

6/21/17
1:55 p.m.

MEMORANDUM OF AGREEMENT

Except as modified herein, the contract between the BOARD OF EDUCATION, HUNTINGTON UNION FREE SCHOOL DISTRICT and the ASSOCIATED TEACHERS OF HUNTINGTON, expiring June 30, 2017, shall remain in full force and effect.

This memorandum shall be subject to ratification by the Board of Education and the membership of the unit. The parties' respective negotiating teams agree to recommend such ratification to their principals.

1. **Term** - July 1, 2017 to June 30, 2020.

2. **Salary** –
 - a) Year 1 (17/18) – 1% plus regular increment
Year 2 (18/19) – 1% plus regular increment
Year 3 (19/20) – 1% plus regular increment

 - b) The parties acknowledge that the current salary schedule sets forth Steps 1 through 16 followed by Steps 20, 25 and 30. The schedule developed and attached to this memorandum of agreement shall set forth continuous Steps from 1 through 30. Steps 17 through 19 shall set forth the same salary as Step 16. Step 21 through 24 shall set forth the same salary as Step 20. Steps 26 through 29 shall set forth the same salary as Step 25.

Effective July 1, 2017 and thereafter, teachers who complete Steps 17, 21 and 26 shall move directly to Steps 19, 23 and 28 respectively. Longevity payments shall be made as follows:

At Step 19 - \$761
At Step 23 - \$326 (total \$1,087)
At Step 28 - \$545 (total \$1,632)

 - c) The Stipends/rates set forth at Articles XXXI, XXXII, XXXIII, XXXIV, XXXV and XXXVI shall be improved by the general increases set forth at subparagraph (a) above. As to Article XXXII, the increases will be effective in Years 2 and 3.

3. **Article IV – Professional Responsibilities – Paragraph C – Add:**

Effective July 1, 2017, the District shall establish e-mail accounts for unit members and, if needed, shall provide appropriate training in using the District's e-mail software. Access to computers for this purpose shall be made available in each building. Acknowledging that some parent/caregivers may prefer to initiate contact with unit members via email, the unit member will respond to such contacts made to them via their District email address, by telephone, or by any other appropriate method as promptly as possible, but within two (2) school days from accessing email. Unit members may, in their reply, invite parents/caregivers to make an appointment to meet with them personally or speak to them by telephone when the subject matter is deemed to be sensitive in nature.

Unit members shall not, in any event, be required to engage in protracted back-and-forth email exchanges with individual parents on the same subject matter, or be required to respond via email that includes time sensitive matters.

Unit members will be expected to check their assigned District email address for messages from the District, building administration, and parents/caregivers on a daily (school day) basis when unit members are in attendance and will be required to respond within two school days upon their return.

The District will ensure the use of appropriate SPAM filters.

All middle school and high school unit member teachers will be required to use the electronic grade book in the District's current student management system, or any other similar replacement system that may subsequently be purchased by the District. All middle school and high school teachers will be required to use the electronic grade book for report cards, test grades and assessments. Middle school and high school teachers shall not be required to maintain a paper grade book in addition to the electronic grade book. Assessments will be entered into the system as soon as practicable after the assessment is graded, but not later than two (2) weeks thereafter. Assessments will include, but are not limited to, tests, quizzes, lab results, grades on homework assignments, projects and any other body of work that contribute to a child's quarterly, semester and/or final grade. A joint labor management committee will be formed to discuss recommendations to the Superintendent regarding the obligation of elementary teachers to post homework on the electronic gradebook or a teacher website. The decision of the Superintendent of Schools as to any recommendation shall be final. The District will provide training in the use of this e-School application.

4. **Article V – Teaching Hours – Paragraph A** – Add new second and third sentences: “All teachers shall be required to sign in and sign out at the beginning and end of the teacher day pursuant to a methodology selected by the District. The District will consult with the Association about the initial implementation of this obligation and in the future over the placement and number of any new sign-in/sign-out stations when there is a change in methodology.”;

Paragraph G – Add “A reasonable effort shall be made not to assign elementary and secondary teachers to more than two buildings during one day. A reasonable effort will be

made to build into the teacher's schedule, a reasonable amount of time, not less than 25 minutes, to travel between buildings. The parties acknowledge that there shall be no obligation of the District to increase staff, reduce teaching periods at the secondary level, or to further reduce student contact at the elementary level beyond that which exists in 2016/17. In the event this is not accomplished, the ATH President will be provided advance notice and an explanation of the Administration's reasonable effort."

Paragraph K – Delete

5. **Article VII – School Calendar – First Unnumbered Paragraph** – Add New Second Sentence: "Effective for the 2018/19 school year and thereafter, the school calendar for teachers shall consist of 183 days."

Add New Second Unnumbered Paragraph – "Notwithstanding any provision of this contract or past practice, in the event schools are closed due to weather/other emergency or early dismissal for students/teachers for any reason that results in the District not qualifying for State Aid, the District may adjust the calendar/schedule so as to ensure the calendar provides for the minimum number of days necessary to qualify for State Aid. The District will provide notice to the Association and an opportunity to be heard on whether an adjustment is necessary. The adjustments set forth above shall be subject to consultation with the Association."

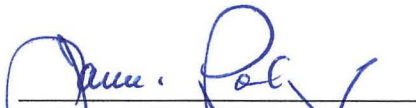
6. **Article XI – Professional Development – First Paragraph** – Add "Effective July 1, 2017 and thereafter, notwithstanding the provisions of the 4th paragraph hereof to the extent it refers to universities offering post-graduate degrees, NYSUT Effective Learning Trust courses shall also be considered as graduate courses pursuant to this paragraph provided they are directly related to the department curriculum and the course of study of the teacher as required by this paragraph."
7. **Article XIII – Health Insurance – Paragraph A** – Add new second paragraph: "The District may offer health insurance plans alternate to the NYSHIP Empire Plan to the extent authorized pursuant to the rules of NYSHIP. Teachers who voluntarily select such alternate plans shall receive contributions to the cost of coverage in a dollar amount equal to the District's obligation had that teacher selected the Empire Plan referred to above."
8. **Article XIII – Health Insurance – Paragraph A – Second Unnumbered Paragraph – Last Sentence** – Delete and substitute: "Effective July 1, 2017 and thereafter, a unit member who exercises this option shall receive an amount equal to 50% of the District's share of the cost of premium for said coverage based upon the 2017 NYSHIP rate. In no event, however, shall this payment fall below 30% of the District's share of the cost of premium based upon the then current NYSHIP rate";

Last Three Unnumbered Paragraphs – Delete


9. **Article XV – Sick Leave – Paragraph B – First Paragraph** – Add "In the event the number of days in the Bank falls below 50 during the course of any year, the Administrators of the Bank may solicit teachers, each of whom may contribute up to one additional day."

10. **Article XVIII – Teacher Evaluation – Paragraph E – Add** New Subparagraph 15: “A reasonable effort will be made not to conduct observations during the first 15 days of September and during the month of June. In the event this is not accomplished, the ATH President will be provided advance notice and an explanation of the Administration’s reasonable effort.”
11. **Article XVI – Personal Leave – Paragraph C - Add** new subparagraph 4: “Notwithstanding the above, personal leave shall not be authorized on days immediately before or after a holiday absent advance written permission from the Superintendent of Schools. Similarly, teachers shall not be authorized to take two or more personal days in succession absent advance written permission from the Superintendent of Schools. Teachers shall be required to submit written application to the Superintendent of Schools for such leave providing specific reasons for the requested absence. Applications may be granted by the Superintendent of Schools in his/her sole discretion.”
12. **Article XXVII – Coaching Policies – Add** New Paragraph K “A joint labor management committee shall be formed to study and analyze the current coaching stipends as well as those for extracurricular activities. The committee shall recommend changes as to same to the Superintendent of Schools and the President of the Association. The parties may agree to re-open negotiations for the purpose of discussing any of such recommendations.
13. **Article XXXII – Summer Committee Work – Delete** reference to \$200 and substitute \$220.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 21st day of June, 2017.



JAMES POLANSKY
Superintendent of Schools



JAMES GRABER
President
Associated Teachers of Huntington