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ARTICLE I: RECOGNITION AGREEMENT

Section 1. Recognition

- 1.1 Pursuant to Article 14 of the New York State Civil Service Law, the Board of Education of Skaneateles Central School hereby adopts the following agreement covering recognition of a teacher organization.

Section 2. Agreement

- 2.1 This agreement made and entered into this 28th day of January 2014 by and between the Skaneateles Central School District (hereinafter referred to as the "District") and the Skaneateles Teachers Association (hereinafter referred to as the "Association").

Section 3. Principles

- 3.1 Professional Teaching Personnel: It is recognized that members of the professional certificated staff require specialized qualifications and that the success of the educational program in the Skaneateles Central School depends upon the maximum utilization of the abilities of teachers who are reasonably well satisfied with the conditions under which their services are rendered.
- 3.2 Right to Join or not Join: It is further recognized that teachers have the right to join, or not to join the Association, but membership shall not be a prerequisite for employment or continuation of employment of any employee.
- 3.3 Right of Minorities and Individuals: The legal rights inherent in the State School Code and in the rulings and regulations of the Commissioner of Education affecting certificated personnel are in no way abridged by this agreement.

Section 4 - Recognition

- 4.1 The Board of Education of the Skaneateles Central School District does hereby define the following unit of employees for the purpose of collective negotiations and the settlement of grievances:

Included: All regularly employed classroom teachers requiring certification by the New York State Education Department, inclusive of kindergarten teacher(s), elementary teacher(s), secondary teacher(s), school librarian(s), school nurse teacher(s), guidance counselor(s), reading coordinator(s), school psychologist(s), speech therapist(s), music coordinator(s), physical education teacher(s), music teacher(s), art teacher(s), home economics teacher(s), industrial arts teacher(s), athletic trainer(s), teacher assistant(s), social workers and temporary teachers who shall be defined as substitute teachers who are employed to replace teachers who are on leave but are expected to return. Temporary teachers shall be further defined as substitute teachers who are employed in the same position for a semester or more. Also included are any other regularly employed special area classroom teachers.

Excluded: Superintendent, Administrative Assistant for Business, Business Manager, Building Principal(s), Assistant Principal(s), Director(s), Department Coordinator(s), Supervisor(s), and any other employee(s) requiring administrative or supervisory certification by the New York State Education Department. All casual, temporary, and substitute persons are excluded as are summer school teacher(s), adult education teacher(s), teacher aide(s), and other para-professionals. Also excluded, are all other employees.

Whereas: The Skaneateles Teachers Association does represent more than 50% of the employees

included in the negotiating unit composed of all regularly employed classroom teachers requiring certification by the New York State Education Department, inclusive of kindergarten teacher(s), elementary teacher(s), secondary teacher(s), school librarian(s), school nurse teacher(s), guidance counselor(s), reading coordinator(s), school psychologist(s), speech therapist(s), music coordinator(s), physical education teacher(s), music teacher(s), art teacher(s), home economics teacher(s), industrial arts teacher(s), athletic trainer(s), teacher assistant(s), social workers and temporary teachers who shall be defined as substitute teachers who are employed to replace teachers who are on leave but are expected to return. Temporary teachers shall be further defined as substitute teachers who are employed in the same position for a semester or more. Also included are any other regularly employed special area classroom teachers as evidenced by dues deduction authorization cards on file as of November 15, 1983; That, in accordance with Section 207 of the Civil Service Law, the Board of Education of the Skaneateles Central School District does hereby recognize the Skaneateles Teachers Association as the exclusive representative of the unit of employees composed of all regularly employed classroom teachers requiring certification by the New York State Education Department inclusive of kindergarten teacher(s), elementary teacher(s), secondary teacher(s), school librarian(s), school nurse teacher(s), guidance counselor(s), reading coordinator(s), school psychologist(s), athletic trainer, speech therapist(s), music coordinator(s), physical education teacher(s), music teacher(s), art teacher(s), home economics teacher(s), industrial arts teacher(s), teacher assistant(s), social workers and temporary teachers who shall be defined as substitute teachers who are employed to replace teachers who are on leave but are expected to return. Temporary teachers shall be further defined as substitute teachers who are employed in the same position for a semester or more. Also included are any other regularly employed special area classroom teachers for the purpose of collective negotiations and the settlement of grievances. Such recognition shall continue in effect pursuant to the provisions contained in Sections 200-214 inclusive of the Civil Service Law.

ARTICLE II: PROCEDURES FOR CONDUCTING NEGOTIATIONS

Section 1. Negotiating Teams

1.1 The Chief Executive Officer and/or the designated representative(s) of the Chief Executive Officer, will meet with representatives designated by the Association for the purpose of discussion and reaching mutually satisfactory agreements.

Section 2. Opening Negotiations

2.1 In any given school year, a request by either party (Association President or Chief Executive Officer) for a meeting to open negotiations shall be made on or before December 1. A response and acknowledgment shall be made to the requesting Party not more than 15 calendar days following such request. The first negotiating session shall take place no later than the first week in February. All issues proposed for discussion shall be submitted in writing by the Association and the Chief Executive Officer and/or his designated representative(s) at the first negotiating meeting. The second negotiation meeting and all necessary subsequent meetings shall be called at times mutually agreed by the parties.

Section 3. Negotiation Procedures

3.1 The Chief Executive Officer and/or the designated representative(s) of the Chief Executive Officer shall meet at such mutually agreed upon places and times with representatives of the Association for the purpose of effecting a free exchange of facts, opinions, proposals and counter proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. Following the initial meetings as

described in paragraph 2 above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s) or until an impasse is reached. Meetings shall not exceed (3) hours exclusive of caucus time and shall not exceed a maximum of (4) hours inclusive of caucus time and shall be held at a time other than the regular school day.

Section 4. Exchange of Information

4.1 Both parties shall furnish each other, upon reasonable request, all available information pertinent to the issue(s) under consideration.

Section 5. Consultants

5.1 The parties may call upon consultants to assist in preparing for negotiations, and to advise them during conference sessions. The expense of such consultants shall be borne by the party requesting them.

Section 6. Committee Reports

6.1 The parties agree that the proceedings of negotiations shall not be released unless such an issuance has the prior approval of both parties, provided; however, that five (5) days after the issuance of a fact finder's report, the parties are free to communicate publicly.

6.2 A release in general terms, jointly prepared and approved by both parties, may be issued as a progress report to the press from time to time.

6.3 Nothing herein precludes the making of progress reports to the Association or the Board of Education by the respective parties.

6.4 An impasse situation will be jointly and promptly reported to the press.

Section 7. Reaching Agreement

7.1 When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced to writing as a memorandum of understanding and submitted to the Association and the Chief Executive Officer for approval. Following approval by both parties, the Chief Executive Officer will initiate such actions upon the recommendation(s) submitted as are necessary to make them official.

Section 8. Resolving Differences

8.1 In the event an agreement is not reached by negotiations after full consideration of proposals and counter proposals, the parties agree to seek aid through channels established by PERB in an effort to achieve settlement. The parties recognize that this agreement has been entered into pursuant to the Public Employees' Fair Employment Act. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed to be valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE III: GRIEVANCE PROCEDURE

Section 1. Definitions

1.1 A Grievance is any alleged violation of this Agreement or any dispute with respect to its meaning or application.

- 1.2 The Chief Executive Officer is the Superintendent of Schools, or the Principal of the District, as the case may be.
- 1.3 Association shall mean Skaneateles Teachers Association.
- 1.4 Aggrieved Party shall mean any person or group of persons filing a grievance.
- 1.5 Party in Interest shall mean the Grievance Committee of the Association and any party named in a grievance who is not the aggrieved party.
- 1.6 Grievance Committee is the committee created and constituted by the Skaneateles Teachers' Association.
- 1.7 Hearing Officer shall mean any individual or board charged with the duty of rendering decisions at any stage on grievances hereunder.

Section 2. Procedures

- 2.1 All grievances shall include the name and position of the aggrieved party, the identity of the provision of this agreement involved in the said grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved party.
- 2.2 Except for informal decisions at Stage 1a, all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions and supporting reasons therefore. Each decision shall be promptly transmitted to the aggrieved party, the Association, and the Board.
- 2.3 If a grievance affects a group of teachers and appears to be associated with system wide policies, it may be submitted by the Association directly at Stage 2 described below.
- 2.4 The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
- 2.5 The Board of Education and the Association agree to facilitate any investigation which may be required and to make available to the aggrieved party and party in interest any non-confidential materials, documents, communications and records concerning the alleged grievance.
- 2.6 Except as otherwise provided in Section 4.1 a, an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross examine all witnesses called against him, to testify and to call witnesses on his own behalf, and to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.
- 2.7 No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by the Association, or by any member of the administration against the aggrieved party, any party in interest, any representative, any member of the grievance committee or any other participant in the grievance procedure or any other person by reason of presenting or prosecuting a grievance or participation therein.

- 2.8 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Materials dealing with the processing of a grievance, which are taken from personnel files shall, however, be returned to the personnel files from which they were taken.
- 2.9 Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance informally adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and the Association has been given an opportunity to be present at such adjustment and to state its views on the grievance. In the event that any grievance is adjusted without formal determination, pursuant to this procedure, while such adjustment shall be binding upon the aggrieved party and shall, in all respects, be final, said adjustment shall not create a precedent or ruling binding upon either of the parties to this agreement in future proceedings.
- 2.10 If any provision of this grievance procedure or any application thereof to any teacher or group of teachers in the negotiating unit shall be finally determined by any court or administrative agency to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- 2.11 The Chief Executive Officer shall be responsible for accumulating and maintaining an Official Grievance Record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage 1 a, and all written decisions at all stages. Official minutes will be kept of all proceedings in Stages 2, 3, and 4, with billed costs to be shared equally by the Board and the Association. A copy of such minutes will be made available to the aggrieved party and the Grievance Committee within seven school days after the conclusion of hearings at Stages 2, 3, and 4, either or both parties shall advise the appropriate hearing officer of any errors in said minutes. Any such claim of error in the minutes shall become a part of the Official Grievance Record and the hearing officer shall indicate the determination made respecting such claimed error. The Official Grievance Record shall be available for inspection and/or copying by the Aggrieved Party, the party in interest, the Grievance Committee and the Board.

Section 3. Time Limits

- 3.1 Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.
- 3.2 No grievance will be entertained as described below, and such grievance will be deemed waived unless the grievance is forwarded at the first available stage within twelve (12) school days after the occurrence of said grievance.
- 3.3 If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.
- 3.4 Failure at any stage of the grievance procedures to communicate a decision to the aggrieved party, his representatives, the Association, the Board, and the Chief Executive Officer, within the specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have

been allotted had the decision been communicated on the final day.

- 3.5 In the event a grievance is filed on or after June 1, the time limits set forth herein may, by mutual agreement of both parties, be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

Section 4. Procedures

4.1 Stage 1: Building Principal

- a. A teacher having a grievance will discuss it with his Building Principal, either directly or through a representative, with the objective of resolving the matter informally within twelve (12) school days of the occurrence of the grievance. If the teacher submits the grievance through a representative, the teacher will be present during the discussion of the grievance.
- b. If the grievance is not resolved informally, it shall be reduced to writing and presented to the Building Principal within five (5) school days of the decision at Stage 1(a). Within five (5) school days after the written grievance is presented to him, the Building Principal shall, render a decision thereon, in writing, and present it to the teacher, his representative and the Association.

4.2 Stage 2: Chief Executive Officer

- a. If the teacher initiating the grievance is not satisfied with the written decision at the conclusion of Stage 1 (b), and wishes to proceed further under this grievance procedure, the teacher shall elect within five (5) school days, to present the grievance to the Association's Grievance Committee for its consideration.
- b. If the Grievance Committee determines that the teacher has a meritorious grievance, then it will file a written appeal of the decision at Stage 1 (b) with the Chief Executive Officer within seven (7) school days after the teacher has received such written decision. Copies of the written decision at Stage 1 shall be submitted with the appeal.
- c. Within seven (7) school days after receipt of the appeal, the Chief Executive Officer, or his duly authorized representative, shall hold a hearing with the teacher and the Grievance Committee or its representative and all other parties in interest, including witnesses not named in the Grievance.
- d. The Chief Executive Officer shall render a decision in writing to the teacher, his representative, and the Grievance Committee within seven (7) school days after the conclusion of the hearing.

4.3 Stage 3: Board of Education

- a. If the teacher and the Association are not satisfied with the decision at Stage 2, the Grievance Committee, at the request of the teacher may file an appeal in writing with the Board of Education within seven (7) school days after receiving the decision at Stage 2. The official grievance record maintained by the Chief Executive Officer shall be available for the use of the Board of Education.
- b. Within fifteen (15) school days after receipt of an appeal, the Board of Education shall hold a hearing on the grievance. The hearing shall be conducted in closed session.
- c. Within fifteen (15) school days after the conclusion of the hearing, the Board of Education shall render a decision, in writing, on the grievance.

4.4 Stage 4: Arbitration

- a. If the teacher and the Grievance Committee are not satisfied with the decision at Stage 3, and the Aggrieved Party and the Association determine that the grievance is meritorious, it may submit the grievance to arbitration by written notice to the Board of Education within seven (7) school days of the receipt of the decision at Stage 3. Election of an alternative course of action or remedy prior to the submission of a grievance at this stage shall be considered to be a waiver of the right of the employee thereafter to seek recourse of the alleged grievance by means of the grievance procedure.
- b. Within seven (7) school days after such written notice of submission to arbitration, the Board of Education and the Association will agree upon a mutually acceptable arbitrator competent in the reason of the grievance, and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association or PERB by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association or PERB in the selection of an arbitrator.
- c. The selected arbitrator will hear the matter promptly and will issue his decision not later than fourteen (14) calendar days from the date of the close of the hearing. The arbitrator's decision will be in writing.
- d. The arbitrator shall have no power or authority to make any decision, which requires the commission of an act prohibited by law or which is a violation of the terms of this agreement.
- e. The arbitrator shall have no power to alter, modify, add to or subtract from the provisions of this agreement.
- f. The arbitrator's award shall not be contrary to any provision of law, regulation of the Commissioner of Education having the force and effect of law, or Rule of the Board of Regents having the force and effect of law.
- g. The decision of the arbitrator shall be final and binding upon all parties.
- h. The total billed costs for the arbitration in its entirety will be borne by the Board of Education and the Association, but the expenses and salary of a Chief Executive Officer or his representatives and Association representatives will be paid by the parties they represent.

Section 5. Application

- 5.1 All rights, privileges, and procedures described above under this Grievance Procedure shall apply equally and impartially to all parties to this Agreement, namely and specifically the Skaneateles Teachers Association, the members of the stated Negotiating Unit, the Board of Education, and the Chief Executive Officer or his designated representatives.

ARTICLE IV: LEAVES OF ABSENCE

Section 1. Sick Leave

Leave without loss of pay shall be granted under the following conditions:

Personal Illness and Physical Disability. Twelve (12) working days in any school year, said leave shall have no limit. Each teacher shall be credited with his cumulative sick leave on record in the School District Office as of July 1, of each school year.

Personnel on authorized leave of absence will, upon their return to regular duties, retain their credit for any leave accumulated prior to the beginning date of said leave. No leave shall be credited at any time or in any manner for the period of said leave of absence. A person whose employment is terminated for any reason shall, upon return to this school system, begin as a new entrant insofar as leave is concerned. "Continuous service" as used in this section denotes service from the date of most recent appointment by the Board of Education. "Months of service" refers to those calendar months during which the employee is required to provide his services in accordance with the terms of his appointment and salary notice.

For absences resulting from personal illness extending beyond the accrued sick leave, tenured teachers will be allowed Special, Additional Sick Leave under the following conditions:

- 1.1 It shall be noncumulative.
- 1.2 It shall carry salary credit that will be the difference between the teacher's regular, current salary and the salary paid to the Substitute Teacher during the period of credited absence.
- 1.3 It shall be granted on the basis of one day of special Additional Sick Leave for each day of accrued, regular Sick Leave on record as of July 1 in any given school year, subject to the further conditions:
 - a. It shall not exceed fifteen (15) school days during any given school year during the life of this agreement.
 - b. It shall not, in combination with regularly accrued sick leave, result in more than a total of ninety (90) school days of paid sick leave for any teacher in any school year.
- 1.4 It shall be granted only for absences validated by a Doctor's certificate that the teacher was ill and unable to perform his usual, required duties.
- 1.5 In the event a teacher is injured and incurs a disability, which is determined to be compensable by the Worker's Compensation Board, the teacher will not lose accumulated sick leave benefits for the first seven days of such disability.

The District shall be entitled to any payments from the Worker's Compensation Board, which shall be attributable to the first seven (7) days of the disability.

Section 2. Sick Day Bank

A Sick Day Bank will be established in this school district under the following conditions:

- 2.1 All new members of the bargaining unit will be automatically enrolled in the Sick Leave Bank upon employment. One (1) day of leave will be deducted from the employee's earned sick leave allotment in their 2nd year of employment with the District and contributed to the Bank. Effective July 1, 2017, "New Membership" shall mean employees newly employed in the District, as well as experienced employees in the District who have not chosen to contribute to the Sick Day Bank, but later choose to do so.

- 2.2 Whenever the Bank's available days fall below one hundred twenty (120), the District shall deduct one (1) additional day from each member of the bargaining unit with more than two years of employment in the District.
- 2.3 The sick day bank may be used in times of financial burden resulting from a catastrophic illness or injury.

The sick leave bank is not intended to provide salary continuity for short-term illness or injury, nor is it intended to cover cosmetic or elective procedures.
- 2.4 A person withdrawing from the bank will not be able to withdraw the contributed days.
- 2.5 The first three (3) consecutive work days of illness or disability will not be covered by the bank but must be covered by that person's own accumulated sick leave or absence without pay.
- 2.6 A person will not be able to withdraw days from the bank until his/her own sick leave is down to 4 days.
- 2.7 Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
- 2.8 All requests for use of the Sick Bank will be reviewed and mutually agreed upon by the Superintendent and the Association President. In the event of an impasse, a Sick Day Bank Committee will be appointed, comprised of two (2) designees selected by the Superintendent and two (2) designees selected by the Association president. In the event of impasse by the Sick Day Bank Committee, the Superintendent and Association president may select a mutually agreed upon fifth (5th) member for the purpose of resolving such impasse. The Committee's disposition of all Sick Day Bank requests shall be final and not be subject to the grievance procedure or arbitration.

Section 3. Illness in the Immediate Family

- 3.1 New employees within the negotiating unit may use up to ten (10) days each year for illness in the immediate family that requires the absence from work of the employee, or for the adoption or birth of a child. The days will be deducted from the employee's personal illness allotment. Immediate family will be defined as father, mother, sister, brother, wife, child, husband or parents of spouse. An employee who utilizes all ten (10) family illness days as a result of a birth or adoption may have up to five (5) additional family illness days, to be deducted from the employee's sick leave, in the school year when the birth or adoption occurred. Family sick days can be used during the preadoption process.

Section 4. Death in the Immediate Family

- 4.1 Four (4) working days for each death in the immediate family (Father, Mother, Sister, Brother, Wife, Child, Husband, or Parent(s) of Spouse).

Section 5. Death of a Close Relative or In-Law

- 5.1 Two (2) working days for each death of a close relative or in-law (Grandparent, Aunt, Uncle, In-Law).
- 5.2 Co-worker, Student, parent of student: the District will make accommodations for staff to attend services for a co-worker based on available classroom coverage.

Section 6. Jury Duty

- 6.1 Leave of Absence shall be granted for required Jury Duty. The Board of Education shall pay to the teacher an amount equal to the difference between the teacher's daily salary and the daily jury fee paid by the Court (not including travel expenses) for each day on which the teacher reports for and performs jury duty and on which he would otherwise have been scheduled for teaching duties.

Section 7. Personal Leave

- 7.1 Personal leave shall be defined as leave, which shall be available to teachers for the conduct of personal business that cannot be conducted outside of normal school hours. Such leave shall not be used for litigation against the school district, its employees or board of education, or for conducting activities on behalf of the Association, its affiliates, or any other organization. Further, there is an explicit understanding that personal leave days shall not be used for extending a holiday period.

No member of the negotiating unit who has been granted a personal leave day shall receive any compensation in any form other than regular salary during the time of the personal leave day.

- 7.2 Absences for Personal Leave shall be for a maximum of three (3) days for each school year, shall be noncumulative as personal leave days, but will be credited and accrue as sick leave days, and shall be allowed without salary deductions. All three of the personal leave days per year should be granted without specified reason.
- 7.3 Requests for Personal Leave shall be made on special Personal Absence Forms and shall be subject to prior approval of the Building Principal. If possible, the request shall be made at least one (1) week in advance of the proposed absence. When at least one week's notice is given of a request for personal leave, the building principal will acknowledge receipt of the request within two (2) school days. Exceptions to the prior approval requirement shall be made where circumstances have made it impossible for the teacher to become aware of the impending absence within the time limit specified.
- 7.4 Absence in excess of three days (3) shall be requested on Personal Leave Forms and shall be accompanied by a letter explaining use made of three days already taken. This request shall be evaluated individually by the Building Principal for approval as absence with leave, but compensation for administratively approved absence with leave will be determined by the Superintendent of Schools on the basis of the merit of the individual case. Requests for this compensation must be filed on the day the teacher returns to duty following the absence in question.
- 7.5 Absence for personal leave shall not be deducted from accumulated sick leave.

Section 8. Conferences

Upon application to, and approval by the Superintendent or designee, a teacher may attend approved workshops, seminars, conferences, or other professional improvement sessions, such as visitation days, at District expense.

Conferences. Attendance at conference falls in one of the following categories:

- a. Conference attended with administrative approval for a specific purpose related to the instructional program at Skaneateles Central School. This would be in the nature of an assignment and would carry full salary plus the stipulated expenses with no loss of leave time.
- b. Conference attended at initiative of teacher and in area related to teacher's field but not

for specific application to instructional program at Skaneateles Central School. The Administrator could approve this with no loss of salary or leave credit but with no expenses paid.

Section 9. Emergency Leave

A maximum of one (1) special leave days, in addition to those designated above, may be granted each year in order to meet emergency situations. Emergency situations are defined as non-health related issues and are situations that are unforeseen.

Section 10. Professional Meetings and Conferences

- 10.1 Attendance at conferences and special meetings falls in one of the categories defined under Paragraph a and b, Section 8 above.
- 10.2 Authorized travel expenses of teachers shall be paid by the Board of Education upon the recommendation of the Principal. Cost of meals, lodging, and incidental expenses shall be a proper charge under authorized travel expenses.
- 10.3 Expenses of delegates in attendance at meetings of the New York State United Teachers or the American Federation of Teachers (A.F.L.C.I.O.), and arbitration hearings between the parties of this contract, shall not be paid by the Board of Education. The Association shall pay the salaries of substitute teachers required for said delegates. Such leave days with salary shall not exceed a total of four (4) days per individual up to a maximum of twelve (12) teacher days in any school year. The use of such days by any individual will be subject to the approval of the Association President.
- 10.4 The Association will be allowed the use of a bulletin board, email, and the teacher's mail boxes in each building.

Section 11. Sabbatical Leave

- 11.1 A teacher who has completed seven years' service in the Skaneateles Central School District may, at the discretion of the Board of Education, be granted a regular sabbatical leave of one year at half pay or one half year at full pay for the following purposes:
 - a. to study at an accredited institution;
 - b. to travel for the purpose of research in language and customs of a foreign country;
 - c. To research material germane to one's subject area.
- 11.2 In lieu of a regular sabbatical leave, a teacher may apply for a summer sabbatical leave for the purpose of study at an accredited institution. Summer sabbatical leave shall be for a period of three (3) consecutive summers. The salary for each of the respective summers shall be one-sixth (1/6) of the teacher's annual salary during the preceding school year. A candidate for a regular sabbatical leave may, as an alternative option, request a summer sabbatical if it appears that equivalent objectives could be obtained through that procedure. Interest in this alternative option must be stated and included in the original request.

Such request is to be submitted to the Board of Education by March 1 of the year preceding such leave. Spring semester sabbaticals are to be submitted to the Board by November 1 and answered by December 15.

The improvement of the educational program at Skaneateles Central School in specific reference to the educational welfare of the pupils, shall be the predetermining condition for evaluating the validity of the request. Requests for sabbatical leave shall include a written proposal including detailed and specific information to justify the request in terms of the above stated criteria. The prospective candidate may be required to appear before the Board to explain the purposes of his leave. A candidate is to be informed of the action on his request no later than April 15. A candidate is to signify to the Board no later than April 30, preceding the leave, of acceptance or rejection of the leave. No more than one teacher from each area, Elementary, Middle or High School, or a maximum of three; at the Board's discretion, may have regular leave at any one time; but no set numerical limit will apply to the summer leave. The approval of the sabbatical will include in writing the agreement of the teacher to return to his teaching duties in Skaneateles Central School for at least one year. A denial of sabbatical by the Board will be accompanied by an explanation or reason for denial in writing. The effectiveness of each leave will be evaluated by the teacher and the respective Building Principal during the semester following the teacher's return on the basis of the criteria that were established to justify the leave.

- 11.3 In the event the Board of Education of the Skaneateles Central School District does not grant either a regular sabbatical leave or a summer sabbatical leave, the Board agrees to provide five (5) \$200.00 stipends during the life of this agreement. The stipends are to be used by permanently certified members of the negotiating unit for administratively approved graduate level courses for the express purpose of strengthening the teacher's background in specific, identified areas related to his or her teaching assignment at Skaneateles Central School District.

Application for the stipends must be submitted no later than May 15, of the school year preceding the summer during which the graduate level course work will be taken. The application will indicate what graduate level courses will be taken, the institution where the course is offered, together with a statement identifying how the course specifically relates to the teacher's assignment.

In the event more than five (5) applications for stipends meeting the criteria set forth above are received, the Board of Education will determine which five (5) applications will be approved.

Section 12. Other Leaves of Absence

- 12.1 Requests for Leaves of Absence other than those specified elsewhere shall be judged by the Board of Education on the basis of their individual merit. All requests for consideration of this type shall be in writing and the Board of Education shall decide the extent to which compensation will be granted for the period of the absence.

A teacher who requests and is granted a leave of absence, except for those specified above, in excess of one semester shall notify the Board of Education not later than one full semester preceding the semester in which teaching will be resumed of his intent to resume said teaching. Failure to meet this condition will be construed as just cause to revoke any rights and privileges of appointment which might otherwise accrue to said teacher.


Section 13. Maternity Disability Leave and Child Rearing Leave.

- 13.1 Maternity Disability Leave: Pregnant employees shall be entitled to a leave of absence for a maximum of two (2) years. Request for such leave shall be made in writing to the Superintendent as soon as the fact of pregnancy is known or not later than the 5th month. Request for leave shall indicate the probable

beginning date and the duration of the leave. The return from such leave shall be set so that insofar as possible, the continuity of the educational program shall not be disrupted.

In the event a pregnant employee has applied for and been granted a leave of absence for a period of time less than the maximum period herein, the employee may apply for no more than one extension of the leave of absence. The application shall be subject to the other conditions set forth in this section and shall be submitted on or before the preceding May 1 if the leave is to be extended effective September 1. Applications for an extension that is to be effective commencing on the first day of the second semester of a school year must be submitted on or before the preceding December 1. An extension of a leave of absence shall not exceed the two (2) year maximum leave of absence.

An employee who is pregnant may continue in active employment as late into pregnancy as is desired provided she is able to properly perform her required function and that she is physically and medically able to do so.

Leave taken by an employee resulting from a medical disability connected with or resulting from pregnancy can be charged to available sick leave. Certification by her physician that such leave is due to such medical disability will be required. 

All rights and privileges accumulated prior to the effective date of such leave shall be reinstated upon the employees return. In the case of non-tenured teachers on unpaid leave, the time accrued during such leave shall not be credited to the probationary period for the purpose of obtaining tenure.

A teacher going on leave who has served one half (1/2) year or more shall, upon return, be granted salary credit for one (1) full year.

- 13.2 Child Rearing Leave: In the case of a birth or adoption of a child, an employee shall be granted an unpaid leave of absence for a maximum of two (2) full school years. Request for such leave shall be made in writing to the Superintendent at any time between the commencement of the pregnancy and one month after the birth of the child and as soon as possible in the case of adoption. Such request shall indicate the probable beginning date and anticipated duration of leave. The return date shall be set so that, insofar as possible, the continuity of the educational program shall not be disrupted.

In the event a child rearing employee has applied for and been granted a leave of absence for a period of time less than the maximum period herein, the employee may apply for no more than one extension of the leave of absence. The application shall be subject to the other conditions set forth in this section and shall be submitted on or before the preceding May 1 if the leave is to be extended effective September 1. Applications for an extension that is to be effective commencing on the first day of the second semester of a school year must be submitted on or before the preceding December 1. An extension of a leave of absence shall not exceed the two (2) year maximum leave of absence.

All rights and privileges accumulated prior to the effective date of such leave shall be reinstated upon the employees return. In the case of non-tenured teachers on unpaid leave, the time accrued during such leave shall not be credited to the probationary period for the purpose of obtaining tenure.

An employee who serves one half (1/2) year prior to or following the leave of absence shall be granted salary credit for one (1) full year.

Section 14. Absence Procedures

- 14.1 Each teacher who expects to be absent from duty must notify the Principal or his office as early as possible so that time is available for calling a substitute. All substitutes shall be called by the Principal's Office. Failure of a teacher to make the above mentioned notification by 7:00 a.m. shall constitute a valid reason for canceling all claim to pay for that day unless a specific reason is given for the failure to make the said notification.
- 14.2 A Report of Absence and Salary Claim shall be filed on a standard, triplicate form as a matter of record by each teacher for all absences in excess of one hour on any day. As used herein, the term "Absence" refers to any situation in which the teacher is not physically present on the school premises during the stated period of the school day for reasons other than assigned supervisory or teaching duties off the said school premises. This report must be filed at the respective Building Principal's office on the day the teacher returns to duty. Failure to file this report will be sufficient reason to cancel any salary credit, which might otherwise be due the teacher for the period of the absence.
- 14.3 Persons absent for more than five (5) consecutive school days for personal illness shall submit a Physician's Certificate to validate the absence and certify approval for the resumption of duties. The Physician's Certificate shall be attached to and made a part of the Report of Absence and Salary Claim unless this requirement cannot be met because of circumstances beyond the control of the teacher. Circumstances of that type will warrant a temporary waiver of the requirement provided that an explanatory note, explaining the circumstances and indicating that the required Certificate is forthcoming is attached to and made a part of the Report of Absence and Salary Claim.
- 14.4 In the case of the expected absence of a teacher for a full day, a substitute will be called. In the event a substitute is not available, teachers in the elementary building(s) required to take an additional class or assignment will be informed by or before 9:00 a.m.; other teachers required to take an additional class will be informed by or before the end of Period 1. Teachers who are absent will be listed on the daily bulletin with the names of the substitutes taking their classes.
- 14.5 In the event of an emergency (teacher being forced to leave during the course of the day, absent teacher who did not call in, or teacher delayed enroute to school), teachers will be assigned in the most equitable manner possible if a substitute is not available.

ARTICLE V: HEALTH AND DENTAL INSURANCE

Section 1. Contributions

The District shall contribute, during the 2017-2020 school years, 100% of the cost of the individual's health insurance premium and 80% of the dependent coverage premium for the health insurance program for all employees employed prior to May 31, 1999.

The District shall contribute, during the 2017-2020 school years, 90% of the cost of the individual's health insurance premium and 80% of the dependent coverage premium for the health insurance program for all employees employed after May 31, 1999.

Section 2. Long Term Disability

The long-term disability insurance policy provided by the Board of Education is terminated effective November 30, 1976.

Section 3. Insurance Carrier Selection

The District shall have the right to select the insurance carrier as long as the schedule of benefits is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1978.

Section 4. Medical Coverage

The District shall have the right to provide a schedule of benefits which is equal to or better than the benefits contained in the health insurance program in effect as of June 30, 1979, through a program of self-funding.

Effective July 1, 2004, the Association does not object to the District offering an alternative health care plan to be commonly referred to as the Traditional Plan Plus as a voluntary elective option.

The major medical limitation shall be defined as an amount not to exceed \$1,000,000 for each individual case.

The District agrees that the administration of claim under any program of self funding shall be substantially equivalent to the administration of claims under the existing health insurance program.

The District agrees to provide a right of conversion to an equivalent insurance plan for employees who cease employment with the school district for reasons other than retirement or discharge prior to the age of 65. Such conversion rights shall be available only in the event the employee is not eligible for group health insurance benefits provided by another employer.

If an individual is unable to convert, then the individual shall, at his or her written request shall be continued under the self-funded program for a period not to exceed one (1) year from the date his or her employment with the school district ceases.

The full cost of the premium under either conversion or continuation shall be assumed by the employee.

If the District establishes a committee to study insurance carriers or self-funding, the Association may select a representative as an ex officio member of the committee.

Section 5. Dental Insurance

During the 2017-2020 school years, the District shall contribute up to \$220.00 for each member of the negotiating unit for a dental program providing individual coverage. The schedule of benefits for the dental program shall be equivalent to the schedule of benefits provided in Ameritas Dental Plan.

A committee composed of an equal number of representatives from the District and the Association shall meet to review the dental insurance schedule of benefits and the provider of such benefits at least twice each year. The committee shall recommend such changes to the schedule of benefits and the provider intended to maintain the costs of the plan within the amount contributed by the District as shall be appropriate.

Section 6. Flexible Spending Plan

The District shall provide all bargaining unit members with the opportunity to participate in a Flexible Spending Plan, in accordance with the provisions of Section 125 of the Internal Revenue Code. Such plan shall include a premium payment account, unreimbursed medical expenses account, and dependent care expense account.

ARTICLE VI: TEACHER RETIREMENT INCENTIVE

Section 1. 2017-2020 School Year Retirement Incentive

- 1.1 The District agrees to a 2017-2020 school year retirement incentive for eligible members of the Association; and,
- 1.2 In order to be eligible for the 2017-2020 school year retirement incentive a full time unit member must meet the following requirements:
- a. Unit member must be eligible to retire and collect benefits from the NYSTRS; and,
 - b. Years of Service: the unit member must have at least ten (10) years of full time service for the Skaneateles Central School District; and,
 - c. Irrevocable Letter of Retirement: the unit member must submit an irrevocable letter of resignation for retirement, which must be received in the office of the Superintendent of Schools by 3:00 p.m. on Wednesday, January 31, 2018; Thursday, January 31st, 2019 and Friday, January 31, 2020 respectively. If such eligible unit member does not submit an irrevocable letter of resignation for retirement, then (s)he will no longer be eligible for the retirement incentive. The irrevocable letter of resignation for retirement must contain a statement by the employee that (s) he waives any rights to any and all other retirement incentives, which may be offered by the District or New York State.
 - d. Effective Date of Resignation. Any unit member eligible to retire under this retirement incentive must specify the date for retirement as June 30, 2018, 2019, or 2020.
- 1.3 If the conditions specified above are met, the retirement incentive shall be an amount of money which is equal to the unit member's years of full-time service at the District measured as of June 30th of the year retirement is effective, multiplied by the number of unused and accumulated sick leave days to her/his credit as of June 30th of the year retirement is effective; which product is to multiplied by 2.0 to yield a dollar amount which is to be the retirement incentive for the unit member.
- For example, a unit employee with 30 years of full-time service with the District and with 210 unused and accumulated sick leave days = 6,300 times the factor of 2.0 = \$12,600 as the dollar amount for this retirement incentive.
- 1.4 The District agrees to pay the amount of the retirement incentive due to each eligible employee by December 31, of the year in which retirement is effective. As an alternative to being paid in cash, the unit member may request that the District hold the cash belonging to the unit member in an account and the District is authorized to deduct out of this account money up to the total amount of this retirement incentive to pay for that portion of retired unit member's health care costs which are or will become an obligation owed by the retired unit member to the District for remaining in the District's group health care plan. (Find MOA)
- 1.5 The Association, on behalf of any eligible unit member who elects to take this retirement incentive, waives any rights to any and all other retirement incentives which may be offered by the District or New York State.
- 1.6 Notwithstanding the provisions of Section 209-a.1 (e) or any other provisions of the Taylor Law or other law, this 2014-2017 retirement incentive shall fully expire on June 30, 2017. Neither the District nor the

Association may use the existence of this Clause as a “status quo” position for the purpose of negotiating with regard to a successor agreement.

ARTICLE VII: INSURANCE FOR RETIRED TEACHERS

Section 1. Health Insurance upon Retirement

Members of the negotiating unit, who were employed prior to December 15, 2009, who have a minimum of ten (10) years of teaching experience, and who retire pursuant to the requirements of the New York State Teachers Retirement System on or after July 1, 1988, will be eligible to continue in the District's health insurance program or program of self funding the schedule of benefits. Those employed after December 15, 2009 must have fifteen (15) year of teaching experience and meet the other eligibility criteria. Eligibility will continue until the time the retiree becomes eligible for Medicare* or becomes employed in a position which provides group coverage. The District shall contribute 80% of the cost of the individual's premium and 50% of the dependent coverage premium for the 2017-2020 school years.

*At the time the retiree becomes eligible for Medicare the District will contribute for the Medicare supplemental premiums at the same ratio.

ARTICLE VIII: COACHING APPOINTMENTS AND SALARY SCHEDULES

Section 1. Coaching Appointments

Notification of the renewal of Coaching Appointments and Salary shall be made concurrent with the issuance of Salary Notices for teaching positions insofar as it is possible to do so.

Coaches who change their coaching assignments within the same sport shall retain their salary step placement in that sport and will also be placed on the appropriate schedule for the coaching assignment.

Section 2. Coaching salary Schedule

*SCS Coaching Categorization¹
2017-2021*

SCS Sports

Varsity Football	Varsity Indoor Track	Varsity Soccer	Varsity Golf
Varsity Cross Country	Varsity Hockey	Varsity Wrestling	Varsity Softball
Varsity Volleyball	Varsity Swimming/Diving	Varsity Basketball	Varsity Track
Varsity Tennis	Varsity Baseball	Varsity Baseball	Varsity Lacrosse

Coaching Levels²

Level 1 - All Fall and Spring Varsity Sports Head Coaches/Program Leads

Level 2 - All Winter Varsity Sports and Fall and Spring Varsity Assistant Coaches

Level 3 - All Junior Varsity Sports Head Coaches and Winter Varsity Assistants

Level 4 - All Junior Varsity Sports Assistant Coaches

Level 5 - All Modified Sports Head Coaches

Level 6 - All Modified Sports Assistant Coaches

Level 7 - All Intramural Sports Coaches and Head Strength and Conditioning (9/1 - 6/30)

Section 3. Coaching length of Season

Coaches will be paid for the actual number of weeks the sport is in session. The estimated length of season is not the basis of pay for that sport. The season start dates are as per NYSPHSAA.

Estimated Length of Varsity and Junior Varsity Season (including pre-season):

1. *Fall*: August 14th- Mid October for most sports 2-1/2 months (Summer break) = ~10 weeks
2. *Winter*: November 6-Mid February for most sports 3-1/2 months (3 Holiday Breaks) = ~15 weeks
3. *Spring*: March 6- Mid May for most sports 2-1/2 months (April Recess) = ~10 weeks

Estimated Length of Modified Season (including pre-season):

Fall: 1st day of school until end of October (football will start a week earlier) = ~ 9 weeks

Winter 1: girls volleyball and boys basketball - end of October until Christmas break = ~ 9 weeks

Winter 2: girls basketball and wrestling: 1st day if return from Christmas break until March 1 = ~ 9 weeks

Spring: 1st week if April to last week of May = ~ 8 weeks

Coaching Salaries

<i>2017-18 Salary</i>		<i>2018-19 Salary</i>			
3.2% Increase over current year		<i>Level</i>	<i>Step 1 (0-4 Years)</i>	<i>Step 2 (5-9 Years)</i>	<i>Step 3 (10-10+ Years)</i>
		1	500	525	550
		2	425	450	500
		3	375	400	425
		4	350	375	400
		5	325	350	375
		6	300	325	350
		7	200	225	250

<i>2019-2020 Salary</i>				<i>2020-2021 Salary</i>			
<i>Level</i>	<i>Step 1 (0-4 Years)</i>	<i>Step 2 (5-9 Years)</i>	<i>Step 3 (10-10+ Years)</i>	<i>Level</i>	<i>Step 1 (0-4 Years)</i>	<i>Step 2 (5-9 Years)</i>	<i>Step 3 (10-10+ Years)</i>
1	525	550	575	1	550	575	600
2	450	475	525	2	475	500	550
3	400	425	450	3	425	450	475
4	375	400	425	4	400	425	450
5	350	375	400	5	375	400	425
6	325	350	375	6	350	375	400
7	225	250	275	7	250	275	300

Section 4. Held Harmless Clause

Coaches who would have made more under the percentage system used in the 2014-2017 contract will be held

harmless. They will receive a 3.1% raise during the 2018-2019 school year and a 3.0% raise during the 2019-2020 school year.

Section 5. Definition of a week

A coaching week begins on Monday and ends on Saturday. Coaches who have events scheduled on Sunday will receive the current supervisory rate for each hour they work that day.

Section 6. Payment for Head Strength and Conditioning Coach

The Head Strength and Conditioning coach will receive a stipend of \$12,000 for the 2018-2019 school year and \$12,360 for the 2019-2020 school year. The appointment begins on the first day of the school year and ends on the last day of the school year.

Section 7. Summer Weight Room Supervisor

The summer weight room supervisor will receive the current supervisory rate for each hour worked. The position must first be offered to the head strength and conditioning coach before being posted.

Section 8. Filling Positions

The listing of job titles in this contract for athletic and non-athletic extracurricular activities does not obligate the District to offer the activity. In the event the activity is not approved by the Board of Education, the Salary for the position will not be paid.

Section 9. Payment Schedule for Coaches' Salaries

7.1 Payment for coaches' salaries will be spread throughout the coaching season and included in the regular salary check.

- Fall 4 checks (Beginning September 30th)
- Winter 8 checks (December, January, February, & March)
- Spring 4 checks (Beginning April 15th)
- Summer 4 checks (July & August)

7.2 The positions listed in the table below, as assigned and authorized through the high school office, will receive game supervisor's pay at the rate of \$24.64 for the 2017-2018 school year, \$25.43 for the 2018-2019, and 26.22 for the 2019-2020 school year. The Athletic Director however, has the right to pay employees for needed jobs not listed below.

Sport	Positions
Varsity Football	Scoreboard Operator; Filmer (Home & Away)
Varsity Soccer	Scoreboard Operator/Scorebook
Varsity Swimming & Diving	Scoreboard Operator/Scorebook
Varsity Volleyball	Scoreboard Operator/Scorebook
Varsity Basketball	Scoreboard Operator; Possession Indicator Operator; Scorebook
Varsity Ice Hockey	Scoreboard Operator/Scorebook
Varsity Wrestling	Scoreboard Operator/Scorebook
Varsity Boys' Lacrosse	Penalty Time Keeper; Scoreboard Operator
Varsity Girls' Lacrosse	Scoreboard Operator/Scorebook
Varsity Baseball	Scoreboard Operator/Scorebook
Varsity Softball	Scoreboard Operator/Scorebook
Varsity Track & Field	Scoreboard Operator/Scorebook

- Scoreboard Operator/Scorebook position is for home Varsity events only
- There will be no paid Scoreboard Operator/Scorebook, or Supervisor positions for JV or Modified Sporting Contests. The Scoreboard Controller will be made available for volunteers.

- The Sports' Boosters will provide for an announcer under the discretion of the Athletic Director.

ARTICLE IX: NON-ATHLETIC EXTRA-CURRICULAR ACTIVITY SALARY SCHEDULE

Section 1. Salary Credit

The sponsorship of Non-Athletic Extra-Curricular Activities will carry salary credit under either of the following conditions:

- 1.1 The Activity regularly extends beyond the school day, including the Activity Period, as defined in the Bylaws.
- 1.2 The Activity takes place during the regular school day but requires planning and preparation on the part of the sponsoring teacher noticeably more demanding than the services required from teachers not sponsoring Activities, but spending the equivalent time assisting pupils with lessons or projects related to the academic program; providing services in special areas such as Health, Guidance, or Library; or providing other services related to the school program.
- 1.3 The Activity is conducted in accordance with a Job Description defining the goals and objectives of the Activity and including the functions and responsibilities of the Sponsor. A Job Description for each Activity listed on this Salary Schedule will be prepared by the respective Sponsor and Building Principal (or Building Principals) The principal will forward all job descriptions to the superintendent for her/his final approval.

Section 2. Additional Activities

The Salary Schedule listed below applies to those Activities recognized as meeting the stated criteria. Additional Activities may be added from time to time under the following procedures:

- 2.1 All determinations under these procedures are to be completed not later than June 1 preceding the school year in which they are to become operative.
- 2.2 It is established that the Activity meets the requirements under conditions 1.1 or 1.2, above.
- 2.3 A job description is prepared identifying the Activity objectives and the specific services to be provided by the Sponsoring Teacher.
- 2.4 Each new club or activity will operate without district funding for the first three (3) years after which the volunteer advisor will request full status to the principal who, upon agreement with the request, will forward her/his recommendation to the superintendent for consideration by the Board of Education.
- 2.5 An appropriate salary scale is developed and approved by the Skaneateles Teachers Association, the Chief Executive Officer, and the Board of Education.
- 2.6 Advisors will receive payment based on the following schedule: activities that are one

semester in length, will be paid at the end of the semester; activities that are a full year in length, will be paid ½ at the end of the first semester and the balance in June. In both cases, payment will be made based on the approval of the principal.

Section 3. Sponsors of Student Groups

3.1 Sponsors of student groups organized for the assistance of a department in the school (AV Assistants, Nurse's Assistants, Guidance Assistants, Library Assistants, etc.) are not eligible for such remuneration.

Section 4. Extra-Curricular Salary Schedule for 2014-2017 School Years

- 4.1 Steps represent years of directing the designated activities at Skaneateles Central School.
- 4.2 Unless otherwise indicated, this salary schedule is effective July 1, 2017 - June 30, 2020.
- 4.3 The stipend for the first year of an approved advisory will be paid at step B0 of the current year salary schedule. For each subsequent year of appointed service, the stipend will be based on a one step increase

Section 5. Extra-Curricular Salary Percentage Assignment

5.1 Certain activities require significant preparation, but do not require travel. These activities require oversight of a significant number of students and/or activities and result in major performances or deliverables.

5.1.1 Salary percentage for such activities is 8.5 - 10.0

Club/Activity	Percentage
Drama Coach - High School (per performance)	10.0
Drama Coach - Middle School (per performance)	10.0

- 5.2 Certain activities require significant preparation which may include weekends and periodic travel and overnights for state and/or nationally sponsored contests, competitions, adjudications, etc.
 - 5.2.1 Salary percentage for such activities is 4.5 - 8.0 (which includes compensation for regional level (county/BOCES, etc.) competitions.)
 - 5.2.2 Additional compensation at a rate of 1/10 of the annual stipend for each respective level achieved will be provided for clubs that participate in state and national/world level competitions*. *Advisors must request prior approval* with supporting documentation from the Director of Student Wellness, Activities, and Athletics (Director) to be eligible for this additional compensation. The Director will then submit a written request for payment to the business office. Under no circumstances is the business office responsible for notifying the advisor of the need to request payment.

Club/Activity	Percentage
Odyssey of the Mind*	8.0
School Yearbook	8.0
Envirothon*	7.0
Model United Nations	7.0

DECA*	6.0
Student Government	6.0
Master Minds*	4.5

5.3 Certain activities require significant preparation (Internal note -add an estimated number of hours per week) which may include weekends, but do not require travel or overnights outside of the immediate area. These activities typically have a measurable end product such as a concert, performance, or other tangible product, or are yearlong in duration.

5.3.1 Salary percentage for such activities is 2.5 - 4.0.

Club/Activity	Percentage
Environmental Club	4.0
Technology Club	4.0
School Yearbook - Middle School	4.0
School Yearbook Assistant - High School	3.5
Senior Class (stipend includes supervision at the senior ball)	2.5
Junior Class (stipend includes supervision at the junior prom)	2.5
Latin Club	2.5
Ski Club	2.5
Drama Coach Assistant - High School	2.5
Drama Coach Assistant - Middle School	2.5
Drama Accompanist - Middle and High School Productions	2.0
Musical Assistant - High School (Pit Conductor)	3.5
Student Government - Middle School	4.0

5.4 Certain activities require a minimal amount of preparation or meeting time (Internal note - add an estimated number of hours per week) which requires no travel.

5.4.1 Salary percentage for such activities is .5 - 2.0.

Club/Activity	Percentage
The Laker Writing Club	1.0
National Honor Society	2.0
Choreographer - High School	2.0
Junior National Honor Society	1.5
Sophomore Class (stipend includes supervision at the sophomore circus)	1.5
Arts Honor Society	1.0
Tri-M	1.0
International Thespian Society	1.0

Freshman Class	1.0
Art Club	1.0
Jazz Ensemble	1.0
Select Mixed Choral Ensemble	1.0
Women's Choral Ensemble	1.0
Middle School Select Choir	1.0
Percussion Ensemble	1.0
Special Instrumental	1.0
Three Lakes Sampler	.75
Drama Club - High School	.5
Drama Club - Middle School	1.0
Drama Costumer - Middle and High School Productions	.5
Drama Technology Director - Middle and High School Productions	.5
After Ball Party Advisor	.5
Student Run Female A Capella	1.0
Student Run Male A Capella	1.0
Student Run Mixed A Capella	1.0
Student Run Hand Bell Choir	1.5
All School Coordinator – High School	2.0
Student Athletic Council	1.0
All School Coordinator – Middle School	1.5

5.4 Clubs which previously existed in the Schedule that could be reintroduced *without* the three year trial include:

Club/ Activity	Percentage
After Prom Party Advisor	.5
Conflict Mediation Advisor	2.0
Homecoming Advisor	.5
Middle School Mathematics Competition Advisor	1.0
Middle School Science Advisor	2.0
SADD Advisor	.5
High School Newspaper Coordinator	3.0
Middle School Newspaper Coordinator	1.5

ARTICLE X: NON-ATHLETIC EXTRACURRICULAR ACTIVITY SALARY SCHEDULE

Section 1. Salary Credit

The sponsorship of Non-Athletic Extra-Curricular Activities will carry salary credit under either of the following conditions:

- 1.1 The Activity regularly extends beyond the school day, including the Activity Period, as defined in the Bylaws.
- 1.2 The Activity takes place during the regular school day but requires planning and preparation on the part of the sponsoring teacher noticeably more demanding than the services required from teachers not sponsoring Activities but spending the equivalent time assisting pupils with lessons or projects related to the academic program; providing services in special areas such as Health, Guidance, or Library; or providing other services related to the school program.
- 1.3 The Activity is conducted in accordance with a Job Description defining the goals and objectives of the Activity and including the functions and responsibilities of the Sponsor. A Job Description for each Activity listed on this Salary Schedule will be prepared by the respective Sponsor and Building Principal (or Building Principals).

Section 2. Additional Activities

The Salary Schedule listed below applies to those Activities recognized as meeting the stated criteria. Additional Activities may be added from time to time under the following procedures:

- 2.1 All determinations under these procedures are to be completed not later than June 1 preceding the school year in which they are to become operative.
- 2.2 It is established that the Activity meets the requirements under conditions 1.1 or 1.2, above.
- 2.3 A job description is prepared identifying the Activity objectives and the specific services to be provided by the Sponsoring Teacher.
- 2.4 An appropriate salary scale is developed and approved by the Skaneateles Teachers Association, the Chief Executive Officer, and the Board of Education.
- 2.5 Advisors will receive payment based on the following schedule: activities that are one semester in length, will be paid at the end of the semester; activities that are a full year in length, will be paid ½ at the end of the first semester and the balance in June. In both cases, payment will be made based on the approval of the principal.

Section 3. Sponsors of Student Groups

- 3.1 Sponsors of student groups organized for the assistance of a department in the school (AV Assistants, Nurse's Assistants, Guidance Assistants, Library Assistants, etc.) are not eligible for such remuneration.

Section 4. Extra Curricular Salary Schedule for 2017-2019 School Years

- 4.1 Steps represent years of directing the designated activities at Skaneateles Central School.
- 4.2 This salary schedule is effective July 1, 2017 - June 30, 2020.
- 4.3 Prior service in the respective activities at Skaneateles Central School will be credited in assigning step

placement on this salary schedule.

4.4 Advisor stipends will be paid two (2) times a year after approval of the principal.

Section 5. Extra Curricular Salary Percentage Assignment

Note: *Per performance-not to exceed 2 payments/year

The Association and the District agree that the percentages contained in Sections 8 will remain the same for the 2017-2019 school years. Any changes in the percentages or pay rates will be recommended by a committee composed of four (4) members: two persons appointed by the Chief School Administrator and two persons appointed by the Association. These recommendations will be subject to the approval of the Skaneateles Teachers' Association and the Board of Education.

Section 6. Payment for Extra Duty

Pay for extra duty will apply at the established scale of \$24.64 per hour as assigned for the 2017-2018 school year; \$25.40 per hour as assigned for the 2018-2019 school year; and \$26.16 per hour as assigned for the 2019-2020 school year for all administratively-assigned supervisory duty beginning at or after the designated end of the school day.

Section 7. Filling of Positions

The listing of job titles in this contract for athletic and non-athletic extracurricular activities does not obligate the District to offer the activity. In the event that the activity is not approved by the Board of Education, the salary for the position will not be paid.

Section 8. Percentage Salary Schedules

2017-2018

Step	Base	5.00%	4.50%	4.00%	3.50%	3.00%	2.50%	2.00%	1.50%	1.00%	0.75%	0.50%
0	\$36,244	\$1,812	\$1,631	\$1,450	\$1,268	\$1,088	\$906	\$724	\$544	\$362	\$271	\$182
1	\$36,923	\$1,846	\$1,662	\$1,477	\$1,292	\$1,107	\$923	\$739	\$554	\$369	\$277	\$185
2	\$37,557	\$1,878	\$1,690	\$1,503	\$1,315	\$1,127	\$939	\$751	\$563	\$376	\$282	\$188
3	\$38,268	\$1,913	\$1,722	\$1,530	\$1,340	\$1,148	\$957	\$766	\$574	\$383	\$287	\$191
4	\$39,105	\$1,956	\$1,760	\$1,565	\$1,368	\$1,420	\$977	\$782	\$586	\$391	\$293	\$195
5	\$39,961	\$1,998	\$1,798	\$1,599	\$1,398	\$1,199	\$999	\$799	\$600	\$399	\$299	\$200
6	\$40,844	\$2,042	\$1,838	\$1,634	\$1,429	\$1,225	\$1,021	\$817	\$613	\$409	\$307	\$204
7	\$41,778	\$2,089	\$1,880	\$1,671	\$1,462	\$1,253	\$1,044	\$836	\$626	\$418	\$314	\$208
8	\$42,784	\$2,139	\$1,926	\$1,711	\$1,497	\$1,284	\$1,069	\$856	\$642	\$428	\$321	\$214
9	\$43,765	\$2,188	\$1,969	\$1,750	\$1,531	\$1,313	\$1,094	\$875	\$656	\$438	\$328	\$219
Step	Base	13.00%	12.00%	11.00%	10.00%	9.00%	8.50%	8.00%	7.50%	7.00%	6.50%	6.00%
0	\$36,244	\$4,712	\$4,349	\$3,987	\$3,624	\$3,262	\$3,081	\$2,900	\$2,718	\$2,537	\$2,356	\$2,174
1	\$36,923	\$4,800	\$4,430	\$4,062	\$3,692	\$3,323	\$3,138	\$2,954	\$2,769	\$2,584	\$2,400	\$2,216
2	\$37,557	\$4,882	\$4,507	\$4,131	\$3,755	\$3,380	\$3,192	\$3,004	\$2,816	\$2,629	\$2,441	\$2,253
3	\$38,268	\$4,975	\$4,592	\$4,210	\$3,827	\$3,444	\$3,253	\$3,061	\$2,870	\$2,679	\$2,487	\$2,296
4	\$39,105	\$5,084	\$4,693	\$4,301	\$3,910	\$3,519	\$3,324	\$3,128	\$2,933	\$2,737	\$2,542	\$2,346
5	\$39,961	\$5,195	\$4,796	\$4,395	\$3,996	\$3,597	\$3,396	\$3,197	\$2,997	\$2,798	\$2,598	\$2,397
6	\$40,844	\$5,310	\$4,901	\$4,493	\$4,085	\$3,676	\$3,472	\$3,267	\$3,063	\$2,859	\$2,655	\$2,451
7	\$41,778	\$5,431	\$5,013	\$4,595	\$4,178	\$3,760	\$3,551	\$3,343	\$3,133	\$2,925	\$2,715	\$2,507
8	\$42,784	\$5,561	\$5,134	\$4,727	\$4,279	\$3,850	\$3,637	\$3,423	\$3,208	\$2,995	\$2,781	\$2,567
9	\$43,765	\$5,689	\$5,252	\$4,814	\$4,377	\$3,939	\$3,720	\$3,502	\$3,283	\$3,064	\$2,844	\$2,625

2018-2019

Step	Base	5.00%	4.50%	4.00%	3.50%	3.00%	2.50%	2.00%	1.50%	1.00%	0.75%	0.50%
0	\$37,367	\$1,868	\$1,681	\$1,495	\$1,308	\$1,121	\$934	\$747	\$561	\$373	\$280	\$187
1	\$38,068	\$1,903	\$1,713	\$1,523	\$1,332	\$1,142	\$951	\$762	\$571	\$381	\$285	\$190
2	\$38,721	\$1,936	\$1,743	\$1,549	\$1,356	\$1,162	\$968	\$775	\$581	\$387	\$290	\$194
3	\$39,454	\$1,973	\$1,776	\$1,578	\$1,381	\$1,183	\$986	\$789	\$592	\$395	\$296	\$197
4	\$40,317	\$2,016	\$1,814	\$1,613	\$1,411	\$1,464	\$1,008	\$807	\$604	\$403	\$302	\$201
5	\$41,200	\$2,060	\$1,853	\$1,648	\$1,442	\$1,236	\$1,030	\$824	\$618	\$412	\$309	\$206
6	\$42,111	\$2,106	\$1,895	\$1,684	\$1,474	\$1,263	\$1,052	\$843	\$632	\$421	\$316	\$211
7	\$43,074	\$2,154	\$1,939	\$1,723	\$1,508	\$1,292	\$1,077	\$862	\$646	\$431	\$323	\$215
8	\$44,110	\$2,206	\$1,985	\$1,764	\$1,544	\$1,324	\$1,102	\$882	\$662	\$442	\$331	\$220
9	\$45,122	\$2,256	\$2,030	\$1,805	\$1,579	\$1,353	\$1,128	\$902	\$677	\$451	\$338	\$226
Step	Base	13.00%	12.00%	11.00%	10.00%	9.00%	8.50%	8.00%	7.50%	7.00%	6.50%	6.00%
0	\$37,367	\$4,858	\$4,484	\$4,110	\$3,737	\$3,363	\$3,176	\$2,990	\$2,803	\$2,615	\$2,429	\$2,242
1	\$38,068	\$4,949	\$4,568	\$4,188	\$3,807	\$3,426	\$3,236	\$3,045	\$2,855	\$2,664	\$2,475	\$2,284
2	\$38,721	\$5,034	\$4,646	\$4,259	\$3,872	\$3,485	\$3,291	\$3,097	\$2,904	\$2,710	\$2,516	\$2,323
3	\$39,454	\$5,130	\$4,735	\$4,340	\$3,945	\$3,551	\$3,354	\$3,156	\$2,959	\$2,762	\$2,564	\$2,367
4	\$40,317	\$5,241	\$4,838	\$4,435	\$4,031	\$3,628	\$3,427	\$3,225	\$3,024	\$2,822	\$2,621	\$2,418
5	\$40,667	\$5,356	\$4,944	\$4,532	\$4,120	\$3,708	\$3,502	\$3,296	\$3,090	\$2,884	\$2,678	\$2,472
6	\$42,111	\$5,474	\$5,053	\$4,633	\$4,211	\$3,790	\$3,579	\$3,369	\$3,158	\$2,947	\$2,738	\$2,527
7	\$43,074	\$5,600	\$5,169	\$4,738	\$4,307	\$3,876	\$3,661	\$3,446	\$3,230	\$3,015	\$2,799	\$2,584
8	\$44,110	\$5,734	\$5,293	\$4,873	\$4,411	\$3,970	\$3,750	\$3,529	\$3,308	\$3,088	\$2,867	\$2,646
9	\$45,122	\$5,866	\$5,415	\$4,964	\$4,512	\$4,061	\$3,836	\$3,610	\$3,385	\$3,159	\$2,932	\$2,707

2019-2020

Step	Base	5.00%	4.50%	4.00%	3.50%	3.00%	2.50%	2.00%	1.50%	1.00%
0	\$38,488	\$1,924	\$1,732	\$1,540	\$1,347	\$1,155	\$962	\$769	\$578	\$386
1	\$39,210	\$1,961	\$1,764	\$1,568	\$1,372	\$1,176	\$980	\$785	\$589	\$394
2	\$39,882	\$1,995	\$1,795	\$1,596	\$1,396	\$1,197	\$997	\$798	\$598	\$400
3	\$40,638	\$2,032	\$1,829	\$1,625	\$1,422	\$1,219	\$1,016	\$813	\$609	\$406
4	\$41,526	\$2,077	\$1,869	\$1,661	\$1,453	\$1,508	\$1,038	\$831	\$622	\$412
5	\$42,436	\$2,122	\$1,909	\$1,698	\$1,485	\$1,273	\$1,061	\$848	\$637	\$418
6	\$43,374	\$2,169	\$1,952	\$1,735	\$1,518	\$1,301	\$1,084	\$868	\$651	\$424
7	\$44,366	\$2,218	\$1,997	\$1,774	\$1,553	\$1,330	\$1,109	\$888	\$665	\$430
8	\$45,433	\$2,272	\$2,045	\$1,817	\$1,590	\$1,363	\$1,135	\$909	\$682	\$436
9	\$46,475	\$2,323	\$2,091	\$1,859	\$1,626	\$1,394	\$1,162	\$929	\$697	\$442
Step	Base	13.00%	12.00%	11.00%	10.00%	9.00%	8.50%	8.00%	7.50%	7.00%
0	\$38,488	\$5,004	\$4,618	\$4,234	\$3,849	\$3,464	\$3,271	\$3,080	\$2,887	\$2,694
1	\$39,210	\$5,097	\$4,705	\$4,314	\$3,921	\$3,529	\$3,333	\$3,136	\$2,940	\$2,748
2	\$39,882	\$5,185	\$4,786	\$4,387	\$3,988	\$3,589	\$3,390	\$3,190	\$2,991	\$2,799
3	\$40,638	\$5,283	\$4,877	\$4,470	\$4,064	\$3,657	\$3,454	\$3,250	\$3,048	\$2,850
4	\$41,526	\$5,398	\$4,983	\$4,568	\$4,152	\$3,737	\$3,530	\$3,322	\$3,115	\$2,903
5	\$42,360	\$5,517	\$5,093	\$4,667	\$4,243	\$3,819	\$3,607	\$3,395	\$3,183	\$2,971
6	\$43,374	\$5,638	\$5,204	\$4,772	\$4,338	\$3,904	\$3,687	\$3,470	\$3,253	\$3,039
7	\$44,366	\$5,768	\$5,324	\$4,880	\$4,436	\$3,992	\$3,771	\$3,550	\$3,327	\$3,107
8	\$45,433	\$5,906	\$5,452	\$5,019	\$4,544	\$4,089	\$3,862	\$3,635	\$3,407	\$3,175
9	\$46,475	\$6,042	\$5,577	\$5,112	\$4,648	\$4,183	\$3,951	\$3,718	\$3,486	\$3,243

ARTICLE XI: TEACHERS SALARY SCHEDULE

Year/ Degree/Cert / Step	16-17			17-18		18-19		19-20	
	B	CCP	CPM	B	CPM	B	CPM	B	CPM
0	\$46,940	\$48,300	\$53,225	\$47,340	\$53,775	\$47,740	\$54,325	\$48,140	\$54,875
1	\$47,820	\$49,217	\$54,124	\$48,442	\$54,928	\$48,808	\$55,442	\$49,172	\$55,955
2	\$48,641	\$50,181	\$53,897	\$49,350	\$55,275	\$49,944	\$56,631	\$50,272	\$57,105
3	\$49,425	\$51,111	\$54,650	\$50,198	\$55,622	\$50,880	\$56,988	\$51,442	\$58,330
4	\$49,947	\$51,768	\$55,168	\$51,007	\$56,399	\$51,754	\$57,346	\$52,407	\$58,698
5	\$50,474	\$52,433	\$55,689	\$51,545	\$56,933	\$52,588	\$58,147	\$53,306	\$59,066
6	\$51,005	\$53,107	\$56,209	\$52,089	\$57,471	\$53,143	\$58,698	\$54,165	\$59,892
7	\$51,544	\$54,185	\$56,751	\$52,637	\$58,008	\$53,704	\$59,253	\$54,738	\$60,459
8	\$52,094	\$54,872	\$57,303	\$53,193	\$58,567	\$54,269	\$59,806	\$55,315	\$61,030
9	\$52,655	\$55,575	\$57,866	\$53,761	\$59,137	\$54,842	\$60,383	\$55,897	\$61,600
10	\$53,228	\$56,293	\$58,442	\$54,340	\$59,718	\$55,428	\$60,970	\$56,488	\$62,194

11	\$53,814	\$57,028	\$59,029	\$54,931	\$60,312	\$56,024	\$61,569	\$57,090	\$62,799
12	\$54,413	\$57,778	\$59,630	\$55,536	\$60,918	\$56,634	\$62,182	\$57,705	\$63,416
13	\$55,027	\$58,541	\$60,244	\$56,154	\$61,538	\$57,258	\$62,806	\$58,333	\$64,047
14	\$55,653	\$59,317	\$60,872	\$56,788	\$62,172	\$57,895	\$63,446	\$58,975	\$64,691
15	\$56,288	\$60,107	\$61,515	\$57,434	\$62,820	\$58,548	\$64,099	\$59,632	\$65,349
16	\$56,931	\$60,751	\$62,174	\$58,089	\$63,483	\$59,214	\$64,767	\$60,305	\$66,022
17	\$57,582	\$61,402	\$62,849	\$58,753	\$64,164	\$59,890	\$65,451	\$60,991	\$66,710
18	\$58,242	\$62,061	\$63,541	\$59,425	\$64,860	\$60,574	\$66,153	\$61,687	\$67,415
19	\$58,909	\$62,729	\$64,249	\$60,106	\$65,574	\$61,267	\$66,871	\$62,391	\$68,137
20	\$59,585	\$63,404	\$64,972	\$60,794	\$66,305	\$61,969	\$67,607	\$63,105	\$68,877

B: Bachelors or less with or without permanent/professional certification
 CCP: Bachelors + 30 hours or masters without permanent/professional certification
 CPM: Masters with permanent/professional certification - teaching in area of certification

Section 1. Minimum Hiring Salaries & Conditions for New Teachers

1.1 Effective July 1, 2017 the minimum hiring salary for a full time teacher who has completed a bachelor’s degree shall be paid at the rate of \$47,340 and for a full time teachers who has completed their professional or permanent certification shall be paid at the rate of \$53,775. Credit may be given at the discretion of the district for approved: (1) years prior experience, (2) graduate credit hours and (3) masters degree.

Effective July 1, 2018 the minimum hiring salary for a full time teacher who has completed a bachelor’s degree shall be paid at the rate of \$47,740 and for a full time teacher who has completed their professional or permanent certification shall be paid at the rate of \$54,325. Credit may be given at the discretion of the district for approved: (1) years prior experience, (2) graduate credit hours and (3) masters degree.

Effective July 1, 2019 the minimum hiring salary for a full time teacher who has completed a bachelor’s degree shall be paid at the rate of \$48,140 and for a full time teacher who has completed their professional or permanent certification shall be paid at the rate of \$54,875. Credit may be given at the discretion of the district for approved: (1) years prior experience, (2) graduate credit hours and (3) masters degree.

1.2 The school district will advise prospective employees of any required qualifications or training that they must possess in writing at the time that they are appointed.
 Effective July 1, 2017 the minimum hiring salary for a full time teacher who has completed a bachelor’s degree shall be paid at the rate of \$46,940 and for a full time teacher who has completed

Section 2. Salary Increases for Returning Teachers in Employment as of June 30.

2.1 Effective July 1, 2017, each returning teacher shall receive an increase in his or her base salary for the 2017-2018 school year an amount equal to (3.2%) percent above the base salary he or she received for the 2016-2017 school year.

Effective July 1, 2018, each returning teacher shall receive an increase in his or her base salary for the 2018-2019 school year an amount equal to (3.1%) percent above the base salary he or she received for the 2017-2018 school year.

Effective July 1, 2019, each returning teacher shall receive an increase in his or her base salary for the 2019-2020 school year an amount equal to (3.0%) percent above the base salary he or she received for the 2018-2019 school year.

Section 3. Payments for Graduate Credit Hours and Master's Degree

3.1 Graduate Credit-Hour Payment in the amount of \$100 for the 2017-2018 school year, \$103 for the 2018-2019 school year, and \$106 for the 2019-2020 school year, shall be paid for each one (1) semester hour block of administratively approved courses beyond the Bachelor's Degree as required for the Permanent License and/or the Master's Degree; and \$100 for the 2017-2018 school year, \$103 for the 2018-2019 school year, and \$106 for the 2019-2020 school year, for each one (1) semester hour block of administratively approved courses taken beyond the Permanent License and/or Master's Degree for the express purpose of strengthening the teacher's background in specific, identified areas related to his teaching assignment at Skaneateles Central School. Such payments are to become effective on September 1 and February 1. A "semester hour block" is defined as 10 hours of approved professional development. This includes things such as workshops and non-college courses.

Section 4. Salary Schedule for Guidance Counselors

4.1 Salary Schedules for Guidance Counselors shall be paid on the basis of the Salary Schedule in effect for classroom teachers with placement on that Salary Schedule to be in agreement with the stated provisions for training, certification, and experience. An eleventh month to include twenty working days shall be a permanent part of the Counselor's working schedule. In addition, a five (5%) percent differential for Counselors over the teachers' schedule for comparable training and experience shall be included to compensate for the varied and unique services provided by the Counselor.

Section 5. Salary for School Psychologist

5.1 During the 2017-2018 school year, the starting (hiring) salary range for the position of school psychologist will be from \$1,000.00 to \$2,000.00 above the Step 0, CPM column. For the 2017-2018 school year, the salary of the school psychologist will be increased 3.2 percent over the 2017-2018 school year.

During the 2018-2019 school year, the starting (hiring) salary range for the position of school psychologist will be from \$1,000.00 to \$2,000.00 above the Step 0, CPM column. For the 2018-2019 school year, the salary of the school psychologist will be increased by 3.1 percent over the 2017-2018 school year.

During the 2019-2020 school year, the starting (hiring) salary range for the position of school psychologist will be from \$1,000.00 to \$2,000.00 above the Step 0, CPM column. For the 2019-2020 school year, the salary of the school psychologist will be increased by 3.0 percent over the 2019-2020 school year.

Section 6. Salary Adjustments for Post Minimal Training

6.1 Salary adjustments for post minimal training will be made in accordance with the conditions stated on the Teachers' Salary Schedule. In addition to formal courses, credit will be given to the following (with prior administrative approval):

- a. A teacher requesting in-service credit will need to submit a Request For Prior Approval - In Service Credit form. The In Service program needs to be a seminar, workshop, or other type of program taught by an accredited instructor or institution. Upon completion of the in service

program, the teacher will need to submit an In Service Salary Credit Claim form along with a certificate of attendance and/or certificate of completion as proof that (s)he completed the in service program.

- b. In Service hours will be limited to 90 hours in any given school year – July 1 through June 30.
- c. Travel followed by a paper on the value of the travel experience for the specific teaching job (maximum of two hours' credit).

6.2 National Board Certification - any teacher earning National Board Certification will be granted 15 graduate credit hours for the purpose of calculating compensation for this certification. These hours will be granted only at the completion of the certification process. Prior approval will be necessary as with other graduate courses.

Section 7. Payroll Schedule and Payroll Deductions

7.1 **Payroll Schedule:** A payroll schedule will be furnished each faculty member later than the second pay period of each school year. Teachers shall have the option of two different methods of salary payment. These methods may be either:

- a. 20 paychecks,
- or*
- b. 24 paychecks.

7.2 **Tax Sheltered Annuities:** Tax Sheltered Annuities will be purchased by the Board of Education in accordance with the provisions of Section 403 (b) of the Internal Revenue Code, and any amendment thereto; and subject to the further condition that elections to purchase the said annuities shall be filed by the employee no more than three (3) times each school year. The employee must notify the business office at least ten (10) business days before the end of the month preceding the effective date of the declaration.

7.3 Direct Deposit

Procedures for implementing a direct deposit program for payroll. The direct deposit will be implemented as soon as feasible after September 1, 1993, and continue in effect subject to the following conditions:

1. Members of the negotiating unit must select the bank they desire to use on or before September 30 of each school year.
2. A minimum of ten (10) subscribers must select a bank before the bank will be eligible for use.
3. The bank(s) selected must have the capability to receive the electronic communications format used by the school district.
4. Once a member of the negotiating unit selects a bank, the selection shall continue in effect during the member's employment with the school district for the remainder of the school year, thereafter from school year to school year unless the member gives written notice to the school district business office prior to July 1.
5. If the number of subscribers to any given bank falls below the minimum number of ten (10) as of July 1 in any school year, the bank will not be eligible for use in the direct deposit program. Affected employees will have until September 30, to select another bank from the list of eligible

banks.

6. Newly employed members of the negotiating unit who are first employed after September 1, in any given school year will be permitted to select a bank from the list of eligible banks for direct deposit within thirty (30) days of the effective date of employment.
 7. It is agreed that the Association, any members of the negotiating unit electing to participate in the direct deposit program shall indemnify and save harmless the Board of Education, its officers and employees from any and all manner of claims, demands, suits, actions and any other form of liability which may arise against the Board, its officers and employees out of or by reason of the direct deposit program provided for hereunder.
- 7.4 **Credit Union:** An employee may have a payroll deduction for deposits in or payments to a duly chartered Credit Union of which he is a member, but payroll deductions for this purpose shall be limited to the actual process of the payroll deduction. The Skaneateles Central School District will assume no responsibility for the calculating of any individual or group charges; bookkeeping and accounting procedures other than those required for the School District records; or the opening of new accounts more than three (3) times each school year. The employee must notify the business office at least ten (10) business days before the end of the month preceding the effective date of the declaration.
- 7.5 **Dues Deduction:** An employee may have Teacher Association dues deducted on a uniform basis during the period from October through June. The Skaneateles Teachers Association will furnish the District Office with the signed Payroll Deduction Authorization Cards and the list of employees electing this option. Payroll Deduction Authorization Cards, when filed in accordance with this procedure, are binding until revoked in writing by the employee.
- 7.6 **Member Benefit Deduction:** District will offer one-member benefits deduction through NYSUT and/or VOTE COPE.

Section 8. Salary Notices

- 8.1 Salary notices for the ensuing school year shall be forwarded to Faculty members on or before the 10th calendar day following the date of the ratification of the Contract negotiated by the Chief Executive Officer and the officially designated unit representing the teachers of the Skaneateles Central School as the basis for said Salary Notices. Faculty members shall notify the Board of Education of their acceptance or rejection of said appointment and/or Salary Notice not later than the tenth (10th) calendar day immediately following the date of said Notice.

Section 9. Pay for Summer School Driver Education

- 9.1 The summer school driver education teacher shall be paid at the rate of \$40 per hour for assigned work for the 2017-2018 summer school, \$41 per hour for assigned work for the 2019 summer school and \$43 for assigned work for the 2020 summer school.

Section 10. Pay for Summer Curriculum Work:

- 10.1 The District agrees to pay members of the negotiating unit who are appointed and perform approved summer curriculum work between July 1, and August 31, at the rate of \$39 per hour up to six (6) hours per day for the summers of 2018 and \$40 per hour up to six (hours per day for the summer 2019).

Section 11. Mentoring

District will pay teachers a stipend of \$287 for the duration of this contract.

Section 12. Pay For Band Performances

The band director will be paid at the rate of \$40 an hour, for the following band performances: Memorial Day Parade, Graduation Ceremony and Labor Day Parade. Compensation will be based on up to 4 hours per performance.

Section 13. Pay For Challenge Course

Teachers providing supervision and/or instruction on the Challenge Course will be compensated at the rate of \$37 an hour in the 2014-2015; \$38 an hour in the 2015-2016 school year, and \$39 an hour in the 2016-2017 school year for activities outside of the regular physical education classes.

ARTICLE XII: ROUTINE PROCEDURES FOR FACULTY MEMBERS

Section 1. Assignments & Duties

1.1 Teachers shall be in their assigned areas by the specified starting time for their respective building. The normal workday for members of the negotiating unit will be no more than seven (7) hours, thirty (30) minutes. Before a scheduled school holiday, recess, or on an abbreviated school day, teachers will be allowed to leave their building ten (10) minutes after the last bus leaves with their students.

Each teacher will have a duty free thirty (30) minute lunch period daily. For daily preparation, elementary teachers (K-5) will have no less than thirty (30) consecutive minutes per day during the student attendance day. So long as a nine (9) period day is in effect, secondary teachers (6-12) will have two duty free preparation periods.

1.2 They shall also be available for consultation with students and/or parents or for routine supervisory duty until the end of the normal work day on full length school days or for twenty five minutes following the dismissal of pupils in the event of an abbreviated session or on days preceding a holiday. Faculty meetings and special after school supervisory assignments are not subject to this time schedule.

1.3 There is no restriction on the use faculty members make of their lunch time; but they are expected to remain on the school premises during their other unassigned periods unless they have administrative permission to do otherwise.

1.4 Personnel, who in accordance with the above regulations are tardy or who must leave early, shall enter in a special register in the school office serving their respective building, the time of arrival or departure and the reason, if any. Any absence of this type in excess of one hour must also be reported on the Report of Absence and Salary Claim cards. This regulation does not apply to personnel who may be required to arrive late or leave early because they have special assignments and responsibilities related to field trips, athletic contests, or official school business.

Section 2. Meetings

2.1 Attendance shall be required at all faculty meetings called by the Building Principal or the Superintendent. Teachers who for any reason find themselves unable to attend may, at the discretion of the Principal who called the meeting, be excused from the meeting; but all such absences must be excused in advance of the actual meeting unless they result from causes covered by the provision for

personal leave (Article IV).

2.2 There shall not be more than an average of one general faculty meeting per school, per week.

Section 3. Requirements after Regular School Hours

- 3.1 In accepting appointment to this system, teachers agree that they will be available at such times and for such services as may be required at school functions beyond the hours of the regular school day, and that they will perform such services in good faith and to the best of their ability.
- 3.2 Saturday shall not be construed as a "regular school day."

ARTICLE XIII: PERSONNEL PROCEDURES

Section 1. Teaching Assignments

- 1.1 Insofar as it is possible to do so, teaching assignments will be made within the area (or areas) covered by the teaching certificate (or teaching certificates), subject to the preference of the teachers in accordance with the seniority of teaching experience in the Skaneateles Central School District, and subject to the further condition that teachers desirous of changing either their grade or subject area assignment so notify their Building Principal not later than March 1 preceding the school year of the desired change.
- 1.2 Teachers will be notified of their teaching assignments for the ensuing year on the following schedule:
- a. The tentative teaching assignment, by Certification and Subject Area, will be listed on the Salary Notice as issued.
- 1.3 Specific teaching assignments will be forwarded to teachers on August 1. The teaching schedules so listed will be firm unless promotion or emergency conditions (resignation, death, serious illness or injury, late summer registration changes, etc.) require that last minute schedule changes be made. During the summer before the opening of school, teachers will be notified promptly if such changes become necessary. A conference between the respective Building Principal and the affected teacher will be scheduled if requested by the teacher within ten (10) school days of the notification for the purpose of explaining and discussing the reasons for the change before the change becomes final. However, any conference, which is requested must be held prior to the beginning of the teacher's work year irrespective of the aforementioned time limits unless the building principal establishes a later time. A representative of the Skaneateles Teachers Association may be present at said meeting.
- 1.4 Every reasonable consideration will be accorded the preference of teachers; but nothing herein is to be construed as conferring on any teacher a vested right to teach only in a given Building or under a given Administrative Unit; and nothing herein is to be construed as denying to the respective Building Principal the ultimate and final prerogative of assigning a teacher within the area that in his professional judgment is in the best educational interest of the pupils and conducive to the best rapport and professional effectiveness of the other teachers.

Section 2. Personnel File

Each teacher shall have the right, upon advance request, to review the contents of his own personnel file in the District Office at a time mutually agreeable to both parties. A representative of the Teachers Association may, at the Teacher's request, accompany the teacher in this review. The review shall be made in the presence of the Superintendent or someone designated by him. Privileged information that is specifically exempted from review

shall include such confidential credentials and related personal references normally sought at the time of employment. A teacher shall have the right to attach a signed rebuttal to any material that he considers detrimental or derogatory to him.

Section 3. Disruptive Pupils and Teacher Protection

The Chief Executive Officer recognizes responsibility to continue to give administrative backing and support to teachers although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. Teachers recognize that all disciplinary action and methods invoked by them shall be reasonable and just and in accordance with established Board of Education policy.

Section 4. Medical Examinations

Required medical examinations will be conducted at School District expense by local physicians designated by the Board of Education. In the event a teacher so desires, he may be examined by a qualified Medical Doctor at his own expense. The Medical Examination Report is to be on a form provided by the Board of Education.

Section 5. Parent Teacher Conferences

- 5.1 The Association agrees that parent teacher conferences are an integral part of the school program and that it is important that each teacher confer on a regular basis with parents.
- 5.2 The practice of conducting initial parent conferences in the elementary grades each school year will continue.
 - a. Substitute teachers will be provided one half day for each 12 pupils (or major fraction thereof) in the teacher's class.
 - b. Teachers holding evening conference periods for the purpose of meeting parents who could not be otherwise scheduled will be compensated at the established salary for extra duty supervisory services for a maximum of two such conference periods, provided that each such period has the advanced approval of the building principal and is for a minimum of 90 minutes.
 - c. Initial conferences will be held by mid-November.
 - d. Kindergarten Conferences.
 1. Conferences will be held between October 1 and December 15.
 2. Up to a total of 6 half days or their equivalent will be provided for the purpose of teachers holding conferences with parents.
- 5.3 Under unusual circumstances, exception to provisions of Section 5 may be made with prior approval of the building principal.
- 5.4 Teachers will be expected to have additional conferences with certain parents at other times during the year. Such additional conferences should be scheduled when appropriate by the teacher, but may be scheduled by the building principal when deemed necessary.

Section 6. Length of School Year

The teachers' salary schedule shall be for a base 10-month period of service from September 1 through the ensuing June 30, and shall represent 188 days of service.

Section 7. School Calendar

Suggestions and recommendations for changes in the School Calendar for the ensuing year will be considered by

the Board of Education & administration, if made by the Skaneateles Teachers' Association to the Board of Education & administration on or before December 1 of the current school year.

Section 8. Procedures for Filling Teaching and/or Administrative Positions

8.1 Definition of Terms

Position: As used herein, the term "Position" means a full time assignment involving duties requiring specialized skills, training, and professional certification.

New Position: A "New Position" is a position not currently existing.

Replacement Position: A "Replacement Position" represents a current staff position that has become vacant because of the termination of services of the incumbent staff member.

8.2 Posting and Application Procedures.

New Positions: Notice of the Position, together with a brief description thereof, will be posted in each Building Office as an official Bulletin. This Notice will be posted for 5 consecutive school days. A period of 10 additional school days will be allowed for the filing of applications by local Faculty members. The Notice will be removed at the expiration of the first stated 5 day period.

Replacement Positions: Faculty members interested in changing to a different position are to notify their respective Building Principals in writing on or before March 1 in any given year. The existence of a specific position will not be a prerequisite for the filing of a letter of this type, but the letter must be supported by evidence of competence in the position sought.

Failure to file a letter of this type will be construed as evidence that no change in position is sought.

Teachers will be notified in writing of the existence of an opening of the specified type as soon as the opening has been officially confirmed. They will also be notified of specific application procedures to be followed.

8.3 Selection and Screening of Candidates.

Candidates for any position covered under this Procedure will be screened and evaluated impartially in terms of their respective qualifications for the position. In the event that two or more candidates appear to possess equal qualifications, priority will be accorded members of the SCS Faculty; but the final decision will be subject to the discretion of the employing Administrator as based upon a full consideration of at least such additional factors as the relative contributions the candidates might make to the educational welfare of the pupils and to the professional effectiveness of the other teachers in the School.

All candidates will be notified in writing within two weeks subsequent to the filling of the position.

Section 9. Travel Expenses

Authorized travel expenses of teachers shall be paid by the Board of Education upon the recommendation of the Principal. Cost of meals, lodging, and incidental expenses shall be a proper charge under authorized travel expenses.

Authorized travel expenses for mileage will be reimbursed at the current Internal Revenue Service rate.

Section 10. Supervision and Evaluation of Staff

Teacher Evaluation:

- 10.1 Probationary and tenure teachers will be evaluated on a continuing basis. Such evaluation shall be based upon the findings and recommendations contained in the committee report on teacher evaluation as amended.
- 10.2 Copies of this report are available upon request.
- 10.3 A committee composed of three (3) representatives of the Skaneateles Central School District designated by the Superintendent of Schools and three representatives of the Skaneateles Teachers' Association designated by the President of the Association shall convene within sixty (60) days at the request of either party. The committee will study the evaluation procedures and submit written recommendations to the Superintendent of Schools and President of the Association concerning proposed modifications for the evaluation process. The recommendations will be submitted within sixty (60) days of the convening of the committee and will take effect only upon the approval by both parties.

Section 11. Compliance with Education Law 3012-c

The parties agree to continue negotiations at times mutually agreed upon between the parties for the purpose of compliance with section 3012-c of the Education Law and the regulations promulgated by the Commissioner of Education.

The district and the Association have agreed upon an Annual Professional performance Review Plan (APPR) for the evaluation of teachers. The parties agree to review the APPR plan and to negotiate those mandatory subjects of negotiations on an annual basis.

Section 12. Release Time for Association President

The Association President will have one (1) period per day or its equivalent to conduct Association business. The President may be assigned up to five (5) teaching assignments but no supervisory assignments will be made in this case. The President will also have 30 discretionary days to be used to conduct union business.

ARTICLE XIV: K-12 CURRICULUM & PROFESSIONAL DEVELOPMENT COUNCIL

Section 1. Purpose

The Board of Education and Association agree that a District-wide Curriculum & Professional Development Council (K-12) shall be established to assist the Board, the Administration and the teaching staff in developing the best possible educational program for the students in the Skaneateles Central School District. The Curriculum & Professional Development Council K-12 will be the primary vehicle for curricula & professional development changes within the school district. The Council will recommend curricula & professional development changes to the Superintendent and the Board of Education. The Council will review the district's needs and priorities not only on an annual basis but as part of a long-range systematic plan for curriculum & professional development. A function of the Council will be to receive and consider proposals from teachers, the administration, and the Board pertaining to the improvement of our educational program and to make recommendations to the Board through the Superintendent.

Section 2. Membership

The Curriculum & Professional Development Council will consist of the four (4) Building Principals, the four (4) major Curriculum Coordinators, the Director of Pupil Personnel Services (1), and eight (8) teachers from the faculty. Each school will have two teachers elected by the faculty representing each building on the Council.

Membership on the Council will be for a minimum of at least one year. The Superintendent of Schools will be an ex officio member of the Council. All final recommendations to the Board will be through the Superintendent of Schools.

Section 3. Procedures

The initial meeting of the Curriculum & Professional Development Council shall be scheduled by the Superintendent before the end of September each year. The Superintendent shall appoint a chairperson for the school year. The chairperson shall establish a calendar to include at least (9) meetings (one meeting a month on the average) during the school year.

The expenses of the Council and any of its appointed committee shall be paid by the District. This Council will normally hold its meeting after regular school hours.

Section 4. Summer Grants

Summer grants shall be provided for curriculum development and/or revision, study, travel, or other educationally sound purposes.

Eligibility: Applicants shall be faculty members on the Skaneateles staff.

Length: Summer grants shall be given for any length of time not to exceed (8) eight weeks during any one summer.

Quota: There shall be no numerical quota on the number of grants, which may be provided; however, any expenditures shall be subject to authorization and approval by the Board.

Section 5. Grant Sub-Committee

The grant review sub-committee will consist of six (6) members of the K-12 Curriculum & Professional Development Council with three (3) members represented by the faculty and three (3) members represented by the Administration. In the event of a tie vote an explanatory report will be presented to the Superintendent and Board. The Board of Education has final authority in the awarding of summer grants. The criteria used to award grants should include but not be limited to the needs and priorities of the district, annual and long-range goals, format of the proposal, etc. Proposals for summer grants shall be made to the Grant Sub-Committee by April 1st with approval by the Board coming by June 1st. All payment for the project will be rendered upon successful completion of the project, but in the case of extended projects, 25% of the payment will be held until final completion of the work. The grant sub-committee and Superintendent will evaluate the finished project before final payment in September.

ARTICLE XV: MISCELLANEOUS PROVISIONS

Section 1. Changes in Terms or Conditions

The District shall not, during the terms of this agreement, make changes in existing terms or conditions of employment not covered by this agreement without prior discussion with the Teachers Association.

Section 2. Mutual Negotiations

The Board and the Association agree that all terms and conditions of employment of concern to either party have been negotiated as provided in this agreement, and further negotiations will not be conducted on any item whether contained herein or not during the life of this agreement. This agreement may be altered, changed, added to, deleted from, or modified, only through the voluntary, mutual consent of the parties in a written and signed amendment to this agreement.

Section 3. Legal Content

If any provision of the agreement or any application of the agreement to any employee or group of employees shall be found contrary to law (or would tend to impinge upon or reduce in any way the duties or responsibilities of the Board of Education as defined in Sections 1709, 1711, or other sections of the Education Law pertaining to the duties and responsibilities of the Board of Education), then such provision or application shall not be deemed valid or subsisting except to the extent permitted by law, but all other provisions or applications will continue.

ARTICLE XVI: AGREEMENTS BETWEEN PUBLIC EMPLOYERS & EMPLOYEE ORGANIZATIONS

(Section 204-a, Civil Service Law)

It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has given approval.

This agreement shall remain in effect from July 1, 2014 through June 30, 2017.

Marcus Guy, President
Skaneateles Teachers Association

Lynda Quick Superintendent of Schools
Skaneateles Central School District

Resolution of the Board of Education of Skaneateles Central School District implementing subject agreement where needed and providing the necessary funds therefore was passed on

Karen Dunphy, District Clerk
Skaneateles Central School District Board of Education

