



**NYACK UNION FREE SCHOOL DISTRICT**  
**Nyack, N.Y.**

**AGREEMENT**

**Between the Board of Education**

**and**

**Nyack Teachers Association, A.F.T**  
**Local 2888, A.F.L. - C.I.O.**

**July 1, 2016 to June 30, 2020**

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## **PREAMBLE**

This AGREEMENT entered into this 13th day of September 2016, by and between the Board of Education of Nyack Union Free School District, hereinafter called the "Board," and the Nyack Teachers Association, hereinafter called the "Association."

### **WITNESSETH:**

WHEREAS, the Board and the Association recognize and declare that providing a quality education for children is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to assist in helping to formulate 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 392 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 parties have reached certain understandings which they desire to confirm in the Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

### **ARTICLE I - RECOGNITION**

The Board of Education of the Nyack Union Free School District, having determined that the Nyack Teachers Association is supported by a majority of the teaching staff, recognizes the Nyack Teachers Association as the exclusive negotiating agent for all professional staff members, including school nurses, of the Nyack Public School System. Such recognition is subject to the existing policies and regulations adopted and in force in the district, and subject to all applicable provisions of law and includes all professional staff, except the Superintendent of Schools, all Assistant Superintendents, Principals, Assistant Principals, Superintendent of School's central office staff, nonteaching coordinators and substitute teachers.

## ARTICLE II - NEGOTIATION PROCEDURES

- A. It is agreed that the basic objectives of the negotiating procedure are to establish a written agreement between the Association and the Board. It is contemplated that terms and conditions of employment provided in this agreement, once ratified, shall remain in effect until altered by mutual agreement in writing between the parties. Nevertheless, because of the special nature of the public educational process, it is likewise recognized that matters may from time to time arise of vital mutual concern to the parties which have not been fully or adequately negotiated between them. It is in the public interest that the opportunity for mutual discussion of such matters be provided. The parties accordingly agree to cooperate in arranging meetings, selecting representatives for discussion, furnishing the necessary information, and otherwise constructively considering and resolving any such matters.
- B. No later than the first week in January of 2020, the parties will enter into good faith negotiations over a successor agreement covering the following school year. The Board and the Association will simultaneously exchange their complete set of proposals to initiate the formal negotiations process. If such an agreement is not concluded by the end of the first full week in March, either party may request the use of mediation services. The parties shall request assistance from the State Public Employment Relations Board. Such mediation services will be governed by the provisions of section 209 of the Civil Service Law.
- C. Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each respects the right of the other to select its representatives from within or without the school district. Each party will designate a negotiating team, with one member designated as "chief negotiator". In the event that a member of either negotiating team is unable to be present for a meeting, that unit may temporarily substitute another negotiator so that the negotiating sessions may continue. Each negotiating team shall be free to have a consultant or consultants present at any or all meetings. Any consultant used by either party shall be responsible to both parties as to authenticity and sources of information presented. Any expense for said consultant or consultants will be solely the responsibility of the party utilizing their services.
- D. Although no final agreement can be executed without ratification by the Association and the Board in a legally constituted meeting, the parties mutually pledge that their representatives will be clothed with all the necessary authority to make proposals, consider proposals, and reach compromises in the course of negotiations.

- E. When the negotiators have reached mutual agreement on a total proposal, a joint report shall be prepared and signed by both negotiating teams and then submitted to the Association and the Board for ratification. The negotiators will recommend to their respective bodies the ratification of the total proposal in its mutually agreed upon written form.
- F. The Board and the Association agree to use mutually agreed upon facilities for the purpose of conducting negotiations. Any expense involved in using a facility for negotiations or any other costs arising out of negotiations will be shared equally between the Board and the Association.
- G. The negotiating teams will establish a mutually acceptable series of meetings for the purpose of negotiations. The time, date and place of each meeting will be agreed upon at the conclusion of the prior meeting or before, along with the agenda for the meeting. Once a meeting has been established it can only be rescheduled, or the agenda modified by the agreement of both of the chief negotiators.
- H. Once written procedures and/or guidelines for negotiations have been established, they shall be adhered to by both negotiating teams unless mutual agreement is reached to alter them. In this case, the change will be attached in writing and initialed by each chief negotiator.
- I. The primary avenue of communication for the negotiating teams will exist between the chief negotiators.
- J. Each chief negotiator will attempt to insure that the other will have ample time to discuss and react to any recommendations and/or conclusions.
- K. Both negotiating teams agree to maintain the confidential nature of the negotiating sessions to the best of their ability. It is recognized that communication between the negotiators and their respective parties is an absolute necessity, but it should be restricted to these bodies only. No press or public releases will be made by either negotiating team, except by mutual agreement.
- L. The negotiating teams agree to cooperate in furnishing data and needed material for the purpose of negotiations and will be willing to provide the sources of these data presented along with the data.
- M. Proposals may be submitted by either party and, in case of disagreement, the second party shall offer a written counter proposal. The negotiations on any item having a financial impact will be considered as part of the total cost of the agreement; thus all agreements involving cost are tentative until the total financial impact of all aspects of the proposals can be evaluated by both negotiating teams.

## ARTICLE III - PROFESSIONAL RESPONSIBILITIES AND RIGHTS

It is recognized that the Board hereby retains and reserves unto itself, all powers, rights, authority, duties, responsibilities and conferred upon and vested in it by the laws and the Constitution of the State of New York and of the United States.

### A. Teachers:

Professional staff members are responsible for maintaining a continuous high level of professional service for the welfare and benefit of the students. The staff members are responsible, therefore, to discharge their assignments with professional proficiency and, to this end, to plan adequately to make conscientious efforts to confer, as required and within reason, with students, parents, and/or consultants.

#### 1. Certification:

Only professional staff holding or eligible for provisional or permanent certification shall be employed by the Nyack Public Schools. Where these professionals are not available and non-certified persons are employed, they shall have submitted an application for certification and successfully complete no fewer than six (6) semester hours of work toward certification during each year and prior to the beginning of each school year until they are permanently certified. Exceptions to this requirement can be made only where military service, maternity leave or serious physical illness prevents the continuation of the necessary course of study.

#### 2. Extra-Curricular Activities:

Staff participation in extra-curricular activities, summer or evening school, or similar extra-curricular activities shall be strictly voluntary. Emphasis will be placed upon obtaining physical education teachers for head coaches in the major interscholastic athletic programs. These teachers are generally expected to coach at least one sport.

#### 3. Assignments:

Professionals initially joining the Nyack Public School System shall receive their assignments from the superintendent's office. Those already in the system will receive notice as follows: At the K-8 level, staff will be notified of their programs for the ensuing year one week following the passage of the district's annual budget; at the 9-12 level, the staff members experiencing a moderate change in their teaching schedules (more than one section or a grade level change) will be



notified of their program for the ensuing year by June 12; staff members experiencing no change in their teaching schedules will be notified as close to June 12 as possible, but in no case later than the close of school. It is agreed that if the budget is defeated, the notice will be given one week following the district's adoption of an austerity budget. In arranging schedules for staff members who are assigned to more than one school during a day, an effort will be made to limit the amount of teacher travel time and a reasonable time will be allowed for travel between buildings.

The district will establish criteria for the selection of traveling teachers based on volunteers first and make every effort to avoid or limit the number of traveling teachers by maintaining a schedule which affects the fewest teachers possible. Every effort will be made to formulate the traveling teacher's schedule within the master schedule to allow sufficient traveling time.

All teachers who have assignments in more than one building shall be allowed a minimum of 30 minutes to travel between buildings as well as the contractual amount of preparation time and duty free lunch equal to what other staff members in the building receive. In addition, the District agrees to provide sufficient additional time where requirements specifically related to job responsibilities result in the need for additional time in a particular teacher's schedule. Traveling teachers will not be assigned any non-teaching duties or sixth period assignments.

4. Transfers:

a. A staff member may request transfer to another school by submitting a written request directly to the superintendent's office. In evaluating such request, the superintendent shall decide to grant or refuse such request, taking into account:

1) the welfare of the total educational program within the school system with specific emphasis upon the welfare of the student body;

2) further, in evaluating such requests, the superintendent shall consider the need for a balanced staff within each school and department the length of service the applicant has within the Nyack School District (five years service in the Nyack School District before consideration is given to a transfer), and the date of request of transfer. The wishes of the individual teacher will be honored wherever possible in keeping with all of the above considerations.

b. Establish criteria for the selection of teachers for transfer based on volunteers first.

- c. No teacher shall be involuntarily transferred more than one time in three school years.
- d. Transfer shall constitute movement between buildings. On K-5 level every effort will be made to avoid single grade level changes in consecutive years and changes of two or more grade levels more than once during a three-year period if an educationally sound alternative is available.
- e. The dates for involuntary transfer notification shall be the same as the current dates for notification of new assignments.
- f. It is not desirable to unduly reassign teachers between grade levels.
- g. Transfers of probationary and tenure staff within the district on the elementary level and within the areas of certification and teaching assignment in the special and secondary level will not adversely affect tenure status.
- h. Notice will be given to all professional staff members indicating available openings and those previously indicating a desire for transfer from their present assignment will be considered for the assignment to the new building, taking all of the aforementioned transfer considerations into account. However, a final decision on transfers as well as what constitutes adequate staffing of a given building, is a decision which rests with the superintendent of schools in conjunction with the Board of Education. If an assignment or transfer is given a staff member, he shall have the right, upon request, to discuss such transfer or assignment directly with his immediate supervisor.

5. Vacancies:

All professional vacancies in the Nyack Public Schools will be publicized by notification placed upon the bulletin boards in each school. In the case of a new position, a full job description along with procedures for application will be included. Notices of vacancies will be posted at least ten (10) days prior to the final application date. In filling such vacancies, the Board will continue its present policy of evaluating professional background, experience and other variables. When all other factors are equal, in the judgment of the Board of Education, the applicant from the local system will be given priority. A staff member should notify the Board of Education in writing, of interests in other subject areas, teaching levels, buildings, or positions. Such notices will be kept on file in the Superintendent's office. Up to 15 teachers may receive written notification of open positions during the summer by informing the Superintendent's Office in writing during the month of June.

Tenured staff members upon request will automatically be entitled to an interview for a vacancy to determine certification and qualifications in the area of the vacancy.

6. Termination of Services of Probationary Staff:

Every attempt will be made to notify by March 1 all probationary teachers whose services are to be terminated. However, final notification may be made in writing not later than sixty days immediately preceding the expiration of the probationary period. A probationary teacher whose services are to be terminated shall be entitled, upon request, to a discussion with the principal of the school, department head, or designated representative of the superintendent.

7. Personnel Files:

The material in the personnel files is the property of the Board of Education and therefore privileged information. All observations made of the teacher's performance by a principal, assistant principal, department chair, or coordinator which are placed in the files will have been seen and must be either signed or initialed by the staff member prior to being placed in the file. The staff member may submit any written statements, which will also be included in the personnel file.

Complaints or letters of complaint that are going to be filed in the staff member's permanent file will be reviewed in conference with an administrator. The complaint or letter of complaint must then be initialed by the staff member. Any additional comments the staff member might wish to make regarding the complaint will also be included in the permanent file. The initialing does not indicate anything but that the staff member is aware of the complaint.

The staff member, upon request, may review the contents of his/her file with the personnel officer or his/her designee. It is the staff member's responsibility to keep transcripts and certification data in his/her file up to date.

8. Professional Stature:

Professional personnel will not be discussed at official Board meetings. Staff appointments, transfers, resignation or similar personnel matters that warrant discussion between administrators and the Board or among members of the Board will be discussed in executive session. However, it is recognized that final action and decisions must take place at an official Board meeting.

B. Association:

1. Release Time:

The District agrees to provide release time of one period for the NTA president if he or she is assigned to the 6-12 level or to provide additional assistant time if he or she is assigned to the K-5 level. The cost of this to the District will be paid by the NTA.

2. Sixth Period Assignment:

Association officials will not be assigned a sixth period assignment or other non-teaching duties. Association officials are defined as President, Chief Negotiator, Grievance Chairperson and Senior Building Representatives.

3. Notices:

The Association shall have the right to post notices of its activities and matters of Association concern on the bulletin boards within the schools. The Association also has the right to use the interschool mail service and building mailboxes, without fee, for communications to staff members.

4. Use of Buildings:

The Association and its representatives shall have the right to use the school buildings for meetings at a time mutually agreed upon with the superintendent. However, it is understood that if a school building is to be opened in the evening, on weekends, or holidays for the purpose of Association meeting and/or activities that the Association will follow the regular procedure of other organizations that wish to use the school building and will be responsible for any costs incurred.

5. Facilities:

The Association shall have the right to use school facilities and equipment, including typewriters, computers, photocopying machines other duplicating equipment, and all types of audio-visual equipment, when such equipment is not otherwise in use. Association use of school business equipment will be permitted provided that: 1) request is made and arranged in advance; 2) the use is strictly to service the legitimate business of the Association, such as duplication of records, notices, correspondence, etc.; 3) the purpose is for internal business use of the Association and is not for public distribution; 4) supplies, in connection with such equipment use, will be furnished or paid for by the Association; 5) the Association will reimburse the Board for any damages due to any negligent use of such

equipment.

6. Meetings:

When regular meeting dates are established, no other school meetings involving teachers will be scheduled for these dates if at all possible. Every attempt will be made to keep regularly scheduled Association meetings and mutually agreed upon special meetings free from other meetings involving teachers. However, in the case of an emergency, the Superintendent will notify the President of the Association of the meeting and the reason for it.

7. Staff Orientation:

It is recognized that any new staff members should have the opportunity to discuss the retirement options and costs with the retirement representative and, if necessary, with a representative of the business office. Toward this end, the following will be instituted:

- a. During the preschool orientation session for new staff members at the Association's discretion it has the right to up to one half day to be allotted to Association officers for the purpose of explaining its role, purposes, contractual benefits, and the retirement system.
- b. All new staff hired subsequent to the preschool orientation period, and therefore not able to attend, will be given the opportunity (a minimum of half an hour) to meet with the retirement delegate. Although retirement forms may be distributed to new staff members for the purpose of their study and perusal prior to the explanation of the retirement system by the retirement delegate, no complete forms will be accepted until the new staff member has had the opportunity to discuss the New York State Retirement System and options with the retirement representative. It is recognized, however, that all new staff members must return their retirement forms to the personnel office no later than one month after they begin to teach in the Nyack Public Schools.

8. Calendar:

- a. The teaching year will follow the school calendar adopted by the Board of Education. The Association will assist in the development of the school calendar, by meeting with the Board or its representatives for the purpose of discussion and suggestions concerning the next year's school calendar. The school calendar will consist of a maximum of 185 days. However, three of these days are included as flexible days to allow for emergency school closings. The additional day added as part of the current agreement shall be

used for Professional Development and shall involve no additional student contact time. The specific content of the Professional Development shall be developed in collaboration between the District and the Association.

- b. If the school system is not closed for emergency reasons, the days will be allocated in the following manner:

The first unused day will be used to extend the Memorial Day Holiday.

The second unused day will be used for a staff development conference mutually organized by the district professional development team.

The third unused day will be a regular day of instruction.

- c. However, the final adoption of the calendar is the responsibility of the Board.

- d. Newly hired staff may be asked to report four (4) days earlier than the rest of the staff.

9. Board Minutes, Agenda, Policies and Regulations:

The Association will be provided with one (1) copy of the minutes of the- official Board meetings after they have been approved by the Board. One (1) copy of the official agenda of each Board meeting will be sent to the president of the Association and two (2) copies will be sent to each school building at the same time that the official agenda is sent to members of the Board. The executive committee of the Association will be provided with one (1) copy of the Board's personnel policies and rules and regulations with a copy of any changes or amendments thereto. Also, one (1) copy will be on file in each building.

10. Consolidation:

The Board guarantees to discuss with the Association ways and means of reducing the adverse employment effect of any merger or consolidation.

11. Experimental Programs:

The Board of Education pledges consultation with the Association on any experimental programs. There will be no loss of staff due to experimental programs unless through normal attrition.

12. Reprisals:

There will be no reprisals of any kind taken against any teacher by reason of his/her membership in the Association or participation in any of its activities.

**ARTICLE IV - CLASS SIZE, TEACHER LOAD, AND REDUCTION IN STAFF**

A. Class Size - Teacher Load:

The Board of Education reserves the right to alter class sizes and teaching load when, in its opinion, it becomes necessary. It, however, will continue to make every effort to maintain or obtain the below stated goals where economically feasible and spatially possible.

The Association agrees to cooperate with the Board toward this end through demonstration of the educational values, greater concern for individual differences, and improved instruction which results when class size and teacher load are kept at a reasonable level.

The goals of the Board and the Association are:

1. Class Size:
  - a. Kindergarten to be about 25 students per class with an ultimate goal of 20.
  - b. First and second grades to have 20-25 students per class.
  - c. Grades 3-6 to range from 25-30 children with approximately 25 as an ultimate goal.
  - d. Junior and senior high school classes to range from 25-30 depending on the subject area, except in the areas of music and physical education, which are to average no more than 35 students. An attempt will be made to balance and minimize class size in secondary science, home economics, art and technical education when safety becomes a consideration.
  - e. The size of special education classes shall not exceed limitations set forth in Part 200 of the Commissioner's Regulations without the approval of the Regional Associate. An effort will be made to provide for a balanced distribution of handicapped pupils mainstreamed into the regular classes. If three or more K-5 self-contained, handicapped students are mainstreamed into any class, the building's shared decision making team will meet to examine the situation and provide assistance as long as it does not impact on other

areas of the educational program.

Procedures will be established to communicate with the classroom teacher prior to the arrival of the mainstreamed student concerning handicapping conditions, special needs, special requirements, follow-up procedures, criteria for evaluating placement.

- f. Study halls are to vary from 30-60 students per teacher depending on the size of the room.

## 2. Teaching Load

### a. Elementary School:

The ratio of four teachers per hundred students, with a teaching load as balanced as possible in the light of student abilities is desired.

### b. Secondary School:

- 1) Academic subject area teachers to have a teaching load of about 125 students.
- 2) It is the Board's intent to respect the present differentiation between courses identified by the Board as English writing and non-writing courses.
- 3) No teacher will be assigned more than five instructional classes per day, except for the areas of physical education, music, industrial arts and career skills. In these four areas, the teaching load will be no more than an average of five and one-half classes per day. On days or during semesters, when the staff members have five instructional classes, they may be assigned a sixth period non-instructional assignment.
- 4) Science teachers shall be assigned no more than twenty-seven (27) instructional periods in five (5) days or thirty-two (32) instructional periods in six (6) days. While the District utilizes block scheduling at the High School, science teachers shall be assigned no more than twenty (20) instructional periods in five (5) days.

### ADDITIONAL SCIENCE SECTION

For scheduling purposes, a 33rd period in a six (6) day cycle or, under block scheduling at the High School, a 22<sup>nd</sup> period in a five (5) day



cycle, may be assigned subject to the following limitations:

Teacher's schedule can only be as follows:

3 classes of 9 periods = 27 periods

1 class of 6 periods = 6 periods

33 Total periods

No teachers of AP classes are to be included.

A committee of N.T.A. and science department members will be established to ensure that no other schedule arrangement is feasible.

Every effort will be made to keep the number of preparations at two (2).

Every effort will be made to limit the number of staff members assigned the additional science section, and the same staff member may not be assigned the additional science section more than two (2) consecutive years.

Present staffing patterns and teaching loads will be maintained.

A committee will investigate the feasibility of establishing a lab assistant position for the future.

- 5) The number of class preparations is not to exceed three and the ultimate goal is to limit class preparations to one or two.

## B. Reduction in Staff

### 1. Statement of Intent:

It is the intention and it will continue to be the intention of the Board of Education to provide and maintain a staffing pattern, which, in its view, will assure the quality of its programs. There shall be no use of sub-contractors or volunteers, which results in the layoff of bargaining unit members. B.O.C.E.S. employees, civil service librarians or other current employees will not be considered as sub-contractors and will not be impacted by this Article.

### 2. Reduction in Staff:

Whenever possible, the Board intends to effect any reduction in staff through

attrition.

However, should a reduction in staff be necessitated for any other reason, the superintendent will confer with the Association. At that time, relevant data upon which the contemplated staff reduction is based, will be made available for Association review. Subsequent to this meeting, and prior to the Board's final decision in this matter, the Association will be afforded the opportunity to meet with the superintendent and the Board, in executive session, to present suggestions on how the staff reductions might be avoided or effected.

The Board's final decision will be announced at the regular monthly meeting.

3. Teaching Assistants:

It is the intent and it will continue to be the intent of the Board of Education to utilize teacher aides and assistants to enrich and enhance the educational program. It is not the intent and will continue not to be the intent of the Board of Education to utilize teacher aides and assistants to reduce the certified professional staff.

4. Medical and Dental Insurance Coverage for Excessed Staff:

Excessed staff members will be provided with medical and dental insurance coverage up to a period of six months from the date of termination if excessed on or prior to July 1, 2013, or up to a period of four (4) months from the date of termination if excessed after July 1, 2013, unless the staff member has obtained employment elsewhere, with comparable coverage.

## **ARTICLE V - PROFESSIONAL STAFF TIME**

A. Professional Day:

1. The normal instructional day for K-5 teachers will encompass about six and one-half consecutive hours. At the Middle School and High School levels teachers are responsible for a 7 hour and 5 minute day as long as their professional duties as outlined elsewhere in this article are complete. Within this block of time the district may institute a nine period day schedule. This section is not to be interpreted to mean that teachers are responsible for any more total time or assignments than under the previous contract and non-teaching duties will not increase. The day will commence about 7:30 A.M. at High School level and at approximately 7:55 A.M. at Middle School level. At the elementary level the day will be approximately 8:50 A.M. to 3:20 P.M. During this time, there will be a duty-free lunch period and a preparation period as denoted in "D" of this Article.

It is agreed that the current practice regarding duty free lunch periods shall continue in full force and effect as long as the current building configuration continues. Under no circumstances shall the duty free lunch period be less than forty (40) consecutive minutes, except when a modified schedule is employed on the secondary level, when lunch will be equal to the regular class period but no less than thirty (30) minutes.

The preparation period shall be for preparation as decided by the teacher with the recognition that the teacher may be required to attend scheduled CSE meetings or an unforeseen emergency meeting.

2. Should there be need to effect changes in scheduling such as double sessions, or should there be need to alter the beginning or closing times, the superintendent will consult with the President of the Nyack Teachers Association.

B. Teaching Day:

The teaching day for K-5 staff will begin 15 minutes prior to the instructional day and will terminate 20 minutes after the instructional day, if the professional responsibilities of the teacher are complete. All K-12 professional staff will be required to make themselves available for 15 minutes beyond the teaching day at the request of students who are seeking additional help. It is understood that circumstances may prevail whereby an individual staff member might not be available on a given day because of a prior commitment. It is understood that each professional staff member will adhere to the time schedule established in his/her building. Time for 6-12 teachers is inclusive of the 15 minutes prior and 20 minutes after the instructional day.

1. Professional Responsibilities are understood to include such matters as assisting students after the termination of the instructional day, popularly called the helping period; regularly assigned duties, such as hall duty and detention duty; conferences scheduled with parents, students, department chairmen and the principal; and other tasks which directly relate to the professional's instructional duties.

Both parties recognize the impossibility of listing in definite language all of the possible situations which may arise where a genuine misunderstanding regarding professional staff time in excess of 20 minutes after the instructional day may occur.

2. The intent of both parties in their acceptance of this section of the Agreement is more clearly defined by the following remarks: The helping period will continue to be defined as a period of time after the instructional day approximately equal to a class period at the secondary level and a period of time approximately 30

minutes at the elementary level. The number of helping periods an individual teacher schedules per week will, normally, depend upon the professional judgment and discretion of the teacher. Regularly assigned duties will continue to be assigned in an impartial manner with starting and ending times clearly defined at the start of the year. Additional regularly assigned duties, other than those in existence at the signing of this Agreement, will not be assigned to teachers for so long as this Agreement is in existence, except in an emergency situation as defined by the superintendent of schools. Staff members are expected to attend conferences with the various parties outlined above, and to engage in various tasks directly relating to their instructional duties as the need arises. Conferences and various tasks should not become routine or regularly scheduled, with few exceptions. For example, child study conferences will continue to be regularly scheduled. The intent of this Agreement is to allow staff, whenever feasible, to decide how long and how often they will remain at school in excess of 20 minutes after the instructional day. A requirement for a staff member to attend a conference or to attend to a task in excess of 20 minutes after the instructional day, on a day-after-day or week-after-week basis, is contrary to the spirit of this Agreement.

None of the aforementioned is to be construed to limit or to affect in any way the stipulations contained within subheading C of this Article, or any stipulation in any other section of this Agreement, and any stipulation contained within this Agreement is not to be construed to affect in any way the understandings reached in this Section.

3. Non-teaching duties during the school day will be eliminated at the high school, except for study halls. In place of these nonteaching duties teachers will have professional staff hours except if they are assigned a study hall. The teacher will create a specific schedule of these hours, which will be made available to students and guidance no later than the annual Back to School Night. These hours will be used for parent or student contact and other professional responsibilities related to parents and students mutually scheduled with the teacher. Meetings will be scheduled upon request of parents or students or as initiated by the teacher.

One non-instructional period per workday at the high school will be designated as the "Professional Staff Period." Pursuant to a schedule to be promulgated by the high school teachers, during the teachers' Professional Staff Period the teachers will perform the following professional duties:

- a) tutorial assistance for students;
- b) parental contacts via meetings, e-mail, telephone;

c) meetings with principal or assistant principal, with sufficient notice to the teacher;

d) professional development.

4. All non-teaching duties will be equally distributed amongst all teaching staff at secondary schools. This will exclude guidance counselors, social workers and psychologists. Where applicable this will be done on a prorated basis for part time staff. Assignments for any new titles created by the District will be negotiated with the NTA.

For the High School:

Professional duty periods and study hall assignments will be distributed to classroom teaching staff on an altering and rotating basis. This excludes Deans, teachers who teach more than 30 classes in a six-day cycle.

Proctoring assignments will be assigned to part time staff on a prorated basis. Guidance counselors will be excluded during the June exam schedule. The proctoring schedule will be distributed at least 5 days prior to the first assignment.

Tenth period hall duties will continue to be assigned in the present manner, which is to all teaching staff on a rotating basis, with the assignment schedule being provided at least one week prior to the beginning of each semester.

C. Meetings:

It is recognized that the superintendent of schools has the authority to call staff meetings, if in his judgment the meeting is necessary, but will avoid calling a meeting on a regularly scheduled Monday.

1. Evening Meetings:

Four evening meetings a year will be required of all staff. These evening meetings will continue to be the same length of time as they are now. One of these meetings will be used for a traditional Meet the Teacher Night. Two evenings will be used for conferences with parents. The remaining evening meeting will be used for activities involving students and parents. The calendar and nature for these meetings will be decided in consultation with the staff of each building. At the Middle School, evening meetings associated with special school events such as Project SEE, school plays, school musicals, etc., which are

strictly voluntary or paid a stipend, will not be counted toward the four evening meetings per year requirement for staff.

At the elementary level, three of the four meetings will be utilized for parent meetings; the first shall be “Back-to-School Night” and the other two for parent conferences.

At the secondary level, the fourth evening meeting shall be planned in consultation with the building principal.

2. Afternoon Meetings:

Teacher attendance is required at two afternoon meetings per month. The first of these meetings will be a monthly building faculty meeting and will be for 45 minutes beyond the regular teaching day for that school. The second of these meetings will be devoted to program development, workshops, department, and curriculum or team meetings. These will extend 60 minutes beyond the regular teaching day for each school with the meeting responsibility directed by the superintendent and his administrative and supervisory staff. Building administrators may determine the necessity of holding such meetings in a given month. Committees, such as the building advisory and/or curriculum committees, where the members are elected or volunteer to serve on the committee, shall establish their own meeting times and are not subject to the limitations of this section. However, they should avoid scheduling meetings, which conflict with the regular Monday meeting schedule. The President of the Nyack Teachers Association and the Superintendent of Schools or their designees will meet in June of each year to establish the regularly scheduled Monday afternoon meeting calendar so that regularly scheduled meetings are published in advance.

Over the course of a school year there may be an additional 6 hours of meeting time to be part of the professional development mandated time. This time may be added to existing meeting time or early dismissal days in amounts no greater than 1 ½ hours per meeting. The district will provide at least a month’s notice of which meetings will be extended. The staff will have input as to what will be done during this time as reflected in the Professional Development Plan. This will not be used to increase the number of monthly meetings.

3. Parent-Teacher Conferences:

Every effort will be made to schedule parent-teacher conferences during the regular teaching day. In cases where this is not possible, teachers are expected to cooperate in holding parent-teacher conferences at other times. Every effort will be made to keep late afternoon or evening parent-teacher conferences at a minimum.

If, in the opinion of the building principal, a late afternoon conference, beginning after 4:00 P.M., or an evening conference, is deemed necessary, the staff member will be compensated at the rate of 1/1500 of his current regular salary per hour, for each hour or any portion thereof. This does not apply to the regularly scheduled evening conference hours of guidance personnel.

D. Avoiding Loss of Preparation Period:

1. General Procedures:

The administration will attempt to avoid the problem of teachers losing their preparation periods to the maximum extent that is possible.

- a. The administration will normally provide substitutes for teachers who are absent.
- b. When the substitute does arrive a period or two late to cover the absent teacher's duties, and a teacher covers the period during his preparation period, the principal will make every attempt to have the substitute or staff indicated in item b (2) cover a period (particularly a study hall or similar assignment) for the teacher who has lost the preparation period. This will be done if it is at all possible.
- c. In the event of a long-term (several weeks or more) absence, a substitute will be utilized unless: the department chairman, members of the department, and the building principal collectively feel that the teacher's assignment could be covered better by members of that department; In this event the principal will recommend, with details, the proposed arrangement to the superintendent of schools for the final decision. If an arrangement of this nature is agreed upon, the staff member covering the periods will be financially compensated at a rate, which is predetermined.

2. Secondary:

- a. Every staff member will have a preparation period equal to at least one class period for preparation every day.
- b. Each secondary building will have a minimum of one teacher who is assigned as a homeroom and stand-by teacher for the first period. This teacher will be utilized in the case of emergencies for homeroom and first period if personnel are late in arriving, or a substitute is not available until the second period. The stand-by teacher will carry a full teaching load, but

will have no homeroom assignment and will have the stand-by during the first period instead of a study hall or similar assignment. The principal of the building may assign this standby teacher other professional tasks during the first period if he is not needed to cover another teacher's first period class. In addition to this, each secondary school will, to the extent possible within the schedule, attempt to have additional teachers with stand-by periods during the day so that other periods may be covered in a similar manner. This may require that teachers who have this duty in lieu of a study hall or similar assignment may be requested to have a "floating" preparation period. This means that the teacher may be asked to cover an assignment during one of those two periods

It is agreed that the fixed non-teaching duty assignment of "standby" will be eliminated at the Senior High School. It is further agreed that a pool of volunteer teachers will be sought for each period to fulfill - in unanticipated emergency situations - this duty of supervising classes, hall duty, and/or study hall during the teacher's preparation period. If an unanticipated emergency situation arises where there are no available volunteers, staff with a preparation period will be assigned. A strictly rotating system will be used for all assignments.

Teachers serving in this capacity will be paid at a rate of:

2016/17	\$47.84
2017/18	\$47.84
2018/19	\$47.84
2019/20	Minimum of \$48.20/Maximum of \$48.44*

\*The percentage increase to the rate will be equal to the increase to the salary schedule for the 2019-2020 school year

Teachers at the Middle School will be paid at the above rate for class coverage when substitutes are not available.

### 3. Elementary (K-6):

- a. Every professional staff member is entitled to two hundred (200) minutes of preparation time per five (5) day week, such time within the normal instructional day.
- b. Every effort will be made to provide each staff member with an average forty (40) minutes per day if possible, and with a minimum of thirty (30) consecutive minutes per day.



- c. The administration agrees to explore and implement a schedule for early dismissal days to maintain teachers' preparation time. The district will not hire substitute teachers for the purpose of providing teacher preparation time on early dismissal days.
- d. The District will not be required to provide the regular preparation time for teachers when their regular preparation time occurs when they are out of the building.

## **ARTICLE VI-SPECIAL EDUCATION**

### **PREAMBLE**

The terms and provisions of this article are in addition to the terms and provisions of the other articles in this agreement.

#### **A. Preparation of Individualized Education Programs (I.E.P.)**

Full time special class and resource room teachers shall receive release time each school year for I.E.P. preparation and holding planning conferences with parents pursuant to the schedule below. Days will be chosen at the teachers' discretion subject to approval by the Supervisor of Special Education based on having adequate coverage available. Additional time will be provided where a need is shown. All of these days are to be on site.

Release Days for IEP Preparation:

Number of Students	Number of Release Days
1 to 5	1
6 to 10	1.5
11 to 15	2
Over 15	2.5

#### **B. Instructional and Non-instruction Duties**

1. K-5 resource room teachers shall receive thirty minutes per day for testing new referrals and report writing.
2. Secondary departmentalized special classes and resource room teachers shall teach a maximum of five periods. The sixth period will remain free for testing, report writing, and conferencing.

### C. Elementary School Evaluations

For all of the special education programs described in this section, the District agrees to first request volunteers from the regular classroom teachers to participate in these programs. In addition, the District agrees to provide adequate training for the special education and regular classroom teachers who are involved in these programs.

When, in the estimation of any teacher that teaches a special education student and/or the special education teacher, a student is not being provided appropriate services, either teacher has the right to request a CSE pursuant to Part 200 of the Commissioner's Regulations.

#### 1. Elementary Special Education Evaluations

- a. Any elementary school special education teacher who misses a prep period due to the fact that he or she is required to administer an evaluation for the purposes of determining eligibility or continuing eligibility for special education services shall be entitled to a payment equal to the curriculum rate then in effect. Scheduling of evaluations that would result in prep time being lost for testing must be pre-approved by an administrator.

#### 2. Elementary ENL Evaluations

- a. Any elementary school ENL teacher who misses a prep period due to the fact that he or she is required to administer an evaluation for the purposes of determining ENL status or continuing ENL status shall be entitled to a payment equal to the curriculum rate then in effect. Scheduling of tests that would result in prep time being lost for testing must be pre-approved by an administrator,

## **ARTICLE VII - STAFF EVALUATION**

The original and a copy of all evaluative reports, *e.g.*, observations, evaluations made of staff performance by a principal, and related recommendations made of staff performance by a principal, assistant principal, department chairman, or coordinator shall be sent to the staff member. The original must be initialed by him and returned to the appropriate supervisor, and

the copy kept by the staff member. The staff member must have a copy of all evaluative reports within seven (7) school days. If for some reason this is not possible, it is the responsibility of the supervisor to notify the staff member that the report will be delayed, indicate the reason for the delay, and when the supervisor will have the report in the hands of the staff member.

The initialing of the report merely indicates that the staff member has seen the report and not that he necessarily approves of it. The staff member shall have the right to make a written comment on the report in the space provided for such purposes and may request a delay of one day prior to the signing and filing of such a report. The staff member shall be entitled to a conference with the supervisor who has issued the report. In the area of staff evaluation, it should be kept in mind that the purpose of evaluation is for improvement of performance and all observations by both the observer and the staff member being observed should focus on this objective.

In addition to observations by department chairmen or coordinators, the principal and/or assistant principal must submit at least one observation report concerning the staff member's performance. Each probationary staff member shall receive the principal's report prior to the winter recess. All other staff members shall receive the principal's report no later than May 1.

Any end of year evaluation reports will be presented to the staff member before the last week of the school year.

## **ARTICLE VIII - TEACHING AND TEACHER FACILITIES**

### **A. Facilities:**

The Board and the Association recognize that the availability of satisfactory school facilities for both pupil and teacher is necessary to insure the high quality of education that is the goal of both parties.

### **B. Teaching Materials:**

1. The Board agrees that it will provide, after due consideration by the teachers and building administrators and the recommendation of the superintendent and approval of the Board of Education, sufficient teaching materials to insure that each pupil has an adequate supply of instructional materials. Every effort will be made to have new materials received by September 1 of each school year and to have teachers informed by the building principal or the department chairman by the end of each school year what materials, if any, have been deleted from their requisitions.
2. Teachers or representative teacher committees or departments shall be consulted and requested to advise their immediate superiors on the necessity or the

desirability of purchasing new textbooks and other teaching materials, or of replacing old or worn textbooks and other teaching materials.

3. The Board agrees that it will provide each building with adequate audio-visual equipment and materials. The basis for selection of the audio-visual materials and equipment will be statewide practices and recommendations in the audio-visual area, recommendations of the building audio-visual specialists, the level of utilization of the equipment and materials in each building, and the requests and recommendations of the teachers within the specific building. The extent of the equipment and materials to be purchased will be indicated in the proposed budget.

#### **ARTICLE IX - NON-TEACHING DUTIES**

The Board and the Association recognize that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end. Therefore, the Board agrees to continue to reduce non-teaching duties through the use of teacher aides and other non-professional personnel wherever in its judgment it is financially feasible so that teachers will have more time to devote to teaching activities. The Administration and N.T.A. will meet annually to explore ways to use non-teaching staff to reduce non-instructional duties for teaching staff, without increasing financial burden to the district.

#### **ARTICLE X - PROTECTION OF TEACHERS**

##### **Assistance in Assault Cases:**

Principals shall report all cases of assault suffered by staff in connection with their employment to the superintendent of schools.

The building administrator shall inform the staff member immediately of his rights under the law and shall provide such information in a written document.

The superintendent shall also notify the staff member of his readiness to assist him as follows: by obtaining from police and from the principal relevant information concerning the culprits; by providing legal counsel to accompany the staff member in court appearances; and by acting in other appropriate ways as liaison between the staff member, police and the courts.

This assistance is intended solely to apply to the criminal aspects of any case arising from such assault.

The Board will provide legal services and pay the fees and expenses where civil or criminal

action is brought against a staff member based upon disciplinary action taken against any pupil of the district while the staff member was in the discharge of his duties within the scope of his employment. The staff member, however, is required in order to receive the protection, to deliver the original or a copy of any summons, complaints, process notice or other paper received by him to the Board of Education within ten (10) days after service on him.

In addition hereto, the Board will comply with and adhere to the provisions of section 3028 of the New York State Education Law.

## **ARTICLE XI - STUDENT CONTROL AND DISCIPLINE**

If a staff member suffers the loss or destruction of a prosthetic device (*i.e.*: eye glasses, dentures, hearing aid) or has his clothing damaged while acting in the line of duty to stop a disturbance, is assaulted by a student, or while attempting to prevent the destruction of public property, such as a fire, the Board will assume the cost of the replacement or repair of such item. This does not apply to the loss of personal items such as a radio, tape recorder, purse, etc. Nor does this apply to loss due to the normal teaching duties and responsibilities. The teacher must report the incident and loss to the building administrator.

## **ARTICLE XII - SITE-BASED MANAGEMENT /CONTRACT WAIVERS**

### **A. Site-Based Management**

The Nyack Teachers Association and the Nyack Public Schools commit ourselves to the principle of shared decision-making. We recognize that, depending upon the issue, there are various types of shared decision-making, that various groups might be involved, and that the process decided upon for each task should be consistent with the nature of the decision. In any event all parties concerned should be aware, early in the process, of the explicit mode of decision-making to be employed. All items for shared decision-making will be mutually agreed to by the building principal and committee members. Each building will create a site-based management committee to discuss school concerns and to arrive at solutions. The method of representation on the committee will be decided upon by the school's building representatives and will include the building principal and assistant principals. The committee will decide how often it needs to meet. The agenda for the meetings will be mutually set by the committee chairperson and the building principal.

This site-based management committee will remain distinct from internal building committee(s), comprised exclusively of teachers, which will meet with administrators to deal with the unique relationship between these two groups, building concerns, contract

matters, or possible waivers.

**B. Contract Waivers**

1. Waiver proposals will be presented to the site-based management committee for consideration. A sunset provision will clearly define the duration of the new, experimental program. Generally, a waiver may be granted for one year and extended on a year by year basis.
2. If the committee approves, the waiver will be voted on by the bargaining unit members. A two-thirds majority of entire building staff would be required for approval.
3. The waiver request will then be presented to the N.T.A. representative council for approval.
4. The waiver becomes effective when signed by the N.T.A. President and the Superintendent of Schools.
5. The waiver is not binding on another building.
6. There is a presumption that collective areas of the contract including but not limited to salary schedule, fringe benefits, and grievance, evaluation and dismissal procedures are not to be waived.
7. The collective bargaining agreement will remain in full force and effect, and have full application to the employees who are affected by the site-based decision-making arrangement.

**ARTICLE XIII- DUES DEDUCTION**

The Board agrees to deduct from the salaries of its employee's dues for the Nyack Teachers Association, and its affiliates, as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association, Teacher authorization shall be in writing in the form set forth below. The union will establish its own dues deduction schedule.

**DESIGNATION AND PAYROLL DEDUCTION AUTHORIZATION**

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(Print) Last Name      First    Initial      Building

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Address

TO:    BOARD OF EDUCATION OF NYACK PUBLIC SCHOOLS

Pursuant to Chapter 392, Law of 1967, I hereby designate the NYACK TEACHERS ASSOCIATION as my representative for the purpose of collective negotiations, and I hereby request and authorize you, according to my arrangements agreed upon with such association, to deduct from my salary and transmit the dues as certified to the association. I hereby waive all rights and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers from any liability therefore. This authority shall be continuous while employed in this school system or until withdrawn by written notice.

**Nyack Teachers Association and Affiliates**

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Employee's Signature

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Date

\* \* \* \* \*

Nyack Teachers Association shall certify to the Board in writing the current rate of its membership dues. Should said association change the rate of its membership dues, it shall give the Board thirty (30) days notice prior to the effective date of such change.

No later than two (2) weeks prior to the first scheduled paycheck in October, the Association shall provide the Board with a list and the original signed dues authorization cards of those employees who have voluntarily authorized the Board to deduct dues for the association.

The Board shall, following each pay period from which a dues deduction is made, transmit the amount so deducted to Nyack Teachers Association. The first transmittal shall be accompanied by a list of the members for whom deductions have been made and the amount deducted for each.

An employee may withdraw his authorization at any time by written notice received by the Board at least two (2) weeks prior to the pay period for which such deduction is to be made. A copy of the withdrawal notice will be forwarded to the Nyack Teachers Association.

#### Agency Shop Fee Deduction

The Nyack Public Schools shall deduct from the wage or salary of employees in the bargaining unit who are not members of the Nyack Teachers Association, the amount equivalent to the dues levied by the Nyack Teachers Association and shall transmit the sum so deducted to the Nyack Teachers Association, in accordance with Civil Service Law 208(3) (b). The Nyack Teachers Association affirms that it has adopted such procedure for refund of agency shop fee deduction as required in section 3 of Chapters 677 and 678 of the Laws of 1977 of the State of New York. This provision for agency shop fee deduction shall continue in effect so long as the Nyack Teachers Association maintains such procedure.

The Agency Shop Fee Deduction shall be made following the same procedures as applicable for dues check-off, except as otherwise mandated by law or this Article of the Agreement.

#### **ARTICLE XIV - SALARY SCHEDULE**

A. The salary schedule is based upon an index which has been developed for the purpose of:

1. Attracting and holding outstanding teachers
3. Focusing attention upon a professional salary schedule
4. Facilitating the revision of dollar amounts within the schedule
5. Providing for proportionate adjustments



B. Salary Schedule:

See Schedule "A" for the Salary Index and Schedule "B" for the Salary Schedule for the applicable school years.

The following compensation shall be provided to all unit members during the term of this agreement:

- Effective July 1, 2016: Steps 1-14 shall be increased by 1%;
- For those members on a "full step," they shall move to the next full step;
- For those members on a "half step," they shall move to the next full step and receive a one-time off schedule \$650 payment;
- Step 15 shall be increased by 1.5%;
- Any member who was on Step 15 during the 2015-2016 school year shall be eligible for a recurring special longevity payment of \$750. No other unit member shall be eligible for such longevity payment in the future and there shall be no increase to this longevity payment during the term of this Agreement.

Effective July 1, 2017:

- There shall be step movement;
- A Step 14A shall be created which shall be equal to the value of Step 15 of the 2016-2017 salary index. There shall be a new Step 15 which shall be valued at Step 15 of the 2016-2017 salary index plus an increase equal to the January 2017 Consumer Price Index ("CPI") used by the District for its property tax cap for the 2017-2018 school year, but if that CPI percentage is less than .75%, then the increase shall be .75% and if the CPI percentage is more than 1.25%, then the increase shall be 1.25%.

Effective July 1, 2018:

- There shall be step movement;
- A Step 15A shall be created which shall be 1.25% greater than the value of Step 15 of the 2017-2018 salary index.

Effective July 1, 2019:

- There shall be step movement and an increase on base wages equal to the January 2019 Consumer Price Index (“CPI”) used by the District for its property tax cap for the 2019-2020 school year, but if that CPI percentage is less than .75%, then the increase shall be .75% and if the CPI percentage is more than 1.25%, then the increase shall be 1.25%.

It is understood that in the 2016-2017 school year, the stipends in the Agreement shall be increased by the negotiated increase to Steps 1 through 14, namely 1%. Further, in the 2019-2020 school year, the stipends in the Agreement shall be increased by the negotiated increase for all steps that year.

C. Salary Differential for Additional Preparation:

1. Any teacher who has completed 15 graduate semester hours of approved study, including approved in-service credit, beyond the Baccalaureate Degree will be paid a differential [(Scale 2)].
2. Any teacher who has completed a Master’s Degree will be paid a differential [(Scale 4)]. Only the required number of credits, as established by the university awarding the degree, will be considered applicable.
3. Any teacher who has completed 15, 30, 45, 60 or 75 graduate semester hours of approved study, including approved in-service credit, beyond the Master’s Degree will be paid on the appropriate scale [(Scales 5, 6, 7, 8 and 9)].
4. Teachers who have obtained 75 credits beyond their masters will be compensated on scale 9 of the salary schedule in accordance with the following guidelines:

Credits cannot be applied to this salary rate change at a rate greater than 6 credits per year.

The district may offer in-service courses - beyond the prior maximum of 30 in-service credits - for teachers to take toward movement to this new pay rate. The district has the right to require that a teacher take designated in-service courses of up to 6 credits toward this rate change from those offered by the district, the Nyack Teacher Center, or other Rockland County staff development centers. If the district does not designate a sufficient number of in-service courses, it agrees to accept other eligible courses toward the rate change.

Additional credits taken toward movement to this rate must be in education or the teacher’s major field.

The district has the right to require prior approval for such courses. A teacher must be in the district at least four years before being eligible to begin applying credits toward this rate change.

5. Any teacher who has earned a Doctoral Degree in the area of his professional position will be paid a differential [(Scale 10)]. If the degree is not in the teacher's professional area or closely related to it, no differential will be paid.
6. Any teacher who has earned, or as of June 30, 2013, has applied to obtain National Board Certification shall be paid by the District a stipend of \$3,000 annually for the duration of the national certificate. Any teacher who was not in the process of obtaining National Board Certification by June 30, 2013 and has earned National Board Certification subsequent to July 1, 2013, shall receive a one-time stipend payment of \$5,000 payable over two (2) years at \$2,500 per year.
7. Undergraduate credits may be applicable toward salary scale advancement if:
  - a. Prior approval, in writing, is obtained from the superintendent of schools, and,
  - b. The specific course or courses are such that they will be of direct benefit to the teaching performance of the teacher or to the Nyack Public Schools.

D. Scale Changes:

1. The BA 15 scale for steps 2 to 6 will be opened for scale changes and the BA 30 scale will be closed for scale changes.
2. Any staff member who has been placed at the BA+30 scale prior to the dates of discontinuance will continue to move through the experience increments.
3. A staff member may make one change on the salary scale in a 12 month period.

E. Continued Satisfactory Service:

1. Steps 12-15: After the 11th step on the salary schedule, the remaining steps are automatic as long as the staff member continues to perform his professional duties in a satisfactory manner. In the event that a tenured staff member does not, he may be held at the present salary step until his professional performance warrants continued advancement.

The procedure which will be used will be the same as that indicated in Article VII (Staff Evaluation) and in Article III (Responsibilities and Rights) Any staff

member who is at the 11th step or above and whose performance is less than satisfactory will be so notified in writing as part of his regular evaluation. Professionals who are to be held at their present step will be notified in writing no later than March 1 of the current year by the Superintendent of Schools. Definitions and guidelines for less than continued satisfactory service are:

- a. Inattention to professional responsibilities such as certification requirements and professional preparation.
- b. Inattention to rules and regulations of building principals and the Superintendent and/or policies of the school system.
- c. Inattention to required reports on and evaluations of pupils.
- d. Habitual tardiness or habitual failure to fulfill the time requirements of a normal teaching day.
- e. Disregard for the course of study requirements.
- f. Indications of incompetence.
- g. Unethical conduct.
- h. Failure to maintain an adequate level of instructional competence.
- i. Behavior, which is not serious enough to bring charges against the individual for incompetence, but is so serious that it affects professional performance.

F. Longevity Pay:

Although a sound salary schedule which is competitively maintained is basic, it is also recognized that continued professional service in the Nyack Public Schools is worthy of additional compensation. Therefore, longevity pay will be given to staff members after their longevity has placed them on the top step.

1. Requirements: To be eligible for longevity pay the staff member must:
  - a. Hold permanent New York State certification for his/her position.
  - b. Have tenure.
  - c. Must have served a minimum of three years on the top step of his/her

scale or three years on the previous career increment.

- d. Must be on at least the MA Scale if first employed after September 1, 1983.
- e. For staff hired after 7/1/05, the staff member must have fifteen (15) years of service in the Nyack Public Schools.

2. Longevity Pay Schedule:

Payment of longevity shall be made bi-monthly, for the duration of this contract, the first payment to be made to coincide with the first pay period of the school year. At the end of this contract the payment of longevity will revert back to bi-weekly. All staff will be entitled to longevity steps as follows:

YEAR ELIGIBLE AND AMOUNT

	2016-2017	2017-2018	2018-2019	2019-2020 Min/Max*
BA 23 <sup>rd</sup> Year	\$5,041	\$5,041	\$5,041	\$5,079/\$5,104
BA 26 <sup>th</sup> Year	\$6,265	\$6,265	\$6,265	\$6,312/\$6,343
MA 18 <sup>th</sup> Year	\$2,351	\$2,351	\$2,351	\$2,369/\$2,380
MA 21 <sup>st</sup> Year	\$4,695	\$4,695	\$4,695	\$4,730/\$4,754
MA 24 <sup>th</sup> Year	\$6,266	\$6,266	\$6,266	\$6,313/\$6,344
MA 27 <sup>th</sup> Year	\$7,490	\$7,490	\$7,490	\$7,546/\$7,584
MA 30 <sup>th</sup> Year	\$8,677	\$8,677	\$8,677	\$8,742/\$8,785

\*The percentage increase to longevity will be equal to the increase to the salary schedule for the 2019-2020 school year

Staff presently on the BA longevity steps will continue to receive those steps plus all additional increases. Effective July 1, 2000, BA longevity steps are eliminated for new staff.

Notwithstanding the delay in salary step movement during the duration of this contract, it will be considered as if each unit member on the salary schedule advanced a full step during each year of the contract for longevity purposes.

G. Transfer Service:

The Superintendent will evaluate the training and experience of new additions to the staff and place them upon the salary schedule accordingly. Credit for prior service may be full. Prior service credit shall include up to four (4) years of military service, service in the Peace Corps, Volunteers in Service to America (VISTA), The Teacher Corps, teacher

exchange programs and internships. This provision is not retroactive.

H. Graduate and In-Service Credit:

Graduate and in-service credit will be accepted for movement on the salary schedule if the following criteria are met:

Traditional graduate courses of programs (A and C or B and C)

- A. In general education
- B. In area of specialization
- C. Offered by an accredited college or university

Participation in approved in-service programs conducted by Nyack Public Schools or other in-service programs, which have prior approval by the superintendent of schools, will be credited at the equivalent of two semester hours of university work for salary schedule purposes. In the event that in-service work which has the approval of the superintendent of schools carries more than two semester hours of credit, the appropriate number of credits will be accepted. The maximum number of in-service semester hours that will be credited will be at the rate of six per year. More than six credits of in-service work per year may be credited if written prior approval of the course and number of in-service credits is obtained from the superintendent. The total number of in-service credits that any individual may claim for salary scale purposes shall not exceed forty-five (45). At the expiration of this contract, the total number of in-service credits that any individual may claim shall be reduced to thirty (30).

Graduate courses in administration used for scale changes will be limited to 9 credits for the teacher. People in administrative programs prior to 07/01/00 will be excluded from this limit. Teachers may take a maximum of eighteen (18) credits for scale change via on-line courses pursuant to guidelines developed by the District.

Barring any extenuating circumstances, the District will respond within two (2) weeks of the request for course approval.

The parties agree to establish a Nyack Professional Academy during the 2016-2017 school year with the purpose of providing staff with opportunities to both teach and enroll in courses geared specifically to the needs of the Nyack School District. Enrollees can use these courses as in-service credits toward advancement on the salary schedule, subject to the limitations for same set forth in the collective bargaining agreement. Further, both parties agree to explore possibilities for partnering with a local college or university with the intent to offer courses that could be taken for graduate credit. During the 2016-2017 school year both parties also agree to clarify guidelines with the intent of expediting the District's current course approval process.

I. Student Teaching:

Upon the request of the superintendent of schools any member of the professional staff who is tenured will consider it part of his/her obligation to the profession to serve as cooperating teacher for a student teacher. No more than one such assignment will be expected within the year and the cooperating teacher will receive two semester hours of in-service credit on the salary schedule for every twelve week or equivalent period. If more than one teacher is involved with a cadet teacher, the credits will be shared provided the time each teacher works with a cadet teacher is equivalent to a six-week period, thereby such teacher will earn one in-service credit.

J. Subject Area Coordinators:

Coordinators (K- 12) who have system-wide responsibilities will be paid an additional stipend at the following rates:

Subject Area Size

Full Time	\$6,623
11 or more	\$5,094
6 to 10	\$4,842
5 or fewer	\$3,564

The current subject area coordinators will be eliminated by attrition.

K. Department Chairpersons:

The Board may create additional positions or delete those already in existence. Once appointed, a chairperson will continue in his/her position unless otherwise notified. If a new position is created by the Board, the duly appointed incumbent of the position will receive a salary differential. A job description will be provided. Whenever possible, department chairpersons shall be included in the interviewing of prospective professional candidates for their departments. Department chairmen will be involved in the budgetary process. They will be asked for budgetary recommendations for their departments and will be provided with copies of budgetary allotments prior to May 15th. In addition, they will be consulted if budgetary adjustments are required for their departments. Department Chairpersons will be paid the differential based on the size of the department and class load as noted below.

Effective July 1, 2016, the differential is:

Department Size	Class Load	2016-2017	2017-2018	2018-2019	2019-2020 Min/Max*
16 or more	2	\$6,911	\$6,911	\$6,911	\$6,963/\$6,997
11-15	2	\$6,014	\$6,014	\$6,014	\$6,059/\$6,089
6-10	3	\$5,801	\$5,801	\$5,801	\$5,845/\$5,874
5 or fewer	3	\$4,689	\$4,689	\$4,689	\$4,724/\$4,748

\*Effective July 1, 2019, the differentials will be increased by a minimum of .75% and a maximum of 1.25%, which percentage will be consistent with the salary increase received by the unit for the 2019-2020 year.

L. Guidance Counselors:

Guidance Counselors will be paid in addition to their salary to compensate them for extra duties and hours which are required as part of their position between September 1 and June 30 as follows:

Effective July 1, 2016: \$6,402

Effective July 1, 2019, the stipend will be increased by a minimum of .75% and a maximum of 1.25%, which percentage will be consistent with the salary increase received by the unit for the 2019-2020 year.

M. Dean of Students:

High School Dean of Students will be compensated as follows:

Effective July 1, 2016: \$10,659

Effective July 1, 2019, the stipend will be increased by a minimum of .75% and a maximum of 1.25%, which percentage will be consistent with the salary increase received by the unit for the 2019-2020 year.

Middle School Dean of Students will be compensated as follows:

Effective July 1, 2016: \$8,705

Effective July 1, 2019, the stipend will be increased by a minimum of .75% and a maximum of 1.25%, which percentage will be consistent with the salary increase received by the unit for the 2019-2020 year.



N. Stipends and Job Descriptions:

The stipends for the existing positions, which were created to help with department curriculum responsibilities, are listed in Addendum A and Schedule D. The job descriptions for these and future such positions can be found in a job description binder in the personnel office.

O. Professional Responsibilities:

1. It is the responsibility of all professional personnel to submit transcripts of their baccalaureate degrees and graduate degrees to receive credit for placement on the salary schedule. Transcripts must also accompany any requests for adjustment on the scale placement beyond the degree.
2. Credits beyond the degree, to be valid for scale adjustment, must be in the area of the teacher's specialization or in general education. Exceptions to this rule are at the discretion of the Board of Education. Teachers must obtain prior approval of the university work that is planned from the superintendent of schools in order to be applied to the salary schedule.
3. Claims for scale adjustment must be in the Superintendent's office by September 30<sup>th</sup> with the effective date being retroactive to September 1<sup>st</sup> of the same year.
4. Members of the educational staff are responsible for keeping their certification requirements current and up-to-date. Failure to do so voids all rights to placement upon the salary schedule or retention of tenure in the position.

P. Salary Payments:

For the duration of this contract only, the salary payment schedule will be adjusted so that unit members receive a paycheck on the 10<sup>th</sup> and 25<sup>th</sup> of every month, with the exception of June, where the unit members shall receive their paychecks on the 10<sup>th</sup> and the 30<sup>th</sup> of June. If a payday falls on a Saturday, Sunday or a holiday, payment will be made on the work day before such day. This provision will sunset on June 30, 2020.

All staff members have two salary options: 1) ten-month plan, 2) twelve-month plan with a lump-sum payment for the summer months in June.

All bargaining unit members will be paid through direct deposit of their paychecks.

Q. Payroll Deduction:

The District will provide payroll deduction for bargaining unit members for each of the following programs:

- a) NYSUT Member Benefits;
- b) NYSUT VOTE/COPE;
- c) Internal Revenue Code 529 Accounts.

The Association will provide appropriate forms for a) and b) above.

**ARTICLE XV – CO – CURRICULAR ACTIVITIES**

A. Interscholastic Athletics:

All recommendations concerning positions and personnel assignments for coaching positions for the next school year will be submitted to the superintendent of schools in writing by the Director of Physical Education in the following manner:

Fall sports by February 15  
Winter sports by June 1  
Spring sports by July 15

The director's recommendations will be based upon recommendations and evaluations of the head coach of each sport and will be finalized in consultation with the head coach of each sport and the building administrator.

Three steps will be established to differentiate years coaching a particular sport within the Nyack Public Schools. Step I is for the first and second year of coaching in a particular sport. Step II is for the third and fourth years of coaching in a particular sport. Step III is for five or more years of coaching in a particular sport. (See Interscholastic Salary Schedule attached hereto as Schedule C)

B. Other Co-Curricular Activities:

1. See Co-Curricular Salary Schedule attached hereto as Schedules E and F.

2. New Activities:

A proposal form will be completed by the staff member interested in starting the activity and presented to the principal for approval. The principal may approve

the activity with a jointly developed recommendation for a stipend if unencumbered funds are available within the current year's building co-curricular budget. If funds are unavailable, the principal should submit a request for additional co-curricular funds through the normal budget process. Copies of the signed proposal in either case with recommended stipend should be forwarded to the Superintendent's designee who will then consult with appropriate NTA officials to agree upon a stipend. The agreed upon figure will then be forwarded to the Superintendent for a decision. The Superintendent's decision shall be final. Should funds be unavailable to support a stipend, the activity may still be offered.

3. Existing Activities:

Activities for which there is no approved stipend may be offered with the understanding that the above process should be followed. When it is felt that the responsibilities of an activity warrant a change in stipend, the same procedure as that for a new activity shall be followed.

## ACTIVITY FORM

School \_\_\_\_\_

Activity or Club \_\_\_\_\_

New \_\_\_\_\_ Existing \_\_\_\_\_

New activity or club only:

Describe the purpose of the activity or club and planned activities (trips, fundraising, assemblies).

Estimate the number of hours and describe how the hours will be spent.

Existing activity or club only:

Describe the change(s) in the activity or club that calls for an increase in the stipend. Estimate the increased number of hours and describe how they were/will be spent.

Teacher \_\_\_\_\_

Building Principal \_\_\_\_\_

Unencumbered Co-curricular Balance: \_\_\_\_\_

Recommended Stipend: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Superintendent of Schools

## **ARTICLE XVI -EVENING SCHOOL, SUMMER SCHOOL, SUMMER CURRICULUM WORK AND AFTER SCHOOL PROGRAMS**

In filling vacancies for summer school and evening school, the Board will continue its present policy of evaluating professional background, experience and other variables. When all other factors are equal, in the judgment of the Board of Education, the applicant from the local system will be given priority.

Notification of positions for both summer and evening school will be made through the posting of a list of positions open on the school bulletin boards. All teachers interested in such positions should apply in writing.

### **A. Alternative Educational Programs:**

If the district decides to offer an alternative educational program such as evening school, the Board agrees to negotiate compensation and working conditions with the NTA before the program is implemented.

### **B. Secondary Summer School:**

1. Each teacher hired for summer school will be placed on the salary schedule based on his/her summer school experience.
2. The summer school salary schedule will be as follows:

#### Summer

<u>Experience</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020 Min/Max*</u>
1-3 Years	\$44.16	\$44.16	\$44.16	\$44.94/45.17
4-6 Years	\$47.28	\$47.28	\$47.28	\$47.63/\$47.87
7 Years and Up	\$51.34	\$51.34	\$51.34	\$51.73/\$51.98

\*The percentage increase to the rate will be equal to the increase to the salary schedule for the 2019-2020 school year

No later than 2 weeks after the final budget vote, the District will provide to each of the schools offering a summer school program, a copy of the guidelines and expectations for the coming summer school program. The program will provide a minimum of 15 minutes before and after the summer school day for preparation. These guidelines will indicate the curriculum to be taught and any additional time that will be provided beyond class time for preparation, working with students, correcting work and preparing grades. Teachers will have a

minimum of 2 weeks after the guidelines are received to apply for a summer school position.

C. Curriculum Work:

Teachers employed to work on curriculum and program will be compensated as follows:

Effective July 1, 2016 the rate shall be \$43.25

Effective July 1, 2019, the rate will be increased by a minimum of .75% and a maximum of 1.25%, which percentage will be consistent with the salary increase received by the unit for the 2019-2020 year.

D. After School Programs:

The current list of after school programs with descriptions and hourly wages are listed in Schedules C, D, E, and F. The district agrees to update this list once a year and provide copies to the NTA President and Senior Building Representatives.

**ARTICLE XVII – LEAVES OF ABSENCE**

A. Cumulative Leave:

All regularly employed professional staff shall be entitled to approved absences, as set forth below, which shall be cumulative to a limit of 200 days. However, it is understood that any staff member shall reimburse the Board for any remuneration which he may be eligible to receive during that period of time from the New York State Compensation Board.

1. Provisions:

- a. Probationary Staff: During the probationary period each professional shall be entitled to 20 approved absences per year accumulative to 60.
- b. Tenure Staff: At tenure, a staff member receives 30 days added to his cumulative leave and 20 days each year thereafter to a cumulative total of 200.

2. Deductible Absences:

- a. Personal Illness: An absence which extends beyond three or more

consecutive working days requires a physician's certificate if the staff member is not tenured. If the staff member has tenure, any absence, including family illness, which is more than five consecutive working days requires a physician's certificate.

All professional staff experiencing non-consecutive absences for illness in excess of twelve days per school year may be required to provide medical documentation after the twelfth absence and may be required to have periodic physical examinations by the district medical officers.

b. Unavoidable Absence for Medical Reasons:

- (1) A staff member's absence for reasons of quarantine imposed by a physician shall be deducted from the cumulative leave. A Physician's certificate is required.
- (2) Family Illness includes: spouse, children, mother, father, sister or brother of a staff member, or any other relative residing in the household of the staff member.
- (3) Medical Appointments: If a staff member is unable to obtain an appointment at any other time than during the work day for medical examination, medical treatment, emergency dental work, medical testing, etc., such time requested for one of these purposes may be deducted from the cumulative leave. However, it is understood that every effort will be made to have medical appointments at a time other than during regular school days and this time will be utilized only when no other arrangement can be made and the medical appointments are necessary, or the staff member is currently ill and must seek medical counsel.

c. Others:

- 1) Religious Holidays
- 2) Personal days

All professional staff will be allowed four (4) personal days per year which will be deducted from cumulative sick leave. Five days notice must be given before the requested date. If five day notification is not possible because of an emergency situation the form must be submitted on the date on which the employee returns.

These personal days will not be used for recreation, shopping, etc. Personal Day forms will not require any statement of reason for using personal days and will not require the principal's signature. For any personal days requested which fall immediately before or immediately after a vacation, on a Superintendent's Conference day or for consecutive days, the staff member must provide a reason for requesting the day(s) and the personal leave must be approved by the Superintendent of Schools or his or her designee. The Superintendent of Schools may grant additional days, however the staff member must make the request for additional days in writing.

d. Leave for adoption:

Any bargaining unit member who adopts a child may take up to fifty (50) approved absences in the calendar year in which the child was placed in the bargaining unit member's family. Such time will be taken as paid leave to the extent the member has available sick days. After exhaustion of sick time, any remaining days will be unpaid.

B. Non-cumulative Leave:

1. Short-Term Leave:

- a. Approved absences: The following are all approved absences to the respective limits herein set forth and will be permitted without loss of salary. In each case, however, it shall be a condition for such absence that the principal of the school be notified in writing (if possible), affix his signature, and forward to the superintendent's office.
  - (1) Death in the immediate family: Maximum of five working days shall be permitted depending upon the circumstances in each particular case. If more time is needed due to lengthy travel requirements, this may be requested from the Superintendent of Schools. The immediate family includes: spouse, children, mother, father, sister, brother, mother or father-in-law, grandparents or any other relative permanently residing in the staff member's household.
  - (2) Court and/or Government Agency Appearance: The number of days necessary will be approved if one of the following conditions exist:
    - (a) School district is involved and the teacher is a party or witness to the action.



- (b) The staff member is required as a witness to testify to facts of general interest before a federal, state or county grand jury.
  - (c) Staff member is required to appear in court or before a government agency and a subpoena indicating such has been received by the staff member and is presented as evidence of this necessity to the superintendent of schools.
  - (d) Jury Duty: If a teacher serves on jury duty when school is not in session, he will retain any financial compensation received for that day or days. However, it is understood that the staff member must notify the school immediately upon receiving notification that he is to serve on jury duty.
- (3) Educational Examinations: Examinations such as certification examinations and general examinations which are offered by universities, where the staff member is required to be present to take the examination at a given time and date.
- (4) Leave for Association members to attend New York State or Rockland County conferences. Two staff members, designated by the Association, will be granted leave with pay, upon the request of the president of the Association, to attend a meeting or conference, sponsored by the New York State Teachers' Association, the Rockland County Teachers' Association, American Federation of Teachers, AFL-CIO, or the National Education Association. The expenses of the teachers selected will not be reimbursed by the Board. Two teachers may attend the same meeting or each attend a different meeting, but the total days for the year may not exceed seven (7) without approval of the Superintendent of Schools.
- (5) Delegates:
  - (a) Delegates to the New York State Representative Assembly will be granted leave to attend the annual meeting with pay. The expenses of said delegates to the meeting will not be reimbursed by the Board.
  - (b) Delegates to the New York State Retirement System will be granted leave to attend the annual meeting with pay. The expense of said delegates to the meeting will be reimbursed by the Board.

b. Discretionary Absences:

The following absences require the prior approval of the Superintendent of Schools. The staff member making the request must submit the request in writing to the building principal. The building principal is to indicate his/her approval or disapproval of the request and forward the request to the Superintendent of schools for final decision.

- (1) Educational conferences or professional meetings.
- (2) Visitation days.

A maximum of thirty (30) days leave with pay per school year will be allowed for persons who are called into active military service of any unit of the United States Reserves or the State National Guard, providing such obligations cannot be fulfilled on days when school is not in session. This requires a written request for such leave validating that such time cannot be fulfilled when school is not in session.

2. Long Term Leave:

- a. Absence Due to Injury: Any professional staff member injured while performing legal, professional duties will be compensated at his normal salary for the length of time he is unable to perform his assigned, professional duties, as certified by the school physician, but not to exceed one calendar year from the date of injury.

During the period of time the injured party is unable to perform his assigned, professional duties, due to the injury, deductions will not be made from his accumulated sick leave for a period of one calendar year from the date of injury. If, after the passage of one calendar year, the injured party is still unable to perform his assigned, professional duties, deduction from his accumulated sick leave will be made.

During the time the injured party is unable to perform his professional duties, and receives his normal salary, the Nyack School System will be compensated to the full amount received by the injured party under the weekly payment procedures of the Workers' Compensation Board Lump sum settlements made by the Workers' Compensation Board to the injured party for major injury will be retained by the injured party.

b. Long Term Leave Bank:

- (1) Bank to be administered by two representatives selected by the Board of Education and two representatives selected by the NTA.
  - (2) A majority of the representatives must be in agreement for a determination to be final.
  - (3) The determination of the representatives is binding and non-grievable.
  - (4) If there is no majority agreement then a medical panel consisting of a licensed physician selected by the Board of Education, a licensed physician selected by the NTA and a licensed physician mutually agreeable to both the Board of Education and NTA will render a binding non-grievable decision.
  - (5) Long-Term Leave Bank to be used for long-term catastrophic illnesses or accidents as determined by (1) above.
  - (6) Long-Term Leave Bank to be used after exhaustion of all sick leave but no earlier than 90 continuous calendar days after onset of illness or accident for tenured staff, and no earlier than 30 continuous calendar days after onset of illness or accident for probationary teachers, unless mutually agreed to by the Board and NTA.
  - (7) No member may receive more than ninety (90) Long-Term Leave Bank days in any one school year. Long-Term Leave Bank days are available to all members of the bargaining unit.
  - (8) The Long-Term Leave Bank will be a voluntary bank contributed to by the members of the bargaining unit. Maximum number of days a member may contribute during any one school year is 2 days, unless if paragraph 6) applies.
  - (9) The bank shall be renewed under the above conditions when ninety (90) or fewer days remain in the bank.
- c. Leaves of Absence Without Pay: Leave of absence without pay will be granted within the limits indicated: Teachers receiving a leave of absence must report to the Superintendent of Schools by March 1st during the year they are on leave, their intentions of returning to the Nyack Public Schools the following school year. Failure to report will be assumed to indicate the

intention of not returning and the Board shall have the right to consider the teacher's position as vacant.

(1) Without advancement of steps on salary schedule:

- (a) Personal Health - staff members with tenure will be granted leave to a maximum of one year.
- (b) Child Care and Adoption Leave - staff members will be granted leave for a period of up to two years. Staff members granted leave will return at the beginning of the school year or at the beginning of the second marking period or at the beginning of the third marking period.

(2) With advancement of steps on salary schedule:

Study: Leaves of absence will be granted to staff members on tenure to participate in national or international programs or for professional study at the discretion of the Board.

d. Unpaid Leave:

- (1) The Board of Education will agree to grant two (2) one-year unpaid leaves each school year if applied for by professional staff members. Under no circumstances will the Board of Education be required to grant an unpaid leave of absence to the same professional staff member for more than two (2) consecutive years.
- (2) Board of Education may grant additional one-year unpaid leaves.
- (3) Seniority will be selection criterion if more than four leaves are applied for.
- (4) Arrangement will be one staff from each of the elementary schools and two from each of the secondary schools with no more than one from each department from the secondary schools, all within the structure of the required four leaves.
- (5) Staff on unpaid, one-year leave will return to the same grade level, subject area and school if such staffing pattern is possible as determined by the Board of Education.

- (6) No fringe benefits would accrue to staff on one-year unpaid leave.
- (7) Seniority would neither increase nor decrease during the one-year unpaid leave.
- (8) One year unpaid leaves will be granted only for the normal school year beginning September 1 and ending June 30.

C. Deductions for Leave in Excess of Maximums or Leave Not Approved:

The teachers' salary will be deducted at the rate of 1/200th of their current salary per day from each day of absence which is in excess of the accumulated leave of the individual or which does not meet the criteria established for approved absence.

**ARTICLE XVIII - ANNUITIES**

The Board agrees to purchase annuities at no cost to the Board for employees in accordance with the provisions of Section 403(b) of the Internal Revenue Code of 1954, as amended. The superintendent is authorized to approve, on behalf of the Board, applications from employees for agreements with the school district for reductions in contract salary, the amount of such reductions to be remitted to any of the plans participating with the financial administrator contracted by the district. A list will then be provided on the District's website each school year.

**ARTICLE XIX – HEALTH INSURANCE**

A. Health Insurance Plan:

1. Professional staff members must be employed for a minimum of three instructional periods per day to be eligible for insurance benefits.
2. Professional staff members who retire are entitled to a reduction in benefit contributions in an amount equal to a maximum of eighty-five (85) unused sick days at the individual's per diem rate (1/200). This amount may be used only to reduce the retiree's benefit contributions for health and dental coverage.
3. Unit members hired after July 1, 2013, must have ten (10) years of service as a teacher in the school district to vest for health insurance into retirement.
4. Effective July 1, 2013, unit members will receive \$4,000 for declination of family health insurance coverage or \$2,500 for declination of individual health insurance coverage or declination of family coverage for individual coverage (the "health difference rebate").

5. Effective September 1, 2016, the health insurance buyout shall be prospectively reinstated for those employees who were subject to the restrictions set forth in Policy Memo 122r3 issued by the Department of Civil Service, subject to Policy Memo 122r3 being overturned.

B. Dental Insurance Plan:

The Board will pay 100% of the cost of the dental insurance plan for each professional staff-member. The Board will also pay 100% of the additional cost of the plan for staff member's eligible dependents. Level of benefits will be \$2,000 per year effective September 1 of each school year. Effective July 1, 2013, there shall be no opt-out payment for declination of dental coverage.

C. Excess Major Medical:

Excess major medical with optical rider will be incorporated in the contract coverage. Current level of benefits will be maintained.

D. Life Insurance:

A life insurance policy in the amount of \$25,000 will be purchased for each unit member.

E. General Items:

1. Specific names of carriers will be dropped from the contract text and the district may explore different carriers so long as the provisions of the policy (ies) equal or better in all aspects of the coverage.
2. Premium for the increased life insurance and the excess major medical optical rider will be established as of June 1983. Those costs will be certified and set with the understanding that any future increase in those premiums will be borne by the insured.
3. Beginning July 1, 1982, all new employees within the bargaining unit of the Nyack Teachers Association will assume the payment of 20% of premiums on all insurance coverage provided unit employees in this district.
4. The Board may institute a self-funding Health Insurance plan only after the Agreement of the Union.

F. Flexible Spending Plan for Benefits:

The District will establish a Flexible Benefit Plan per Internal Revenue Code Section 125 in order to allow employees to participate in the benefits offered on a “pre-tax” basis. The following benefits to be considered for the plan are:

Premium Redirection Plan  
Health Care Reimbursement Account

Other benefits may be added upon mutual agreement by Board of Education and N.T.A.

## **ARTICLE XX – GRIEVANCE PROCEDURE**

### **A. Declaration of Purpose:**

Whereas the establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its teachers is essential to the operation of the schools, it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to grievances of teachers through procedures under which they may present grievances without the necessity of time-consuming and costly proceedings before administrative agencies and/or in the courts.

### **B. Definitions:**

1. A grievance is a claim by any teacher or group of teachers in the negotiating unit based upon any event or condition affecting their terms and conditions of employment, limited to any claimed violation, misinterpretation, misapplication or inequitable application of this agreement.
2. The term Supervisor shall mean any department chairman, principal, assistant principal, immediate superior, or other administrative or supervisory officer responsible for the area in which a grievance arises except for the chief executive officer.
3. The Chief Executive Officer is the Superintendent of Schools.
4. Association shall mean the Nyack Teachers Association.
5. Aggrieved Party shall mean any person or group of persons in the negotiating unit filing a grievance.
6. Party in Interest shall mean the Grievance Committee of the Association and any party named in a grievance who is not the aggrieved party.
7. Grievance Committee is the committee created and constituted by the Nyack

Teachers Association.

8. Hearing Officer shall mean any individual or board charged with the duty of rendering decisions at any, stage on grievances hereunder.
9. Representatives shall be any teacher within the school system or the Grievance Committee.

C. Procedures:

Stage 1: Supervisor

- a. A teacher having a grievance will discuss it with his supervisor either directly or through a representative, with the objective of resolving the matter informally. The supervisor will confer with all parties in interest, but, in arriving at his decision, will not consider any 'material or statements offered by or on behalf of any such party in interest with whom consultation has been had without the aggrieved party or his representative present during the discussion of the grievance.
- b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the supervisor. Within two (2) school days after the written grievance is presented to him, the supervisor shall, without any further consultation with the aggrieved party or any party in interest, render a decision thereon, in writing, and present it to the teacher, his representative and the Grievance Committee.

Stage 2: Chief Executive Officer

- a. If the teacher initiating the grievance is not satisfied with the written decision at the conclusion of Stage I and wishes to proceed further under the grievance procedure, the teacher shall, within five (5) school days, present the grievance to the Association's Grievance Committee for its consideration.
- b. If the Grievance Committee determines that the teacher has a meritorious grievance, it will file a written appeal of the decision at Stage 1 with the Chief Executive Officer within ten (10) school days after the teacher has received such written decision. Copies of the written decision at Stage I shall be submitted with the appeal.
- c. Within six (6) school days after the receipt of the appeal the Chief Executive Officer or his duly authorized representative shall hold a



hearing with the teacher, the grievance committee or its representative, and all other parties in interest, or witnesses, which the Chief Executive Officer, teacher, or grievance committee shall deem necessary.

At the hearing, the position of both sides shall be verbally presented to the hearing officer. If the hearing officer is not the Chief Executive Officer, but his representative, within two (2) school days after the hearing, the hearing officer shall file a report with the Chief Executive Officer indicating the positions taken on the grievance by both sides. Any pertinent data presented by either side shall be attached to the report of the hearing officer.

- d. The Chief Executive Officer shall render a decision in writing to the teacher, the Grievance Committee and its representative with copies to the building principal within five (5) school days after the hearing officer has given his report to the Chief Executive Officer. If the Chief Executive Officer does not respond in the time period indicated, the Association will assume that he has granted the relief sought.

Stage 3: Board of Education

- a. If the teacher and/or the executive committee of the Association are not satisfied with the decision at Stage 2, the Grievance Committee will file an appeal in writing with the Board of Education within ten (10) school days after receiving the decision at Stage 2.
- b. Within ten (10) school days after the receipt of an appeal, the Board of Education shall hold a hearing on the grievance with the Grievance Committee. The hearing shall be conducted in an executive session.
- c. Within seven (7) school days after the conclusion of the hearing the Board shall render a decision, in writing, on the grievance. If the Board of Education does not respond within the time period indicated, the Association will assume it is granted the relief sought.

Stage 4: Arbitration

- a. After such hearing, if the teacher and/or Association are not satisfied with the decision at Stage 3, and the Association determines that the grievance is meritorious and that appealing it is in the best interests of the school system, and if the grievance shall involve the interpretation or application of any provision of this agreement, the Association may submit the

grievance to arbitration by written notice to the Board within fifteen (15) school days of the decision at Stage 3.

- b. Within five (5) school days after such written notice of submission to arbitration, the Board and the Association will agree upon a mutually acceptable arbitrator competent in the area of the grievance, and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The selected arbitrator will hear the matter promptly and issue his decision not later than fourteen (14) calendar days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning and conclusions on the issues.
- d. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of the agreement, nor can he add to, subtract from or modify any terms of the agreement.
- e. The decision of the arbitrator shall be final and binding upon all parties.
- f. The costs for the services of the arbitrator, including expenses, if any, will be borne equally by the Board and the Association.

D. Other Provisions:

- 1. If a grievance affects a group of teachers and appears to be associated with system wide policies, it may be submitted by the Association directly at Stage 2 described above.
- 2. No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by any member of the administration against the aggrieved party, any party in interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.
- 3. All documents, communications and records dealing with the processing of a

grievance shall be filed separately from the personnel files of the participants.

4. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and to have a grievance informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of the agreement and the Association has been given an opportunity to be present at such adjustment and to state its views on the grievance. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all aspects, be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.

E. Preventive Procedures:

It is important to both the Association and the Board that problems and/or potential grievances be solved, if possible, in an informal, cooperative, and professional context. Towards this end the following procedures may be utilized in cases where a problem or potential grievance related to the negotiated agreement exists:

1. Building Level:

Within a building, informal action may be initiated by either the building representatives of the Association or the building principal to discuss areas related to the negotiated agreement. The purpose will be to work cooperatively in an attempt to avoid formal grievances and cooperatively solve problems within that building related directly to the negotiated agreement. The building principal will provide time for the building representative to perform any action, which is mutually deemed necessary as a result of the informal sessions. If the circumstance does require the representative's time during school hours such release of time must receive approval of the building administrator.

2. System wide Level:

If the problem has districtwide implications or involves more than one school building, informal action may be initiated by the Association's grievance chairman or the Association's president, or by the administration at the Chief Executive Officer's level. The purpose of the informal meeting, as at the building level, will be to identify, discuss, and search collectively for a solution to the problem.

It is understood that if these informal procedures are not successful, a formal grievance may be filed at the proper stage within five (5) school days after the

last informal session. It is also understood that if a problem which has gone through an informal process becomes a formal grievance at Stage 2 the hearing may be waived if both parties agree.

F. Forms:

Forms for filing grievances have been jointly developed by the Board and the Association. The Chief Executive officer shall have them printed and distributed to facilitate operation of the grievance procedure. The forms developed (attached) to facilitate the submission of grievances are to be used in the following instances: Stage 1, see Schedule G and at Stages 2 and 3, see Schedule H.

G. Time Limits:

1. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.
2. No grievance will be entertained, and such grievance will be deemed waived, unless such grievance is forwarded at the first available stage within fifteen (15) school days after the teacher knew or should have known of the act or condition on which the grievance is based.
3. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement will be barred.
4. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, his/her representatives and the Association within the time shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
5. In the event a grievance is filed on or after June 1, upon request by or on behalf of the aggrieved party, the time limits set forth herein will be reduced pro-rata, if possible, so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

## **ARTICLE XXI - CAREER CHANGE OR RETIREMENT NOTIFICATION**

- A. Entire article applies only to those bargaining unit members hired prior to July 1, 2005 and ceases to apply to those bargaining unit members who are hired after July 1, 2005. This incentive payment shall be paid through a non-elective employer contribution to a tax sheltered annuity pursuant to section 403(b) of the Internal Revenue Service Code.
- B. A teacher must have at least fifteen years of teaching in Nyack Public Schools to qualify for this plan.
- C. Participating and eligible teachers shall be entitled to receive a benefit under this article equal to 5 times his/her number of years in the District multiplied by 1/200th of his/her final year's contract salary or 50% of his/her final year's contract salary, whichever is greater. Note: the calculation of a participating teacher's contract salary under this plan does not include any coaching, co-curricular or hourly stipends.
- D.
  - 1. Upon retirement in accordance with this article, a teacher who satisfies the eligibility requirements set forth above and who provides the requisite notice set forth below, shall be entitled to receive non-elective, non-discretionary Code Section 403(b) employer contributions by the district in accordance with the terms of this paragraph. Other than as specifically provided herein, no portion of the benefit shall be paid in cash.
  - 2. The total amount of the benefit amount as determined in Paragraph C above shall be contributed by the district in four (4) equal annual installments, with the initial contribution to be made on or before July 1<sup>st</sup> of the year after the first anniversary of the eligible teacher's retirement and the remaining three (3) contributions will be made annually on or before July 1<sup>st</sup> of each succeeding year thereafter; provided, however, to the extent that the contribution amount in any year exceeds the limitations of Section 415 of the Internal Revenue Code of 1986, as amended (the "Code") as applicable to the teacher and his/her Code Section 403(b) plan account under Code Section 403(b)(1) and 403(b)(3) for the year of contribution (the "Limitation Amount"), the amount of contribution shall be limited to the Limitation Amount and any excess, if any, shall be paid to the teacher as cash compensation no later than thirty (30) days after the required date of contribution.
  - 3. Should an eligible teacher die prior to the effective date of retirement under this article, no incentive under this article (by way of contribution or otherwise) shall be required. Should an eligible teacher die subsequent to the effective date of retirement under this article prior to receiving the employer non-elective contribution required hereunder for the plan year of death, the district shall nevertheless be required to make a non-elective employer contribution for the year of death (only) to the former eligible teacher's 403(b) account, subject to the

limitations of Code Section 415(c)(1)(A) described above, in an amount not to exceed, however, the lesser of:

(a) the excess of the retired teacher's "includible compensation" for that year, determined in accordance with the principals set forth in Treasury Regulation Section 1.403(b)-4(d)(2), example 3, over the contributions previously made for the retired teacher for that year; or

(b) the total non-elective employer 403(b) contribution amount that would have been made on the retired teacher's behalf after the date of death if he or she had survived to the end of the period where the employer was obligated to continue non-elective employer 403(b) contributions under this paragraph.

4. The non-elective employer contributions, as specified above, shall be contributed by the district to Code Section 403(b) account as may be selected by the eligible teacher. As a condition to the district's obligation to make the contribution, each eligible teacher must designate to the district a Code Section 403(b) account established with a Code Section 403(b) provider that will accept such contribution. Each eligible teacher shall notify the district in writing of the total elective contributions, if any, made by such individual to any Code Section 403(b) accounts, other than with respect to contributions made as an employee or former employee of the district, for any plan year in which a district contribution is to be made. Such notification shall be provided no later than thirty (30) days prior to the required date the contribution.
  5. The provisions of the district non-elective contributions provided herein shall be deemed incorporated into the terms and provisions of the Section 403(b) Retirement Plan adopted by the district as if fully set forth therein.
- E. To participate a qualified teacher must give written notice to the Superintendent of Schools by March 1st of his/her last year of service. Such written notice must contain a statement that the qualified teacher is resigning for the purpose of retirement or a career change and the effective date for the resignation.
- F. As an additional incentive, if the qualified teacher gives such written notice to the Superintendent of Schools by June 30th of the year before his/her last year of service, the qualified teacher will be credited with the equivalent of his/her accumulated sick leave, up to a maximum of 90 days, to apply toward the cost of medical insurance after leaving the district. This additional incentive will be increased to a maximum of 100 accumulated sick days if the qualified teacher gives such written notice to the Superintendent of Schools by June 30th of the second year before his/her last year of service or to a maximum of 110 accumulated sick days if the qualified teacher gives such written notice to the Superintendent of Schools by June 30th of the third year before his/her last year of service.

- G. Qualified teachers may participate in this plan until the end of the third year after his/her first full school year of eligibility to retire without penalty from the NYS teachers Retirement System as determined by excluding the enhancement offered by the State.
- H. The District retains the right to participate in any New York State retirement incentive, when available. If the district chooses to participate, each qualified teacher will be able to choose which plan to participate in.
- I. A teacher may rescind his/her early notification resignation if there is a crisis event that creates a significant life change and necessitates him/her continuing to work. He/She can reapply for the notification benefit if he/she is still eligible.
- J. The District will provide to each retiring teacher by July 1st of the year he/she retires a letter that gives the total amount of the incentive under this article, the dates and anticipated amounts of each required contribution and the total amount of accrual from the applicable sick days. Each year the teacher will be notified of the balance of the sick leave fund.
- K. The NTA acknowledges that the District has made no representation to the NTA or its teachers as to the position of the Internal Revenue Service or the Courts regarding the taxability to tax-deferred nature of the non-elective employer contributions provided herein or as to the position of the Teachers Retirement System regarding whether these contributions will be included in the teacher's final average salary. In this regard, the NTA and its members shall be responsible for their own liabilities to the extent that the Internal Revenue Service, the Courts or the Teachers 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.

## **ARTICLE XXII – MISCELLANEOUS PROVISIONS**

### **A. Modification of Contract:**

This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.

### **B. Scope of Contract:**

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

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore, shall not become effective until the appropriate legislative body had given approval (Section 204-a, Article XIV of the Civil Service Law (Taylor Law)).

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

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

C. Printing of Contract:

Copies of this agreement shall be printed at the expense of the Board and given to all teachers now employed or hereafter employed by the Board no later than the 15<sup>th</sup> of September.

D. No Reprisal Clause:

The Board and the Association agree that there will be no acts of reprisal against any:

1. Teacher, substitute teacher, teaching assistant, administrator, Board member or any other Nyack School District employee.
2. Students, parents or volunteers because of their participation or non-participation in any activities related to the strike that occurred beginning October 14, 1975. Violations of this provision are enforceable by the staff by means of the grievance procedures and enforceable by the District through appropriate administrative disciplinary procedures against the violators.

E. Staff Development:

1. Professional Development:

- a) Newly hired teachers will be required to attend four (4) days of staff development on consecutive workdays preceding the first teacher workday



on the school calendar. One half day of these four (4) days, the Association shall have an opportunity to provide an orientation program for the newly hired teachers.

- b) Professional Development programs for newly hired teachers will be offered by the District after school on five (5) workdays during the school year. The schedule for these professional development days will be determined by the District with sufficient notice provided to the newly hired teachers. Attendance will be voluntary, however, newly hired teachers who attend all five (5) after-school sessions will be granted one (1) in-service credit by the District. The professional development program for one of these sessions will be developed by the Association with approval by the District. Approval shall not be unduly withheld.
- c) The District and the Association will work cooperatively to encourage full staff attendance at professional development sessions.
- d) The District will provide five (5) half days of release time during the workday for Professional Development for newly hired staff.

2. Mentor and Professional Partner Stipends:

The Mentor/Professional Partner Program is a professional development program supported by the District for teachers who are in their first and/or second years of teaching in the District. Teachers new to teaching having never received tenure will be paired with a Mentor in their first year of teaching in the District and with a Professional Partner in their second year of teaching in the District. Teachers new to the District having received tenure in another school district in New York State will be paired with a Professional Partner in their first year of teaching in the District. A collaborative group comprised of teachers and administrators shall determine the responsibilities, qualifications and selection criteria for Mentors and Professional Partners. Currently the program is coordinated by the Teachers Center. Second year teachers may opt out of the mentor/professional partner program. An annual stipend of \$1,500 shall be paid to the Mentor and an annual stipend of \$750 shall be paid to the professional partner.

3. Nyack Teacher Center:

Subject to funding by the State, the District shall provide for professional assistance, growth and enrichment for members of the NTA through a Teacher Center. The District agrees to do the following:

- a. Release a staff member chosen by the NTC to act as Director without

affecting seniority or tenure in accordance with existing laws and education regulations.

- b. Provide suitable accommodations for the NTC, when available, without charge.
- c. Create an Accreditation Committee of three teachers and three administrators to review NTC in-service course proposals and make recommendations to the Superintendent.

F. Credit Union:

The current credit union is:

914-526-4015  
Hudson River Teachers Federal Credit Union  
3563 Mohegan Avenue  
Mohegan Lake, NY 10547

G. Teacher Safety and Security:

The district agrees to create a committee representing central administration, building principals, and teachers to review all contract language concerning teacher safety and security and make recommendations to the Superintendent.

**ARTICLE XXIII – EDITORIAL CHANGES TO AGREEMENT**

There shall be a committee of District and NTA representatives to recommend editorial changes to clean up language in the contract that is redundant, contradictory and/or obsolete.

## **ARTICLE XXIV – SCHOOL NURSES**

### **A. Probationary Period:**

1. All new employees to serve 26 weeks upon proper notification of extension of probationary period. If during the term of this contract the Rockland County Civil Service Commissioner extends the length of the probationary period beyond 26 weeks, all new employees shall serve the lengthier probationary period, but not to exceed one (1) year.
2. Following the satisfactory completion of the 26 week probationary period, any disciplinary action or discharge will follow guidelines established in Civil Service Law Section 75.

### **B. Seniority:**

1. The district will create and provide to the Association a seniority list. Seniority shall be the sole determining factor in all reductions in force. Every effort will be made to notify excessed staff by April 1<sup>st</sup>.
2. Should a vacancy in the unit occur by resignation or the creation of a new position, current unit members shall have the right to apply for a transfer to fill the vacancy. Seniority of the unit member shall be given primary consideration in all transfers and assignments.

### **C. Personnel Files:**

1. The employee has the right to view the contents of their personnel file.
2. No letter of complaint or other type of material that negatively reflects on the employee will be placed in the employee's file unless they have had the opportunity to read, comment and sign it.

### **D. Union Participation:**

1. The District will not discriminate against or discipline any employee by reason of their membership in the Union or their exercise of rights under this agreement.

### **E. School Nurses Continuing Education and Training Fund:**

Effective July 1, 2010, the District shall allocate \$3,000 per year to the Fund, which represents \$500 per unit member, to be used by participating employees for professional development and mandated, school related certification. The annual allocation shall not

carry forward to the next school year. The allocation is not to be used towards requirements to maintain a nursing license. The Association shall appoint a trustee from the bargaining unit who, along with the Superintendent or her designee, shall administer the funds, including the identification of the individual recipients and the amount allocated to each recipient. The District will reimburse each unit member on the full cost of renewal of CPR certification.

F. Change in Assignment:

An employee will be notified of any change in assignment for the following school year by the last workday of the school year based on information available at the time regarding staffing needs.

G. Annual Evaluation:

1. Each school nurse will be given an evaluation by June 15<sup>th</sup> of each year by the building administrator. The form for this evaluation will be mutually designed by representatives of the association and the District.
2. The employees will have an opportunity to read, sign and comment on their annual evaluation before it is placed in their personnel file.

H. Work Schedule:

1. The workday will be 7 hours long, including a 60 minute duty free lunch.
2. The school nurses will work the teachers' work year and school calendar.
3. The employees may be asked to attend not more than two after school meetings per month. At least one of the two meetings will be a district-wide nurse meeting. After school meetings shall not extend more than 45 minutes beyond the regular work day.

I. Salary:

1. Employees will receive additional compensation of \$175 per night for participating in activities, which require overnight attendance.
2. Compensation for work beyond the normal school day and school year shall be calculated at an hourly rate of 1/1400 of the employee's annual salary. Employees must have prior written approval from their immediate supervisor to perform overtime work unless there exists an emergency situation where prior written approval is impossible to obtain.

3. For additional work beyond the regular contract day, compensation will be at 1.5 times the regular hourly rate.
4. For additional work that is required on weekends and during the summer, compensation will be at two (2) times the regular hourly rate.
5. Nurses shall be authorized to work up to a maximum of 25 hours for high school and middle school and 20 hours for elementary school nurses during the summer preceding the first day of school, to process medical records. Scheduling of these hours shall be at the discretion of the nurses and his/her supervisor. These hours shall be compensated at the regular hourly rate (1/1400) and will be submitted on a claim sheet. A plan of work to be completed and a summer work schedule must be submitted for approval to the employee's immediate supervisor and the Superintendent or her designee.

Any unit member who works beyond the maximum allotted hours will not be compensated unless the work has the prior written approval of the Superintendent of Schools or his/her designee.

6. When called back for additional work, employees will be guaranteed a minimum of two (2) hours pay at the appropriate rate except for sports physicals which will be guaranteed a minimum of four (4) hours pay at the appropriate rate.
7. The salary schedule for each year of the contract will be Scale 1 – Bachelor's Scale located in the appendix of the collective bargaining agreement.
8. Each unit member may be required by the building principal to attend up to two (2) evening meetings per school year at no additional compensation. Duration of said meetings shall not exceed three (3) hours.
9. A unit member shall receive a longevity payment of \$600 upon ten (10) years of consecutive service as a nurse in the District. Additionally, a unit member shall receive a longevity payment of \$1,500 upon eighteen (18) years of consecutive service as a nurse in the District. Longevity shall be non-cumulative and not added to base salary.

J. Sick Leave:

1. School nurses shall be granted 20 sick leave days per year with a maximum allocation of 200 days.
2. On July 1st of each year, if an employee has unused sick leave, it will be added to

that which has already been accumulated.

3. All employees shall be entitled to use (if necessary) any accumulated sick leave days to attend to immediate family illnesses or emergencies within the immediate family. Such time shall be deducted from the employee's sick leave days, upon notification of the immediate supervisor.
4. Immediate Family is construed to be parents (including in-laws), children, sisters, brother (including in-laws), husband, wife, grandparents, grandchildren or any relative residing in the employee's home.

K. Long Term Leave Bank:

Bargaining unit members who are nurses are entitled to participate in the Long Term Leave Bank established in this Agreement at Article XVII(B)(2)(b) under the terms of that Article.

L. Bereavement Leave:

All employees shall be entitled to five (5) days absence from employment, with pay, for a death in the immediate family not chargeable to sick leave, commencing with the date of death.

M. Jury Duty:

Jury Duty absence is allowed with salary, in the event the Commissioner of Jurors will not excuse the employee. The staff member shall reimburse the District in the amount equal to jury duty compensation received.

N. Personal Days:

1. Each unit member will be granted four (4) personal days per year.
2. The personal days shall not be cumulative and shall be deleted from annual sick leave or sick leave accumulation. No reason need be given for the leave. Days shall not be used for shopping, recreation, etc.
3. The principal, after checking with the Business/Personnel Office to be sure that the number of days allowed has not been exceeded, will approve the request and forward the form to the Business/Personnel Office. The Superintendent, at his/her discretion, may grant additional days upon request.
3. Days immediately preceding or following a holiday or vacation period require the approval of the Superintendent.

O. Unpaid Leaves of Absence:

1. Leaves of absence for a maximum of one (1) year without pay will be granted at the discretion of the Board of Education to:
  - a. Employees with permanent status for reasons of personal health.
  - b. Employees with permanent status for childcare leave (Maximum of two (2) years).
2. Employees may continue their insurance benefits coverage at their own expense while on leave.

P. Reduction in Benefit Contributions:

Any employee who retires with fifteen (15) years of service within the district after 1/15/93 is entitled to a reduction in benefit contributions in an amount equal to a maximum of eighty-five (85) unused sick days at the individual's per diem rate (1/200). This amount may be used to reduce the retiree's benefit contributions for health and dental coverage or be taken in payments over a five year period.

Q. Health Benefits:

1. All employees within the Unit will assume 20% of premiums of all insurance coverage provided unit employees.
2. Effective July 1, 2013, unit members will receive \$4,000 for declination of family health insurance coverage or \$2,500 for declination of individual health insurance coverage or declination of family coverage for individual coverage (the "health difference rebate").
3. Effective January 1, 2014, the health insurance buy-out is subject to the restrictions set forth in Policy Memo 122r3 issued by the Department of Civil Service. In the event that Policy Memo 122r3 is declared to be in violation of rights of employees pursuant to the collective bargaining agreement by a court or legislation is enacted permitting impacted employees to opt-out of the NYSHIP plan under a buy-out program, the District will prospectively reinstate the buy-out program for the impacted employees.
4. Effective July 1, 2013, there shall be no opt-out payment for declination of dental coverage.
5. The Board may institute a self-funding Health Insurance plan or different carriers provided that the provision of the policies are equal to or better in all respects to the coverage as of June 30, 1988. The number of participating physicians may not

be guaranteed.

6. Unit members hired after July 1, 2013 must have ten (10) years of service as a nurse in the school district to vest for health insurance into retirement.
7. Excessed staff will be provided with 30 days paid medical and dental benefits.

R. Flexible Spending Plan:

1. The District will establish a Flexible Benefit Plan per Internal Revenue Code Section 125 in order to allow employees to participate in the benefits offered on a “pre-tax” basis. The following benefits to be considered for the plan are:

Premium Redirection Plan  
Health Care Reimbursement Account

1. Other benefits may be added upon mutual agreement by Board of Education and Nyack Teachers Association – Nyack School Nurses Association.

S. Professional Development:

The Association President or designee and the Superintendent or designee will constitute a committee to plan and develop in-service training programs to be held on Superintendent’s Conference Days.

T. Exclusions:

The following provisions of this Agreement shall not apply to school nurses: Article III, Article IV, Article V, Article VI, Article VII, Article VIII, Article IX, Article XI, Article XII, Article XIV (except B, P and Q); Article XVI, Article XVII, Article XIX, Article XXI and Article XXII.E.

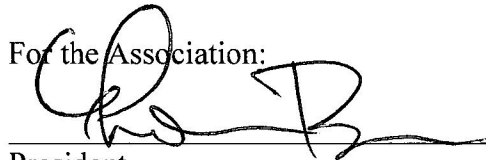


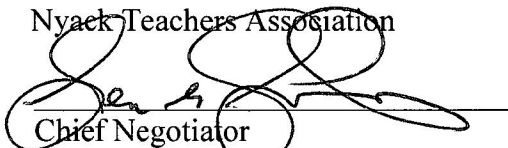
## **ARTICLE XXV - DURATION OF AGREEMENT**

This contract shall be effective as of July 1, 2016, and shall continue in effect through June 30, 2020.

In the event either party wishes to amend this Agreement, notice may be given by November 1, of each year during the life of this Agreement. Negotiations concerning such proposed amendments shall proceed in accordance with the provision of Article II of this Agreement. Amendments resulting from such negotiations shall take effect beginning the following July 1 or at such other time as may be mutually agreeable to the parties.

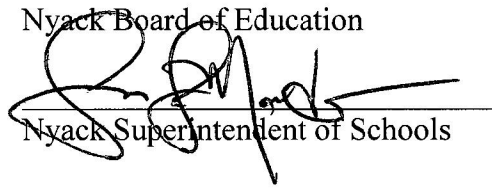
For the Association:

  
\_\_\_\_\_  
President  
Nyack Teachers Association

  
\_\_\_\_\_  
Chief Negotiator  
Nyack Teachers Association

For the Board of Education:

  
\_\_\_\_\_  
President  
Nyack Board of Education

  
\_\_\_\_\_  
Nyack Superintendent of Schools

### **Addendum A**

This is a list of the descriptions and hourly rates for school positions. All of the positions for these programs will first be offered to Nyack Staff before hiring outside staff.

#### **Summer Stars Programs**

The District agrees to provide a minimum of 30 minutes of preparation time each day. In addition the District agrees to provide a minimum 6 additional hours for the setup and taking down of the classroom used for this program.

#### **Remedial after school programs including after school Stars**

These programs are designed to provide students with remediation in subject areas where it has been determined they are in need of intervention. Teachers will be expected to plan lessons from the supplied materials to offer students additional learning opportunities. The District agrees to pay one hour of prep time for each 3 hours of class time.

#### **After school academic assistance programs**

These programs, with low student teacher ratios, are designed to provide the student with additional help or practice in the student's regular class curriculum.

#### **Homework Club**

Teachers will provide assistance to students in completing their regular homework assignments.

### **Addendum B**

The District and the NTA agree to create and sign side letters for each of the three professional district committees. These letters will be included in the next contract. These letters will be covered by the grievance procedure of the contract.

**SCHEDULE B**  
**Salary Schedule for 2016-17**

**Increase 1% for Steps 1-14, Increase 1.5% for Step 15 plus Step Advancement**  
**Off Schedule Payment of \$650 for Members on Half Step in 2015-16**  
**Off Schedule Recurring Payment of \$750 for Members on Step 15 in 2015-16**

<b>Year 1 2016-2017</b>										
<b>STEP</b>	<b>Scale</b>									
	<b>BA 1</b>	<b>BA 15 2</b>	<b>BA 30 3</b>	<b>MA 4</b>	<b>MA+15 5</b>	<b>MA+30 6</b>	<b>MA 45 7</b>	<b>MA 60 8</b>	<b>MA 75 9</b>	<b>PhD 10</b>
1	48,555	51,225	53,895	57,052	59,722	62,393	65,063	67,734	69,871	70,406
2	50,983	53,790	56,596	59,907	62,709	65,515	68,317	71,124	73,365	73,926
3	53,410	56,348	59,286	62,757	65,695	68,633	71,571	74,509	76,857	77,446
4	55,839	58,911	61,983	65,613	68,681	71,755	74,824	77,897	80,353	80,967
5	58,267	61,471	64,676	68,464	71,667	74,872	78,076	81,282	83,845	84,485
6	60,694	64,035	67,270	71,318	74,653	77,994	81,330	84,671	87,340	88,006
7	63,122	66,593	69,959	74,167	77,640	81,111	84,583	88,055	90,832	91,527
8	65,550	69,157	72,759	77,024	80,625	84,234	87,837	91,444	94,326	95,046
9	67,977	71,716	75,458	79,873	83,612	87,351	91,090	94,828	97,819	98,567
10	70,406	74,279	78,151	82,728	86,597	90,473	94,343	98,217	101,314	102,088
11	72,833	76,838	80,744	85,579	89,585	93,591	97,595	101,602	104,807	105,607
12	75,260	79,402	83,539	88,434	92,571	96,712	100,849	104,991	108,300	109,127
13	77,688	81,962	86,225	91,284	95,557	99,829	104,103	108,375	111,794	112,648
14		84,525	88,890	94,139	98,543	102,951	107,356	111,765	115,287	116,167
15				97,469	102,032	106,594	111,157	115,718	119,369	120,282

**SCHEDULE B**  
**Salary Schedule for 2017-18**

**Step Advancement**  
**Off Schedule Recurring Payment of \$750 for Members on Step 15 in 2015-16**  
**Step 14A = to Step 15 in 2016-17**  
**Step 15 = Step 15 in 2016-17 + CPI (Min .75 - Max 1.25%)**

Year 2 2017-2018										
STEP	Scale									
	BA 1	BA 15 2	BA 30 3	MA 4	MA+15 5	MA+30 6	MA 45 7	MA 60 8	MA 75 9	PhD 10
1	\$48,555	\$51,225	\$53,896	\$57,052	\$59,722	\$62,393	\$65,063	\$67,734	\$69,871	\$70,406
2	\$50,983	\$53,790	\$56,597	\$59,907	\$62,709	\$65,515	\$68,317	\$71,124	\$73,365	\$73,926
3	\$53,410	\$56,348	\$59,286	\$62,757	\$65,695	\$68,633	\$71,571	\$74,509	\$76,857	\$77,446
4	\$55,839	\$58,911	\$61,980	\$65,613	\$68,681	\$71,755	\$74,824	\$77,897	\$80,353	\$80,967
5	\$58,267	\$61,471	\$64,675	\$68,464	\$71,667	\$74,872	\$78,076	\$81,282	\$83,845	\$84,485
6	\$60,694	\$64,035	\$67,239	\$71,318	\$74,653	\$77,994	\$81,330	\$84,671	\$87,340	\$88,006
7	\$63,122	\$66,593	\$69,965	\$74,167	\$77,640	\$81,111	\$84,583	\$88,055	\$90,832	\$91,527
8	\$65,550	\$69,157	\$72,769	\$77,024	\$80,625	\$84,234	\$87,837	\$91,444	\$94,326	\$95,046
9	\$67,977	\$71,716	\$75,455	\$79,873	\$83,612	\$87,351	\$91,090	\$94,828	\$97,819	\$98,567
10	\$70,406	\$74,279	\$78,151	\$82,728	\$86,597	\$90,473	\$94,343	\$98,217	\$101,314	\$102,088
11	\$72,833	\$76,838	\$80,843	\$85,579	\$89,585	\$93,591	\$97,595	\$101,602	\$104,807	\$105,607
12	\$75,260	\$79,402	\$83,544	\$88,434	\$92,571	\$96,712	\$100,849	\$104,991	\$108,300	\$109,127
13	\$77,688	\$81,962	\$86,236	\$91,284	\$95,557	\$99,829	\$104,103	\$108,375	\$111,794	\$112,648
14		\$84,525	\$88,799	\$94,139	\$98,543	\$102,951	\$107,356	\$111,765	\$115,287	\$116,167
14A				\$97,469	\$102,032	\$106,594	\$111,157	\$115,718	\$119,369	\$120,282
15 MIN				\$98,200	\$102,797	\$107,394	\$111,990	\$116,586	\$120,264	\$121,184
15 MAX				\$98,688	\$103,307	\$107,927	\$112,546	\$117,165	\$120,861	\$121,785

**SCHEDULE B**  
**Salary Schedule for 2018-19**

**Step Advancement**  
**Off Schedule Recurring Payment of \$750 for Members on Step 15 in 2015-16**  
**Step 15A = Step 15 in 2017-18 + 1.25%**

<b>Year 3</b>										
<b>2018-2019</b>										
<b>STEP</b>	<b>Scale</b>									
	<b>BA 1</b>	<b>BA 15 2</b>	<b>BA 30 3</b>	<b>MA 4</b>	<b>MA+15 5</b>	<b>MA+30 6</b>	<b>MA 45 7</b>	<b>MA 60 8</b>	<b>MA 75 9</b>	<b>PhD 10</b>
1	48,555	51,225	53,895	57,052	59,722	62,393	65,063	67,734	69,871	70,406
2	50,983	53,790	56,597	59,907	62,709	65,515	68,317	71,124	73,365	73,926
3	53,410	56,348	59,286	62,757	65,695	68,633	71,571	74,509	76,857	77,446
4	55,839	58,911	61,983	65,613	68,681	71,755	74,824	77,897	80,353	80,967
5	58,267	61,471	64,675	68,464	71,667	74,872	78,076	81,282	83,845	84,485
6	60,694	64,035	67,376	71,318	74,653	77,994	81,330	84,671	87,340	88,006
7	63,122	66,593	69,065	74,167	77,640	81,111	84,583	88,055	90,832	91,527
8	65,550	69,157	72,769	77,024	80,625	84,234	87,837	91,444	94,326	95,046
9	67,977	71,716	75,455	79,873	83,612	87,351	91,090	94,828	97,819	98,567
10	70,406	74,279	78,151	82,728	86,597	90,473	94,343	98,217	101,314	102,088
11	72,833	76,838	80,744	85,579	89,585	93,591	97,595	101,602	104,807	105,607
12	75,260	79,402	83,539	88,434	92,571	96,712	100,849	104,991	108,300	109,127
13	77,688	81,962	86,234	91,284	95,557	99,829	104,103	108,375	111,794	112,648
14		84,525	88,928	94,139	98,543	102,951	107,356	111,765	115,287	116,167
14A				97,469	102,032	106,594	111,157	115,718	119,369	120,282
15 MIN				98,200	102,797	107,394	111,990	116,586	120,264	121,184
15 MAX				98,688	103,307	107,927	112,546	117,165	120,861	121,785
15A MIN				99,428	104,082	108,736	113,390	118,043	121,768	122,698
15A MAX				99,921	104,599	109,276	113,953	118,629	122,372	123,307

**SCHEDULE B**  
**Salary Schedule for 2019-20**

CPI in January 2019 (Min .75% - Max 1.25%) Plus Step Advancement Off Schedule Recurring Payment of \$750 for Members on Step 15 in 2015-16										
Year 4 - Minimum with .75% Increase (Actual Schedule TBD) 2019-2020										
STEP	Scale									
	BA	BA 15	BA 30	MA	MA+15	MA+30	MA 45	MA 60	MA 75	PhD
	1	2	3	4	5	6	7	8	9	10
1	48,919	51,609	54,300	57,480	60,170	62,861	65,551	68,242	70,395	70,934
2	51,365	54,193	57,016	60,356	63,179	66,006	68,830	71,658	73,916	74,480
3	53,810	56,771	59,731	63,228	66,188	69,147	72,107	75,068	77,433	78,027
4	56,258	59,353	62,445	66,105	69,196	72,294	75,385	78,481	80,955	81,574
5	58,704	61,932	65,161	68,977	72,204	75,434	78,662	81,891	84,474	85,119
6	61,149	64,515	67,885	71,853	75,213	78,579	81,940	85,306	87,995	88,666
7	63,595	67,093	70,591	74,724	78,222	81,719	85,218	88,715	91,514	92,214
8	66,042	69,675	73,308	77,601	81,230	84,866	88,495	92,130	95,033	95,759
9	68,487	72,254	76,022	80,472	84,239	88,006	91,773	95,539	98,552	99,306
10	70,934	74,837	78,737	83,349	87,247	91,151	95,051	98,954	102,074	102,853
11	73,379	77,414	81,451	86,221	90,257	94,293	98,327	102,364	105,593	106,399
12	75,825	79,998	84,166	89,097	93,265	97,437	101,605	105,778	109,113	109,946
13	78,271	82,576	86,881	91,968	96,274	100,578	104,883	109,188	112,632	113,493
14		85,159	89,564	94,845	99,282	103,723	108,161	112,603	116,152	117,038
14A				98,200	102,797	107,394	111,990	116,586	120,264	121,184
15 MIN				98,937	103,568	108,199	112,830	117,460	121,166	122,093
15 MAX				99,428	104,082	108,736	113,390	118,043	121,768	122,698
15A MIN				100,174	104,863	109,552	114,241	118,929	122,681	123,619
15A MAX				100,671	105,383	110,095	114,808	119,519	123,290	124,232

**Year 4 - Maximum with 1.25% Increase (Actual Schedule TBD)**  
**2019-2020**

Scale										
STEP	BA	BA 15	BA 30	MA	MA+15	MA+30	MA 45	MA 60	MA 75	PhD
	1	2	3	4	5	6	7	8	9	10
1	49,162	51,865	54,569	57,765	60,469	63,173	65,876	68,580	70,744	71,286
2	51,620	54,462	57,265	60,656	63,493	66,334	69,171	72,013	74,282	74,850
3	54,077	57,052	59,854	63,542	66,517	69,490	72,465	75,440	77,818	78,414
4	56,537	59,648	62,449	66,433	69,540	72,652	75,759	78,871	81,357	81,979
5	58,995	62,239	65,040	69,320	72,562	75,808	79,052	82,298	84,893	85,542
6	61,453	64,835	67,636	72,210	75,586	78,969	82,347	85,730	88,431	89,106
7	63,911	67,426	70,227	75,094	78,610	82,125	85,641	89,156	91,968	92,671
8	66,369	70,021	72,822	77,986	81,633	85,287	88,935	92,587	95,505	96,234
9	68,827	72,613	75,414	80,871	84,657	88,443	92,229	96,013	99,041	99,799
10	71,286	75,208	78,009	83,762	87,680	91,604	95,522	99,445	102,581	103,364
11	73,744	77,798	80,599	86,649	90,705	94,761	98,815	102,872	106,117	106,927
12	76,201	80,395	83,196	89,539	93,728	97,920	102,109	106,303	109,654	110,492
13	78,659	82,986	85,787	92,425	96,752	101,077	105,404	109,730	113,191	114,056
14		85,581	88,382	95,316	99,774	104,238	108,698	113,162	116,729	117,619
14A				98,688	103,307	107,927	112,546	117,165	120,861	121,785
15 MIN				99,428	104,082	108,736	113,390	118,043	121,768	122,698
15 MAX				99,921	104,599	109,276	113,953	118,629	122,372	123,307
15A MIN				100,671	105,383	110,095	114,808	119,519	123,290	124,232
15A MAX				101,170	105,906	110,642	115,377	120,112	123,902	124,849



**SCHEDULE C**  
**Coaching Salary Schedule**

Step 1 - (1-2 Years )					
Position	2016-17	2017-18	2018-19	2019-20 min	2019-20 max
A	6912	6912	6912	6,964	6,998
B	6426	6426	6426	6,474	6,506
C	5943	5943	5943	5,988	6,017
D	5532	5532	5532	5,573	5,601
E	5180	5180	5180	5,219	5,245
F	4492	4492	4492	4,526	4,548
G	3802	3802	3802	3,831	3,850
H	3458	3458	3458	3,484	3,501
I	3110	3110	3110	3,133	3,149

Step 2 - (3-4 Years )					
Position	2016-17	2017-18	2018-19	2019-20 min	2019-20 max
A	7602	7602	7602	7,659	7,697
B	7065	7065	7065	7,118	7,153
C	6631	6631	6631	6,681	6,714
D	5714	5714	5714	5,757	5,785
E	5701	5701	5701	5,744	5,772
F	4941	4941	4941	4,978	5,003
G	4178	4178	4178	4,209	4,230
H	3802	3802	3802	3,831	3,850
I	3422	3422	3422	3,448	3,465

Step 3 - (5-7 Years )					
Position	2016-17	2017-18	2018-19	2019-20 min	2019-20 max
A	8361	8361	8361	8,424	8,466
B	7773	7773	7773	7,831	7,870
C	7210	7210	7210	7,264	7,300
D	6691	6691	6691	6,741	6,775
E	6268	6268	6268	6,315	6,346
F	5438	5438	5438	5,479	5,506
G	4597	4597	4597	4,631	4,654
H	4178	4178	4178	4,209	4,230
I	3763	3763	3763	3,791	3,810

Longevity					
Years	2016-17	2017-18	2018-19	2019-20 min	2019-20 max
8-9	350	350	350	353	354
10-11	707	707	707	712	716
12+	1055	1055	1055	1,063	1,068

Position	
A	HEAD COACH: Football
B	HEAD COACH: Baseball, Track, Lacrosse, Softball, Ice Hockey, Wrestling, Basketball
C	HEAD COACH: Soccer, Field Hockey, Volleyball
D	HEAD COACH: Spring Tennis, Golf
E	ASST VARSITY/JV: Football
F	HEAD COACH: Cheerleading, Cross Country, Strength Coach, Swimming, Fall Tennis; ASST. VARSITY/JV: Ice Hockey, Baseball, Basketball, Lacrosse, Softball, Track, Wrestling, Modified Football, Fall Tennis
G	ASST VARSITY/JV: Field Hockey, Soccer, Spring Tennis, Volleyball, Golf; FRESHMAN: Baseball, Basketball, Track, Lacrosse, Softball, Ice Hockey, Wrestling, Modified Lacrosse
H	ASST VARSITY/JV: Cross Country
I	MIDDLE SCHOOL: All sports except Football and Lacrosse

## **Schedule D**

### **DEPARMENT LIAISON**

	<u>Annual</u>
2016-17	\$4,162
2017-18	\$4,162
2018-19	\$4,162
2019-20 min	\$4,193
2019-20 Max	\$4,214

### **ASSISTANT TO COORDINATOR**

	<u>Annual</u>
2016-17	\$4,713
2017-18	\$4,713
2018-19	\$4,713
2019-20 min	\$4,748
2019-20 Max	\$4,772

### **HOMEWORK CLUB K-8**

	<u>Per Hour</u>
2016-17	\$37.80
2017-18	\$37.80
2018-19	\$37.80
2019-20 min	\$38.08
2019-20 Max	\$38.27

### **WORKING WITH PRESCHOOL CHILDREN/FAMILIES**

	<u>Per Hour</u>
2016-17	\$44.55
2017-18	\$44.55
2018-19	\$44.55
2019-20 min	\$44.88
2019-20 Max	\$45.11

### **PROGRAM FOR SUCCESS 6-8**

	<u>Per Hour</u>
2016-17	\$44.55
2017-18	\$44.55
2018-19	\$44.55
2019-20 min	\$44.88
2019-20 Max	\$45.11

### **REMEDIAL AFTER SCHOOL AND STARS PROGRAM 1-8**

	<u>Per Hour</u>
2016-17	\$47.25
2017-18	\$47.25
2018-19	\$47.25
2019-20 min	\$47.60
2019-20 Max	\$47.84

### **RAISE YOURS SIGHTS 6-12**

	<u>Per Hour</u>
2016-17	\$44.55
2017-18	\$44.55
2018-19	\$44.55
2019-20 min	\$44.88
2019-20 Max	\$45.11

### **SAT PREP MINI COURSE**

	<u>Per Hour</u>
2016-17	\$47.25
2017-18	\$47.25
2018-19	\$47.25
2019-20 min	\$47.60
2019-20 Max	\$47.84

## **SCHEDULE E**

### **CO-CURRICULAR STIPENDS – NYACK HIGH SCHOOL**

<b>Club</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20 Min</b>	<b>2019-20 Max</b>
Academic League	\$1,293	\$1,293	\$1,293	\$1,303	\$1,309
African American Club	\$1,402	\$1,402	\$1,402	\$1,413	\$1,420
Asian Club	\$1,402	\$1,402	\$1,402	\$1,413	\$1,420
Business Honor Society	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Class Council - Freshman	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Class Council - Junior	\$1,151	\$1,151	\$1,151	\$1,160	\$1,165
Class Council - Seniors	\$3,672	\$3,672	\$3,672	\$3,700	\$3,718
Class Council - Sophomores	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Creative Writing	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Dimensions	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Drama Coordinator (3 - one for fall show, musical and one act play)	\$3,089	\$3,089	\$3,089	\$3,112	\$3,128
Drama Workshop (3 - one for fall show, musical and one act play)	\$3,463	\$3,463	\$3,463	\$3,489	\$3,506
English Honor Society	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Environmental Club	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Future Career & Community Leaders	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Gay/Straight Alliance	\$1,031	\$1,031	\$1,031	\$1,039	\$1,044
General Organization-Student Council	\$3,338	\$3,338	\$3,338	\$3,363	\$3,380
Haitian Culture Club	\$1,402	\$1,402	\$1,402	\$1,413	\$1,420
Indianettes	\$1,794	\$1,794	\$1,794	\$1,807	\$1,816
Interact	\$1,298	\$1,298	\$1,298	\$1,308	\$1,314
Marching Band	\$6,924	\$6,924	\$6,924	\$6,976	\$7,011
Marching Band Instructor (4)	\$3,133	\$3,133	\$3,133	\$3,156	\$3,172
Math League/New York	\$1,293	\$1,293	\$1,293	\$1,303	\$1,309
Math League/Rockland	\$1,151	\$1,151	\$1,151	\$1,160	\$1,165
Men's Acappella Group	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Mock Trial Team	\$1,293	\$1,293	\$1,293	\$1,303	\$1,309
Model UN	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Mu Alpha Theta	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Musical Director (Drama)	\$2,819	\$2,819	\$2,819	\$2,840	\$2,854
National Art Honor Society	\$1,293	\$1,293	\$1,293	\$1,303	\$1,309
National Honor Society	\$2,509	\$2,509	\$2,509	\$2,528	\$2,540
Nyack Spectrum	\$8,552	\$8,552	\$8,552	\$8,616	\$8,659
Rowing Club	\$1,515	\$1,515	\$1,515	\$1,526	\$1,534
SADD	\$1,366	\$1,366	\$1,366	\$1,376	\$1,383
SAT/ACT Coordinator	\$3,059	\$3,059	\$3,059	\$3,082	\$3,097
Science Honor Society	\$1,293	\$1,293	\$1,293	\$1,303	\$1,309
Science Olympiad	\$2,701	\$2,701	\$2,701	\$2,721	\$2,735
Science Research Club	\$3,046	\$3,046	\$3,046	\$3,069	\$3,084
Senior Class/GO Treasurer	\$2,269	\$2,269	\$2,269	\$2,286	\$2,297
Ski Club	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Social Studies Honor Society	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
SOS					
Spanish Club/Honor Society	\$1,504	\$1,504	\$1,504	\$1,515	\$1,523
Teens for Hospice	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039

## **SCHEDULE E**

### **CO-CURRICULAR STIPENDS – NYACK HIGH SCHOOL**

<b>Club</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20 Min</b>	<b>2019-20 Max</b>
Young Ambassadors	\$1,030	\$1,030	\$1,030	\$1,038	\$1,043
Youth Against Cancer	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Toastmaster Youth Leadership Program	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Tower (business manager)	\$705	\$705	\$705	\$710	\$714
Tower (Yearbook)	\$8,552	\$8,552	\$8,552	\$8,616	\$8,659
Video Club	\$1,297	\$1,297	\$1,297	\$1,307	\$1,313
Wellness	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
WISE	\$3,671	\$3,671	\$3,671	\$3,699	\$3,717
YMCA Youth & Government	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039
Young Ambassadors	\$1,030	\$1,030	\$1,030	\$1,038	\$1,043
Youth Against Cancer	\$1,026	\$1,026	\$1,026	\$1,034	\$1,039

**SCHEDULE F**  
**CO-CURRICULAR STIPENDS**  
**NYACK MIDDLE SCHOOL**

<b>Club</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20 Min</b>	<b>2019-20 Max</b>
Chess Club	\$771	\$771	\$771	\$777	\$781
Drama Club	\$2,035	\$2,035	\$2,035	\$2,050	\$2,060
Drama Musical	\$1,504	\$1,504	\$1,504	\$1,515	\$1,523
G.O. Advisor	\$2,056	\$2,056	\$2,056	\$2,071	\$2,082
Glee Club	\$1,014	\$1,014	\$1,014	\$1,022	\$1,027
History Club	\$1,014	\$1,014	\$1,014	\$1,022	\$1,027
Jazz Band	\$1,014	\$1,014	\$1,014	\$1,022	\$1,027
National Junior Honor Society	\$1,293	\$1,293	\$1,293	\$1,303	\$1,309
Orchestra - Advanced	\$1,014	\$1,014	\$1,014	\$1,022	\$1,027
Raise Our Sights	\$1,014	\$1,014	\$1,014	\$1,022	\$1,027
Science Olympiad	\$2,702	\$2,702	\$2,702	\$2,722	\$2,736
Ski Club	\$1,292	\$1,292	\$1,292	\$1,302	\$1,308
Yearbook	\$1,521	\$1,521	\$1,521	\$1,532	\$1,540

**SCHEDULE G**  
**GRIEVANCE FORM I**

To: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Building: \_\_\_\_\_ Subject or Grade: \_\_\_\_\_

Nature of grievance (Include details of time and place if possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Redress Desired:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Fill out in triplicate and distribute to:

Original: Principal  
Copies: Grievance Committee Chairman  
Employee

**SCHEDULE H**  
**GRIEVANCE FORM II**

To: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Grievance: \_\_\_\_\_

Appeal: \_\_\_\_\_ Initiation of Step 2: \_\_\_\_\_

Nature of Grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Citations: \_\_\_\_\_  
\_\_\_\_\_

Settlement Desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Fill out in triplicate and distribute to:	<u>Step2</u>	<u>Step3</u>
	original: Superintendent	President of Board
	copies: Building Principal	Superintendent
	Grievance Committee	Grievance Committee

Note: Attach copy of original grievance and of written decisions germane to this grievance.

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