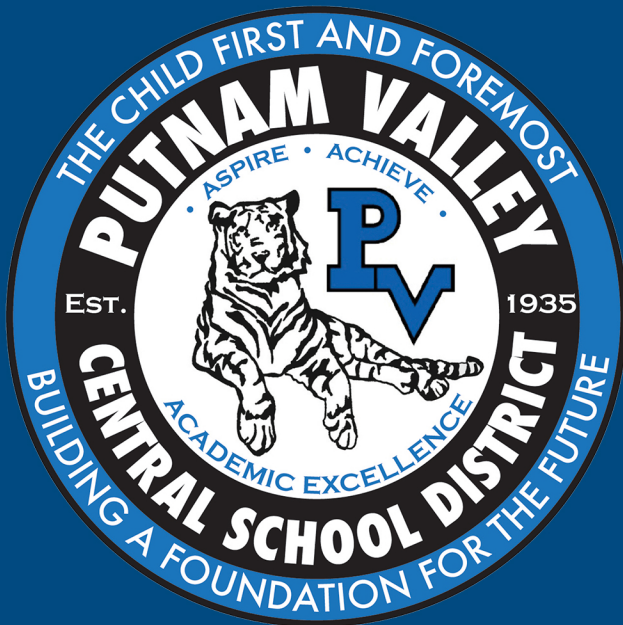


# Agreement Between

**Putnam Valley Central School District  
(PVCSD)**

**&**

**Putnam Valley Federation of Teachers  
(PVFT)**



**July 1, 2019 through June 30, 2022**

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## **PREAMBLE**

The Putnam Valley Central School District and the Putnam Valley Federation of Teachers recognize that they have a common responsibility beyond their collective bargaining relationship. The District and the Federation declare their mutual intent to work together toward the achievement of common aims of educational excellence. This agreement incorporates the terms of Memorandum of Agreement that established the 2019-2022 Collectively Negotiated Agreement between the parties.

## **ARTICLE I - RECOGNITION**

The Board of Education of the Putnam Valley Central School District recognizes the Putnam Valley Federation of Teachers as the exclusive bargaining agent for the negotiation unit defined as "all professional personnel excluding administrative staff such as the superintendent of schools and the building principal, temporary personnel and per diem personnel."

## **ARTICLE II - VOLUNTARY DUES DEDUCTION**

The Board shall deduct Putnam Valley Federation of Teachers dues on a monthly basis from the salaries of members of the negotiating unit who sign written authorizations for such deductions under the following conditions:

- A. Where such authorizations for payroll deductions of the Putnam Valley Federation of Teachers dues are submitted on or before the 1st day of October for the first term and between the 2nd day of January up to and including the 1st day of February for the second term.
- B. The Board agrees to remit deducted dues to the treasurer of the Putnam Valley Federation of Teachers along with the names of the individuals for whom the dues deductions have been made within thirty (30) days from the date deductions are made.
- C. A dues deductions' authorization shall remain in effect continuously, unless revoked by an employee pursuant to Section 208 of the Civil Service Law. The Putnam Valley Federation of Teachers agrees that it will be responsible for any claims by the teachers against the District in the event that any teacher attempts to revoke this authorization.
- D. Authorizations for payroll deductions shall contain the following information:
  - 1. The name of the individual authorizing the deduction.
  - 2. A statement of authorization worded as follows: "I hereby authorize the Putnam Valley Board of Education to deduct my dues to the Putnam Valley Federation of Teachers monthly. I understand that this authorization will extend continuously. In the event that I wish to discontinue this authorization, I hereby waive any claim against the Putnam Valley Central School District for dues deducted pursuant to this authorization, and I agree that any authorization will be the liability of the Putnam Valley Federation of Teachers."
  - 3. The signature of the person authorizing the deduction.
  - 4. The date on which the authorization was signed.
  - 5. Information identifying the negotiating agent.
  - 6. Instructions for processing the authorization.
- E. Dues deductions shall be taken out of each paycheck for the first ten (10) months regardless of the method of payment selected by the teacher, whether it is a twenty-one (21) or twenty-six (26) period method.
- F. The Putnam Valley Federation of Teachers will pay for and provide all dues deduction cards.

### **ARTICLE III - FEDERATION RIGHTS**

#### **A. Negotiating Exclusivity**

1. Nothing contained herein shall be construed to prevent any authorized District official from meeting with a representative of any organization other than the Putnam Valley Federation of Teachers for the purpose of hearing the views of its members except that, as to matters presented by such organization, which are proper subjects of negotiation under the Taylor Law, the Federation shall be informed of such meetings, be permitted a representative, and as to those matters, no changes or modifications shall be made except through consultation and negotiation between the Federation and the Board of Education.
2. Nothing contained herein shall be construed to prevent any individual employee from discussing any matter with a member of the administration staff or to deny any employee his/her rights under Section 15 of the New York Civil Rights Law or under the State Education Law or under applicable Civil Service Law or regulations.

**B. Federation Meetings:** The Federation is authorized to conduct meetings on school property at reasonable times before or after school hours, provided that the proper facilities request procedures are followed and there exists no conflict with a previously scheduled meeting. Upon request from the PVFT President, the Superintendent shall approve up to forty-five minutes on each Superintendent's Conference Day to be used for federation meetings.

**C. Communications System:** The Federation is authorized to use school mailboxes, phones for internal use and the district's email system for Federation business. The Federation is also permitted to use District phones for internal use and the District's email system for union communications.

**D. Federation Announcements:** A Federation representative, if he or she so requests, shall have the opportunity to speak to the faculty after the close of a faculty meeting.

**E. Building Representation:** Federation officers and Federation committee chairpersons who, in their professional judgment, have met the work requirements of their preparation periods, may use parts of such periods and their duty-free lunchtime to handle matters related to implementation of this contract and District, building, and grade-level policies and procedures.

#### **F. Federation President**

The President of the Federation shall be granted time to conduct Federation business. If the President is a high school or middle school teacher, the teaching load will be reduced by one period per day. If the PVFT President is an elementary school teacher, he or she will be granted the equivalent reduced time. This will be mutually agreed upon between the president-elect and the building principal.

### **ARTICLE IV - FAIR PRACTICE**

- A.** The Putnam Valley Federation of Teachers agrees to maintain its eligibility to represent all teachers by continuing to admit persons to membership without discrimination on the basis of race, creed, color, national origin, gender, sexual orientation or marital status and to represent equally all members of the bargaining unit without regard to membership in, or association with, the activities of any employee organization.

- B. The District agrees to continue its policy of not discriminating against any employee on the basis of race, creed, color, national origin, gender, sexual orientation, marital status or membership in, or association with, the activities of any employee organization.

## **ARTICLE V - SALARIES**

### **A1. Salary Schedule**

Each unit member who is eligible to advance a step on the salary schedule shall do so, effective July 1 of each school year. Effective July 1, 2019, the 2019-20 school year salary schedules shall be increased by 1.9% at each step. Effective July 1, 2020, the 2020-21 school year salary schedules shall be increased by 1.4% at each step. Effective July 1, 2021, the 2021-22 school year salary schedules shall be increased by 1.1% at each step.

#### **Salary Notice:**

Absent extenuating circumstances, the District shall provide salary notification letters to all PVFT members on the same day as the first payroll.

### **A2. Activities/Clubs/Co-Curricular and Coaching Salaries**

The 2014-2015 stipends for extra-curricular, co-curricular and interscholastic athletics shall remain in effect through June 30, 2022; provided, however, that the issues of extracurricular, co-curricular, athletic stipends and sick leave bank rules shall be referred to the Labor-Management Committee for discussions and recommendations to the leadership of the parties.

For co-curricular salaries see Appendix B.

For coaching salaries see Appendix C.

## **B. Differentials**

### **1. Graduate Credits**

- a. Annual salaries shall be increased at the following rate for additional semester hours of study approved by the Board up to a maximum of sixty (60) credits beyond the Bachelor's degree and ninety (90) credits beyond the Master's degree. It is agreed that for purposes of computation, only new credits taken after July 1, 1992, and added to the graduate credit levels in effect on January 1, 1992, shall be considered for the computation of credit maximums. No credit shall be allowed for points necessary to complete initial certification. The District need not consider credits older than five (5) years at the time of application. A Master's degree will be considered as one degree regardless of the amount of credits taken to complete it.
- b. The District shall compensate teachers at the rate of \$60 per graduate credit for credits taken prior to June 30, 1998. Graduate credits taken after June 30, 1998 will be compensated at the rate of \$125 per graduate credit. Graduate credits taken after July 1, 2005, will be compensated at the rate of \$135 per credit for the life of this contract. Graduate credits taken after July 1, 2015, will be compensated at the rate of \$150 per graduate credit.

c. It is not possible for the credit criteria to cover all areas of request for course approval. Procedure for approval of all graduate credits intended for use as salary advancement must be secured by the Superintendent, or his/her designee, with submission of course description. This is also true of online courses taken from accredited institutions. These high quality online courses have the following characteristics:

- They are rigorous and relevant in terms of content and instructional strategies.
- They are tied to specific content areas.
- They attend to District and Building level goals.
- They address student learning and include the potential effect of the work on student achievement.
- An accredited institution that also offers on-site courses must host the online course.
- The institution does not differentiate between online and on-site courses in terms of level of work, assessments, course credit or fees.
- The course must offer a learning experience filled with academic rigor and a great deal of interaction. It cannot be a correspondence course. It must have a weekly schedule of assignments, online discussions, readings and e-mail discussions.

While administrative approval is required for all courses, the criteria set forth will be used as a guide for those areas listed below.

- Courses must be from an accredited degree-granting institution on a graduate level.

d. Salary credit will be granted with prior administrative approval for:

1. Courses in teaching methodology.
2. Courses related to the applicant's assignment.
3. Courses prescribed by a college for a degree as determined by proof of matriculation where the degree or courses are in the approved field of education.
4. Courses requested by the administration for the improvement of the teacher (not to include in-service courses).
5. Administrative Credits - Courses leading to an administrative degree will be granted salary credit, with prior approval, provided the applicant is a matriculated student in an approved program. For purposes of this agreement, the District shall not consider administrative credits that are older than five (5) years or were acquired prior to employment in the Putnam Valley School District.

e. Salary credit will not be granted for:

1. Correspondence and TV courses.
2. Courses in adult or continuing education.
3. Courses leading to a new profession outside the field of education.
4. Courses previously approved but for which a passing grade is not received.
5. Courses for which prior approval was not requested and in the District Office at least three (3) days prior to the opening session of the course.
6. Courses that duplicate previously taken courses.
7. Courses that are not properly documented by official transcript.



- f. All graduate credit requests must be entered into the District's designated electronic platform and receive pre-approval before the course begins. The Superintendent, or his/her designee, will approve or deny these credits. In the event that there is a disagreement regarding the acceptance of a course or workshop, the Superintendent, or his/her designee, agrees to meet and discuss with the teacher in order to consider that appeal. The Superintendent will make the final determination.
- g. Graduate Credit Compensation:  
Unit members shall have two opportunities during a school year for submission of graduate credits for salary schedule advancement purposes. For graduate credits that have been completed and submitted by June 30 of the school year, unit members will receive a full year of credit for the following school year. For graduate credits that have been completed and submitted by January 15 of a school year, unit members shall receive credit for one-half of the school year.
- h. Effective July 1, 2019, the maximum number of graduate credits that may be applied annually for salary schedule advancement shall be 16 graduate credits per year. In the event that a teacher earns more than 16 graduate credits in one year, he/she may submit those in excess of 16 for compensation during the ensuing school year.

## 2. **In-service Credit**

- a. The Putnam Valley Central School District recognizes the importance and benefits of staff development, of assisting its educators in searching for and refining new ideas and techniques for instruction. To this end, the Putnam Valley Central School District agrees to pay teachers fifty dollars (\$50) for every in-service credit earned. An in-service credit will be defined as ten (10) hours of attendance at a district-sponsored, BOCES-sponsored, or Teacher Center-sponsored course, workshop or seminar taken beyond the school day.
- b. Unit members shall have two opportunities during a school year for submission of in-service credits for compensation purposes. For in-service credits that have been completed and submitted by June 30 of the school year, unit members will receive in-service credit compensation for the following school year. For in-service credits that have been completed and submitted by January 15 of a school year, unit members shall receive credit for one-half of the school year.
- c. In-service credits should be aligned to district and/or building goals.
- d. All credit requests must be entered into the district's designated electronic platform and receive pre-approval before the course begins. The Superintendent, or his/her designee, will approve or deny these credits. In the event that there is a disagreement regarding the acceptance of a course or workshop, the Superintendent, or his/her designee, agrees to meet and discuss with the teacher in order to consider that appeal. The Superintendent will make the final determination.
- e. Courses that duplicate previously taken courses will not be approved.
- f. Evidence of completion of the course, as certified by the instructor or institution, must be uploaded into the district's designated electronic platform before credit will be granted.
- g. For those courses outside of those district-sponsored, BOCES-sponsored, or Teacher Center offerings, consideration will be given to those courses and/or providers that demonstrate relevant content and require active participation on behalf of the

participant. In the event a teacher(s) believes a particular course or offering satisfies the district's expectations they may submit that course be added to the district pre-approved course offering list. The participating teacher must present evidence to support his/her rationale for this request to the Superintendent, or his/her designee.

- h. The district reserves the right to manage the pre-approval course list.
- i. There shall be a maximum of 100 online hours of in-service credits that may be taken in a year. The number of face-to-face in-service credits that may be earned in a year remains unlimited.

It is the intent of the District to offer numerous in-service options both during the school year, and the summer months in order that teachers may fulfill their CTLE requirements. The core of summer offerings will be announced by May 1 of each year, with additional offerings to be added as developed.

### **3. Sixth Teaching Assignment**

The PVCSD and PVFT recognize the need, in extenuating circumstances, to ask a Middle School or High School teacher to teach a sixth teaching period. Should this need arise, every effort will be made to seek out the internal candidate with the best credentials to fill the teaching assignment until a leave replacement is hired. The district will continue to actively pursue the hiring of a qualified permanent leave replacement.

If a teacher is assigned a sixth teaching period, and if the sixth teaching period caseload is fewer than eight students, the teacher can choose either to be compensated 10% of their base salary or be relieved of a duty. If a teacher is assigned a sixth teaching period, and if this teacher's sixth teaching period caseload is at or above eight students, the teacher can choose either to be compensated 20% of their base salary or be relieved of a duty.

For a sixth teaching assignment the teacher will be compensated at a rate using the following calculation where the sixth teaching period caseload is greater than or equal to eight students: the individual teacher's base salary divided by 200 and then divided by five, starting on the day the position is filled until the day a new teacher is hired. For a sixth teaching assignment the teacher will be compensated at a rate using the following calculation where the sixth teaching period caseload is fewer than eight students: the individual teacher's base salary divided by 200 and then divided by ten, starting on the day the position is filled until the day a new teacher assumes the function. Assignments that are less than thirty days in duration will be paid on a per-diem basis for days actually worked.

Sixth class assignments will be posted and open to all qualified Federation members. All eligible teachers interested in teaching the sixth assignment will apply to the building principal. The terms shall be voluntary and cannot cause a reduction in the workload of any teacher. The final hiring decision will be made by the Superintendent, or his/her designee.

### **4. Service Increment/Enhanced Longevity**

For the duration of this agreement, any teacher who has attained the following years of service, at least ten years of which shall have been on tenure in this district shall be entitled to the following percentage increases applied to their annual salary:

Years of Service	Longevity	Longevity with Professional Development*
15 - 17	1.5 %	2.5 %
18 - 20	2.0 %	3.5 %
21+	2.5%	4.5 %

\*To qualify for this additional increment, a teacher must complete at least twenty (20) hours of District sponsored or approved professional development (in service or graduate courses) each year, exclusive of summer professional development. Effective with the 2020-21 school year, the twenty (20) hours of professional development requirement must be completed by June 30 in order to apply to the following year's enhanced longevity.

5. **National Certification:** Any faculty member achieving National Certification shall be compensated at the rate of \$3,000 per year for the duration of the certification.
6. **Professional Rate:** Effective upon ratification, the activities set forth below shall be compensated at the \$50.00 per hour "Professional Rate":
  - Requested attendance at after school/evening events (outside of contractual obligations) by Administration.
  - Requested creation of newly approved program/new course content by Administration (including curriculum writing, curriculum mapping and creation of assessments).
  - Summer work as approved by Administration (see Article VI, Section E[10]).
  - Tutoring (includes compensation attributable to prep time).
  - Test Proctoring.

In the event that teachers undertake non-instructional activities that are not set forth above, the parties agree that the hourly rate of pay is 1/1400<sup>th</sup> of annual salary (which shall be pro-rated where less than one hour of work is performed).

7. **Prior Service Credit:** The Superintendent of Schools, or his/her designee, and a candidate for employment as a teacher shall agree upon the entry level and credit for prior service, before the teacher is offered the position. Once agreed upon by the candidate and Superintendent, or his/her designee, this agreement will be considered binding. Candidates will be provided with Federation contact information and given the opportunity to contact those representatives.
8. **Student Teacher Supervision:** Student Teacher Supervision assignments shall be voluntary, with District approval.
9. **Undergraduate Courses:** The district will reimburse a teacher for successful completion of an undergraduate course that leads toward certification, provided that such reimbursement will not be made until after the candidate receives the agreed upon certification. This determination will be made by agreement of the teacher and the building principal and with prior approval from the Superintendent, or his or her designee. Under no circumstances can these courses be used for salary advancement.

C. **Summer School/ESY Salary Schedule**

1. **Summer School/ESY Compensation:** Each teacher employed to teach in Summer School or the extended school year program during the summer shall be paid at 1/200<sup>th</sup> of their base salary—not to exceed Step 7 on the salary schedule, for each day worked. A full day will be defined as one hour of prep time plus the number of instructional hours mandated. In the event that a unit member is asked to work for less than a full day in the extended school year program, he/she shall be paid at the rate of 1/200 divided by 6 for each hour worked.

- Elementary ESY (Full Day Program): 6 hours (5 hours instructional + 1 hour prep)
  - Secondary ESY (Full Day Program): 6.5 hours (5.5 hours instructional + 1 hour prep)
  - In the event that the District institutes programs that are less than full-day programs as set forth above, compensation and prep time shall be prorated in accordance with hours worked.
2. Extended school year positions shall be filled on a voluntary basis.
  3. All extended school year positions will be filled first from in-district certified faculty. If there are no qualified teachers from the district, positions will be filled from outside applicants. All positions will be posted by May 1 of each school year.
  4. All working and instructional areas will be air-conditioned.
  5. Teachers will be granted one sick day and one personal day per ESY session.
- D. **Committee Assignments:** All committee assignments shall be voluntary. All mandated committees (e.g. state or contractual) shall be remunerated at the professional rate of pay for meetings occurring outside of the school day.
- Examples: DSC, BSC, APPR, PDP, and Staff Development. (See Glossary, Appendix D.)
- E. **Pay Procedures:** Teachers shall be paid every second Thursday. Teachers may have an option of 21 or 26 pay periods. If a pay period falls in a vacation or holiday period, payment shall be made on the last working day prior to vacation or holiday. In the event that a teacher does not complete their contractual obligations following the issuance of their last paycheck, the district will pursue legal restitution for any funds not earned.
- F. **Health Benefits, Premiums, Life Insurance and Welfare Fund**
1. Effective July 1, 2019, employees shall contribute 14% towards the cost of family, two-person, and individual health insurance premiums. Effective July 1, 2020, employees shall contribute 14.5% towards the cost of family, two-person, and individual health insurance premiums. Effective July 1, 2021, employees shall contribute 15% towards the cost of family, two-person, and individual health insurance premiums. There will also be one health insurance plan per married individual working within the District. When two members of the District are married, only one may receive health insurance. The other party can be eligible for buy out.
  - 2a. In addition, there shall be a \$7,500 group term life insurance policy for each teacher, the cost of which shall be paid one hundred percent (100%) by the District. There shall be no change in the face amount of the policy heretofore provided; neither shall it exceed a \$7,500 per teacher policy.
  - 2b. In addition, effective in the 2015-16 school year Benefits shall be at the rate of \$1,650 per capita, per annum; effective July 1, 2016 at the rate of \$1,700 per capita per annum; effective July 1, 2017 at the rate of \$1,750 per capita per annum and effective July 1, 2018 at the rate of \$1,800 per capita per annum. Annual payment to the Trust Fund shall be made on or before the 15<sup>th</sup> of September and reconciled quarterly. Non-unit members who participate in the benefit fund shall receive the same benefits whether or not there is an increase in their per capita per annum contribution.

3. As in present practice, all teachers retiring from the Putnam Valley Central School District shall be covered one hundred percent (100%) and dependents covered by fifty percent (50%) of premium for the existing health plan.
4. The District shall continue to provide a health insurance plan that both parties agree is comparable to or better than the plan being offered by the Putnam/Northern Westchester Health Insurance Consortium at the time a change is being considered.
- 5a. The health insurance buy-out shall be the dollar amount received by those eligible for this buy-out during the 2009-2010 school year for all subsequent years at the rate of \$7,700 for a family buy-out and \$4,600 for the "family to individual buy-out." For those unit members who first accessed the health insurance buyout after July 1, 2010, the family health insurance buy-out shall be \$4,500 and the family to individual health insurance buy-out shall be \$3,000.
- 5b. The annual date to determine the type of coverage selected will be May 30.
- 5c. Lump sum payment (5a) shall be made in the last paycheck of the school year.
6. Elimination of Second Health Care Plan/Working Spouse Rule Subsidy-Effective January 1, 2020, the Putnam/Northern Westchester BOCES Health Insurance Consortium shall be the only plan offered by the District. All PVFT members hired before full ratification of this Memorandum of Agreement shall qualify for an annual \$4,500 subsidy or 50% of the cost attributable to the working spouse rule, whichever is less, to any member that falls into the working spouse rule and pays any additional cost to the District health plan as a result of such rule; provided, however, during the 2019-20 school year, said subsidy shall be pro-rated from January 1, 2020-June 30, 2020. In addition, in the event that a PVFT member who was hired prior to full ratification of this Memorandum of Agreement has a qualifying event that causes the application of the working spouse rule and the payment of additional money due to the rule during the middle of the year, such subsidy shall also be pro-rated during that year. In the event that a unit member hired prior to August 30, 2019 is no longer subject to the working spouse rule during the middle of a school year, such subsidy shall be pro-rated. Such subsidy shall be paid in June of each year.

## **ARTICLE VI - CONDITIONS OF EMPLOYMENT**

### **A. Staffing and Teaching Conditions**

1. **Vacancies**: The Board agrees to make every effort to post and fill unit vacancies as soon as possible after they occur.
2. **Length of Teachers' Day**
  - a. The length of the teachers' day shall be seven (7) hours. All teachers will be guaranteed a lunch, preparation and collaborative professional period of time each day. Each of these blocks of time shall be no less than 1/9 of the school day, inclusive of passing time.
  - b. Starting and ending times shall be between the hours of 7:00 am and 3:30 pm.
  - c. The expected starting time shall be announced as soon as possible after bus schedules are established, but in no event later than September 1. Teachers are expected to remain after school for a reasonable length of time when necessary to give assistance to pupils.
  - d. For secondary teachers, the 6/9ths of the teacher-pupil contact day shall be scheduled to ensure that no more than four contact blocks occur sequentially.
3. **Teaching Assignments**
  - a. All high school and middle school teachers shall have a content teaching block of time equivalent to 5/9ths of the school day, inclusive of passing time.
  - b. Elementary special area teachers shall have a teaching load not to exceed six sections per day. Each section shall be up to 42 minutes per day. Blocks of student time may be flexibly arranged by mutual agreement between teacher and administrator. Every effort

shall be made to provide teachers with a 5-minute set-up time between classes.

- c. Collaborative/Professional Period: All teachers will be assigned a daily professional period. Such time shall be used for team meetings, parent/teacher meetings, department meetings, grade level meetings, collaboration between subject areas, administrative school and/or District initiatives and other projects. Professional period agendas will be mutually agreed upon by grade level/team leader/department coordinator and building administration. In the event an agreement cannot be made, the principal shall set the agenda.
- d. Duty Assignment/Student Support Period: The parties agree to continue the current practices regarding duty assignments/student support periods for the 2019-20 school year. Commencing with the 2020-21 school year, for Middle School and High School teachers, one period of the school day is intended for staff to fulfill various duty assignments. Such duty assignments may include a student support period, where teachers are expected to support the general needs of students and address common study skills, and content review. At the 5<sup>th</sup> and 6<sup>th</sup> grade levels, student support periods shall be covered daily by the regular classroom teacher. At the 7<sup>th</sup> and 8<sup>th</sup> grade levels, the student support periods shall be covered by any middle school teachers, provided that no 7<sup>th</sup> or 8<sup>th</sup> grade teacher shall be required to cover a student support period for more than the equivalent of one semester per year. The intent is to keep class size minimal while allowing for flexibility in scheduling.
- e. Voluntary Short-term Class Coverage:  
Class Coverages are voluntary and should be limited to cases when a substitute is unavailable to cover a class. Compensation shall be as follows for such class-coverage (pro-rated when applicable):

40 minute class: \$33

60 minute class: \$50

80 minute class: \$66

Teachers shall only be eligible for voluntary short-term class coverage during their non-instructional periods. When it is necessary to have a teacher cover a class, the following procedures will be followed:

- A. A building list of teachers interested in doing non-mandated paid coverages will be developed.
  - i. The non-mandated sub list will be a shared document.
  - ii. If a teacher wishes to be removed from this list they must notify their building principal in writing.
  - iii. Use of teachers for class coverages shall be rotated for each instructional period.
  - iv. If a teacher has indicated that they want to be on this list they must cover a class when requested. However, they have the option of refusing multiple coverages in the same day.
  - v. If a teacher refuses a coverage, they will be removed from the non-mandated paid coverage list for the remainder of the current school year.

In the event that a list for any given period is exhausted, the District reserves the right to request a teacher to perform voluntary short-term class coverage during a teacher's professional or duty period, with compensation as set forth above.

- f. **Multiple Building Assignments:** Any teacher assigned to the elementary and middle/high school campus shall be allotted a reasonable amount of travel time per trip between schools. Teachers assigned to the Middle School and High School shall be given reasonable time to transfer between classes. Such teachers shall follow the schedule of the building to which they initially report in the morning.
4. **Class Size:**
- a. The Board and the Federation agree that the number of pupils per class is an important factor bearing on teaching-learning conditions and the educational opportunity afforded individual students. It is agreed further that progress should be made toward the establishment of educationally sound class-size maximums. Where the size of any class exceeds thirty (30), a teacher aide will be assigned to such class. In physical education, where the size of any class exceeds thirty-five (35), an aide shall be assigned. At all levels every effort will be made to equalize the distribution of students.
  - b. In science labs, every effort will be made to limit class size to the number of stations available in the lab.
5. **Assignment Notice:** Teachers shall be notified in writing of their assignments for the coming year no later than the last Thursday of the school year. Any changes made thereafter shall be made in writing to the teacher involved. Any teacher who so requests will be given an opportunity to discuss his/her assignment with the appropriate administrator.
6. **Room and Area Assignments:** The district recognizes the need and expectation of the teacher to create a classroom learning space that highlights the strengths of the teacher, and that recreating this environment in multiple classrooms can be challenging. In any multi-classroom assignment, consideration will be made to keeping the number of and the distance between assigned rooms manageable.
7. **Money Collections:** Teachers will not be required to make any money collections.
8. **Faculty Meetings:** Faculty meetings shall be held up to ten (10) times per year. They shall be held on Mondays, except for emergencies. Building administrators will distribute a year-long faculty meeting schedule in September. Teachers shall be given at least forty-eight hours notice of rescheduled meeting dates, except in emergencies. The duration of each meeting will not exceed one hour in length, except when necessary to complete agenda items which cannot be held over until the next scheduled meeting.
9. **Professional Meetings:**
- a. Annually, the District shall have the right to schedule up to 10 hours of mandatory professional development/activities/sessions to take place outside of the regular contractual workday. These hours can count toward enhanced longevity, so long as attendance at such professional development/activities/sessions meetings is documented.
  - b. For K-12 professional meetings, the same shall not start until after the conclusion of the elementary school contractual workday, but shall be limited to five such meetings per year (provided that the District may still require up to 10 hours of extra-contractual meetings so long as the remaining meetings don't require a wait time after the end of their contractual workday).
  - c. These meetings may be used for professional development or curriculum work.

- d. No one session should exceed 1.5 hours in length, unless mutually agreed upon between the PVFT and the district.
- e. The PVFT and district will agree upon a yearly schedule of professional development days and notify members no later than 30 days after full ratification of this Memorandum of Agreement for the 2019-20 school year and by September 30 for the 2020-21 school year and thereafter. In the event that changes are needed, at least two weeks' notice shall be provided. Teacher leaders (where applicable) will have the opportunity to participate in the development of the agenda for these days, provided that the administration is responsible for setting/approving the final agenda.

10. **Classroom Communications**

There shall be a communications system for communication between all teaching stations and the main office. Such systems shall not be used in any way to monitor the teacher at such stations.

11. **Probationary Teacher Notice and Conferences**

- a. The building principal will conduct at least two (2) formal conferences, one per semester, with probationary teachers to discuss performance.
- b. Any probationary teacher who is not to be re-employed shall be so notified by May 1.

12. **Temporary Administrative Assignments**

When a teacher in the bargaining unit volunteers to substitute and perform the duties of an administrator on a full-day basis, that teacher shall be compensated at thirty percent (30%) above his/her normal rate for the day and shall be relieved of his/her teaching duties.

13. **Number of Preparations**

Commencing with the 2020-21 school year, no Secondary (7-12) PVFT member shall be assigned more than four (4) preparations per semester, unless it is agreed upon by the teacher. Effective July 1, 2020, the parties agree to utilize the following point system to determine whether or not a teacher shall have an assigned duty per semester. The District and the PVFT agree that the following points shall be assigned based upon the nature of courses instructed by the teacher:

- College classes, Advanced Placement classes, IB classes, Regents Classes, and other content area classes that lead to a Regents Examination: 1 point.
- Electives, middle school encore classes, non-graded classes, and all other classes: ½ point.
- For co-taught special education courses, the special education teacher, will be provided ½ point, provided, however, such teacher may appeal to the Building Principal for such a course to be worth one point instead of ½ point in the event that they can demonstrate specific content area expertise and documentation of specific preparation for that course.
- Any teacher who feels their course load warrants a higher point score can bring their argument(s) to their immediate supervisor for consideration.

In the event that a teacher has four (4) or more points in a semester, that teacher will be exempt from the contractual student support period/duty period for that semester and will instead receive an additional preparation period during that semester. A course preparation will be defined as a secondary (grades 7-12) instructional period. Upon request, the teacher may be required to provide supporting documentation for the District to determine the number of points attributable to a secondary teacher's assignment for the semester.



Up to one point will be awarded for the following:

- Multiple sections of the same course;
- Courses that teach the same curriculum across varying grade levels;
- Courses that dual seat students (e.g. AP/IB).

*Exclusions:*

Teachers shall not be eligible to receive points for independent study courses or courses that are the result of a teacher accepting a 6<sup>th</sup> class assignment.

14. **Academic Freedom:** In the selection and use of teaching materials not provided by the District, the Board of Education recognizes the teachers' right and responsibility to exercise his/her professional judgment concerning the selection and use of such materials within the rules and regulations of the Education Law of the State of New York. This shall in no way abrogate the right of the administrative staff to regulate the use of such materials.

15. **Leadership Assignments**

**Teacher Mentors**

Specifics for the mentoring of new teachers will be outlined in the PVCSD/PVFT Mentor Plan. This PVCSD/PVFT Mentor Plan will be collaboratively reviewed each year by the PVCSD/PVFT and will be annually submitted to the Putnam Valley Board of Education for approval.

Each year the district agrees to pay one (1) *Head Building Mentor* per building the contractual rate listed in APPENDIX F for the 2015-2019 school years. Thereafter, compensation shall be increased by the same percentage as the teachers' salary schedule.

**K-12 Content Area Coordinators**

There will be three (3) K-12 Content Area Coordinators (one per building) for ELA, Social Studies, Science, and Math. There will be one (1) for LOTE, Pupil Personnel, Music, Art, P.E./Health and Technology/Library Media. K-12 Content Area Coordinators will be compensated at the contractual rate stipulated in APPENDIX F for the 2010-2011 school year. Compensation shall be increased by the same percentage as the teachers' salary schedule commencing with the 2015-2019 school years.

The K-12 Content-Area Coordinator assignment is a posted 10-month position and each year is open to all PVFT members. The district agrees to consider any interested teacher who is NYSED certified in the applicable content area, possesses subject area expertise, and is willing to work collaboratively with designated personnel. K-12 Content Area Coordinators will be responsible to the appropriate district administrator.

**Building Level Coordinators**

Such assignments will be compensated at the contractual rate stipulated in APPENDIX F. In the case of grade level coordinators, teachers who serve more than one grade level will be assigned to an appropriate team and will have input into such placement. Effective with the 2011-2012 school year, compensation shall be increased by the same percentage as the teachers' salary schedule.

The Building-Level assignment is a posted 10-month position and each year is open to all PVFT members. Building-Level Coordinator assignments shall be posted each year and all qualified teachers will have an opportunity to be considered for the position. These

building-level positions will be responsible to the respective building principal.

**Health Advisor**

To be compensated at the rate of \$3,000 per year. Compensation to be increased by % determined by teacher contract schedule.

**Testing Coordinator** (full year/all exams): Effective commencing with the 2019-20 school year, testing coordinators shall be compensated as follows:

- Elementary School: \$1,500
- Middle School: \$2,500
- High School: \$3,500

**IB Positions**

IB Coordinator- \$6,500 and .2 FTE Release (prorated if split)

IB Extended Essay-\$3,000 per person, or if two, split \$5,000 (No Release)

IB CAS-\$3,000 per person, or if two, split \$5,000 (No Release)

Extended Essay-In-service Hours (5 per year per student, plus 6 training hours paid at professional rate)

If the number of student diploma candidates falls below 25 or rises above 50, the PVFT and the District will meet to renegotiate the stipends for that year.

17. **Support Staff Personnel**

Guidance Counselors will be allowed up to 15 additional six-hour days, as deemed necessary by the supervisor, beyond the school year for scheduling, file transfers, parent meetings, school-to- school transfer meetings, parent/student correspondence and group preparations and other related functions. This time will be compensated at 1/200<sup>th</sup> of the person's base salary per day.

Social Workers will be allowed up to 10 additional six-hour days beyond the school year, as deemed necessary by the supervisor, for any unanticipated student-based needs. This time will be compensated at 1/200<sup>th</sup> of the person's base salary per day.

Psychologists will be allowed up to 10 additional six-hour days, as deemed necessary by the supervisor, for emergency referrals and any unanticipated student-based needs. This time will be compensated at 1/200<sup>th</sup> of the person's base salary per day.

**B. Teacher Protection**

1. **Property Damage:** No teacher shall be held responsible for loss or damage within the school or school property of children's property, providing such damage does not arise out of willfully or grossly negligent actions by the teacher. The District shall reimburse teachers for damage or destruction of the teacher's clothing or other personal property resulting from a disciplinary action or matter involving the safety or welfare of students.
2. **Teacher Observations:**  
The evaluation provisions below shall only apply to those unit members who are not subject to evaluation pursuant to Section 3012-d of the Education Law and part 30-3 of the Regents' rules. All other unit members shall be governed by the observation procedures as outlined in the District's Section 3012-d Supplemental Memorandum of

Agreement. Notwithstanding the above, the District's observation procedures in the SMOA shall not be construed to be incorporated by reference herein and shall not be subject to the contractual grievance procedure.

- a. The purpose of observations/evaluations shall be to improve instruction. Areas of teacher strength and/or weakness shall be noted. Areas of weakness shall be accompanied by recommendations for improvement.
- b. All observations/evaluations shall be conducted openly and with full knowledge of the person being observed.
- c. A teacher in the observation cycle, and all non-tenured teachers, shall be given adequate notice of at least one (1) administrator observation. Not later than one (1) week subsequent to the observation, an oral conference between the teacher and administrator shall take place. Not later than two (2) weeks subsequent to the observation, a written report shall be given to the teacher.

3. **Personnel Files**

- a. Any teacher shall have the right to examine his or her own personnel files and to review and answer any materials placed therein. All teachers will sign all materials placed in their personnel file to acknowledge that they have received it. Nothing shall be placed in a teacher's file without a copy being received by the teacher and an opportunity for the teacher to make a written comment, which shall, upon request, be appended to such material. All prior and new materials placed in the teacher's personnel file will be numbered sequentially.
- b. This right shall not include permission for a teacher to see confidential material forwarded by a former employer, educational institution, or letter of recommendation.
- c. Any written or other record made of oral complaints from outside or within the school system relative to a teacher's employment service, conduct, character, or personality, which is considered by the person receiving the complaint to be not factually substantiated shall not be placed in the teacher's personnel file.
- d. A teacher interested in reviewing his or her own file shall submit a signed request in writing. Requests shall be honored except where administrative personnel are not available. In that event, it shall take place no later than one (1) school day after the request has been submitted.

4. **Assault Protection**

- a. Teachers shall be required to report to the Superintendent of Schools, or his/her designee, immediately all cases of assault suffered by teachers in connection with their employment, except where the teacher is incapable by reason of said assault and then said assault shall be reported forty-eight (48) hours after the teacher becomes capable. Where assaults occur on weekends or single-day holidays intervene, such days so intervening shall not be counted in determining the forty-eight (48) hours within which the assault is to be reported.
- b. The Superintendent, or his/her designee, shall acknowledge receipt of such report. The School District's counsel shall immediately inform the teacher of his or her rights under the law. The School District's counsel shall assist the teacher as follows:
  - (1) By obtaining from the police and/or the principal relevant information concerning the case and the background material.
  - (2) By accompanying the teacher in court appearances.
  - (3) By acting in other appropriate ways as liaison between the teacher, the police, and the courts.

- c. Teachers disabled as a result of assault, shall not lose personal/sick time.
5. **Legal Counsel**: The District agrees to provide legal counsel to defend any teacher in any action arising out of a disciplinary action taken against a student, or any legal proceeding resulting from the teacher's discharge of his or her duties within the scope of his or her employment, provided the teacher complies with the notice requirement of the Education Law, Section 3028.
6. **Personal Injury Benefits** - Absence resulting from a personal injury suffered in the course of employment shall be charged to the employee's sick leave. Absence beyond sick leave resulting from such an injury shall be considered as disability leave with full pay, when such disability is certified by the school physician. However, compensation from any source, paid to the employees in lieu of salary during the period of leave due to such an injury shall be turned over to the District except for that portion paid for by the employee. The employee shall retain any schedule award paid to the employee by Worker's Compensation. Any lump sum award for wages paid by the New York State Teachers Retirement System, or paid by any other retirement or wage compensatory agency or insurance company, public or private, shall terminate disability leave. In no event shall disability leave with pay extend beyond the period of one (1) year from cessation of sick leave.

The District shall reimburse employees for personal property damage or medical bills, not otherwise paid, for any injury suffered in the course of employment.

### **C. Leaves of Absence**

#### **1. General Leave Provisions**

**Unpaid Leave** - Leave shall be granted to any teacher who requests such a leave sixty (60) days prior to date needed. The Superintendent, or his/her designee, shall have the right of approval or rejection of such leave after two teachers have taken such leave during the same school year. Such leave may not exceed five (5) days for one individual in any school year and only in the event of extreme emergency will it be granted before or after a holiday period. A decision on applications for unpaid leave, before or after a holiday, will be determined by the Superintendent, or his/her designee, on a case-by-case basis.

- A. Teachers granted leaves for any purpose (e.g. emergency, travel, study, exceptional educational opportunity), will be required to give the Superintendent, or his/her designee, written notice of the intended date of return and are required to return to duty when a leave expires. A leave may be extended by mutual agreement of the employee and the Superintendent of Schools, or his/her designee.
- B. Two (2) weeks notice of return must be given for leaves of less than two (2) months, except for sick leave, personal bereavement leave, professional meeting leave, and jury duty leave.
- C. Four (4) weeks notice of return must be given for leaves of more than two (2) months.
- D. While on leave, teachers shall receive no time towards seniority but shall retain tenure, pension, and shall have the right to purchase health insurance. The District

agrees that there shall be no discrimination against any teacher in the granting of leaves.

- E. Applications for leave shall include the length of the leave requested and the contract category under which it is to be taken stating the purpose of the leave.
- F. Except for emergency leave, or at the discretion of the Superintendent, or his/her designee, all applications under this article shall be made no later than sixty (60) days prior to the commencement of such leave.

2. **Elected and Appointed Positions:** Teachers who gain full-time positions in state or national teachers' organizations or political office shall be granted a leave of absence without pay for such position not to exceed one (1) year unless extended by mutual agreement. Any teacher granted such leave shall return at the step on the salary schedule to which (s)he would have been entitled had (s)he remained on duty during the period of the leave.

3. **Pregnancy Related Disability and Child Care Leave**

Upon request, child care leave may be granted for eligible teachers for no less than the time as prescribed by the Family Medical Leave Act, not to exceed two (2) years in total for each tenured teacher. Eligible non-tenured teachers will receive time as determined by the Family Medical Leave Act.

The District will ordinarily be entitled to sixty (60) days notice prior to the commencement of such leave.

Teachers who wish to take a leave of absence shall notify the Superintendent, or his/her designee, in writing of their intention and must indicate an expected return date.

Child care portions of such leave shall ordinarily run for the full term granted. However, such leave may be terminated to coincide with the end of any marking period but no earlier than sixty (60) school days from the date of the application to terminate leave. Child care leave shall be available to teachers who adopt children up to age five. Temporary disability applications in Pregnancy Related Disability cases will be processed in the same manner as any other temporary disability application.

4. **Jury Duty**

Teachers serving on jury duty shall submit to the Superintendent, or his/her designee, the notice to appear. They shall receive full salary during the period of such service, subject to their remittance to the Board of an equal amount to the compensation paid to them for such jury duty service.

5. **Sick Leave**

- a. Each newly hired teacher shall receive twelve (12) days annually. Upon reaching tenure, a teacher shall receive 15 days annually for illness up to a maximum of three hundred (350) days. At the beginning of the school year, each teacher will receive a written statement of the number of sick days with which (s)he is credited. The P.V.F.T. and P.V.C.S.D. acknowledge the importance of attendance. Attendance is an essential part of teaching. The P.V.F.T. will work with administration to ensure the appropriate use of sick time.
- b. After being absent four (4) consecutive school days, or a teacher exhibits a habitual pattern of absence as determined by his/her supervisor, a teacher will be required to present a doctor's note stating:

- (1) The nature of the illness, if contagious or infectious.
- (2) The teacher's ability to perform his/her duties and an anticipated date of return to work. The doctor's note may be secured from the teacher's personal physician. However, the teacher may use the school physician for such doctor's note.
- c. Unused personal days shall be carried over as sick days.
- d. Unused Sick Days: Upon written notification by October 1, to the Superintendent, or his/her designee, of the retirement from the Putnam Valley Central School District, the employee or his/her designated beneficiary shall be remunerated \$50 per day for unused sick days from 1-100, 101-300 unused sick days at \$100 per day. Those employees who have 301-350 unused sick days shall be remunerated \$100 per unused sick day, including the first 100 days (Maximum 350 X \$100). The payment for unused sick days shall be made into eligible employees' Section 403(b) IRC tax sheltered annuity accounts as non-elective, direct employer contributions, without a cash option.
- e. Sick time is limited to use for illness of an employee, their son, daughter, or spouse for whom the employee provides primary care. In addition, up to five sick leave days may be taken annually in the event of a serious illness of a parent/legal guardian. Under extenuating circumstances, a member may request additional sick leave from the Superintendent, or his/her designee.

**6. Sick Bank:** Effective January 1, 1993, the Putnam Valley Central School District ("District") and the Putnam Valley Federation of Teachers ("PVFT") agree to establish a voluntary Sick Leave Bank (SLB), for PVFT members employed by the District who wish to participate.

- a. Purpose – This SLB shall be established to provide income protection to Full-time PVFT members who have suffered a long term incapacitating serious physical or mental illness or disability, which results in a participant's accumulated sick leave being exhausted.
- b. Prohibitions – The SLB may not be used for ordinary illness, injury or disability, or to grant a paid leave in lieu of unpaid leave under the PVFT contract. Additionally, members who are permanently incapacitated are ineligible to apply to the SLB.
- c. Administration – The PVFT SLB Committee shall regulate the SLB and administer the provisions of this Article. The PVFT Vice President shall be responsible for chairing and appointing members to the committee.
- d. Joining the Sick Bank – Members may join the SLB from September 1 to October 1 of any given year. Members who are hired after the school year has begun will be granted 30 days from their date of hire to join the SLB.
- e. Contribution
  - 1. Tenured PVFT members may participate in the SLB by submitting a written request and authorization allowing the deduction of three (3) days of his/her accumulated sick leave to be transferred to the SLB.
  - 2. Non-tenured members may participate in the SLB by submitting a written request and authorization allowing the deduction of one (1) day of his/her accumulated sick leave to be transferred to the SLB. Upon tenure conferral, the district will automatically withdraw two (2) additional days from the member's sick leave accruals to maintain the member's good standing in the SLB.
  - 3. Once made, members' contributions may not be withdrawn.

4. Upon the member's return from a SLB leave, three (3) days shall be deducted from his/her personal sick leave days and added to the SLB by the district once that member accumulates available sick leave days.

**f. Application**

1. Applications should be submitted to the PVFT Vice President and must be accompanied by medical certification outlining the nature of the illness or disability, the length of time the member is likely to be out of work and unable to perform his/her duties due to the illness or injury, and a prognosis as to when the member will be able to return to work full-time. Should the participant be unable to do so, a member of the participant's family or his/her agent may make a request to the SLB on the member's behalf. When making its determination to approve or deny a member's SLB application, the SLB committee may take into consideration the number of sick days accumulated prior to the onset of the illness or injury as related to the member's years of service in the district.
2. Members may apply for SLB days prior to their accumulated leave days being depleted, but any days awarded shall not be applied until after the members' sick leave days have been exhausted.
3. The PVFT SLB Committee may request additional medical documentation if necessary prior to making its decision to grant or deny a member's SLB application. SLB Committee decisions are not subject to grievance.
4. Once a decision is made by the PVFT SLB Committee to grant days, notice of the decision and documentation upon which the decision has been made shall be promptly furnished to the Superintendent of Schools, or his/her designee. Any questions that arise shall be forwarded to the SLB Committee for review.
5. Members may not apply to the SLB for less than ten (10) consecutive school days or more than One Hundred and Eighty (180).

**g. Guidelines for Granting SLB Days**

1. The PVFT SLB Committee shall allocate SLB days in accordance with the established PVFT Sick Leave Bank Guidelines. However, under no circumstances shall a member be granted more than one hundred eighty (180) days from the SLB.

<u>Tenure Status</u>	<u>Total Sick Bank Withdrawal</u>
Non-Tenured	100
Tenured	180

**h. Replenishing the SLB**

1. Unused sick days in the bank shall be cumulative and shall be carried forward from year to year.
2. The Bank shall be replenished when the number of days in the bank reaches two hundred fifty (250) days, at which time participating members shall be required to donate one (1) to three (3) days (depending on the number of members) to get the Bank back up to its optimal level of five hundred (500) days. Retiring members may choose to donate up to ten (10) sick days to the SLB upon their retirement.

7. **Personal Leave**- The following days may be taken without loss of pay:
- a. Three (3) days for personal business. All personal day requests must receive pre-approval and be submitted on the district's designated electronic platform at least five (5) school days prior to the date of the leave, except in emergency situations. A request for two (2) or more personal days taken on consecutive school days (including Friday, Monday and holidays) of the days must state a reason. A denial of any request for these days must not be unreasonable and must also state a reason for denial.
    1. Personal business days may not be taken the day prior to or the day following a holiday or vacation without special permission. In the event approval is granted, two (2) days will be deducted for each one (1) personal day taken.
    2. It is suggested that personal days be taken to conduct business that cannot be accomplished after school hours. Examples would be court appearances, house closing, etc.

8. **Bereavement Leave**

Five (5) school days per school year in total for bereavement leave will be granted to each teacher who suffers a death in his/her immediate family. Immediate family shall be wife, husband, domestic partner, son, daughter, father, mother, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, grandparent, grandchild, brother and sister.

- a. The above bereavement leave may be extended at the discretion of the Board of Education upon the recommendation of the Superintendent, or his/her designee.
- b. Personal business leave or bereavement leave will not be granted for any reason if the necessity for the leave occurs at any time other than that time when the teacher will be working. Should it happen on weekends, holidays or vacations, or a time scheduled by the teacher, time will not be granted at another time.

9. **Professional Meetings**

- a. Any employee member of the unit defined in the recognition clause who belongs to a professional organization and is duly elected as the delegate to the annual convention of that organization shall be granted two (2) days' leave per year to attend such convention of any one (1) such organization without loss of salary or personal business days. No mileage or living expenses shall be granted.
- b. Written notice of the date of any of the above convention meetings shall be given to the Superintendent, or his/her designee, at least thirty (30) days in advance of such meeting.

D. **Facilities, Equipment and Supplies**

1. **Safe and Healthy Environment**: The District agrees to provide a safe and healthy environment in and around the school building, including the maintenance of State Education Department standards for heating and lighting.
2. **Teachers' Room**: The District shall provide a teachers' room in each school.
3. **Teachers' Desks**: The District agrees to provide every teacher, except BOCES, employed by the District with a desk. Those teachers who do not wish a desk shall so notify the principal.



E. **General Conditions**

1. **Length of School Year**

- A. During the development of the school calendar, the union will serve in an advisory capacity.
- B. The school calendar shall be composed of 186 days, including up to 4 Staff Development/Superintendent Conference Days.
- C. Should the district not exhaust any unanticipated school closure days, 2 days will be returned as vacation days.
- D. Should the district exhaust only 1 unanticipated school closure days, 1 day will be returned as a vacation day.
- E. Potential give back days shall be included as part of the school calendar adoption process.

2. **Travel Expenses:** Teachers shall be reimbursed for approved travel expenses.

3. **Mileage Allowance:** The District shall reimburse employees for the use of a privately owned vehicle on authorized or approved school business at the IRS rate in effect for that year.

4. **Federation-Administration Meetings:** There shall be regularly scheduled monthly meetings between Federation representatives and the administration staff unless otherwise agreed.

5. **Copies of Contract:** All members of the unit shall be provided with copies of the contract as soon as possible after ratification. The cost shall be equally divided between the parties.

6. **Military Deferment:** In handling requests regarding the status of any employee eligible for military service, the District agrees to maintain a uniform and equitable policy which is in no way discriminatory.

7. **Parent/Teacher Conferences and Back-to-School Night**

- a. All teachers will be required to attend one evening Back-to-School event.
- b. Up to two additional evening events may be scheduled; a half day of release time will be provided for each. Teachers will be notified of the calendar for these events no later than September 30. In the event a teacher is required to attend additional back-to-school or other parental events outside of the contractual workday related to their curriculum of instruction, they shall be compensated at the professional rate of pay.

8. **Tax Sheltered Annuities/403(b) Options:** The Board agrees to continue providing members of the negotiation unit, who so request, a payroll deduction of premiums and other costs related to the purchase of the tax sheltered annuity program in force. Effective as soon as practicable after ratification of this Memorandum of Agreement, and within 90 days thereof, members will be provided with more 403(b) options (including *Vanguard* or mutually agreed upon alternatives).

9. **Flexible Spending Account:** Effective as soon as practicable after ratification of this Memorandum of Agreement, and within 90 days thereof, PVFT members will be provided with the option of participating in a Flexible Spending Account. The District will consult with the PVFT leadership prior to selecting the Flexible Spending Account.

10. **Summer Professional Work:** All teachers will have the opportunity to participate in professional/curricular work over the summer. This work shall be pre-approved by Administration and aligned with District, building, and/or individual goals. Teachers will be compensated at the professional rate of pay (see Article V, Section D). The location, scope, and evidence of this work shall be predetermined as part of the administrative approval process.
11. **Changes to Stipends/Rates of Pay:** All stipends/rates of pay must be pre-approved through the use of the District-designated electronic platform. Compensation shall be based on quarter-hour increments. To receive compensation, all work must be completed outside of the contractual work day.
12. **Before/After-School Instructional Rate of Pay** – For the activities set forth below, each teacher shall be paid at 1/200<sup>th</sup> of their base salary divided by 5 (pro-rated if less than one hour), not to exceed Step 7 on the salary schedule, with no additional compensation for prep time (included in rate of pay):
  - Before/After School student support services.
  - Teaching of approved in-service course/training (with a minimum of eight participants; in the event that there are fewer than eight participants, then a teacher will receive the professional rate of pay).

The above-referenced activities are voluntary and will be posted.

## **ARTICLE VII - GRIEVANCE PROCEDURE**

### **A. Definitions**

1. A "grievance" shall mean a claimed violation, misinterpretation or inequitable application of the terms and conditions of this agreement or of any established practice providing employee rights and benefits or working conditions in addition to those contained herein or interpreting those contained herein which relate to or involve an employee or employees and which has not been solved by normal discussions among employees and administrators. Each grievance shall contain the facts underlying the grievance, the section of the contract violated and the remedy sought. The grievance shall be signed by the individual grievant.
2. The "Federation" shall mean the Putnam Valley Federation of Teachers.
3. The term "grievant" or "aggrieved" shall mean an individual employee or, where applicable, a group of employees, or the Federation.
4. The word "days" shall mean, except where otherwise indicated, school days; thus, weekend or vacation days are excluded.
5. The term "immediate Supervisor" shall mean the Principal.

### **B. General Provisions**

1. An employee shall have the right to present grievances in accordance with the procedure, free from coercion, interference, restraint, discrimination or reprisal.
2. An employee shall have the right to be represented at any step of the procedure by anyone of his/her choice. Any fees charged by such a person or persons shall be borne by the employee.

3. Each party to a grievance, and the Federation, shall have access at reasonable times to all written statements and records pertaining to such a case.
4. All hearings shall be held in private session unless otherwise mutually agreed.
5. It shall be the responsibility of the Superintendent of the District, or his/her designee, to take such steps as may be necessary to give force and effect to these procedures. Each person to whom a grievance is presented shall have the responsibility to consider promptly each such grievance and to make a determination within the authority delegated to him/her within the time specified in these procedures.
6. Conferences or hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. When such conferences are held during school hours, all persons who participate shall be excused without loss of pay.
7. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. The time limits specified in any step of this procedure may be extended, in any specific instance, by mutual agreement. If one of the parties shall be required to be out of the District on school business, such absence shall not be counted as lapsed time.
8. The Federation has the right to initiate or appeal a grievance. Such grievance shall be initiated at the appropriate step of the grievance procedure and may, if necessary, be appealed through succeeding steps of the grievance procedure according to the time limits and other conditions specified for such succeeding steps.
9. Where a group of teachers have a common grievance, the President of the Federation, or designee, in the name of the Federation, acting on the teachers' request, may initiate a group grievance on their behalf by filing a written grievance at the appropriate step of the grievance procedure. If necessary, the Federation may appeal the grievance through the succeeding steps of the grievance procedure according to the time limits and other conditions specified for such succeeding steps.
10. Where a grievance involves an act or condition over which an immediate supervisor is without power or authority to act, including but not limited to salary or leave agreements or policies, a grievance may be initiated with the Superintendent, or his/her designee, at Step 2 of the grievance procedure and may, if necessary, be processed through the 4th step.
11.
  - a. The Board of Education shall have the right to bring a grievance against an employee or the Federation. Following the Board's written notice of a grievance, under the time limit for initiation of employee grievances in subdivision 13 of the General Procedures of the Grievance Procedure, a conference shall be held within ten (10) days between the Board and the party aggrieved against with a view to arriving at a mutually satisfactory resolution of the grievance. At such conference, the Board, the Federation and the party aggrieved against shall be entitled to be represented and to be heard, and all parties shall have at least two (2) days notice of the time and place of the conference.
  - b. The party aggrieved against shall report its response in writing to the Board of Education within ten (10) days of the conference. If the Board is not satisfied with the response, it may, within ten (10) days, file a notice of arbitration under the requirements spelled out for employees. The process of Step 4 of the Grievance Procedure shall govern the disposition of the grievance.
12. When a grievance is satisfactorily adjusted at any one of the steps of the procedure, the grievance shall be deemed to be settled and the settlement shall be so noted on a report signed by both parties together with the terms of the adjustment.
13. A grievance must be presented within thirty (30) days after the cause of the grievance

arises, unless it is impossible for the employee to know he/she has a grievance, in which case a grievance may be presented within thirty (30) days from the date when it was first possible for him/her to have such knowledge. In the event a grievance is filed late in the school year so that sufficient time as stipulated under all steps of the procedure might not be provided should it be necessary to pursue the grievance through the final step, all parties will be expected to make special efforts to expedite the grievance. In any event, the grievance shall be consummated under the terms of this agreement and not under a succeeding contract or agreement.

#### **F. Procedures for Grievance Adjustment:**

**1. STEP 1:**

Any employee considering himself/herself aggrieved may, either orally or in writing, present a grievance to his/her immediate supervisor within the time limit specified in subdivision 13 of the General Provisions of this Grievance Procedure. The aggrieved employee and the immediate supervisor shall confer on the grievance within five (5) days with a view to arriving at a mutually satisfactory resolution of the grievance. At the conference, the aggrieved employee may appear personally or he may be represented by a Federation representative or other representative, but where the aggrieved employee is so represented, he nevertheless must be present. Any grievance thus presented which involved the terms of this agreement, either in application or interpretation, or which would affect the working conditions or the welfare of the employees in the negotiating unit, shall entitle the Federation to be present through a representative to state the views of the Federation. The immediate supervisor shall advise the President of the Federation of the existence of a grievance to allow the Federation to designate a representative to attend the conference. He/she shall give the Federation and the grievant two (2) days' notice of the time and place of such a conference. The immediate supervisor shall communicate his/her decision and supporting reasons in writing to all persons present at the Step 1 conference. The individual grievant shall be present at this step.

**2. STEP 2:**

- a. If not settled pursuant to the foregoing procedure, the grievance may be appealed to the Superintendent, or his/her designee, within ten (10) days after the receipt of the decision in Step 1. The appeal shall be in writing and shall set forth specifically the reasons for the appeal and shall be accompanied by a copy of the decision at Step 1. It shall also state the names of the grievant's representative, if any, and the representatives of the Federation present at Step 1. The Superintendent, or his/her designee, shall meet and confer with the aggrieved employee within ten (10) days, in an attempt to reach a mutually satisfactory resolution of the grievance.
- b. The aggrieved employee and the Federation's representative shall be given at least two (2) days notice of the conference and an opportunity to be heard. The individual grievant shall be present at this step. Notice of the conference shall also be given to the immediate supervisor of Step 1, who may be present to state his/her views. The employee's and the Federation's rights to be heard and represented shall be as stated in Step 1, except that the Federation may designate a different representative at this step, if necessary. The Superintendent, or his/her designee, shall communicate his/her decision in writing, together with his/her supporting reasons, to the aggrieved employee, to the Federation representative and to the Step 1 immediate supervisor within ten (10) days of the conference.

3. **STEP 3:**

If not settled pursuant to the foregoing procedure, the grievance may be appealed to the Board of Education within ten (10) days after the decision is received in Step 2. The appeal shall be in writing, shall set forth specifically the reasons for the appeal, and shall be accompanied by a copy of the appeal and the decision at Step 2. It shall state the names of the grievant or representatives, if any, and the Federation's representative present at Step 2. Notification of the hearing on the appeal, and the grievant and the Federation's rights to be heard and represented shall be as stated in Step 1 and Step 2, except that the appeal must be heard within ten (10) days' receipt of the appeal. Notice of the hearing and an opportunity to be heard shall be given to the Superintendent, or his/her designee, and the immediate supervisor of Step 1, if involved. The Board of Education shall render a decision within ten (10) days of its hearing on the appeal. The Board shall immediately transmit the decision, together with supporting reasons to the grievant and the Federation's representative who participated in this step, as well as the Superintendent, or his/her designee, and the immediate supervisor of Step 1, if any, involved.

4. **STEP 4: ARBITRATION**

- a. No grievance may be brought to this step except by the recognized representative of the teaching unit. If not settled pursuant to the foregoing procedure, the grievant may submit the grievance to an arbitrator for decision. The proceeding shall be initiated by the grievant filing a notice of arbitration with the Board of Education and with the American Arbitration Association. The notice shall include a statement of the nature of the grievance and the facts relating to it, a statement setting forth precisely the issue to be decided by the arbitrator, copies of all other documents, exhibits and information. The arbitration agency shall appoint an arbitrator to serve in the case and its arbitration rules shall apply to the proceedings, insofar as they relate to any hearings, unless the parties waive such a hearing within fourteen (14) days after being appointed. This time limit may be extended by mutual agreement of the parties involved. The arbitrator shall give at least five (5) days' notice of the time and place of such hearing to the grievant, the Board of Education, the Superintendent, or his/her designee, the Federation and the immediate supervisor of Step 1, if involved. The arbitrator shall issue his/her decision no more than fourteen (14) days from the date of the closing of the hearings, or, if oral hearings have been waived, then from the date of transmitting the final statements and proof to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall limit his/her decision to matters specified in the "grievance" definition of the procedure, and to any remedy, if appropriate, which is not inconsistent with this agreement and not contrary to it.
- b. However, he shall be without power or authority to make any decisions, which are:
  - (1) Contrary to, or inconsistent with, or modifying or varying in any way, the terms of this agreement.
  - (2) Involving Board of Education discretion or policy under the provisions of this agreement, except that he may decide in a particular case involving Board discretion policy, whether or not the Board applied such discretion or policy in a discriminatory fashion; i.e., in a manner unreasonably inconsistent with the general practice of the District in similar circumstances.
- c. The decision of the arbitrator will be accepted as final by the parties to the grievance

- dispute, and both will abide by it.
- d. The cost of arbitration shall be shared equally by the parties.

#### **ARTICLE VIII – CONFORMITY TO LAW – SAVINGS CLAUSE**

- A. In the event that any provision of this agreement is or shall be contrary to law, all other provisions of this agreement shall continue in effect.
- B. If any provisions of this agreement are or shall be contrary to law, then such provision shall not be applicable, performed or endorsed, except to the extent permitted by law. Any substitute action shall be subject to appropriate consultation and negotiation.

#### **ARTICLE IX – MATTERS NOT COVERED**

It shall be the prerogative of the District to institute new practices concerning matters not covered by this agreement, which matters shall not be subject to negotiation during this agreement. No policy undertaken pursuant to this article shall alter wages, hours or conditions of work as set forth in this agreement.

#### **ARTICLE X – DURATION**

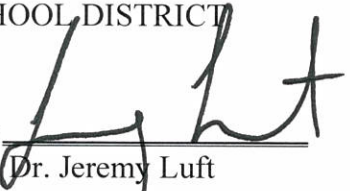
- A. This agreement shall be effective as of July 1, 2019, and shall continue in effect through June 30, 2022.
- B. This agreement shall supersede any rules, regulations, policies or practices of the District, which shall be contrary to or inconsistent with its terms. The provision of this agreement shall be incorporated into and be considered part of the established policies of the District. Any District policies unaltered or unchanged by this agreement shall remain in force unless modified by procedures provided in this agreement. Negotiations for a subsequent agreement should commence no later than January 15 of the year the contract expires.

#### **ARTICLE XI – LEGISLATIVE AUTHORITY**

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 therefor, shall not become effective until the appropriate legislative body has given approval.

PUTNAM VALLEY CENTRAL  
SCHOOL DISTRICT


BY:

  
Dr. Jeremy Luft  
Superintendent of Schools

Date: November 7, 2019

PUTNAM VALLEY FEDERATION  
OF TEACHERS

BY:

  
Ryan Odell  
PVFT President

Date: November 7, 2019

## Appendix A-1

Salary Schedule – PVFT/PVCSD effective July 1, 2019 through June 30, 2020:

2019-2020	Bachelors	Masters
Step 1	\$54,659	\$62,356
Step 2	\$56,788	\$64,738
Step 3	\$58,917	\$67,121
Step 4	\$60,921	\$69,467
Step 5	\$62,924	\$71,813
Step 6	\$65,448	\$74,684
Step 7	\$68,661	\$78,465
Step 8	\$71,463	\$81,605
Step 9	\$74,321	\$84,865
Step 10	\$76,484	\$87,380
Step 11	\$78,646	\$89,895
Step 12	\$81,447	\$93,205
Step 13	\$84,247	\$96,531
Step 14	\$87,048	\$99,847
Step 15	\$89,557	\$102,365
Step 16	\$92,244	\$105,501
Step 17	\$95,012	\$108,648
Step 18		\$109,734
Step 19		\$110,832
Step 20		\$111,940
Step 21		\$113,059
Step 22		\$114,756

## APPENDIX A-2

Salary Schedule – PVFT/PVCSD effective July 1, 2020 through June 30, 2021:

2020-2021	Bachelors	Masters
Step 1	\$55,424	\$63,229
Step 2	\$57,583	\$65,644
Step 3	\$59,742	\$68,060
Step 4	\$61,774	\$70,440
Step 5	\$63,805	\$72,818
Step 6	\$66,365	\$75,729
Step 7	\$69,622	\$79,564
Step 8	\$72,464	\$82,747
Step 9	\$75,361	\$86,053
Step 10	\$77,555	\$88,604
Step 11	\$79,747	\$91,154
Step 12	\$82,587	\$94,510
Step 13	\$85,426	\$97,882
Step 14	\$88,267	\$101,245
Step 15	\$90,811	\$103,798
Step 16	\$93,535	\$106,978
Step 17	\$96,342	\$110,169
Step 18		\$111,270
Step 19		\$112,383
Step 20		\$113,507
Step 21		\$114,642
Step 22		\$116,362



## APPENDIX A-3

Salary Schedule – PVFT/PVCSD effective July 1, 2021 through June 30, 2022:

<b>2021-2022</b>	<b>Bachelors</b>	<b>Masters</b>
Step 1	\$56,034	\$63,924
Step 2	\$58,216	\$66,366
Step 3	\$60,399	\$68,809
Step 4	\$62,454	\$71,215
Step 5	\$64,507	\$73,619
Step 6	\$67,095	\$76,562
Step 7	\$70,388	\$80,439
Step 8	\$73,261	\$83,657
Step 9	\$76,190	\$87,000
Step 10	\$78,408	\$89,578
Step 11	\$80,625	\$92,156
Step 12	\$83,495	\$95,549
Step 13	\$86,366	\$98,959
Step 14	\$89,238	\$102,358
Step 15	\$91,810	\$104,940
Step 16	\$94,564	\$108,155
Step 17	\$97,402	\$111,381
Step 18		\$112,494
Step 19		\$113,619
Step 20		\$114,756
Step 21		\$115,903
Step 22		\$117,642

**B-1****High School Club Stipends**

<b>Club</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Academic Challenge	2,737	2,833	2,932	3,035	3,141
Art Club	2,813	2,911	3,013	3,119	3,228
Choreographer	3,128	3,237	3,351	3,468	3,589
Class Advisor Grade 9	2,243	2,322	2,403	2,487	2,574
Class Advisor Grade 10	2,243	2,322	2,403	2,487	2,574
Class Advisor Grade 11	3,128	3,237	3,351	3,468	3,589
Class Advisor Grade 12	3,128	3,237	3,351	3,468	3,589
Conductor/Asst. Dir. - Spring	3,128	3,237	3,351	3,468	3,589
Debate	3,043	3,150	3,260	3,374	3,492
Director - Fall	5,281	5,466	5,657	5,855	6,060
Director - Spring	5,281	5,466	5,657	5,855	6,060
French Honor Society	2,218	2,296	2,376	2,459	2,545
Future Teachers	1,223	1,266	1,310	1,356	1,403
History Club	2,756	2,852	2,952	3,056	3,163
Instrumental Ensemble	2,478	2,565	2,654	2,747	2,844
Interact	1,427	1,477	1,529	1,582	1,638
Jazz Ensemble	3,551	3,675	3,804	3,937	4,075
Literary Magazine	2,283	2,363	2,446	2,531	2,620
Make a Difference Club	3,128	3,237	3,351	3,468	3,589
Math Club/Team	2,452	2,538	2,627	2,719	2,814
Mock Trial	3,063	3,170	3,281	3,396	3,515
Model Congress	2,813	2,911	3,013	3,119	3,228
Mu Alpha Theta Club	2,218	2,296	2,376	2,459	2,545
National Honor Society	2,218	2,296	2,376	2,459	2,545
Newspaper	2,283	2,363	2,446	2,531	2,620
SADD	1,223	1,266	1,310	1,356	1,403
Spanish Honor Society	2,218	2,296	2,376	2,459	2,545
Stage Craft	3,128	3,237	3,351	3,468	3,589
Stage Crew	3,188	3,300	3,415	3,535	3,658
Student Government Advisor	3,840	3,974	4,114	4,257	4,406
Tiger's Tale	1,356	1,403	1,453	1,503	1,556
Tri-M Music Honor Society	2,218	2,296	2,376	2,459	2,545
Ultimate Frisbee	2,756	2,852	2,952	3,056	3,163
Video Productions	2,043	2,115	2,189	2,265	2,344
Vocal Director - Spring	3,128	3,237	3,351	3,468	3,589
Vocal Ensemble	2,478	2,565	2,654	2,747	2,844
Voices/GSA	2,218	2,296	2,376	2,459	2,545
World Languages	1,406	1,455	1,506	1,559	1,613
Friends Network	1,406	1,455	1,506	1,559	1,613
A Cappella	3,551	3,675	3,804	3,937	4,075
Yearbook	5,171	5,352	5,539	5,733	5,934

	<b>Club</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
*	3D Art/Painting/Drawing	3,225	3,338	3,455	3,576	3,701
	Cheerleading Club	700	725	750	776	803
	Chess Club	1,100	1,139	1,178	1,220	1,262
*	Destination Imagination	750	776	803	832	861
	Drama (Spring Musical)	3,700	3,830	3,964	4,102	4,246
	Drama (Spring Musical)	3,550	3,674	3,803	3,936	4,074
	Field Hockey Club	1,050	1,087	1,125	1,164	1,205
*	Fit In The Middle	1,000	1,035	1,071	1,109	1,148
	Go Green Club	2,500	2,588	2,678	2,772	2,869
	Guitar Club	2,800	2,898	2,999	3,104	3,213
	Intramural Club	2,800	2,898	2,999	3,104	3,213
	iTeam	2,100	2,174	2,250	2,328	2,410
	iVoice	2,100	2,174	2,250	2,328	2,410
	Jazz Band 5/6	2,800	2,898	2,999	3,104	3,213
	Jazz Band 7/8	2,800	2,898	2,999	3,104	3,213
	Lego Challenge Club	1,050	1,087	1,125	1,164	1,205
	Lego Creators Club	1,050	1,087	1,125	1,164	1,205
	Maker Club	1,050	1,087	1,125	1,164	1,205
*	Math Club	1,000	1,035	1,071	1,109	1,148
*	Mural Club	2,100	2,174	2,250	2,328	2,410
	Nat. Junior Honor Society	250	259	268	277	287
*	Newspaper Club	2,100	2,174	2,250	2,328	2,410
*	Safe Kids	2,000	2,070	2,142	2,217	2,295
	Spelling Bee/Word Origins	950	983	1,018	1,053	1,090
	Stage/Scenery/Props	500	518	536	554	574
*	Student Council	2,800	2,898	2,999	3,104	3,213
	Yearbook Club	3,450	3,571	3,696	3,825	3,959

\* Indicates shared Stipends

<b>Club</b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Step 4</u></b>	<b><u>Step 5</u></b>
Chorus	5,626	5,823	6,027	6,238	6,456
Gym Show	1,990	2,060	2,132	2,206	2,284
Kids of Character	2,283	2,363	2,446	2,531	2,620
Safety Patrol	2,283	2,363	2,446	2,531	2,620
Spring Musical	3,043	3,150	3,260	3,374	3,493

<b>Sport</b>	<b>Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Football	Varsity Head	6,342	6,564	6,794	7,032	7,278
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
	JV Head	4,756	4,922	5,094	5,272	5,457
	JV Asst.	3,805	3,938	4,076	4,219	4,367
	Modified Head	3,805	3,938	4,076	4,219	4,367
	Modified Asst.	3,171	3,282	3,397	3,516	3,639
	Modified Asst.	3,171	3,282	3,397	3,516	3,639
	Modified Asst.	3,171	3,282	3,397	3,516	3,639
Boys Soccer	Varsity Head	5,285	5,470	5,661	5,859	6,064
	Varsity Asst.	3,699	3,828	3,962	4,101	4,245
	JV Head	3,964	4,103	4,247	4,396	4,550
	Modified Head	3,171	3,282	3,397	3,516	3,639
Girls Soccer	Varsity Head	5,285	5,470	5,661	5,859	6,064
	Varsity Asst.	3,699	3,828	3,962	4,101	4,245
	JV Head	3,964	4,103	4,247	4,396	4,550
	Modified Head	3,171	3,282	3,397	3,516	3,639
Field Hockey	Varsity Head	5,285	5,470	5,661	5,859	6,064
	Varsity Asst.	3,699	3,828	3,962	4,101	4,245
	JV Head	3,964	4,103	4,247	4,396	4,550
	Modified Head	3,171	3,282	3,397	3,516	3,639
Volleyball	Varsity Head	5,285	5,470	5,661	5,859	6,064
	Varsity Asst.	3,699	3,828	3,962	4,101	4,245
	JV Head	3,964	4,103	4,247	4,396	4,550
	Modified Head	3,171	3,282	3,397	3,516	3,639
Cross Country	Varsity Head	5,285	5,470	5,661	5,859	6,064
	Modified Head	3,171	3,282	3,397	3,516	3,639
Girls Swimming	Varsity Head	5,285	5,470	5,661	5,859	6,064
	Varsity Asst.	3,699	3,828	3,962	4,101	4,245
Girls Tennis	Varsity Head	3,964	4,103	4,247	4,396	4,550
	JV Head	2,973	3,077	3,185	3,296	3,411
Cheerleading	Varsity Head	5,285	5,470	5,661	5,859	6,064
	JV Head	3,964	4,103	4,247	4,396	4,550
	Modified Head	3,171	3,282	3,397	3,516	3,639

<b>Sport</b>	<b>Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Girls Basketball	Varsity Head	6,870	7,110	7,359	7,617	7,884
	Varsity Asst.	4,809	4,977	5,151	5,331	5,518
	JV Head	5,153	5,333	5,520	5,713	5,913
	Modified Head	4,122	4,266	4,415	4,570	4,730
Boys Basketball	Varsity Head	6,870	7,110	7,359	7,617	7,884
	Varsity Asst.	4,809	4,977	5,151	5,331	5,518
	JV Head	5,153	5,333	5,520	5,713	5,913
	Modified Head	4,122	4,266	4,415	4,570	4,730
Wrestling	Varsity Head	6,870	7,110	7,359	7,617	7,884
	Varsity Asst.	4,809	4,977	5,151	5,331	5,518
	JV Head	5,153	5,333	5,520	5,713	5,913
	Modified Head	4,122	4,266	4,415	4,570	4,730
Boys Swimming	Varsity Head	5,813	6,016	6,227	6,445	6,671
Bowling	Varsity Head	2,748	2,844	2,944	3,047	3,154
Cheerleading	Varsity Head	6,870	7,110	7,359	7,617	7,884
	JV Head	5,153	5,333	5,520	5,713	5,913
	Modified Head	4,122	4,266	4,415	4,570	4,730

<b>Sport</b>	<b>Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Boys Lacrosse	Varsity Head	6,342	6,564	6,794	7,032	7,278
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
	JV Head	4,756	4,922	5,094	5,272	5,457
	Modified Head	3,805	3,938	4,076	4,219	4,367
Girls Lacrosse	Varsity Head	6,342	6,564	6,794	7,032	7,278
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
	JV Head	4,756	4,922	5,094	5,272	5,457
	Modified Head	3,805	3,938	4,076	4,219	4,367
Track	Varsity Head	6,342	6,564	6,794	7,032	7,278
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
Baseball	Varsity Head	6,342	6,564	6,794	7,032	7,278
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
	JV Head	4,756	4,922	5,094	5,272	5,457
	Modified Head	3,805	3,938	4,076	4,219	4,367
Softball	Varsity Head	6,342	6,564	6,794	7,032	7,278
	Varsity Asst.	4,439	4,594	4,755	4,921	5,093
	JV Head	4,756	4,922	5,094	5,272	5,457
	Modified Head	3,805	3,938	4,076	4,219	4,367
Golf	Varsity Head	3,171	3,282	3,397	3,516	3,639

Once Step 5 is reached, Coaches and Club Advisors shall be entitled to the following percent increases applied to their seasonal salary in line with the teacher's "Service Increments":

<b>Years</b>	<b>Longevity Increase</b>
Years 6-8	1.5%
Years 9-11	2%
Years 12 +	2.5%

Coaches and Club Advisors already in years 6+ will receive longevity retroactively.

Previous experience within the District will be counted and years of service are inclusive of any sport coached.



**GLOSSARY:**

APPR:	Annual Professional Performance Review
BSC:	Building Steering Committee
DSC:	District Steering Committee
PDP:	Professional Development Plan
PDT:	Professional Development Team
PVCSD:	Putnam Valley Central School District
PVFTWF:	Putnam Valley Federation of Teachers Welfare Fund
AIS:	Academic Intervention Services

Service Increment = longevity or enhanced longevity

Enhanced longevity is attained by 20 hours of approved professional development attained in the year prior to application for longevity.

**Professional Rate of Pay**

2019-2022  
\$50.00

Miscellaneous Stipends

<b>POSITION</b>	<b>Eff. 11/08/19</b>
Timekeeper/Announcer/Chaperone*/Scorekeeper, etc. **	\$35
Fitness Room Supervisor	\$25.44/hr.#

\*Chaperone duties must include supervision of students and be authorized by Building Principal or Athletic Director. Rate will be prorated by quarter-hour increments.

P.V.F.T. members should have the first of first refusal for chaperoning duties except under extenuating circumstances.

\*\*Staff assigned to an event (such as timekeeper, announcer, chaperone, scorekeeper, etc.) to be paid at the rate of \$35.00 per hour prorated by quarter-hour increments.

# Not to exceed \$12,000

**Leadership Positions**

<b>Leadership Positions</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Head Building Mentor	\$2,073.67	\$2,102.70	\$2,125.83
K-12 Curriculum Coordinator	\$3,110.50	\$3,154.04	\$3,188.74
Building Level Coordinator	\$1,555.25	\$1,577.02	\$1,594.37
Health Advisor	\$3,560.49	\$3,610.33	\$3,650.05

**Putnam Valley Central School District  
Coaches Contract  
And  
Salary Schedule  
2019-2022**

**CO-CURRICULAR ACTIVITIES/CLUBS**

The Putnam Valley Central School District and the Putnam Valley Federation of Teachers recognize the benefits and importance of extra-curricular activities and clubs.

**APPLICATION FOR CO-CURRICULAR ACTIVITIES/CLUBS**

Building Administration shall advertise all advisor positions in writing during the preliminary budget process for the following year. Employees within the school district have the right of first refusal to all positions listed in this Appendix. Seniority and experience of advisors shall be considered in maintaining/filling positions. In the event that no applications result from the posting of such positions, the Building Administrator will contact a PVFT Building Representative to elicit his or her assistance in finding a qualified person from within the staff. Only in the event that no qualified person can be found will the Building Administrator seek to fill the position from outside the staff.

**CREATING NEW ACTIVITIES/CLUBS**

1. In the event that a new club/activity be created:
  - a. Any potential advisor would need to submit a proposal outlining the objectives and guidelines of the new club/activity.
  - b. If that proposal were approved by administration, any new club will be remunerated at the curriculum rate. In the event that club/activity is denied, a letter from the administration would be submitted in a timely fashion stating the reasons for such denial.

## **BUDGETING FOR CO-CURRICULAR ACTIVITIES/CLUBS**

It is agreed upon that in order for Co-curricular Activities/Clubs to be successful, Putnam Valley Central School District should allocate appropriate funding for the operation of such clubs beyond advisor stipends. Each co-curricular/club advisor will submit a budget request to building administration during the regular budget process.

### **I. Hiring Process**

A. Openings in co-curricular, coaching and other extra pay positions shall be posted by title and, when appropriate, by school. All postings will be done on a seasonal (athletics) and yearly basis.

B. All PVFT members and Putnam Valley Staff members shall be given the opportunity to make application for any position for which they are qualified, and the district shall give weight to relevant factors. All such members in the District applying for such positions shall be given the opportunity for a personal interview with the appropriate personnel. When, in the opinion of the Superintendent, or his/her designee, and the Board, all other factors are substantially equal, preference shall be given to qualified members of the PVFT.

C. When an applicant is hired, prior experience shall be taken into consideration when determining the contractual salary Step. This is to be determined jointly by the Superintendent, or his/her designee, and the Director of Athletics.

### **II. Salary Schedule**

A. Varsity programs evaluated on length of the regular season in weeks, inclusive of vacations. The starting and ending dates for three years were examined. Partial weeks were given credit as full weeks because of start up and finishing up time. This is an attempt to equalize (as opposed to differentiate) as many programs as possible.

B. As a general athletic philosophy at Putnam Valley schools, varsity and junior varsity programs are considered six-days-a-week programs. However, in this salary schedule some athletic programs are not considered to be six-days-a-week programs for various reasons. All modified programs are considered to be five-days-a-week programs.

C. After determining the number of weeks for each varsity sport, JV coaches represent 75%, assistant coaches 70% (except for football due to multilevel assistants—JV assistant 60% and modified assistant 50%) and modified coaches 60% of the varsity salary.

D. In order to determine the base coaches salary, multiply the number of Units X \$519. This multiplier will increase equal to the negotiated teacher salary percentage raise.

E. When sanctioned seasonal play goes beyond a sports designated number of weeks, the varsity coaching staff will receive compensation equal to the agreed upon base pay calculated on a per day basis. Section 1 Athletics and the NYSPHSAA will determine seasonal start dates and post-seasonal play.

### G-3

F. Longevity—Once Step 5 is reached, coaches shall be entitled to the following percentage increases applied to their seasonal salary in line with the teacher's "Service Increments" (Years 6-8 1.5%, 9-11 2%, 12+ 2.5%). Coaches already in years 6+ will receive longevity retroactively. Previous experience within the district will be counted and years of service are inclusive of any sport coached.

G. In order to change any of the salaries listed in the coaches' contract, or to add or delete a sport, the following procedure should be adhered to: the Director of Athletics jointly with a PVFT Representative shall make application for change to the building principal. Should the principal approve the change, the application will be forwarded to the Superintendent, or his/her designee, for final action. The action to make a change must be factually substantiated based upon the current process of salary determination.

H. Due to changes in the salary schedules, any coach currently receiving a higher pay based on the 2004-05 schedule shall have their pay frozen until the new salary schedule exceeds that figure or a new teacher's contract is negotiated. \*\*This does not apply to the girls soccer pay scale as there pay change is due to a move of season resulting in a decrease in weeks.

I. Athletic Trainer shall be compensated as follows:

- \$25,000.00 for 25 hours per week above regular teaching week.
- Each year of the contract the % increase for the compensation will be the same as the % increase for the teacher's salary.
- Payment to be received in thirds, each payment being made at the end of each season's last competition.