

AGREEMENT
BETWEEN
THE
WINOOSKI BOARD OF SCHOOL TRUSTEES
AND
THE
WINOOSKI EDUCATION ASSOCIATION

JULY 1, 2013

through

JUNE 30, 2016

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ACKNOWLEDGEMENT OF ARBITRATION

In accordance with 12 VSA §5652(b), the Board and the Association understand that this Agreement contains an agreement to arbitrate any dispute which "derives directly from an application or interpretation of a provision of this contract" as provided in Article 8.0, Section 8.7 Binding Arbitration. After signing this Agreement, the Board and the Association understand that they will not be able to bring a lawsuit concerning such disputes, unless it involves a question of constitutional or civil rights. Instead, the parties agree to submit any such dispute to an impartial arbitrator as set forth in Article 8.0, Section 8.7 binding Arbitration

ARTICLE 1.0 - RECOGNITION

The Winooski Board of School Trustees recognizes the Winooski Education Association for the purpose of collective negotiations, pursuant to Title 16, Chapter 57, of the Vermont Statutes Annotated, as the exclusive representative of a unit consisting of all professional employees of the Winooski School District, excluding non-teaching administrative personnel. Unless otherwise indicated, the employees in the above unit will be hereinafter referred to as "Teachers." It is not mandatory to belong to the Association in order to be represented by it for purposes of collective negotiations.

ARTICLE 2.0 - RIGHTS OF THE ASSOCIATION

The Association shall have the right to use facilities and equipment that are normally located for teacher use within the school, as well as, school audio-visual equipment, at reasonable times and upon appropriate request and permission of the Superintendent, provided that such use does not interfere with the teaching of pupils or interrupt normal school operations. Any cost of material, or for repair or replacement as the result of use of equipment and facilities, will be borne by the Association.

Duly authorized representatives of the Association, with permission of the Superintendent, shall be permitted to transact official business on school property at all reasonable times, provided that this shall not interfere during school hours with the teaching of pupils or assigned duties, or interrupt normal school operations. The Association shall have the right to use the staff lounges for the posting of notices of its activities and matters of Association concern provided that no matter be placed in the staff lounges which is derogatory of any school personnel or detrimental to the best interest of the District. The Association may use the teachers' mailboxes for communication to teachers provided that the above-mentioned safeguards are followed.

ARTICLE 3.0 - MANAGEMENT RIGHTS

In recognition of the fact that the laws of the State of Vermont rest responsibility in the Board for the quality of education and the efficient and economical operation of the District, except as specifically and directly modified by expressed language in a specific provision of this Agreement or by laws of the State of Vermont, the Board retains all rights and powers that it has, or may hereinafter be granted by law, and may exercise such power.

ARTICLE 4.0 - RESPONSIBILITIES OF THE PARTIES

This Agreement is intended to set forth rates of pay and other mutually agreed upon conditions of employment, so as to promote orderly and peaceful relations with the teacher personnel, and to achieve the highest level of teacher performance consistent with safety, good health, professional effort, and promote the general welfare of the District, its students, and its teachers. Unless otherwise specified, any action by the Board or its school administration, affecting wages, or other mutually agreed upon conditions of employment, shall be subject to the right of the Association to represent the teachers on the issue and to the grievance and arbitration procedures of this Agreement.

ARTICLE 5.0 - PROTECTION OF STUDENTS AND TEACHERS

- 5.1 TEACHER RESPONSIBILITY: The teachers recognize that in cases of emergency the health, safety and well-being of students are their prime responsibility and that they must act accordingly. However, after the safety of the students has been assured, the teachers shall not be required to place themselves in jeopardy (i.e., a bomb scare or situations involving armed or otherwise violent persons).
- 5.2 WORKING CONDITIONS: Teachers shall not be required to work under conditions which constitute a threat to their health and safety when such a threat has been determined to exist by local, state and/or federal health or safety officials.
- 5.3 WEATHER: When schools are closed due to severe weather conditions, teachers will not be required to report to work on that day.

ARTICLE 6.0 – REDUCTION IN FORCE, RECALL AND TRANSFERS

- 6.1 NOTIFICATION OF THE ASSOCIATION: The Board is committed to providing educational programs for the students of Winooski which meet the statutory requirements of the State of Vermont and the regulations set forth by the Vermont State Board of Education. When the local Board of School Trustees deems it appropriate to reduce staff the Association shall be notified of any contemplated reduction in force stating curriculum area and staff number as early as possible, but no later than March 30, for any reduction scheduled to take effect in September of the following year.
- 6.2 NOTIFICATION TO THE TEACHER: Termination of a position shall be made only after a meeting between the teacher who occupies that position and the superintendent as soon as practicable, but in no event later than March 30. At this meeting, the teacher will be notified in writing of the reason(s) therefore. The teacher may, at his/her option, have a representative of the Association present at such meeting.
- 6.3 STAFF REDUCTION:
- 6.31 Teachers shall be laid off in reverse order of seniority, following review of natural attrition and retirement plans within the district. For the purposes of this Article, seniority will be computed from the beginning of the teacher's most recent period of continuous employment in the school district and will begin to accrue as of the date the contract, commencing that period of employment, was signed by the teacher.
- 6.32 Part-time teachers will accrue seniority on a pro-rated basis. Seniority will continue to accrue during all paid leaves of absence. Seniority will not be broken by unpaid leaves of absence, employment by the Board in a position outside the negotiating unit, or by layoff.
- 6.33 In all instances, seniority accrued within the District shall be considered as "district-wide seniority" transferable within the bargaining unit. When seniority is equal, ability to perform work in question as determined by the superintendent will be a deciding factor in determining a layoff. Teachers who are licensed in more than one area will establish seniority in each area for the purpose of layoffs.
- 6.34 A teacher who is notified he/she is to be laid off, under the provisions herein, shall have the right to displace the least senior teacher in all other academic areas or departments provided that the teacher scheduled to be laid off is licensed to assume the position of the less senior teacher. The teacher who is displaced by the senior teacher shall have no rights to displace anyone else and shall be the teacher to be laid off.
- 6.35 A teacher who chooses to exercise his/her displacement rights must do so by serving notice to the Superintendent of Schools within seven (7) calendar days of receiving his/her notice of layoff. Upon receiving such notice, the superintendent shall notify, within five (5) calendar days, the less senior teacher that he/she has been displaced and will be laid off. Such notice of the displacement from the superintendent to a junior

teacher shall constitute sufficient notice of layoff under this Article. A senior teacher may choose to accept the layoff as exercising his/her right to displace a less senior teacher. In such instances the laid off teacher will be placed on the recall list.

- 6.4 RECALL RIGHTS: If there is a vacancy in a negotiating unit position, laid off teachers who are licensed to perform the work in question will be recalled in seniority order. Teachers shall retain the right of recall for a period of three (3) years from the effective day of the layoff which shall be considered September 1 of the year in which the layoff occurred. Notice of recall will be given by telegram or registered mail to the last address given by the teacher to the school district. A copy of the notice of recall will also be given to the Association president. If a teacher fails to respond within ten (10) days after receipt of the above notice of recall, he/she will be deemed to have refused the position offered and waived the recall rights under this Agreement unless the position offered to the teacher results in a change of the teacher's position of full time to part time status. Any teacher placed on laid-off status has the option to continue insurances offered by the school district, at the school group rate at the teacher's expense, for the period of the three (3) years on the recall list.
- 6.5 SENIORITY LIST: Prior to October 15th of each school year, the superintendent will provide to the Association a list indicating the seniority status and licensure areas of all unit employees. Any challenge to seniority list placement shall be subject to the grievance procedure outlined in Article 8.0.
- 6.6 TRANSFERS:
- 6.61 OPEN POSITIONS: Teachers who apply for openings in the district for which they are properly licensed shall be given full consideration for voluntary transfer to said position without having to reapply for employment in the district.
- 6.62 TRANSFERS: If an opening exists for which a teacher affected by the reduction in staff is licensed, he/she will be given the opportunity to transfer to that position.
- 6.63 INVOLUNTARY TRANSFERS: An involuntary transfer notice or reassignment will be made only after a meeting between the teacher involved and the Principal, at which time the teacher will be notified of the reason(s) therefore. The teacher may, at his/her option, have a representative of the Association present at such a meeting.

ARTICLE 7.0 - JUST CAUSE

No teacher shall be disciplined, have his/her contract non-renewed, or denied a salary adjustment without just cause.

ARTICLE 8.0 - GRIEVANCE PROCEDURES

Any claim by the Association or a teacher that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement, a violation of a teacher's or teachers' rights to fair treatment, or a violation of any established policy or practice that implements contract terms, shall be a grievance.

- 8.1 TIME LIMITS: All time limits consist of school days, except when a grievance is submitted on or after June 1. Then, time limits shall consist of seven (7) days of the week, so that the matter may be resolved before the close of the school term or as soon as possible thereafter. School days, for purposes of the grievance procedure, shall mean teacher employment days.
- 8.2 ASSOCIATION REPRESENTATION: The Board shall recognize a grievance representative selected by the Association in each building, and an Association grievance committee, any one of whom may function as a grievance representative for teachers covered under the terms of this Agreement. In addition to the aggrieved individual, the Association grievance representative shall be notified in writing and shall be present for any meetings, hearings, appeals, or other proceedings relating to a grievance which has been normally presented. One Association representative will be designated for a particular grievance. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his/her supervisor, and having the grievance adjusted without intervention of the Association, provided the Association has been notified and the adjustment is not inconsistent with the terms of this Agreement.
- 8.3 PROCEDURE: The parties acknowledge that it is usually most desirable for a teacher and his/her immediately involved administrator to resolve problems through free and informal communications. When requested by the teacher, a grievance representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the teacher or the Association, then a grievance may be processed as follows:
- 8.4 STEP 1: The teacher(s) or the Association shall present the grievance within fifteen (15) days from the date the event which gave rise to the grievance occurred, or fifteen (15) days from when the grievant knew or should have known of such event. The grievance shall be presented in writing to the immediately involved administrator, who will schedule a meeting to take place within ten (10) days after receipt of the grievance. The administrator shall provide the aggrieved teacher(s) and/or Association representative with a written answer on the grievance within ten (10) days after the meeting. Such answer will include the reasons upon which the decision was based.
- 8.5 STEP 2: If the grievance is not resolved at Step 1, the Association or the teacher(s) may refer the grievance in writing to the Superintendent or his/her official designee within ten (10) days after receipt of the Step 1 reply. The Superintendent shall arrange for a meeting with the representatives of the Association's grievance committee, and/or the

aggrieved teacher(s), to take place within ten (10) days of the Superintendent's receipt of the appeal. Each party shall have the right to include in its representation such witnesses and counselors, as it deems pertinent to the grievance. Upon conclusion of the meeting, the Superintendent will have ten (10) days in which to provide his/her written decision to the Association and/or teacher(s).

- 8.6 STEP 3 - SCHOOL BOARD: If the teacher(s) or the Association is not satisfied with the disposition of the grievance at Step 2, or the Step 2 time limit expires without the Superintendent's answer, the grievance shall be on the agenda of the next regular School Board meeting, or at a special meeting. Within ten (10) days following the meeting the School Board will have its answer in writing to the grievant, and the President of the Association and the Association representative.
- 8.7 STEP 4 - BINDING ARBITRATION: If the Association, representing the grievant, is not satisfied with the Step 3 decision, or if the time limits at Step 3 expire without the issuance of the Board's written decision, and provided the grievance derives directly from an application or interpretation of a specific provision of this contract, then the Association representing the grievant may submit the grievance to final and binding arbitration, under the Voluntary Labor Arbitration Rules. If a request for arbitration is not filed within ten (10) calendar days of the date required for the Board's reply at Step 3, then the grievance will be deemed to be withdrawn.

The person of an arbitrator shall be selected by mutual agreement between the Board or its designated representative and the Association or its designated representative, unless the Association indicates in writing a desire to be disassociated from the appeal. If the Association so indicates, agreement upon the person of an arbitrator shall be between the Board and the grievant. Should the parties be unable to agree upon an arbitrator within ten (10) days from the request for arbitration, then an arbitrator shall be requested by the Association within ten (10) days from the American Arbitration Association under the Voluntary Labor Arbitration Rules. If not so requested, the grievance shall be deemed to be withdrawn.

The arbitrator shall have no power to alter the terms of this Agreement. However, the arbitrator is empowered to include in any award financial reimbursements or other remedies as he/she judges to be proper, excluding punitive damages.

Each party shall bear the full costs of its representation in arbitration. The cost of the arbitrator and the American Arbitration Association fees will be divided equally between the parties. Should either party request a transcript of the proceedings, that party shall bear the full cost of such transcript. If both parties desire transcripts, then the cost of the two (2) transcripts will be divided equally between both parties.

8.8 ADMINISTRATION OF PROCESS: The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance at any level after formal filing, and no teacher shall be required to discuss any formal grievance if the Association's representative is not present.

Provided the Association and the Superintendent agree, Step 1 and/or Step 2 of the grievance procedure may be bypassed and the grievance brought directly to the next step. Class grievances involving an administrator above the building level may be filed by the Association at Step 2, and grievances involving staff reduction shall be filed by the Association at Step 2, also.

No reprisals of any kind may be taken by the Board, the school administrator or the Association against any teacher because of his or her participation or non-participation in the grievance procedure.

The Board, the administration and the Association will cooperate with one another in the investigation of any grievance. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants. No grievance will be processed or heard during assigned working hours without specific consent from the administration.

It is the intent of the Board, the administration and the Association that no minor child be involved in the filing, processing or hearing of any grievance unless prior written consent from a parent or legal guardian has been received by the office of the Superintendent, and further that all parties shall mutually agree to any child's involvement. Such agreement shall not unreasonably be withheld.

Forms for the filing of grievances shall be made available at the Board's expense. No grievance shall be considered unless it is presented in the manner set forth in the procedure agreed upon. However, in the event that new facts are obtained that were not previously known to the aggrieved teacher(s) but which, if they had been known, might have influenced the disposition of the grievance, the presentation of such information to the parties in interest shall constitute ground to re-open the grievance procedure at the level at which it had been terminated. Further, in the event that a decision has not been rendered in a grievance or the decision has not been implemented or has been violated, the presentation of such evidence to the parties in interest shall constitute grounds to re-open the grievance at the level at which it had been terminated. A grievance may be withdrawn at any level without establishing precedent.

ARTICLE 9.0 - PROFESSIONAL RESPONSIBILITIES AND DUTIES

9.1 TEACHER RESPONSIBILITY: It is the responsibility of the teacher to place the welfare of his/her pupils above every other professional consideration. It is the duty of the teacher to be just, courteous, and professional in relations with all pupils. He/she should consider their

individual differences, needs, interests, temperaments, aptitudes, and environments. (Article I, VT-NEA Code of Ethics)

Teacher responsibility is not limited to the actual hours spent in class, but extends to the point at which daily objectives are met in terms of the overall responsibilities of his/her profession. This in no way implies that the teacher's responsibility has ceased upon leaving the school. The location of planning time, beyond school dismissal, will be at the discretion of each teacher.

Teacher assignments shall be in compliance with state laws and regulations.

9.2 WORK DAY:

The normal work day for teachers shall consist of seven and one-half (7-1/2) hours inclusive of a 25 minute duty free lunch period. Starting and ending times of the teacher work day will be defined by the administration on an annual basis.

The teacher day shall begin no earlier than 7:30 a.m. However, for the duration of this agreement the beginning and end of the teacher work day may be adjusted if the teacher volunteers for said adjustment. Adjustments in hours must be agreed to in writing by June 15 of the preceding school year. In such a case, the team planning time may be waived by the teacher. The teacher's day shall consist of 7.5 consecutive hours.

Each teacher shall have a daily forty-five (45) minute teacher directed planning period. In consultation with the teacher by the appropriate administrator, this daily forty-five minute planning period may be adjusted so long as the teacher has a total of two hundred twenty-five (225) minutes planning per week and when such a change will benefit the students(s).

Each teacher shall participate in administration directed planning activities. These activities shall last between thirty (30) and sixty (60) minutes per day and shall total no more than one hundred and fifty (150) minutes per five (5) day work week. The schedule for administration directed planning time will be issued to teachers at least two (2) weeks prior to the first day of each quarter.

With the exception of the five hundred (500) weekly minutes of duty-free lunch, teacher directed planning and administration directed planning time described above teachers may be assigned teaching and supervisory duties as is necessary to best meet the needs of the students and effectively and efficiently operate the school district. All duty assignments will be distributed in an equitable fashion. Principals shall seek the advice of the faculty in the preparation of duty schedules.

Full-Time High School Assignments: The standard professional full-time assignment for teachers in grades 9-12 on a seven and one half (7 1/2) hour day schedule will consist of a combination of teaching and duty assignments so long as there are no more than five (5) teaching assignments, with a maximum of four (4) "preparations", and one duty assignment; or six (6) teaching assignments, with a maximum of four (4) preparations and no duty assignment.

Full-Time Specialist Assignments: All K-12 specialists will have no more than 30 teaching assignments per week. The term "specialist" shall include, by way of example but not limitation, subjects such as art, music, physical education and technology education.

The daily beginning and ending times may not be the same for John F. Kennedy School and Winooski Middle/High School.

Post-Work Day Activities: Beyond the work day described above, the following post-work day meetings/activities may be required to best serve students, parents, and community:

- Open House/Back-to-School Night, two evenings per year
- Special Presentations (i.e. Young Authors Night, Science Fair, I Love to Read Week, etc.), two evenings per year
- Legally Mandated Meetings such as I.E.P. meetings as necessary.
- Parent/Teacher conference days may be scheduled differently than the normal school day.

9.3 WORK YEAR: The teachers' work year shall include the days students are in attendance, convocation days at the beginning of the school year, in-service days, team planning days and other days when teachers are required to attend. The total number of teacher workdays shall not exceed 187 days, at least 177 of which are student days. In addition to these 187 days, teachers new to the Winooski School shall also be required to attend two additional days for orientation and mentoring activities, for which the teachers will be paid on a per diem basis.

Any additional days will be compensated for on a per diem basis, the rate of which will be determined by dividing the teacher's annual salary.

Special assignments beyond the regular teaching/supervisory duties covered by the work day defined in 9.2, such as federal project coordination, summer curriculum development, organizing and conducting summer conferences/workshops, shall be compensated at a rate of \$25.00 per hour for the 2013/2014 SY, \$30.00 per hour for the 2014-2015 SY and \$40.00 for the 2015/2016 SY.

9.4 NOTIFICATION: A teacher shall be notified in writing by June 1 should his/her teaching assignment change. However, changes may be made after such date if circumstances arise occasioned by unforeseen conditions not caused by the School Board.

- 9.5 SIGN-IN: No "signing-in" will be required of teachers to assure attendance at professional in-service workshops, seminars, conventions, or regularly scheduled school attendance days.
- 9.6 HANDBOOKS: Teacher handbooks shall be updated annually by a committee consisting of the respective principal, one teacher or other appropriate individual selected by the principal, and one teacher selected by the W.E.A. prior to the first day of school to reflect changes in Board policies relating to professional staff and this negotiated Agreement.
- 9.7 MENTOR PROGRAM: The Association agrees to work with the Principals to establish a mentor program for each teacher who is new to the District or who is to be in a new assignment for the subsequent school year. Said program shall be tailored to the need of the individual new teacher depending on his/her experience and education. Mentors will serve without extra compensation and such assignment shall be appropriately documented to the affected parties. Assignment of mentors shall be mutually agreed to by the Association President and the Principal.

WINOOSKI "CERTIFIED" TEACHER / MENTOR PROGRAM: Teachers who meet the requirements listed in the district application for "teacher/mentor" may volunteer to enroll in a district approved teacher mentor program enabling the teacher to become a Winooski "certified" teacher/mentor. Applications will be on file in the Central Office.

Any teacher, who already meets the requirements listed in the teacher application, or the equivalent, shall be considered a Winooski "certified" teacher/mentor.

The District and the Association shall together annually review the implementation of the teacher/mentor plan. If both the District and the Association agree, revisions may be made as necessary.

There will be no more than three (3) Winooski "certified" teacher/mentor positions, one per school, each at a \$1,000 stipend.

- 9.8 Teachers hired at full-time status (1.0 FTE) who have a reduction in their instructional assignment/duties due to declining enrollment may be assigned duties at the discretion of the administration.

ARTICLE 10.0 - LEAVES

- 10.1 SICK LEAVE: Teachers under a full school year contract will be entitled to fifteen (15) days sick leave without loss of salary. In any one school year, teachers may have the option of using a maximum of fifteen (15) days of their sick leave for illness in their immediate family. Immediate family shall be defined as: spouse, children/dependents, parents, parents-in-law, grandparents and siblings, or any other person recommended by the Superintendent and agreed upon by the Board. For teachers who are contracted for less than one full year, sick leave will be pro-rated on the basis of their contractual (e.g., 1 semester, 7 1/2 days, etc.).

- 10.11 All unused sick leave will be cumulative to the number of teacher work days specified in this agreement.

Upon the recommendation of the Superintendent and the approval of the Board, at their discretion, additional days of sick leave may be granted where and if there are grave extenuating circumstances.

- 10.12 If a teacher is absent from work for more than three (3) consecutive days the reason may be required to be certified by a physician at the discretion of the Superintendent. This certificate may be sent directly to the Superintendent's Office via the Principal's Office with the first subsequent payroll report. For extended absences, the Superintendent may require additional certificates from the physician.
- 10.13 SICK LEAVE BUY-OUT AT RETIREMENT: In recognition of years of service to the district, any teacher who has served the district for a period of at least 20 years, and who retires under the provisions of the Vermont Teachers Retirement System will be granted a one time payment equal to thirty-five dollars (\$35.00) times the number of accumulated sick leave days up to the maximum number of days provided in this Article. The teacher must notify the Board on or before, January 1st of the final year of employment . Payment of this benefit shall occur in July, subsequent to retirement. A teacher who so notifies the Board and who subsequently does not retire as announced shall no longer be entitled to this benefit.
- 10.14 SICK LEAVE BANK: A "sick day bank" shall be maintained for use when a teacher has no remaining accumulated sick days available and when documented "extraordinary circumstances" exist. Additionally, a teacher must have donated to the "bank" in order to be eligible to access the "bank." Such donation must occur during that school year, on or before September 15. Prior to October 15th of each school year, the superintendent will provide to the Association a list of teachers eligible to access the "bank."

A teacher who meets the requirements may apply for use of up to the accumulated number of days in the "bank."

The "bank" shall be capped at two hundred (200) days per year. No more than 200 days shall be available in any given year. Any additional days donated (above the 200 cap) shall be held "in escrow" until needed to replenish the "bank." Each teacher may donate up to two (2) sick days per year to the "bank."

The District and the Association shall together develop the forms and procedures necessary for implementation of the sick bank. A committee consisting of two (2) Association representatives and two (2) District representatives shall administer the "bank" and shall determine the definition of "extraordinary circumstances." A unanimous decision by the four committee members shall be required for implementation of any sick bank committee decision.

The District and the Association shall together annually review the implementation of the sick bank. If both the District and the Association agree, revisions may be made as necessary.

- 10.2 PERSONAL LEAVE: Teachers will be entitled to three (3) days leave of absence with pay for personal business and matters that cannot be conducted while school is in session. Should the nature of leave be private, the reason need not be divulged.
- 10.21 In emergency situations the Superintendent may grant additional personal days.
- 10.22 No personal leave need be granted at the following times:
1. Prior to and including the first week of the school year.
 2. One day prior to or immediately following school vacations.
 3. During the final week of the school year.
- The first and last weeks of the school year shall be the first five (5) days students are in attendance; and the last week shall be the last five (5) days students are in attendance.
- 10.23 The Superintendent may grant additional personal leave for religious observances. Any personal days taken for religious observance purposes shall not be restricted by the three conditions set forth above.
- 10.24 In recognition that teachers are expected to work over and above the regular school day twice a year for parent/teacher conferences, each teacher who does so shall be granted two additional personal days per year. To be eligible for these extra days a teacher must work until at least 8:00 p.m. on each of the parent-conference days.
- 10.3 BEREAVEMENT LEAVE: In the case of death in the immediate family (immediate family is defined in the sick leave provisions of this agreement), the teacher shall be granted up to five (5) days of leave per occurrence which shall include the day of the funeral and any necessary travel time.
- 10.4 PROFESSIONAL LEAVE: All professional staff members shall be entitled to three (3) days professional leave as recommended by the immediate supervisor and subject to final approval by the Superintendent.
- 10.41 Professional days may be used by Winooski Education Association officers and committee chairperson for the purpose of conducting Association business which cannot be conducted outside of regular school hours; or by any professional staff member for the purpose of attending professional meetings, conferences, schools, educational institutions or participating in other educationally related activities. The Superintendent, at his/her discretion, may grant additional days of professional leave.

10.42 Teachers will not be charged professional leave for those times when the teacher is assigned professional duties at sites away from the school proper; or when the teacher is assigned other than his/her regular duties for a day (i.e., completion of paperwork, special assignments, etc.).

10.5 FAMILY LEAVE:

10.51 Statutory Leave: To the extent that the following statutory provisions are applicable to the Board, the Board shall comply with the requirements of the federal Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("PFLA"). Leave pursuant to each of these acts shall be provided according to the Board's policies and practices. Pursuant to these policies and practices, whenever a teacher is entitled to and/or granted paid or unpaid sick (disability) leave or family leave pursuant to the terms of this Agreement and the teacher is also entitled to leave pursuant to the FMLA and/or PFLA for the same occurrence, both the leave provided pursuant to the Agreement and that which is provided pursuant to the FMLA/PFLA will be provided concurrently. The teacher may elect to use up to six (6) weeks of any paid leave which he/she has accrued under the terms of this Agreement during any period of leave provided pursuant to FMLA and/or PFLA. Also, FMLA/PFLA leave will be provided concurrent with Workers' Compensation benefits where concurrent entitlement exists. All other matters regarding the administration of leave provided pursuant to the FMLA and the PFLA shall be as provided by the District's policies and practices.

10.52 CHILD CARE LEAVE:

Upon the birth or adoption of a child, a teacher may elect to take an unpaid leave of absence for up to one (1) school year (as defined in 9.3 of this Agreement) provided he/she notifies the superintendent at least thirty (30) calendar days prior to the date the leave is to commence, except in the case of an emergency. All benefits to which a teacher was entitled at the time such leave of absence commenced, shall be restored upon his/her return from such leave, and he/she shall be assigned to the same position, or substantially comparable position. Salary step credit and seniority shall continue to accrue during child care leave.

10.6 SABBATICAL LEAVE: An application may be approved if the professional competency of the teacher and the general efficiency of the school system will be benefited. Permanent, licensed teachers shall be eligible for sabbatical leave. Sabbatical leave may be used for such activities as:

1. Study in an approved institution; or
2. A problem or project pursued individually with the sanction of an approved graduate school; or
3. Other approved activities.

10.61 The number of sabbatical leaves will be limited to the number approved and budgeted for by the School Board. Selection will be based on the following factors.

1. The priority of application.
2. Relative merits of reasons for desiring leave.
3. Seniority.

10.62 Applications for sabbatical leave must be submitted before the December school recess and will be responded to by the close of the first School Board meeting in February.

10.63 The teacher's salary will be his/her salary less the salary of a temporary replacement teacher, but in no case less than one-half of the teacher's normal annual salary. Teachers accepting sabbatical leave payments obligate themselves to return to the District for two school years or to repay the amounts received. Teachers on sabbatical leave will have the option of receiving half pay for the full year or full pay for half the year.

10.64 Employees on sabbatical leave shall retain employment status while on leave, relating to salary schedule step, placement, membership in the retirement system, and eligibility while on sabbatical leave if all requirements of the leave as set forth in the policy are met.

10.7 LEAVES WITHOUT PAY:

10.71 Military Leave - A staff member who is called to active duty or one who elects to voluntarily fulfill his/her commitment shall have the option, if requested in writing prior to the beginning of such duty, of returning to the system. He or she will be entitled to all the re-employment rights under Section 9 of the Universal Military Training and Service Act. Upon returning, he/she shall be placed one (1) step above that which he/she held on the salary schedule prior to the absence, unless he/she returns within the same school year.

10.72 Other Leave Without Pay - A leave of absence not to exceed one (1) school year may be granted upon written request and at the discretion of the Superintendent for professional improvement, exchange teaching, Peace Corps and Teacher Corps, provided said leave is in the best interest of the Winooski School District. The salary status of any teacher being granted such a leave, upon return, shall be the same as though the teacher had spent the leave in the District.

10.73 Benefits - Teachers on extended leave without pay (31 days or more) will not be eligible for District benefits while on said leave. However, said teacher may continue receiving District insurances if desired upon the teacher's requests and at the teacher's expense.

ARTICLE 11.0 - PROFESSIONAL DEVELOPMENT

11.1 The District shall annually provide a professional development fund consisting of \$34,000. Said funds shall be administered by a Professional Development Committee for the following purposes under the basic goal of improved instruction:

- a) Tuition reimbursement.
- b) Payment of fees and expenses associated with attendance at conferences, meetings, seminars and similar activities.
- c) Support for the facilitation/coordination of locally organized workshops, planning groups or special projects.
- d) Stipend for a summer planning institute session for team planning and/or curriculum coordination with prior approval of the Professional Development Committee. The planning sessions could also provide recertification credits as determined by the Winooski Teachers Standard Board. Application for institute funding shall be made by June 1 and approved by the P.D.C. by the final day of school

11.2 The Professional Development Committee shall consist of five members selected as follows:

- 2 elected by the John F. Kennedy School teachers
- 2 elected by the Middle/High School teachers
- 1 appointed by the President of the Winooski Education Association

The term of office shall be one year; however, committee members may be reelected. All elections for the Professional Development Committee shall be conducted by the Association. All teachers employed by the District shall be eligible to vote and eligible to serve as members of the committee.

11.3 Each year the Professional Development Committee shall present an action plan to the Board of School Trustees at the regular October board meeting which describes how the committee will operate for that school year and how teachers will access the funds. The action plan shall include any forms that will be used and a description of how decisions will be made. Further, the committee shall provide the Board with a full disclosure of all payments made from the fund in January and in June.

11.4 The Superintendent's office will make the professional development fund available to the committee through the regular purchase order process. All purchase orders presented to the Superintendent's office for payment shall include:

- a) A bonafide invoice or other appropriate documentation to substantiate the reimbursement of payment.

11.5 The Superintendent's office will provide the committee with a monthly accounting of the funds expended, encumbered and the balance available.

- 11.6 All decisions of the Professional Development Committee shall be final. They shall not be subject to the grievance process contained in this Agreement or further actions of the Board.

ARTICLE 12.0 - PAYROLL DEDUCTION

A payroll deduction plan, currently available to the Winooski Education Association, will continue.

- 12.1 All future requests will be, but not limited to only these.
- a) W.E.A./VT-NEA Dues
 - b) 403 (b) Providers: Four providers currently in use are: AIG-VALIC, Ameriprise Financial, Horace Mann, Jackson National Life and State of Vermont Plan/Great West.
- 12.2 Future changes in deduction details should be agreed upon between the Superintendent and the Winooski Education Association. Changes may take place during the contract period.
- 12.3 Beginning in FY14, all new hires will be required to enroll in Direct Deposit. Those employees who were hired prior to May 31, 2013, and do not currently participate in Direct Deposit will be grandfathered in for the duration of this agreement.

ARTICLE 13.0 - INSURANCE

- 13.1 **HEALTH AND ACCIDENT INSURANCE:** The District shall offer health and accident insurance for single, two person or family membership in the BC/BS of VT Vermont Health Partnership and JY Plan. In the event the teacher chooses JY Plan, the District shall be responsible only for the cost of its share of the Vermont Health Partnership Plan. Teacher premium contributions, when applicable, shall be made through payroll deduction.

The District will pay 85% and teachers shall pay 15% of the premium cost for the above health insurance plan for each of the three years that this contract is in existence: FY '14, FY '15 and FY '16.

- 13.11 **FLEX ACCOUNT:** Effective 7/1/14, the Board will establish and pay for the administration of a Section 125 plan for teachers. Eligible expenses and account caps shall be set per existing IRS Regulations. The plan year shall be from July 1 to June 30. Teachers shall notify the District by June 1 of each year:
- Whether they wish to participate in the plan,
 - Which of the benefits they wish to include.

Teachers hired after June 1 shall provide such notice no later than thirty (30) days after the date on which they sign their employment contract.

13.2 **DENTAL INSURANCE:** The District shall at its expense provide teachers single, two person or family membership in a dental insurance plan. The dental insurance plan shall be the one in force for the 1998-1999 year, or substantially equivalent.

13.3 **LIFE INSURANCE:** The District shall provide and pay for term life insurance coverage of \$30,000 for the first five years of service, with said coverage increasing by \$20,000 for each five years of service to a total of \$90,000.

If the master life insurance policy includes a provision whereby a teacher may purchase additional coverage at his/her own expense, the district will make such insurance available. Any such additional coverage will be offered within the conditions set forth by the insurance company. Payment for any such additional coverage shall be by payroll deduction.

13.4 **PRO-RATION:** All insurance premium payments shall be pro-rated for those teachers who work less than full-time, equal to the percentage of time worked; except that those who work 80% time, or more, shall receive 100% of the respective premium payment. Teachers who receive 100% of the respective (non-prorated) premium payment by the Board per Article 13.1 shall be present for all professional development activities.

13.5 **DISABILITY AND LONG TERM CARE INSURANCE:** The District and the Association shall together research, with the intent to implement as part of this agreement, access to disability and long-term care insurance, with the employees who wish to participate paying the premium at the established district group rate.

ARTICLE 14.0 - SALARY

14.1 **GENERAL:** The salary schedule is set forth in Appendix A hereto. Teachers who are hired after the start of the school year shall receive a pro-rated salary based on the appropriate salary step. Pro-ration will be based on the remaining number of contract days in relationship to the total number of contract days.

Individual teaching contracts will be issued by April 15 with a return date of ten teacher work days from the date of issue. A teacher needing an extension beyond the return date shall request an extension from the superintendent in writing no later than said return date. The teacher and the superintendent shall mutually agree to the length of the extension.

Teachers' salary shall be paid in twenty-six (26) equal installments. Prior to August 15th each year, the Superintendent will provide each teacher with a list of the pay days in effect for that school year.

The District will make a lump sum payment of summer pay if the teacher requests same in writing prior to May 15th of each year. Written notice shall be given to the Superintendent's Office. Summer pay will be paid the first pay day following the last student attendance day.

Teachers' education attainment, placement and recognition for payment is to be effective for payment at the higher rate if the teacher has completed the appropriate course(s) on or before September 30 for the first semester or on or before February 1 for the second semester; and if the teacher has properly notified the central office of his/her intentions for advancement on or before December 1 of the previous fiscal year.

14.11 INITIAL SALARY PLACEMENT: The District may place any newly hired teacher at an initial salary step commensurate with the teacher's experience and education. Column placement shall be determined by application of the principles set forth in 14.2 below.

14.12 NATIONAL TEACHER CERTIFICATION: The District shall reimburse up to \$1,000 of documented expenses a teacher incurs related to national teacher certification when the teacher successfully completes one of the following certification processes: National Board of Professional Teaching Standards, National Board of Certified Counselors or National Board Certification for School Nurses. Further, the District shall pay national certified teachers an added stipend of \$1,000 per year. In the case of the State of Vermont provides an annual salary stipend of \$1,000 or more to national certified teachers, the District's annual stipend shall be reduced to \$500.

14.2 SALARY COLUMN PLACEMENT GUIDELINES:

14.21 Column movement between Bachelor and Master's Columns:

14.211 Credits must be earned graduate credits except that undergraduate credits approved by the Superintendent in special circumstances will also qualify.

14.212 A minimum course grade of "B" must be earned for all credits; except when a lower grade is acceptable in a specific Master's Degree program at an approved college or university.

14.213 Credits must be earned after the granting of the Bachelor's Degree from an approved college or university.

14.214 All credits must have the Superintendent's prior approval.

14.215 All credits must be verified by official transcript.

14.22 Column movement to the Master's Column:

14.221 All grade requirements in section 14.21 above are in force.

14.222 Master's program must have prior approval.

- 14.223 Official transcripts in total needed to verify awarding of said degree.
- 14.23 Column movement beyond the Master's Degree:
- 14.231 A minimum course grade of "B" must be earned for all credits; except when a lower grade is acceptable in a specific advanced graduate program (i.e., C.A.S., Ed.D, etc.) at an approved college or university.
- 14.232 Credits must be earned after the granting of the Master's Degree from an approved college or university.
- 14.233 All credits must have the Superintendent's prior approval.
- 14.3 CO-CURRICULAR SALARY SCHEDULE: The co-curricular salary schedules for the duration of this agreement will be found in Appendix B.
- 14.4 In the event that a successor to this Agreement has not been ratified by the Board and the Association as of the termination date of this Agreement, no salary schedule step advancement shall be provided unless and until the parties have ratified a successor to this Agreement which expressly provides for such salary schedule advancement.

ARTICLE 15.0 - NEGOTIATION PROCEDURES

The Board agrees, if the Association is still recognized as the exclusive representative of the teachers, to enter into negotiations as prescribed in Number 127, of the Acts of 1969, Chapter 57, Title 16, Vermont Statutes Annotated, for a successor agreement.

ARTICLE 16.0 - MAINTENANCE OF STANDARDS

All terms and conditions of employment, which are mandatory subjects of bargaining, applicable on the effective date of this Agreement as established by the rules, regulations or past practices of the Board, will continue during the term of this Agreement unless specifically changed by an express provision of this Agreement.

ARTICLE 17.0 - GENERAL

- 17.1 NON-DISCRIMINATION - The Board and the Association agree that there will be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of teachers or in application or administration of this Agreement or any other rule, regulation, or policy relating to the terms and conditions of teacher employment on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or sexual orientation.
- 17.2 DEFINITION SUPERINTENDENT AND ASSOCIATION - Unless otherwise indicated, the "Superintendent" when used in this Agreement is understood to mean the Superintendent of Schools of the District, and the

term "Association" is understood to mean the Winooski Education Association or its designated representative or representatives.

- 17.3 BOARD POLICIES - The Board will amend its written policies and take such other action as may be necessary in order to give full force and effect to the provisions of this Agreement.
- 17.4 DISTRIBUTION OF AGREEMENT- Copies of this Agreement will be printed at School District expense and a copy given to each teacher.
- 17.5 EMPLOYEE ASSISTANCE PROGRAM - The Board will provide and pay 100% of the premium cost to provide teachers with an Employee Assistance Program which the Board shall have the discretion to select and change.

ARTICLE 18.0 - SEPARABILITY

If any provision of this Agreement or any application thereof to any teacher or group of teachers is held to be contrary to law, then such provision of application will 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. The parties will meet not later than ten (10) days after any such holding for the purpose of renegotiating the provision or provisions affected.

ARTICLE 19.0 - NOTICE TO PARTIES

Any notice to be given by any party to the other under this Agreement will be given by registered or certified mail, by telegram, or by messenger with addressee signing receipt upon delivery. If given by the Board said notice will be sent to the President, Winooski Education Association and if given by the Association, said notice will be sent to the Winooski Board of School Trustees, c/o Superintendent of Schools. Either party, by written notice to the other, may change the address at which future written notices shall be given.

ARTICLE 20.0 - CAREER CHANGE INCENTIVE BENEFIT

Teachers who have served the district for twenty (20), twenty-five (25), or thirty (30) consecutive years, as set forth below shall be eligible for a career change incentive.

- A. ELIGIBILITY - a teacher who seeks a career change and has reached the age of fifty-two (52) shall be eligible for the benefit only if he/she has completed twenty (20), twenty-five (25) or thirty (30) consecutive years of employment with the District as a teacher. For purposes of this benefit the teacher's age and years of consecutive employment will be determined as of June 30 of his/her last year of employment with the District. Only employees with fifteen (15) years of employment with the District as of June 30, 2013 shall be eligible for the twenty (20) year career change incentive. This incentive is offered to no more than 3 employees per year.

Teachers who elect this incentive must so notify the Superintendent in writing prior to March 1st of the school year of the last year of full service. The teacher must notify the Board on or before January 1st of the final fiscal year of employment. A teacher who so notifies the Board and who subsequently does not retire as announced shall no longer be entitled to this benefit.

At the discretion of the Board this date may be waived. This incentive is offered to no more than three employees per year. If more than three employees request this benefit, requests will be approved on a first come, first serve basis.

- B. PAYMENT - the benefit paid to the teacher shall be based upon the teacher's average annual salary. This average annual salary shall be calculated using the highest three years of salary paid to the teacher by the District. Said salary shall not include any co-curricular payments received by the teacher. The total benefit shall equal a percentage of the aforementioned "average annual salary." Said percentage shall be determined by the teacher's years of consecutive employment according to the schedule set forth below.

PAYMENT PERCENTAGE

Twenty (20) years - 80%
Twenty-five (25) years - 75%
Thirty (30) years - 70%

- C. PAYMENT - The total benefit shall be paid annually to the teacher over the five years immediately following said teacher leaving the district. The annual payment shall be made not later than August 1 beginning with the year which the teacher leaves. Each annual payment shall equal one-fifth (1/5) of the total benefit for which the teacher is eligible.
- D. HEALTH INSURANCE - Each teacher who receives the benefit shall also be entitled to continue his/her enrollment in the medical insurance plan provided by this Agreement for a two year period or until the day that the teacher reaches age sixty-two (62), whichever shall come first. Said teacher shall pay 50% of the premium cost of the insurance plan and shall remit said payment to the District on or before the tenth (10th) day of each month. A teacher entitled to this health insurance benefit may opt instead to elect dental insurance with 100% of the premium paid by the Board, consistent with the terms of this article.

THIS AGREEMENT IS BETWEEN THE WINOOSKI SCHOOL DISTRICT BOARD OF SCHOOL TRUSTEES AND THE WINOOSKI EDUCATION ASSOCIATION SHALL REMAIN IN EFFECT FROM JULY 1, 2013 TO JUNE 30, 2016 UNLESS OTHERWISE NOTED HEREIN.

President - Board of School Trustees Date

President – Winooski Education Association Date

APPENDIX A

FY 13-14 SALARY SCHEDULE (1% to base + step movement)											
B		B + 15		B + 30		B +45/M		M + 15		M + 30	
1.00	37,160	1.05	39,018	1.10	40,876	1.15	42,734	1.20	44,592	1.25	46,450
1.05	39,018	1.10	40,876	1.15	42,734	1.20	44,592	1.25	46,450	1.30	48,308
1.10	40,876	1.15	42,734	1.20	44,592	1.25	46,450	1.30	48,308	1.35	50,166
1.15	42,734	1.20	44,592	1.25	46,450	1.30	48,308	1.35	50,166	1.40	52,024
1.20	44,592	1.25	46,450	1.30	48,308	1.35	50,166	1.40	52,024	1.45	53,882
1.25	46,450	1.30	48,308	1.35	50,166	1.40	52,024	1.45	53,882	1.50	53,882
1.30	48,308	1.35	50,166	1.40	52,024	1.45	53,882	1.50	55,740	1.55	57,598
1.35	50,166	1.40	52,024	1.45	53,882	1.50	55,740	1.55	57,598	1.60	59,456
1.40	52,024	1.45	53,882	1.50	55,740	1.55	57,598	1.60	59,456	1.65	61,314
1.45	53,882	1.50	55,740	1.55	57,598	1.60	59,456	1.65	61,314	1.70	63,172
1.50	55,740	1.55	57,598	1.60	59,456	1.65	61,314	1.70	63,172	1.75	65,030
		1.60	59,456	1.65	61,314	1.70	63,172	1.75	65,030	1.80	66,888
				1.70	63,172	1.75	65,030	1.80	66,888	1.85	68,746
						1.80	66,888	1.85	68,746	1.90	70,604
								1.90	70,604	1.95	72,462
										2.00	74,320

FY 14-15 SALARY SCHEDULE (3.25% to base/no step movement)											
B		B + 15		B + 30		B +45/M		M + 15		M + 30	
1.00	38,368	1.05	40,286	1.10	42,205	1.15	44,123	1.20	46,042	1.25	47,960
1.05	40,286	1.10	42,205	1.15	44,123	1.20	46,042	1.25	47,960	1.30	49,878
1.10	42,205	1.15	44,123	1.20	46,042	1.25	47,960	1.30	49,878	1.35	51,797
1.15	44,123	1.20	46,042	1.25	47,960	1.30	49,878	1.35	51,797	1.40	53,715
1.20	46,042	1.25	47,960	1.30	49,878	1.35	51,797	1.40	53,715	1.45	55,634
1.25	47,960	1.30	49,878	1.35	51,797	1.40	53,715	1.45	55,634	1.50	55,634
1.30	49,878	1.35	51,797	1.40	53,715	1.45	55,634	1.50	57,552	1.55	59,470
1.35	51,797	1.40	53,715	1.45	55,634	1.50	57,552	1.55	59,470	1.60	61,389
1.40	53,715	1.45	55,634	1.50	57,552	1.55	59,470	1.60	61,389	1.65	63,307
1.45	55,634	1.50	57,552	1.55	59,470	1.60	61,389	1.65	63,307	1.70	65,226
1.50	57,552	1.55	59,470	1.60	61,389	1.65	63,307	1.70	65,226	1.75	67,144
		1.60	61,389	1.65	63,307	1.70	65,226	1.75	67,144	1.80	69,062
				1.70	65,226	1.75	67,144	1.80	69,062	1.85	70,981
						1.80	69,062	1.85	70,981	1.90	72,899
								1.90	72,899	1.95	74,818
										2.00	76,736

FY 15-16 SALARY SCHEDULE (1.5% base + step movement)

B		B + 15		B +30		B +45/M		M + 15		M + 30	
1.00	38,944	1.05	40,891	1.10	42,838	1.15	44,786	1.20	46,733	1.25	48,680
1.05	40,891	1.10	42,838	1.15	44,786	1.20	46,733	1.25	48,680	1.30	50,627
1.10	42,838	1.15	44,786	1.20	46,733	1.25	48,680	1.30	50,627	1.35	52,574
1.15	44,786	1.20	46,733	1.25	48,680	1.30	50,627	1.35	52,574	1.40	54,522
1.20	46,733	1.25	48,680	1.30	50,627	1.35	52,574	1.40	54,522	1.45	56,469
1.25	48,680	1.30	50,627	1.35	52,574	1.40	54,522	1.45	56,469	1.50	58,416
1.30	50,627	1.35	52,574	1.40	54,522	1.45	56,469	1.50	58,416	1.55	60,363
1.35	52,574	1.40	54,522	1.45	56,469	1.50	58,416	1.55	60,363	1.60	62,310
1.40	54,522	1.45	56,469	1.50	58,416	1.55	60,363	1.60	62,310	1.65	64,258
1.45	56,469	1.50	58,416	1.55	60,363	1.60	62,310	1.65	64,258	1.70	66,205
1.50	58,416	1.55	60,363	1.60	62,310	1.65	64,258	1.70	66,205	1.75	68,152
		1.60	62,310	1.65	64,258	1.70	66,205	1.75	68,152	1.80	70,099
				1.70	66,205	1.75	68,152	1.80	70,099	1.85	72,046
						1.80	70,099	1.85	72,046	1.90	73,994
								1.90	73,994	1.95	75,941
										2.00	77,888

APPENDIX B

CO-Curricular Salary Schedule FY 13-14								
Category	I		II		III		IV	
	% of Base	\$						
Step 1	7%	\$2,601	6%	\$2,230	5%	\$1,858	x	x
Step 2	8%	\$2,973	7%	\$2,601	6%	\$2,230	x	x
Step 3	9%	\$3,344	8%	\$2,973	7%	\$2,601	x	x
Step 4	10.25%	\$3,809	9%	\$3,344	8%	\$2,973	x	x
Step 5	12.25%	\$4,552	10.25%	\$3,809	11%	\$4,088	x	x
Step 6	14.25%	\$5,295	12.25%	\$4,552	x	x	x	x
Step 7	16.50%	\$6,131	14.25%	\$5,295	x	x	18%	\$6,689

CO-Curricular Salary Schedule FY 14-15								
Category	I		II		III		IV	
	% of Base	\$						
Step 1	7%	\$2,686	6%	\$2,302	5%	\$1,918	x	x
Step 2	8%	\$3,069	7%	\$2,686	6%	\$2,302	x	x
Step 3	9%	\$3,453	8%	\$3,069	7%	\$2,686	x	x
Step 4	10.25%	\$3,933	9%	\$3,453	8%	\$3,069	x	x
Step 5	12.25%	\$4,700	10.25%	\$3,933	11%	\$4,220	x	x
Step 6	14.25%	\$5,467	12.25%	\$4,700	x	x	x	x
Step 7	16.50%	\$6,331	14.25%	\$5,467	x	x	18%	\$6,906

CO-Curricular Salary Schedule FY 15-16								
Category	I		II		III		IV	
	% of Base	\$						
Step 1	7%	\$2,726	6%	\$2,337	5%	\$1,947	x	x
Step 2	8%	\$3,116	7%	\$2,726	6%	\$2,337	x	x
Step 3	9%	\$3,505	8%	\$3,116	7%	\$2,726	x	x
Step 4	10.25%	\$3,992	9%	\$3,505	8%	\$3,116	x	x
Step 5	12.25%	\$4,771	10.25%	\$3,992	11%	\$4,284	x	x
Step 6	14.25%	\$5,550	12.25%	\$4,771	x	x	x	x
Step 7	16.50%	\$6,426	14.25%	\$5,550	x	x	18%	\$7,010

CATEGORY I

Head Soccer (boys/girls)
 Head Football
 Head Basketball (boys/girls)
 Head Baseball
 Head Softball
 Head Track
 Winter Cheering
 Yearbook Advisor

CATEGORY II

Asst. Varsity Football
 Fall Cheering
 Director, Instr. Music
 JV Basketball (boys/girls)
 JV Football
 JV Baseball
 JV Softball
 JV Soccer (boys/girls)
 Assistant Track
 HS Student Council Adv.
 Senior Project Coordinator
 School Store Chair

CATEGORY III

Dir. Of Each Theater Prod.
 Freshman Baseball
 JV Cheering
 Middle School Sports
 Newspaper Advisors
 Math League Advisor
 Scholars Bowl Advisor
 Middle School Yearbook
 VTLSP Advisor
 Jr. Class Advisor
 Sr. Class Advisor
 Scholarships/Awards Coord.
 2nd Language Trip
 ELL Initial Screener

CATEGORY IV

Athletic Director

- NOTES: a) The positions listed above are all subject to the budget process and must be included in the approved budget to be filled.
 b) Coaches/advisors will be initially placed at the step commensurate with their experience.
 c) All positions are filled through the Superintendent's office.
 d) Separate contracts will be issued for each position.
 e) All persons shall be treated the same whether they are teachers in the district or not.
 f) The School Store Chair and ELL Initial Screener position duties shall occur outside the school day.