\$2,370	\$4,315	\$5,391					
July 1, 2021	2	\$2,588	\$4,961	\$6,040					
	3	\$2,804	\$5,391	\$6,469					
	Steps	One Class	Two Classes	Three Classes	6 WEEK PROGRAM [6/7]	One Class	Two Classes	Three Classes	
Effective	1	\$1,693	\$3,699	\$3,851		\$38.92	\$41.10	\$29.51	
July 1, 2021	2	\$1,849	\$4,252	\$4,314		\$42.50	\$47.25	\$33.06	
	3	\$2,003	\$4,621	\$4,620		\$46.05	\$51.34	\$35.41	
	Steps	One Class	Two Classes	Three Classes	FULL TIME EQUIVELANT				
Effective	1	\$2,406	\$4,380	\$5,472					
July 1, 2022	2	\$2,627	\$5,035	\$6,130					
	3	\$2,847	\$5,472	\$6,566					
	Steps	One Class	Two Classes	Three Classes	6 WEEK PROGRAM [6/7]	One Class	Two Classes	Three Classes	
Effective	1	\$1,719	\$3,754	\$3,908		\$39.51	\$41.71	\$29.95	
July 1, 2022	2	\$1,877	\$4,316	\$4,379		\$43.14	\$47.96	\$33.55	
	3	\$2,033	\$4,690	\$4,690		\$46.74	\$52.11	\$35.94	
	Steps	One Class	Two Classes	Three Classes	FULL TIME EQUIVELANT				
Effective	1	\$2,442	\$4,446	\$5,554					
July 1, 2023	2	\$2,667	\$5,111	\$6,222					
	3	\$2,889	\$5,554	\$6,664					
	Steps	One Class	Two Classes	Three Classes	6 WEEK PROGRAM [6/7]	One Class	Two Classes	Three Classes	
Effective	1	\$1,744	\$3,811	\$3,967		\$40.10	\$42.34	\$30.40	
July 1, 2023	2	\$1,905	\$4,381	\$4,445		\$43.79	\$48.68	\$34.06	
	3	\$2,064	\$4,760	\$4,760		\$47.44	\$52.89	\$36.48	
	Steps	One Class	Two Classes	Three Classes	FULL TIME EQUIVELANT				
Effective	1	\$2,479	\$4,512	\$5,637					
July 1, 2024	2	\$2,707	\$5,188	\$6,316					
	3	\$2,933	\$5,637	\$6,764					
	Steps	One Class	Two Classes	Three Classes	6 WEEK PROGRAM [6/7]	One Class	Two Classes	Three Classes	
Effective	1	\$1,770	\$3,868	\$4,026		\$40.70	\$42.97	\$30.85	
July 1, 2024	2	\$1,933	\$4,447	\$4,511		\$44.45	\$49.41	\$34.57	
	3	\$2,095	\$4,832	\$4,831		\$48.15	\$53.69	\$37.02	

**APPENDIX J
PORT JEFFERSON UNION FREE SCHOOL DISTRICT
EVALUATIVE INSTRUMENT**

**Annual Professional Performance Review Plan (APPR)
For Teachers
(Plan separately bound)**

APPENDIX K
Port Jefferson School District
Mentoring Plan
An Amendment to the Professional Development Plan

PURPOSE:

Under Part 80-3 of the Commissioner's Regulations related to teacher certification, all districts are required to provide a mentored experience to new teachers as part of the District's Professional Development Plan, beginning September 2004. Candidates with an Initial Teaching Certificate who are seeking a professional certificate shall be required to participate in a mentored program in their first year of employment as prescribed in Part 100, unless the candidate has successfully completed two years of teaching experience prior to such teaching in the public schools.

The New Teacher Mentoring Program of the Port Jefferson School District is designed as a collaborative effort between the Port Jefferson School District and the Port Jefferson Teachers' Association to support the development of new teachers, as outlined in state requirements.

The purpose of the New Teacher Mentoring Program is to support and encourage the professional development of new teachers in a way that will promote excellence in teaching and improve student learning. In addition, it is our goal to foster a professional learning climate that supports and encourages reflective practice for both mentor and new teacher. This mentoring program is designed to provide support for new teachers in the transition from teacher preparation to practice and to increase the skills of new teachers in order to improve student achievement in accordance with the State Learning Standards.

PROGRAM PARTICIPANTS:

The program will be required of all candidates with an Initial Teaching Certificate (certified after February 1, 2004) in their first year of employment in New York public schools, unless the candidate has previously participated in a mentoring experience, or successfully completed two years of teaching experience, or is employed for less than 40 school days.

A mentoring experience may also be offered to additional teachers at the discretion of the district (e.g. other teachers new to the district; teachers changing grade levels; probationary teachers in their second or third year of experience who were never offered the opportunity in prior years; other teachers in need of support).

ROLE OF THE MENTOR COORDINATOR:

The Superintendent of Schools shall select a Mentor Coordinator. The position shall be posted annually as needed. The teacher who serves as Mentor Coordinator shall be responsible for: coordinating the mentoring program; providing regular support to mentors; maintaining program records and collecting monthly log sheets, conducting an annual evaluation; and serving as liaison between mentors and administrators. The Mentor Coordinator shall be expected to complete the required Mentor Training, participate in the monthly Support group, and to serve as liaison between mentors and new teachers as needed.

PROCEDURE FOR SELECTING MENTORS:

Any tenured teacher may submit an application to be considered as a mentor for a new teacher. The position will be posted as needed, along with a list of the selection criteria. The applications will be reviewed by the District Mentoring Committee.

The District Mentoring Committee shall consist of the Superintendent of Schools, the Assistant Superintendent of Schools for Curriculum and Instruction, the Vice-President for Professional Issues of the PJTA, the building principals, as well as one elementary teacher, one middle school teacher, and one high school teacher appointed by the Port Jefferson Teachers' Association. If already selected, the Mentor Coordinator shall also serve on this committee.

Mentors shall be selected based upon consideration of the following criteria:

- tenured teacher
- teaching experience in area of certification in the Port Jefferson School District (five (5) or more years of experience in area of certification preferred)
- strong interpersonal relationships
- master teaching abilities and content area skills, as reflected in summative evaluations
- demonstrated commitment to professional growth and reflective practice
- general knowledge of school and district policies and provisions of the PJTA Contract
- commitment to allowing the intern to develop his or her own effective teaching style
- other considerations deemed as pertinent to the selection
- completion of district-approved mentor training or service as a mentor within the three years prior to assuming the position

If no mentor is available who meets the above criteria, the District Mentoring Committee will review other potential candidates to recommend a suitable match for the new teacher. Because of their role in the observation/evaluation process, administrators are not eligible to apply as mentors.

ROLE OF THE MENTOR:

The mentor's role shall be to guide and support the new teacher in an advisory, non-evaluative capacity. Information obtained by the mentor in his/her work with the assigned teacher is confidential and shall not be made available to supervisors or used in the evaluation or discipline of the new teacher. In order for all interactions between the mentor and new teacher to be confidential, administrators will not observe those interactions, nor request information regarding those interactions. In accordance with state regulations § 100.2(22)(IV)(d), such confidentiality shall be maintained *unless withholding such information poses a danger to the life, health, or safety of an individual, including but not limited to students and staff of the school; or unless such information indicates that the new teacher has been convicted of a crime, or has committed an act which raises a reasonable question as to the new teacher's moral character.*

The role of the mentor shall not be construed as limiting or supplanting the authority of school administrators or supervisors to supervise or evaluate the performance of new teachers. New teachers shall be supervised and evaluated according to the terms of the Collective Bargaining Agreement between the District and the Port Jefferson Teachers' Association. Should there be a situation in which administrative concerns regarding the new teacher result in the need for union representation, the PJTA agrees to provide representation to the new teacher by someone other than the mentor.

MENTORING ACTIVITIES:

The mentoring program will include activities designed to help the novice teacher transition from preparation to practice with the goal of developing and improving instructional skills in order to improve student performance.

Such activities may include, but are not limited to:

- understanding district curricula and state learning standards
- unit planning
- joint lesson planning
- reflection activities and goal setting
- interpreting assessment data to modify instruction
- support with scheduling, planning and organization
 - organizing and managing materials
 - maintaining a record-keeping system
 - addressing different learning styles
 - using/interpreting IEPs
- establishing effective classroom management strategies
- planning and documenting parent communication
- understanding the district's progress reports and report cards
- preparing for parent/teacher conferences
- demonstration lesson (by mentor)
- classroom visitation (of another teacher)
- classroom observation/peer coaching (of new teacher by mentor)
- team teaching

MENTOR PREPARATION:

The District will provide a fifteen (15) hour initial training for mentors that will be open to all tenured teachers.

Completion of the initial training is required of all mentors.

The initial training will focus on:

- understanding the essential elements of the mentoring relationship
- knowledge of adult learning theory and the stages of teacher development
- identifying the components of professional practice
- conferencing and effective communication skills
- engaging new teachers in reflection on their teaching practices
- coaching techniques: the role of the mentor as change agent

Follow-up training will be provided throughout the school year.

TIME ALLOCATION:

➤ Training and Support for Mentors

Mentors shall participate in a mentor training workshop that will require approximately fifteen (15) hours.

The District will offer a Mentor Support Group on a monthly basis from September through May. This support group will be open to all those who completed the initial training, regardless of whether they are selected as mentors. Teachers who are selected to serve as mentors are required to attend at least 7 of the 9 sessions.

In addition, the mentors will meet with the Mentor Coordinator as needed throughout the year, with the understanding that such meetings shall take place at least once a week during the first two months and monthly during the rest of the school year. Additionally, the Mentor Coordinator will be available to meet with mentors upon request on an individual basis.

➤ **Training for New Teachers**

All new teachers will attend a New Teacher Orientation program that includes an orientation to the district, general information about district programs, and professional development sessions for new teachers.

In addition, new teachers involved in the mentoring program will be expected to attend at least a majority of the Effective Teaching Workshops designated for new teachers.

➤ **Mentoring Activities**

Whenever possible, the mentor and new teacher shall meet for one half-day during New Teacher Orientation. During the school year, the mentor and new teacher shall meet face-to-face at least two to three times weekly during the first month, and at least once weekly during the remainder of the school year. The duration and scheduling of the individual meetings shall be determined jointly by the mentor and new teacher, as long as they do not interfere with the teachers' instructional time or other contractual responsibilities.

The district and the PJTA recognize the importance of observation and peer coaching to the growth of the new teacher. Such activities should take place eight times during the school year as follows:

The mentor shall visit the new teacher's classroom twice each semester for the purpose of peer coaching. The new teacher shall visit the mentor's classroom twice each semester to observe demonstration lessons.

The district and the PJTA are committed to maintaining continuity of instruction within the classroom, yet recognize that in certain cases the master schedule may not provide the flexibility required to allow for classroom observations. When necessary, substitute coverage shall be made available to the mentor or new teacher during the school year to provide an opportunity for class visitations, demonstration lessons, and classroom observations of the new teacher for the purpose of peer coaching. Such substitute coverage must be requested through the building principal at least three school days in advance.

DOCUMENTATION:

Every mentor and new teacher will be required to maintain individual monthly logs documenting all mentoring activities, including training sessions.

A copy of these logs will be submitted at the end of each month to the Mentor Coordinator. These logs must include: the new teacher's name; the mentor's name; dates, times, and total hours of

mentoring activities; type of mentoring activity (as listed above in the Mentoring Activities section; training activities should list the title of the workshop), and be signed by both the new teacher and the mentor.

At the conclusion of the school year, the Mentor Coordinator shall issue a certificate of completion to the new teacher, with copies placed in the Coordinator's mentoring file and the District's personnel files. This certificate shall include the new teacher's name and certificate number; the mentor's name and certificate number; a summary of the number of hours and types of mentoring activities completed. This certificate will be signed by both the new teacher and the mentor. Per regulations, the District will maintain documentation of mentoring activities for each new teacher for a period of seven years.

PROGRAM EVALUATION:

An evaluation of the Mentoring Program shall be conducted by the District Mentoring Committee in May of each year for the purpose of improving the program.

