

CONTRACTUAL AGREEMENT

between the

Syracuse City School District

Syracuse, New York

and the

SYRACUSE ASSOCIATION OF ADMINISTRATORS

representing

**UNIT 2**

Effective July 1, 2025

to

June 30, 2029

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**ARTICLE 1  
RECOGNITION AND REPRESENTATION**

**1.1 Nature and Terms**

1. The Board of Education of the Syracuse City School District, having determined that the Syracuse Association of Administrators (hereinafter "SAAS" or "Association") is supported by a majority of the employees in Unit 2 as defined in the Recognition Resolution dated March 21, 1972, hereby recognizes the Syracuse Association of Administrators as the exclusive representative of all employees in the Unit, for the maximum period allowed by law, and extends to the Syracuse Association of Administrators the following rights:

- A. to exclusively represent members of the Unit in negotiations regarding wages, hours, and terms and conditions of employment;
- B. to represent members of the Unit in the settlement of grievances;
- C. to membership dues deduction, upon presentation of dues deduction authorization cards signed by individual employees.

2. During the period of recognition hereunder, or under any renewal of such recognition, the District agrees not to negotiate in any way with any other organization representing or claiming to represent employees in the negotiating Unit represented by the Association.

**1.2 No Strike Clause**

The Association agrees and affirms that it does not have, and will not assert, the right to strike against the District, to assist or participate in any such strike, or to impose an obligation to conduct, assist, or participate in such a strike.

**1.3 Definitions**

1. The term "administrator," as used in this Agreement, shall include the following positions (and other titles as may, from time to time, be added to this Agreement):

- |                         |                                     |
|-------------------------|-------------------------------------|
| Assistant Director      | Specialist                          |
| Administrator for . . . | Principal                           |
| Coordinator             | Supervisor and Supervising Director |
| Director                | Vice Principal                      |
| Administrative Intern   |                                     |

2. The term "supervisor," as used in this Agreement, is used in the generic sense and is intended to refer to any of the positions listed above except "principal" and "vice principal."

#### **1.4 New Titles**

1. In the event the District adds any new title(s) to those listed above, the salary for such title(s) shall be a matter of negotiation between the District and the Association. Should the configuration of schools change from Elementary, Middle, K-8 and High School during the term of this Agreement, or should there be any new positions created (as distinguished from merely increasing existing positions), the parties agree to negotiate the salary for said new positions. This provision, however, shall in no way restrict or limit the right of the Superintendent to revise, restructure, or reorganize the administrative organization of the District in a manner consistent with the terms of this Agreement.

2. Any tenured Unit member placed in a new tenure area as a principal shall have a probationary period consistent with Education Law. Any tenured Unit member placed in a new tenure area as a principal shall have a probationary period consistent with Education Law. Any Tenured Unit member placed in a new tenure area other than a principal shall serve a probationary period consistent with Education Law.

#### **1.5 Vacancies**

1. All administrative and supervisory vacancies, or newly created positions in this category, shall be advertised in the weekly administrative bulletin as soon as the Superintendent is prepared to receive applications for these vacancies. An administrator who applies for an existing vacancy shall receive confirmation of such application in the form of a receipt issued by the District.

2. There shall be representation from the Association, in an advisory capacity, on any screening committee for all appointments to Unit 2.

3. In case of a summer vacancy, written notice shall be provided to the President of SAAS as soon as official notification of the opening has been given by the Superintendent. The District will provide mailing labels and assistance in the distribution of the notice to members of the Unit.

4. The Executive Committee of SAAS will be consulted before future titles are assigned to the Unit.

5. The District guarantees at least one permanent District level administrative position will be created. Such positions shall be permanent with its incumbent, who will be on temporary assignment from other duties for a period of up to two years. The District also reserves the option to add or subsequently delete additional positions. The job responsibilities of such position(s) will be determined after consultation with SAAS. Building principals with five (5) or more years of building experience are eligible for these positions. The object of this experience will be for an individual to utilize their talents and contribute to the District in new ways.

**ARTICLE 2  
ASSOCIATION RIGHTS**

**2.1 Professional Rights and Responsibilities**

1. Officers of the Association shall be empowered to meet informally with the Superintendent, or his/her designee, on all matters of professional rights and responsibilities concerning members of the Unit.

2. Any member of the Unit is entitled to, and may request, representation by the Association at meetings with the Superintendent and/or his/her assistants, on matters pertaining to professional performance or the welfare of the individual member.

3. When a complaint against a member of the Unit requires the intervention of the Superintendent, or his/her designee, the member of the Unit may have a representative of SAAS and/or SAANYS present at the meeting.

4. In the event an administrator becomes directly involved in a grievance filed under the terms and conditions of the District Collective Bargaining Agreement with the STA, and such grievance alleges an improper application of either District policy or the STA contract, the Director of Personnel Services, or his/her designee, shall meet with the administrator in question to review the facts of the situation. Upon receipt of such a grievance the administrator involved will promptly contact the Personnel Office to confirm the complaint constitutes a grievance within the terms of the appropriate collective bargaining agreement, which will be determined by the Personnel Department with the assistance of counsel, if necessary. Training sessions will be conducted for all newly designated Hearing Officers, but in no instance will the Hearing Officer for such grievances which reach the hearing stage level be a member of Unit 2. It shall be the responsibility of the Personnel Department to represent the position of the District and prepare for the case, together with the administrator(s) involved. When such grievances are filed, and processed, the Personnel Department will utilize its best efforts to protect the rights of administrators.

A SAAS representative may be present at the grievance meeting conducted at the Stage 2 level of the Teachers' contract. Such representative shall have the opportunity to be heard in support of the individual administrator, if necessary, but shall be limited to presenting the position of the administrator as it relates to whether or not District policy or the Teachers' Collective Bargaining Agreement was violated.

5. It is further agreed the Superintendent will discuss with the President of SAAS (or his/her designee) ideas concerning policies or programs which impact the bargaining unit and, where it is possible to do so, review any such proposed action prior to a final decision being made or public announcement thereof. It is expected such participation by SAAS will take the form of positive alternative solutions, and not merely reaction to the proposal in question.

**2.2 Payroll Deduction**

The District and the Association agree to study any additional payroll deduction plans which: (1) the Association desires to implement at a time mutually agreeable to both parties; (2) can be handled on existing equipment in the District in an economic manner; and (3) are legally permissible. No payroll

deduction initiated by an administrator shall be processed in an amount less than one dollar (\$1.00) per check.

### **2.3 Union Dues**

1. Dues deductions shall be made for members of the Association upon presentation of dues authorization cards signed by the member in accordance with the conditions set forth on such card. SAAS hereby agrees that it will not hold the District liable for any deductions from wages made pursuant to this section in the normal administration of the check off of said deductions.

2. Members shall be entitled to have membership dues for the Association and its affiliates collected via payroll deduction. Such authorization shall continue from year to year unless revoked in writing by the member. Upon receipt of a written authorization from the member directing payroll deduction, the District shall deduct and remit the bimonthly dues from the regular salary of each employee. For new hires, such deduction is to begin no later than thirty (30) days after the effective date of employment, provided written authorization for payroll deduction has been provided by the Association to the District prior to the payroll processing deadline for the applicable pay period.

3. Revocation of union membership shall be made in writing to the Association.

4. Each payroll period, the District shall provide the Association with a breakdown of the Association's membership dues deduction by member.

### **2.4 Use of School Facilities**

1. The Association will have the right to use school buildings for meetings, without cost and at reasonable times. The Association will apply for a permit through the Business Office and will pay for additional custodial costs involved. The Association may use the school mail service and administrator mailboxes for communications. Announcements of meetings, when required by the Association, shall be listed in the weekly Administrative Bulletins.

2. The District will provide a mailbox for the Association in Central Office to receive incoming organizational mail.

### **2.5 School Calendar**

Representatives designated by the Association shall be involved as members of the District committee which collaborates on the pending school calendar. The Association shall be entitled to have the same number of individuals on the committee as the STA. In the event of disagreement among the various parties to those discussions, the final decision shall rest with the Superintendent.

**ARTICLE 3  
APPOINTMENT/EVALUATION/TRANSFER**

**3.1 Appointment/Evaluation**

1. The appointment and evaluation of all administrative and supervisory personnel shall be the responsibility of the Superintendent and other members of his/her immediate staff designated by the Superintendent.

2. An administrator shall have the right to request removal of an evaluation or item of correspondence from his/her personnel folder if the item refers to an isolated incident or situation that is no longer germane to the administrator's performance or employment. Such request may be made to the Superintendent in writing four (4) years from the date of entry and shall, subject to his/her approval, serve to remove the original entry and any rebuttals related thereto. The decision of the Superintendent shall be final and binding and shall be excluded from the provisions of Article 15, Grievance Procedure.

**3.2 Transfer**

When the Superintendent determines administrative transfers are necessary, such factors as quality of performance and length of service will be considered. When an administrative transfer is made, the administrator shall be given prior notice of the reason for the transfer. In the event the administrator objects to the transfer, he/she may request the Association be notified and the Superintendent or his/her designee will meet with the Association's representative and the administrator in question to discuss the transfer. If a mutually satisfactory resolution is not reached, the decision of the Superintendent shall be final.

**3.3 Tenure Rights**

As of July 1, 2011, the District will recognize the administrator in the buildings as only having two (2) tenure areas: Principal or Vice Principal.

**3.4 Performance Assistance**

1. The District and the Association recognize that in some situations, assistance may be required to achieve improved performance on the part of the leader, whether suggested by the leader or their supervisor, and encourage the rendering and acceptance of such assistance. Subsequent written evaluation shall reflect the impact, if any, of such assistance.

2. At times leaders may find themselves in need of assistance, support and feedback as outlined in the Lead and Learn Framework. This process ensures a Leader Assistance Plan (LAP) is collaboratively developed by and between the leader and his/her supervisor. A member of SAAS may be present for the development of the LAP. The LAP template can be found in Appendix E.

**3.5 Leader Assistance (LAP) for Improvement/Collaborative Conversation**

1. If a concern is identified during the Beginning, Midyear, or End-of-Year Conference, or at another time, which will be included in the leader's evaluation, then an Assistance Plan may be developed for the leader to use to realize the improvement. The Assistance Plan is the first notice to a leader that improvement of performance must take place. The Leader Assistance Plan should be jointly developed by

the leader and supervisor. The leader may request representation at these meetings. The length of the LAP should be no less than 60 days.

2. A date for the next written evaluation will be discussed and established. If possible, this date should be mutually agreed upon.

3. At the next evaluation conference following the implementation of an Assistance Plan, the discussion will focus on what improvement has been made.

- A. If the concern(s) has been resolved and no new concern(s) has to be addressed, a satisfactory evaluation shall be issued.
- B. If the concern(s) has been resolved, but a new concern(s) has been identified, a New Assistance Plan must be written.
- C. If the concern(s) still exists, even though data shows some significant and/or Consistent improvement, the Assistance Plan shall be continued.
- D. If insufficient or no improvement can be documented, the leader and supervisor will jointly develop a plan for further assistance. A date for the next written evaluation will be discussed and established.
- E. If resolution or improvement is not shown by the next evaluation conference, another Assistance Plan will be issued.

#### **ARTICLE 4**

#### **ADMINISTRATION OF OTHER CONTRACTS AND AGREEMENTS**

##### **4.1 Responsibility**

Each administrator covered by this Agreement shall be responsible and duty bound to administer and enforce the express terms of any and all contracts and agreements which apply to personnel under his/her jurisdiction. Each administrator shall be familiar with the provisions of each agreement and shall enforce its provisions to the extent it is within his/her power to do so. No portion of this Agreement shall, in any way, be interpreted or construed to alter or modify any provision of any other agreement which the District has executed with any other employee organization.

##### **4.2 Contract Conflicts**

If any provision of this Agreement, or any application thereof, is found to be contrary to the provisions of any agreement executed with any other employee organization, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by this Agreement and all other such agreements, but all other provisions or applications of this Agreement will continue in full force and effect.

#### **ARTICLE 5**

#### **BUILDING MANAGEMENT RESPONSIBILITIES**

##### **5.1 Management Rights**

1. Building Administrators are expected to be on duty when school is in session for students. Any exceptions must be requested in writing, and in advance, to the Superintendent. At least one Administrator is required to be on duty during school recesses and summers. Any request for an exception must be in writing to the Superintendent.

2. The principal shall have the right to manage his/her school, including, but not limited to, the right to determine the methods and means by which operations are to be carried on, to direct the assigned school personnel, and to conduct the operation of the school in a safe and effective manner, in accordance with the established policies of the School District, the Regulations of the Commissioner of Education, all applicable statutes (state and federal), and the provisions of any and all contracts with other employee organizations which apply to any and all personnel under his/her jurisdiction.

## **5.2 Assignment of Personnel**

1. Teacher assignments to particular schools shall be recommended to the Personnel Department by the appropriate supervisor, after consultation with the building principal as set forth by Subparagraph 2 below. As set forth in Section 5.1.2 hereof, the principal shall have the authority to assign certificated personnel within the building in a manner consistent with the best organization of the building, and in accordance with the Regulations of the Commissioner of Education, the established policies of the School District and Special Program Requirements.

2. Whenever new or additional personnel are assigned to his/her school, the principal shall be consulted regarding such assignment. Either the principal or his/her designee (who shall be an administrator) shall be offered the opportunity to participate in a personal interview with the individual to be assigned before the assignment is made. A principal who desires to appoint such a designee shall do so by means of written notice to the Personnel Department prior to the end of the school year or on the date of the personal interview, whichever occurs first. Where no such notice is provided, and the principal is unavailable at the time of the interview, the District shall not be required to conduct such personal interview before making the assignment.

## **5.3 Supervision of Personnel**

All personnel assigned to a building shall be subject to the direct supervision of the building principal, and to the general and technical supervision of the respective department heads and supervisors. Job assignment within a school building shall be the responsibility of the building principal, or his/her designee.

## **5.4 Secretarial Assistance**

1. Full-time secretarial assistance shall be provided for all schools. Clerical assistance during school recesses and summers will be provided for Building Administrators on an as needed basis, coordinated and approved through the Personnel Department. Assignment of additional secretarial assistance shall be based on the following:

- Availability of teacher aides/assistants
- Extent or lack of volunteer service available
- Individualized instruction in prototype school
- Pupil enrollment
- Special projects: continuous progress
- Special problems: attendance; truancy; tardiness

Turnover

Voluntary transfer (receiving schools)

2. Substitute secretarial help shall be supplied, when available, to all schools in case of more than one-half day absence of the secretary.

#### **5.5 Teacher Aides/Assistants**

It is desirable that there be at least one full-time paraprofessional assigned to each school building.

### **ARTICLE 6 SUPERVISION AND EVALUATION OF PERSONNEL**

#### **6.1 Responsibility**

1. The supervision and evaluation of personnel assigned to a building shall be the joint responsibility of the building principal or his/her designee and the appropriate supervisors or program administrators.

2. The building principal shall initiate the annual evaluation conference, and notify the appropriate supervisor or program administrator.

3. It shall be the responsibility of all administrators to provide the Personnel Department with timely and adequate documentation regarding performance of all staff members.

#### **6.2 In-Service Programs and Mentors**

Administrators will plan, develop and implement a two week in-service course for prospective administrators in conjunction with District staff development resources. Administrators will mentor new administrators during the school year. Mentors will be assigned jointly by the District and SAAS.

#### **6.3 Substitution**

In elementary schools which do not have vice principals assigned, District policy requires the designation of a teacher in charge when the principal is to be out of the building. In any case, when it is known in advance that an elementary principal will be absent from the building for one or more full days, and when other administrative arrangements are not made, a daily substitute teacher shall be assigned, when necessary, to cover the class of the teacher in charge for the period of the principal's absence.

#### **6.4 Department Chairperson**

The building principal shall be responsible for the selection and appointment of all department chairpersons. Department chairperson appointments will be on a one-year basis after prior involvement with, and input from, members of the department and the supervisor.

**ARTICLE 7**  
**LEGAL COUNSEL AND REPRESENTATION**

**7.1 Disciplinary Action Against Students**

1. The School District agrees to hold administrators harmless from any financial loss (including attorneys' fees) arising out of disciplinary action taken against any pupil in the District or legal judgment by reason of any act (or omission to act) by such administrator who at the time of the act or omission complained of was acting in the discharge of his/her duties and within the scope of his/her employment or under the direction of the School District. Notwithstanding the foregoing, the District shall be under no obligation to satisfy any financial or other penalty imposed upon an administrator as the result of conviction of a criminal offense.

2. The School District shall not be subject to the duty imposed in Paragraph 7.1.1 of this Article unless the administrator involved shall, within five (5) days of the time he/she is served with any summons, complaint, process, notice, demand, or pleading, deliver the original, or a copy of the same, to the Superintendent.

3. The School District shall not be subject to the duty imposed by Paragraph 7.1.1 of this Article unless the administrator involved shall, within five (5) days of an occurrence which reasonably could be expected to result in a claim or complaint, notify the Superintendent, in writing, of the facts of said occurrence so that a timely investigation may be conducted by the District. Nothing contained herein shall be construed as a bar to an administrator's exercising his/her rights under Section 3023 of the Education Law or any other statute or regulation as may apply, nor shall it be construed as a bar to the Board and the Association agreeing to waive the provisions of this Paragraph.

**7.2 Performance Appraisal Report**

1. The School District agrees to hold harmless all members of the bargaining unit from any financial loss, including attorneys' fees, arising out of litigation instituted against any member of the bargaining unit for alleged defamation of character, libel or slander, arising out of a Performance Appraisal Report, or any other report, which members of the bargaining unit are required to complete and submit in connection with the performance of their duties; provided, however, no such duty shall arise on the part of the School District in any case where the defamation of character, libel or slander, occurred as a result of a willful and malicious intent to misrepresent the facts as regards the individual in question.

2. The School District shall not be subject to the duty imposed in Paragraph 7.2.1 of this Article unless the administrator involved shall, within five (5) days of the time he/she is served with any summons, complaint, process, notice, demand, or pleading, deliver the original, or a copy of the same, to the Superintendent.

3. The School District shall not be subject to the duty imposed by Paragraph 7.2.1 of this Article unless the administrator involved shall, within five (5) days of an occurrence which reasonably could be expected to result in a claim or complaint, notify the Superintendent, in writing, of the facts of said occurrence so that a timely investigation may be conducted by the District.

### **7.3 Legal Limitations**

It is further understood and agreed that the liability of the School District, as set forth in this Article, shall be coextensive with and not diminish, but shall not exceed, that set forth in the applicable sections of the Education Law.

## **ARTICLE 8 WORK YEAR/ATTENDANCE**

### **8.1 Attendance Tracking**

Beginning January 1, 2025, all employees shall be responsible for utilizing the District's time keeping system to track their attendance and daily hours worked.

### **8.2 Uniform Work Year**

The work year for all Administrators shall be twelve (12) months. Insofar as possible, hours of work for Building Administrators will be equivalent to Central Office Administrators. In the event of an extended school day, administrators will be on duty pursuant to existing practice(s).

### **8.3 Summer Responsibilities**

It is understood and agreed between the parties the transition of all administrators to twelve (12) month positions shall not significantly alter the practice regarding the assignment of job duties and responsibilities during the summer months (July and August). It is further understood, however, this shall not preclude the District from assigning additional duties or responsibilities to administrators during school recesses and the summer or constitute a guarantee the current duties and responsibilities of any administrator shall not be modified or increased.

### **8.4 Additional Pay for Additional Work**

The salary of a member of the Unit shall be the limit of remuneration for the appointment or duty year. When an administrator is required to perform duties above and beyond those reasonably expected under his/her position duties statement, he/she may receive additional remuneration at his/her regular rate, or at some other lower rate, when recommended for such additional remuneration by proper authority and with approval, in advance, by the Superintendent of Schools.

### **8.5 Vacation**

1. Each member of the Unit shall be allowed twenty (20) paid vacation days each school year (July 1 through June 30). Those administrators who are required to attend meetings of the Board of Education on a regular basis, or are High School Principals not at maximum salary, shall have two (2) additional vacation days. Neither of such additional days may be taken by a principal on a student attendance day.

2. In the event an employee exits the District during the school year, the amount of vacation that an employee is entitled to use in that school year will be prorated based on the employee's effective date of termination or retirement, rounded up to the nearest half day. The District may deduct any compensation for vacation leave used in excess of the prorated amount from the employee's paycheck(s).

3. Administrative Interns who resign their administrative intern roles or who are terminated from the position and are allowed to return to another unit, will forfeit any vacation leave they accumulated upon return to their unit.

**8.6 Vacation Day Rollover/Buyback**

1. Each member of the Unit may carry over into a new school year up to ten (10) vacation days which must be used during that school year, five (5) of which must be used by August 31 of the year in which the request is being made.

2. Each member of the Unit may buy back per diem compensation for up to eight (8) vacation days per year. The per diem rate is 1/240<sup>th</sup> of the annual salary.

3. Notification will be sent out annually in May to make a request to buy back vacation days and/or roll over vacation days and disbursements will be distributed with the June 30 paycheck.

**ARTICLE 9  
COMPENSATION**

**9.1 General Salary Increases**

1. Salaries shall be increased for all members as follows:

School Year	Increase
2025-2026	5% on base, starting salaries, and max rate
2026-2027	4% on base
2027-2028	4% on base, starting salaries, and max rate
2028-2029	3% on base

In the years between the expiration of this collective bargaining agreement and the implementation of its successor agreement, all Unit members shall receive an annual cost of living adjustment of 1.5% added to their base salaries. These increases will be considered as part of any future increase negotiated between the District and the Association. This clause will expire June 30, 2030.

Salary increases shall apply to base salary only and will not be applied to tenure or longevity payments.

Salary increases will be applied to Unit members employed by the District and retirees upon ratification.

**9.2 New Employees to the District**

1. It shall be the responsibility of administrative selection committees, in cooperation with the Personnel Department, to arrive at a salary for a position prior to a candidate's interview with the Superintendent of Schools. During the interview with the Superintendent, the candidate shall be advised of the salary attached to the position.

2. An agreement on salary shall be reached between the candidate and the Superintendent prior to a recommendation to the Board of Education. Such an agreement shall be final, once approved by formal action of the Board of Education, and shall not be subject to review thereafter.

### **9.3 New Promotional Salary**

1. District employees promoted to a position in Unit 2, and members of the Unit promoted to a higher administrative level (a position which has a higher entry level salary based on an equivalent monthly calculation) will receive the higher of: (1) the entry level of the new position; or (2) their present salary with the additional proration (reflecting the increased length of term of appointment) plus \$2,000. If the salary, as calculated above, exceeds the maximum salary range for the position, the administrator will receive the excess up to an amount not to exceed \$2,000. When the ranges are increased in subsequent negotiations, however, the individual administrator will receive the negotiated settlement not to exceed the maximum range limitation for the position.

2. In case an administrator receives two (2) or more promotions within a period of twelve (12) months, he/she shall be entitled to evaluation of education and experience prior to each such transfer.

### **9.4 Acting Administrator**

1. An administrator serving in an acting capacity shall be placed on the administrative salary schedule or receive their current salary, whichever is higher, and, upon returning to his/her former position shall be paid the salary of that position required by the schedule in force at the time of return, with the full experience credit he/she would have earned had he/she not served in the acting position.

2. A Vice Principal or Administrative Intern who has assumed the principal's duties for at least fifteen (15) consecutive work days will be paid at the principal's entry level rate retroactively until the completion of the assignment and only when school is in session.

### **9.5 Transfer to Lower Salaried Position**

In the event that a member of the Unit is transferred to another position which carries a lower salary, the following shall occur:

1. If the transfer is within the same tenure area, there will be no change to the employee's salary (e.g. transfer from high school principal to elementary, K-8 or middle school principal).

2. If the transfer is to a title outside the tenure area and that employee has previously been employed by the District in that title, the employee's salary shall be set at the employee's previous lower salaried position plus any contractual percentage increases that employee would have received had that employee remained in that title (e.g., vice principal promoted to principal, transferred to vice principal).

3. If the transfer is to a title outside the tenure area and that employee has not been employed by the District in that title, the employee's salary shall be set at the lower salaried position's starting salary at the time to the transfer (e.g., new principal transferred to vice principal).

## **9.6 Administrative Intern(s)**

1. Administrative Interns will receive a salary of \$95,000. If their current salary, when promoted to the Administrative Intern position, exceeds \$85,000, then \$10,000 will be added to their salary up to a maximum of \$100,000. These numbers (\$95,000 and \$85,000/\$100,000) will rise correspondingly with starting salary increases.

2. Administrative Interns will participate in summer school administrative duties in a support capacity to summer school site principals and coordinators. These duties will be included as a part of their regular work responsibilities and they will not receive the stipends outlined in Appendix B.

3. Administrative Interns will participate in a Leadership Assistance Review (LAR) process, which is to be outlined in a Memorandum of Agreement.

4. Administrative Interns are not eligible for retirement benefits.

## **ARTICLE 10 ADDITIONAL COMPENSATION**

### **10.1 In-Service/Advanced Study**

1. Administrators shall receive District approved in-service credit for movement on the Placement Salary Schedule consistent with the District's past practice.

2. Adjustments to salary will be made for additional graduate hours earned after January 1, 1988, with salary not to exceed the salary range for the position as follows:

A. Six (6) hours, annual rate – \$375.00 earned after July 1, 2007 throughout the term of this Agreement.

### **10.2 Degree Credits**

Adjustments to salary will be made for new degrees earned after July 1, 2011, if not previously earned and given salary credit by the District. A unit member's salary will be adjusted \$5,000 for earning a Doctorate during his or her time in Unit 2. The maximum amount that a unit member may earn for degree credits in this section is \$5,000.

### **10.3 Longevity**

A longevity increment shall be added to the base salary of all employees who have completed years of continuous service in the District as indicated in the chart below. The longevity increment shall be effective with the beginning of the first pay cycle following the anniversary date after completion of the required years of continuous service. If the District fails to adjust the longevity increment on the effective date, the longevity increment will be retroactive to the anniversary date. Effective July 1, 2022, employees entering the unit will be eligible for a five (5) year longevity beginning of the first pay cycle following the anniversary date after completion of the required years of continuous service.

The longevity schedule shall be the following:

5 years	\$500.00	10 years	\$1,000.00
15 years	\$1,500.00	20 years	\$2,000.00
25 years	\$2,500.00	30 years	\$3,000.00
35 years	\$3,500.00		

**10.4 Month Stipend and Tenure Stipend**

1. Members hired to the unit on or before June 30, 2025 will receive a twelve (12) month stipend of three hundred dollar (\$300).
2. Any administrator receiving tenure will be entitled to a \$1,000 stipend upon receipt thereof.

**10.5 Sick Leave Buy Back**

Any member of the Unit may elect to convert up to six (6) unused accumulated sick leave days each year payable in a check at an amount equal to fifty percent (50%) of the applicable per diem rate (see Salary Schedule Appendix A). Requests to buy back sick leave will be offered during the same time period that vacation day rollover and/or buyback request occur and shall be paid with the June 30 paycheck.

**ARTICLE 11  
LEAVES OF ABSENCE**

**11.1 PTO Granting**

1. Each member of the Unit shall be allotted seventeen (17) PTO days on July 1<sup>st</sup> of each school year. If the full amount of the Annual PTO Allotment is not used in any school year, the amount not used shall be placed into the employee’s Reserve PTO Bank. The annual allotment for part-time employees will be prorated based on the employee’s standard work hours.
2. PTO can be utilized in increments of 2 hours.
3. Members of the Unit employed with effective dates after the beginning of the school year shall be credited with PTO in accordance with the following table during the first year of employment:

<u>Effective Date of Appointment</u>	PTO Credit
<u>July 1-July 31</u>	17 days
August 1-August 31	16 days
September 1-September 30	14 days
October 1- October 31	13 days
November 1- November 30	11 days

December 1-December 31	10 days
January 1- January 31	8 days
February 1- February 28 or 29	7 days
March 1- March 31	5 days
April 1- April 30	4 days
May 1- May 31	3 days
June 1- June 30	2 days

4. There shall be no limit on the total number of PTO days accumulated in the reserve PTO Bank.

5. All employees hired before July 1, 2025, will be transitioned to the PTO system. Employees will receive their previous accumulated accruals from the prior system and have those days recounted in the PTO system. These prior-year PTO accruals will fall into the Reserve PTO Bank.

**11.2 Request for Paid Time Off**

1. Planned Absences

Administrators shall be required to notify the Superintendent, or his/her designee, of their intent to use planned PTO days at least 5 school days prior to the date of absence. Any request of planned PTO days in excess of three (3) consecutive days must be submitted through the online procedure to the Office of Human Resources and approved in advance of the use of such days.

2. Unplanned Absences

The employee shall notify the Superintendent or his/her designee of the use of an unplanned PTO day according to reasonable procedures established for call-in. If the employee anticipates that they will not return on the next day, the employee will notify the building Superintendent or designee before the end of the workday whenever possible. The employee shall be responsible to notify the Superintendent or their designee of any change in status. The employee shall also notify the Superintendent or designee to inform them of the anticipated date of return whenever possible.

3. If an employee uses unplanned PTO days more than three (3) days consecutively, documentation must be submitted through the online procedure to the Office of Human Resources. That documentation will be reviewed to determine if the requested days will be approved.

4. The Superintendent or designee reserves the right to request documentation be submitted to support the use of unplanned absences to determine if PTO days can be used.

**11.3 Use of PTO days prior to holidays or recesses**

1. Planned PTO days may not be taken on days immediately preceding and/or after scheduled holidays or recesses unless authorized by the Office of Human Resources pursuant to a prior approved request submitted by the employee.

**11.4 Reserve PTO Bank**

1. Reserve PTO Bank PTO are accruals that are specific to each employee and consists of previously unused PTO, including converted Sick Leave/Personal Leave time. This provides employee with the ability to ensure against the risk of not receiving pay when they are out of work for longer than the yearly granted PTO.

2. Employees will have the ability to apply to utilize their personal Reserve PTO Bank for any FMLA-qualifying event, for illness or emergency (as determined by the Superintendent or designee). The Superintendent or designee reserves the right to request supporting documentation for such absences.

**11.5 Separation from the District**

1. Upon termination of employment, other than for reason of retirement, any remaining PTO days will be forfeited. If an employee has overused their PTO allotment, the District shall have the right to deduct any compensation for PTO in excess of the above from the employee’s final paycheck.

**11.6 Death or Serious Illness in Immediate Family**

1. Each administrator shall be granted up to six (6) days of leave with full pay for each death in the immediate family or of the nearest relative. Time off for death in the immediate family or nearest relative shall not be charged against the sick leave provided in Subsection 11.2 of this Article.

2. Up to six (6) days paid leave will be granted for illness in the immediate family and shall be charged against sick or personal leave as identified in Subsection 11.7 of this Article. Immediate family for purposes of Subsection 11.3.1 and 11.3.2 consists of:

Parent	Sibling	Guardian in loco parentis
Spouse	Child	Grandchildren/Grandparents

Step-family and in-law in above categories, where applicable.

3. Each administrator shall be allowed one (1) additional full-time day to attend the funeral of any of the following members of the family:

Aunt or uncle	In-laws in, but not of, the above categories
Cousin	Nephew/ Niece

4. If such death or serious illness occurs within a period during which a member of the Unit is on sick leave, and therefore not available for work, those days to which said member is entitled under the provisions of this Subsection shall not be charged against his/her sick leave accumulation. Such leave shall be on a non-cumulative basis.

5. The Superintendent is authorized to grant additional paid emergency or funeral leave under unusual circumstances which, in his/her judgment, justify such an exception.

#### **11.7 Religious Days**

Present policy for religious observance shall continue.

#### **11.8 Compensation Cases**

1. Administrators who become ill or injured due to circumstances arising out of and in the course of employment shall file a report of such illness or injury with the District and with the Worker's Compensation Board. Such report shall be filed within the time, and in the manner, required by the New York State Worker's Compensation Law. In those instances where an illness or injury is determined by the District, or other forum of competent jurisdiction, to be compensable as arising out of and in the course of employment, the District will compensate said administrator during the period of such illness or injury up to the amount of his/her full salary. In the event an administrator receives a personal injury incurred as a result of an activity necessary to protect the well-being of any individual or the property of physical plant of the District, the District will compensate said administrator during the period of such injury up to the amount of his/her full salary. Because the District is self-insured, and, therefore, has no insurance carrier from which to receive the reimbursement to which it would otherwise be entitled under the Worker's Compensation Law, the District shall charge to the administrator's accumulated sick leave any time taken because of such illness or injury for which the administrator receives his/her regular salary and for which the District would be reimbursed if it were not self-insured. Such charge to and deduction from, sick leave shall be proportionate to, and based upon, the amount of reimbursement the District would receive if not self-insured.

2. Administrators who are absent from duty with pay pursuant to this Paragraph may be required, at the discretion of the Superintendent, to file a medical report with the Director of Health Services. When such a report is requested, the Superintendent will make a determination on the basis of said report, and the recommendation of the Director of Health Services, whether pay shall be continued. Except as expressly modified herein, payments to an administrator for illness or injury arising out of and in the course of employment shall not exceed those provided under Compensation Law unless the Superintendent, at his/her sole and exclusive discretion, shall authorize such payments, notwithstanding any determination by any Compensation Board which is at variance with the determination of the Superintendent.

3. Instead of accepting full sick leave pay during such disability period, the administrator shall have the option to accept compensation benefits at the statutory rate only.

#### **11.9 Supplemental PTO Leave**

1. There shall be a Sick Leave Committee, consisting of one (1) administrator appointed by SAAS, one (1) administrator designated by the Superintendent, a third member selected by the other two (2), and the Director of Health Services who shall be an advisory member. Said PTO Leave Committee shall review, and pass upon applications for additional sick leave days, submitted by members of the Unit.

2. Applications for additional PTO leave days may be made to the Committee by any member of the Unit who has suffered a prolonged illness or injury (as hereinafter defined), whose

accumulated PTO has been exhausted, and who has no other source of coverage such as income protection insurance, accident and health insurance, catastrophe insurance, etc., which would provide an income equal to the administrator's salary.

3. For purposes of this Article, the term "serious illness or injury" shall be defined as one which is generally regarded as such by those in the medical profession. Any dispute as to whether or not an illness or injury is "serious", as used herein, shall be resolved by the Director of Health Services. The purpose of this Paragraph is to provide additional sick leave in extraordinary situations where a seriously ill or injured administrator has no other significant means of income and cannot return to work for a prolonged period of time (after accumulated sick leave credit has been exhausted) which will create a bona fide economic hardship upon the administrator. It is not intended to cover absences of a day, or several days, in excess of accumulated sick leave, or situations where there is no serious or prolonged illness or injury, or where no bona fide economic hardship exists. The Committee is authorized, however, to grant additional sick leave upon a pro rata basis where, at its discretion, it deems it appropriate to do so and such proration does not exceed the general limitations set forth herein.

4. Prior to, or no later than concurrent with, the submission of the application for additional PTO, the administrator shall provide the Director of Health Services with a medical report setting forth the nature of the illness/injury and the anticipated date of recovery and return to work. The Committee shall have the right to request additional medical information, if it deems such information to be necessary, as well as the right to have the administrator examined by the Director of Health Services or a physician designated by the Director of Health Services.

5. If additional PTO is granted by the Committee, said additional leave shall not exceed sixty (60) days, and shall be chargeable upon the basis of one (1) day for each day's pay which would have been received had there been no illness or injury.

6. There shall be a limitation of the total number of additional sick leave days which may be granted by the Committee to the extent that the total annual expenditures therefore shall not exceed Twenty-One Thousand Dollars (\$21,000). Thereafter the amount will be increased consistent with the general percentage increases as they occur throughout the term of this Agreement. It is understood and agreed that the inclusion of said maximum figure is to be in no way construed as a guarantee or commitment by the District that any such monies must, or will, be expended in the designated time period. Said maximum represents only the total amount which is available in the event the Committee determines an application to be meritorious and within the purview of this Article.

7. The decision of the Committee shall be final, binding, and not subject to the grievance and arbitration procedure set forth in the grievance procedure of this Agreement.

#### **11.10 Graduation Awards**

1. Each administrator will be entitled to one (1) leave day with full pay to attend his/her own graduation or ceremony at which he/she is the recipient of an award or special honor.

2. Such leave day will not be deducted from accumulated sick leave allowance or personal leave allowance.

3. Requests for an excused absence for graduation, as provided in this Sub-paragraph, shall be filed with the direct supervisor, as provided in 11.7.1 of this Article.

### **11.11 Jury Duty**

Each employee shall be granted leave with pay as necessary in order to perform jury duty. Such absence shall not be deducted from any other leave allowance. When an employee receives a notice to serve as a juror, he/she shall promptly notify his/her supervisor or designee, on the first school day following receipt of such notice by providing him/her with a copy thereof.

### **11.12 Absence for other Judicial Proceedings**

When an administrator is required to appear in court or for any other judicial or administrative proceeding, leave with full pay (as necessary to comply with the order) shall be granted, provided the appearance is in some way connected with the professional duties and responsibilities of the administrator. Appearances which are not in the line of duty will be judged on their individual merits by the Superintendent.

### **11.13 Professional Improvement**

1. A line item shall be included in the annual District budget for the purpose of providing an opportunity for members of the Unit to attend professional conferences, with the approval of the Superintendent. A committee of the Association shall meet with the representatives of the Superintendent at the beginning of each budget year to determine which meetings shall be attended by representatives of the administrative staff in the Unit, and select the members of the Unit who shall attend. Distribution of the funds made available for this purpose shall be recommended to the Superintendent no later than February 1 of each year, and the Superintendent shall announce the schedule of conference attendance as soon thereafter as possible.

2. Officially authorized Association delegates and/or alternates (as required) shall be granted time necessary, with pay, to attend conventions upon timely written request to the Superintendent. All expenses shall be borne by the individual or the Association. Representatives of the Association, in addition to delegates and alternates, may be excused by the Superintendent, or his/her designee, to perform official Association functions.

3. Excused absences, with pay, may be granted to any administrator to attend professional meetings, conferences, and workshops, when approved by the Superintendent or his/her authorized representative.

### **11.14 Emergency Closings**

1. Each administrator shall receive full pay for absence due to abnormally severe weather or other emergency conditions when approved by the Superintendent of Schools as indicated in the annual administrative bulletin related to emergency closing of schools.

2. The official closing of schools by the Superintendent shall not result in loss of pay by any administrator unless such closing is the result of unauthorized absence from duty by members of the Unit or unless an administrator has been granted excusal from duty, without pay, for the day(s) of such closing.

3. In the event that schools are officially closed by the Superintendent for a period of time sufficient to require an alteration in the official School Calendar for the remainder of the year to make up

the time lost, no additional compensation shall be paid to any administrator for the days thereby added to the School Calendar.

## **ARTICLE 12 EXTENDED LEAVES OF ABSENCE**

### **12.1 Guidelines**

1. Administrators who have acquired tenure in the District may be granted an unpaid leave of absence, which shall be without loss of tenure, upon the recommendation of the Superintendent of Schools and the approval of the Board of Education. All requests for leaves of absence shall carry affirmation of intention of the applicant to return to an assignment in the District upon the termination of such leave. In order to receive an approved leave, administrators will sign a form in which they agree to return at the end of their leave, and if they do not return, it will be considered a resignation from their position. The Superintendent or designee is also authorized to grant leave of absence to other probationary employees under extraordinary circumstances deemed acceptable to him/her.

2. Administrators shall make written application for a leave of absence using the established online process. The application shall be directed to the Chief Human Resources Officer stating the specific reason for the leave and must be filed at least forty-five (45) days prior to the effective date of the leave. Administrators shall furnish any evidence in support of their request as may be required by the Chief Human Resources Officer.

Extended leaves of absence may be requested for the following reasons:

- Continuing Education
- Personal or Family Illness
- Childbearing or childcare
- Adoption Leave

3. Leave of absence shall be granted for a period up to one (1) year. Administrators on full yearleave of absence shall notify the Chief Human Resources of their intention for the following school year in writing and prior to April 1<sup>st</sup>. Exceptions shall be permitted when, in the discretion of the District, there are good and sufficient reasons to do so.

4. Planned leaves of absence are contingent upon the availability of qualified regular substitute administrators. Regular substitute administrators shall be appointed and their names carried in the minutes of the Board of Education as "Regular Substitutes", along with the names of the administrators for whom they are substituting. Regular Substitute Administrators so appointed are not eligible for tenure except as provided by law.

5. The Board of Education reserves the prerogative of recalling to service any or all administrators who have been granted leaves of absence, when an emergency or shortage makes such action necessary. It is understood, however, that leave granted for personal illness, maternity, approved educational commitments, military, Red Cross, Peace Corps, or VISTA service shall not be affected by this provision.

If, during the period of any such leave granted hereunder, the employee accepts other employment, the District reserves the right of recalling the administrator to service.

6. An administrator returning from any leave of absence may be reassigned to any vacancy within the District for which he/she is qualified by certification and experience, such as an assignment which is the same or substantially the same as the position previously held.

7. For the year(s) in which an administrator is on an unpaid leave of absence there shall be no salary advancement.

## **ARTICLE 13 BENEFITS**

### **13.1 Joint Health Care Management Group**

Representatives of the District and the Association agree to a Joint Health Care Management Group to evaluate, manage and address costs associated with the District's employee health insurance plan. The group will meet as needed but at least quarterly with the shared goal of identifying all possible health and dental benefits' economies, potential benefit enhancements, and cost savings practices. As appropriate, the third-party benefit administrators, insurance providers and consultants will be invited to participate.

### **13.2 Eligibility for Coverage**

In order to receive benefits in the health or dental insurance program, members must be employed in the bargaining unit and regularly work twenty-five (25) or more hours per week. No grievance shall be entertained, nor shall any arbitrator have the power to award redress, which would require the District to pay any health or dental insurance benefit which is disallowed by the present plans or any successors thereto. This provision shall in no way be construed as preventing the member from taking such action as may be deemed necessary against the plan if the member feels any determination made by the plan regarding eligibility is inappropriate.

### **13.3 Medical Coverage for All Employees**

1. The District will provide health benefit coverage for eligible employees pursuant to the Syracuse City School District Health Insurance Plan.
2. Employee payroll deductions are passed on the premium equivalent (PER) established for each school year and the corresponding wage level.
3. The employee contributions for each year are stated at the maximum amount on Schedule A.
4. The PER shall be established for each year by September 1<sup>st</sup>.
5. The health insurance contribution will be published in the Administrative Bulletin and posted on the District and Association's web pages.
6. Employees will contribute to the cost of District provided healthcare benefits based upon the employee's wages as of September 1.

Note: The Health Insurance Rate Chart is listed as Appendix C in the document.

**13.4 Medical and Prescription Coverage Details**

1. All eligible members will have the option to enroll in the District’s Preferred Provider Organization (PPO) Healthcare Plan.
2. Effective September 1 2024, Out of Pocket Expenses shall be as follows:

Outpatient Medical Co-pay	\$25.00	
Hospital (Emergency Room or Inpatient)	\$200.00	
Out of Network Deductible <i>Individual</i>	\$75.00	
Out of Network Deductible <i>Family</i>	\$225.00	
<u>Prescription Co-pays</u>	<u>Mail Order</u>	<u>Retail</u>
<i>Generic</i>	\$12.50	\$5.00
<i>Preferred</i>	\$75.00	25%
<i>Non-Preferred</i>	\$95.00	25%

**13.5 Dental Benefits for All Employees**

The monthly employee premium for dental insurance will be:

Effective	Individual Coverage	Family Coverage
2025-2029	\$22.00	\$44.00

**13.6 Vision Benefits for All Employees**

All Unit 2 members, regardless of work hours, are eligible to participate in the District’s Vision plan at the following rates:

Individual Annual Employee Contribution	Family Annual Employee Contribution
\$0.00	\$0.00

The benefits available to members under the District’s Vision plan shall be made available through the District’s website.

**13.7 Retiree Health Insurance Coverage**

In order to be eligible for District retiree health benefits, the employee must be eligible to retire from TRS/ERS and have ten (10) years of service with the Syracuse City School District.

1. The retiree health insurance contribution will be listed annually on the District’s website.
2. All Medicare Eligible retirees and their Medicare eligible dependents will be enrolled in the District’s Medicare Advantage (MA) health care plan with prescription drug coverage

(MAPD). Medicare eligible retirees and their Medicare-eligible dependents must apply and pay for Medicare Part B coverage to the Center of Medicare and Medicaid Services.

3. Retiree health care contributions for each successive school year (July 1 – June 30) of this contract shall increase based on the annual percentage increase in active employee contributions. Employees who retire on or after July 1, 2024 shall pay the following contributions for retiree health insurance:

Retiree (non-Medicare) Contributions	\$136.56 Single Plan \$362.28 Family Plan
Medicare Advantage	\$68.28 Single Plan (1/2 retiree POS rate) \$136.56 Family Plan

\*Families that have one Medicare-eligible individual and one or more non-Medicare eligible individuals will be charged the combination of Medicare and non-Medicare single rates.

4. Unit members who retire during the term of this Agreement shall be entitled to participate, during their retirement and at their sole expense, in the District’s dental and vision care insurance program(s) and such expense shall be based upon such formula/computation rate as is utilized by the District for other employees or retirees in connection with C.O.B.R.A. computations.

5. In the event any member of the Unit, or his/her dependent, is eligible for benefits under another health plan and receives benefits there under, and the current plan or any future plan of the District insurance has a coordination of benefits provision, the District shall not be liable to make duplicate payments of benefits which have already been paid by such other plan and which the District’s plan did not pay.

**13.8 Flexible Spending**

The District has established at no cost to the employee, a flexible benefits spending plan pursuant to IRS regulations, with operating procedures jointly determined by the parties, and administered by Preferred Group Plans, Inc. in accordance with IRS regulations. This plan may be utilized for premium payments, deductions, co-insurance amounts, dependent care, and other unreimbursed medical expenses.

**13.9 Personal Loss**

The District will reimburse administrators for items of clothing or other personal property which are damaged or destroyed when, in the course of employment, the administrator becomes involved or engaged in situations which are unusual and/or do not regularly or normally occur, such as altercations between students and/or administrators, non-aggravated assault, fire, riot, etc. Such reimbursement shall not be made in cases where the administrator has been careless or negligent, and/or has not exercised prudent judgment by wearing or otherwise displaying or possessing items which are not normally worn, used, or displayed during such course of employment, or the administrator is able to be otherwise reimbursed as a result of his/her existing insurance coverage. In no instance, however, shall such reimbursement exceed Five Hundred Dollars (\$500.00) with regard to any claim which is processed

under this Section. The District shall not be liable for the reimbursement required by this Paragraph if the administrator refuses or fails to file the necessary reports and institute the necessary proceedings to facilitate the police and District investigations and prosecutions for such incidents.

### **13.10 Lunch**

All administrators shall have a thirty (30) minute duty free lunch period.

### **13.11 Mileage**

The District will compensate bargaining unit members at the then current mileage rate per Board of Education approved travel.

### **13.12 School Passes**

Each administrator shall be granted, on request, a pass for school functions in the district for which admission is charged. Passes shall be available through each school office.

### **13.13 Retirement**

1. Any administrator who is eligible to retire under the New York State Teachers Retirement System shall be granted a retirement stipend of \$22,250 or the daily stipend of \$75.00 per day times the number of accumulated sick days in addition to the final year's salary, whichever is greater-up to a maximum amount of the 403b annual contribution limit. The District shall utilize the 403(b) salary deferral program for this stipend. Administrators must have a total of ten (10) years of service in the District in order to qualify for this section.

2. Members who retire pursuant to this paragraph who are at or above the maximum of the salary range, who provide the Superintendent with at least two years written notice by an irrevocable letter of retirement, shall be paid an amount equivalent to 1/10<sup>th</sup> the difference between the hiring rate and the maximum rate in the salary range for that title.

3. The District agrees to continue the 403(b) salary deferred program for retirees.

### **13.14 Free Tuition in District for Children of Employees**

Administrators in full-time positions may have their children or legal wards attend schools within the Syracuse City School District without payment of tuition. This privilege shall be extended to children of legal school age who have not graduated from an approved high school and shall be continued unless it is determined through due process that the student's enrollment is not in his/her best interests. School assignment will be consistent with the District's regular student assignment policies. Transportation to and from school shall be the sole responsibility of the individual student's parents or legal guardian and not subsidized by the District.

**ARTICLE 14**  
**PARTICIPATION IN CURRICULUM, TEXTBOOK**  
**INNOVATION AND GRANT PROPOSALS**

1. When existing practices are proposed to be changed, the administrators and supervisors whose jurisdictions are affected shall be involved from the very beginning in the planning and development of all such proposed changes.

2. Curriculum innovation, revisions, and review shall be the shared responsibility of the professional staff that is teachers, administrators and their respective staffs.

3. At the request of the Curriculum Committee, a group of competent lay members may be appointed to serve in an advisory capacity.

4. Whenever curriculum or instructional changes are instituted in accordance with District policy, the supervisor in charge of the area of instruction and the Director shall be advised in writing before such change is made.

5. Selection of textbooks and other curriculum materials shall be made by committees of teachers, supervisors, and building principals under the supervision of the Assistant Superintendent for Curriculum and Instructional Services and subject to approval by the Board of Education. Recommendations for textbook changes shall be submitted to the Board for approval no later than the regular meeting in May.

6. The District and the Association recognize the importance of curriculum, innovation, and change, and jointly acknowledge that careful advance planning for change is essential. The parties agree that no curriculum change which will necessitate reorganization of the schools shall be submitted for final action by the Board later than the regular meeting in January of the school year preceding the school year in which the change is to take place. Changes to be implemented in the spring semester shall be submitted no later than the regular meeting the preceding June. The Superintendent shall not be requested to recommend deviation from this provision except under unusual and extraordinary circumstances where these deadlines could not be reasonably met. The Superintendent shall always be free to recommend exceptions to this policy at his/her discretion.

**ARTICLE 15**  
**GRIEVANCE PROCEDURE**

**15.1 Definitions**

1. For the purpose of this Agreement, and except as hereinafter set forth in Sub-Section 15.7, a "grievance" shall be defined as a dispute or controversy involving the interpretation and/or application of the express terms of this Agreement which alleges violation, misinterpretation, misapplication, or inequitable application of the express terms of this Agreement. It is understood and agreed this Article shall not be a substitute for any other appropriate action or relief available to any employee who is covered by the terms and conditions of this Agreement. In the event any employee elects to invoke such alternative statutory relief, it shall be considered to be a waiver of his/her right to

thereafter seek recourse by means of this Article with respect to the dispute or controversy as to which statutory relief is invoked. Moreover, it is further understood and agreed a grievance, as defined in Section 682(4) of Article 16 of the General Municipal Law, shall not be eligible to be processed in accordance with the provisions of this Article, and therefore not subject to arbitration, except in those instances where such grievances as therein defined would, if valid, constitute a violation, misinterpretation, misapplication, or inequitable application of the express terms and conditions of this Agreement.

2. "Grievant" means any person or group of persons in the Unit filing a grievance.
3. "Work day" shall mean any scheduled work day for 12-month employees.

### **15.2 Purpose**

The primary purpose of the procedure set forth in this Section is to secure, at the earliest possible stage of procedures, equitable solutions to the problems of the parties. Except as is necessary for the purpose of implementing this Section, both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of such procedure. Nothing contained herein shall be construed as limiting the right of any member having a grievance to discuss the matter informally with any appropriate member of the administration.

### **15.3 Structure**

1. The grievant shall have the right to present a grievance free from interference, coercion, restrain, or reprisal.
3. Hearings described in the approved grievance procedure shall be confidential.

### **15.4 Procedure**

1. It is important that grievances be processed as rapidly as possible. The number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process, but when mutually agreed upon the time limits given below may be extended.
2. In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year could result in irreparable harm to the administrator or group of administrators concerned, the time limits set forth herein shall be appropriately reduced.

### **15.5 Stage One**

1. The grievant shall first discuss the matter with his or her immediate supervisor, or if the immediate supervisor does not have the authority to resolve the matter, with the administrator who has the immediate authority to resolve the matter, either individually or with his/her representative, with the objective of resolving the matter informally within fifteen (15) work days after the grievant or the Association knew or should have known about the alleged contract violation.
2. If the grievance is not resolved informally at Stage One, it shall be reduced to writing and presented to the administrator referenced in 15.5.1 within fifteen (15) work days. Within fifteen (15) work

days after the written grievance is presented the administrator shall render a written decision to the grievant and the Association representative (if involved).

#### **15.6 Stage Two**

1. In the event the grievance is not resolved at Stage One, the grievant and/or Association shall file the grievance in writing to the Superintendent or his/her designee within ten (10) work days of receipt of the written Stage One denial.

2. Within ten (10) work days after receipt of the written grievance by the Superintendent or his/her designee, he/she and/or his/her representatives shall meet with the ad hoc committee grievant and/or Association to discuss the grievance and to attempt to resolve it. The Superintendent or his/her designee shall respond to the grievance in writing within ten (10) work days after the above-references meeting.

#### **15.7 Stage Three**

1. If the Superintendent (and/or his/her designee) and the Association are unable to agree on a disposition of the grievance, either party may submit such matter to binding arbitration in accordance with the procedure hereinafter set forth, if it involves application or interpretation of the express terms of this Agreement, or as hereinafter provided in Paragraph 15.7.8. A grievance concerning any term of this Agreement involving Board discretion or Board policy, may be submitted to an arbitrator for decision only if it is based on a complaint that such discretion or policy was applied discriminatorily, that is, in a manner arbitrarily or capriciously inconsistent with the general practice followed throughout the school system in similar circumstances. The arbitration proceeding shall be commenced by either party within fifteen (15) work days after such failure to agree, by filing with all parties concerned with the Public Employment Relations Board or American Arbitration Association, a request for binding arbitration.

2. The parties will attempt to select an arbitrator by mutual agreement. If they are unable to agree on an arbitrator within ten (10) work days after notice of arbitration has been received, the arbitrator shall be selected by the Public Employee Relations Board.

3. The expenses of the arbitration shall be borne equally by the Association and the District.

4. In the event that, in the judgment of the Association's Professional Rights and Responsibilities Committee, a grievance affects a group or class of members, the Association's Professional Rights and Responsibilities Committee may submit such grievance, in writing, to the Superintendent directly, and such grievance shall be disposed of in accordance with the procedure set forth above, commencing at Stage Two, Paragraph 15.6.1.

5. The selected arbitrator shall hear the matter promptly and shall issue a decision in accordance with the then operative rules of the Public Employee Relations Board or American Arbitration Association. The arbitrator's decision shall be in writing and set forth findings of fact, opinion, and conclusions on the issue(s) submitted. The arbitrator shall limit the decision strictly to the application and interpretation of the provisions of this Agreement and shall be limited to the issue(s) submitted for arbitration, and without power or authority to make any decision:

A. contrary to, or inconsistent with, or modifying or varying in any way, the terms of this Agreement or of applicable law or rules and regulations having the force and effect of law;

B. involving Board discretion or Board policy under the provisions of this Agreement, Board bylaws, or under applicable law, except the Arbitrator may decide in a particular case based on a provision of this Agreement involving Board discretion or Board policy, whether the Board applied such discretion or policy in a manner which is arbitrarily or capriciously inconsistent with the general practice followed throughout the District in similar circumstances;

C. limiting or interfering in any way with the powers, duties, and responsibilities of the Board under its bylaws, applicable law, and rules and regulations having the force and effect of law.

6. The District agrees it will apply to all substantially similar situations the decision of an arbitrator sustaining a grievance, and the Association agrees it will not bring or continue, or represent any employee in any grievance which is substantially similar to a grievance denied by the decision of an arbitrator.

### **15.8 Rights of Administrators to Representation**

1. Any grievant may be represented at all meetings and hearings at all steps and stages of the grievance and arbitration procedure by another administrator and/or by another person, provided, however, the party in interest may in no event be represented by an officer, agent, or other representative of any organization other than the Syracuse Association of Administrators (SAAS); provided further, that when an administrator is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of grievance process, except where the grievance involves only questions of fact peculiar to the individual grievant.

2. All meetings involving grievances shall be held during either unassigned time during the school day or after school hours.

3. During the pendency of any proceeding, and until a final determination has been reached, all proceedings shall be private, and any preliminary disposition will not be made public without the agreement of all parties.

4. There shall be no reprisals of any kind taken against the grievant or any member of the Association's Professional Rights and Responsibilities Committee or of the ad hoc committee, or any other participant in the procedure set forth herein by reason of such participation.

5. All documents, communications and records dealing with the processing of a grievance shall be filed separately from personnel files of the participants. Copies of all statements, communications, and records will be sent immediately to the grievant involved.

6. Forms for filing grievances, serving notices, taking appeals, making appeals, making reports and recommendations, and other necessary documents, shall be prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the procedure set forth herein.

7. In the event that a number of grievances arise which contain common questions of fact, they may be consolidated into one grievance on the motion of the Board, the Superintendent, or the Association, and processed as one grievance, except where such consolidation may prejudice the rights of any party.

**ARTICLE 16  
DURATION**

Except as otherwise provided herein, the provisions of this Agreement shall be effective as of July 1, 2025, and shall remain in full force and effect until June 30, 2029.

**SIGNATURES**

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

**SYRACUSE ASSOCIATION OF  
ADMINISTRATORS (SAAS)**

**SYRACUSE CITY SCHOOL DISTRICT**

By:   
Latrina Brumfield  
President, Unit 2

  
\_\_\_\_\_  
Pamela J. Odom  
Superintendent of Schools

**APPENDIX A-Salaries**

<b>Job Title</b>	<b>Hiring Rate: Effective 7/1/2025</b>	<b>Maximum Rate: Effective 7/1/2025</b>
<b>Supervising Director</b>	\$155,256	\$191,683
<b>Director</b>	\$151,626	\$187,940
<b>High School Principal</b>	\$147,286	\$183,280
<b>K-8 School Principal</b>	\$143,451	\$179,013
<b>Middle School Principal/Elementary Principal</b>	\$139,413	\$174,539
<b>Assistant Director/Administrator for Supervisor</b>	\$129,960	\$169,304
<b>Coordinator/Vice Principal Secondary</b>	\$122,117	\$159,995
<b>Vice Principal Elementary</b>	\$116,981	\$150,831
<b>Specialist</b>	\$114,365	\$147,106
<b>Administrative Intern*</b>	\$93,115	\$143,436
	\$95,000	\$100,000

\* See Section 9.6.1

<b>Job Title</b>	<b>Hiring Rate: Effective 7/1/2026</b>	<b>Maximum Rate: Effective 7/1/2026</b>
<b>Supervising Director</b>	\$161,466	\$199,350
<b>Director</b>	\$157,691	\$195,458
<b>High School Principal</b>	\$153,177	\$190,611
<b>K-8 School Principal</b>	\$149,189	\$186,174
<b>Middle School Principal/Elementary Principal</b>	\$144,990	\$181,521
<b>Assistant Director/Administrator for Supervisor</b>	\$135,158	\$176,076
<b>Coordinator/Vice Principal Secondary</b>	\$127,002	\$166,395
<b>Vice Principal Elementary</b>	\$121,660	\$156,864
<b>Specialist</b>	\$118,940	\$152,990
<b>Administrative Intern*</b>	\$96,840	\$149,173
	\$98,800	\$104,000

\* See Section 9.6.1

<b>Job Title</b>	<b>Hiring Rate: Effective 7/1/2027</b>	<b>Maximum Rate: Effective 7/1/2027</b>
<b>Supervising Director</b>	\$167,925	\$207,324
<b>Director</b>	\$163,999	\$203,276
<b>High School Principal</b>	\$159,304	\$198,235
<b>K-8 School Principal</b>	\$155,157	\$193,621
<b>Middle School Principal/Elementary Principal</b>	\$150,790	\$188,782
<b>Assistant Director/Administrator for Supervisor</b>	\$140,564	\$183,119
<b>Coordinator/Vice Principal Secondary</b>	\$132,082	\$173,051
<b>Vice Principal Elementary</b>	\$126,526	\$163,139
<b>Specialist</b>	\$123,698	\$159,110
<b>Administrative Intern*</b>	\$100,714	\$155,140
	\$102,752	\$108,160

\* See Section 9.6.1

<b>Job Title</b>	<b>Hiring Rate: Effective 7/1/2028</b>	<b>Maximum Rate: Effective 7/1/2028</b>
<b>Supervising Director</b>	\$172,963	\$213,544
<b>Director</b>	\$168,919	\$209,374
<b>High School Principal</b>	\$164,083	\$204,182
<b>K-8 School Principal</b>	\$159,812	\$199,430
<b>Middle School Principal/Elementary Principal</b>	\$155,314	\$194,445
<b>Assistant Director/Administrator for Supervisor</b>	\$144,781	\$188,613
<b>Coordinator/Vice Principal Secondary</b>	\$136,044	\$178,243
<b>Vice Principal Elementary</b>	\$130,322	\$168,033
<b>Specialist</b>	\$127,409	\$163,883
<b>Administrative Intern*</b>	\$103,735	\$159,794
	\$105,835	\$111,405

\* See Section 9.6.1

THE PER DIEM RATE WILL BE CONSISTENT WITH THAT USED BY THE NEW YORK STATE RETIREMENT SYSTEM COMPUTATION (1/240 FOR 12 MONTH EMPLOYEES)

**APPENDIX B-SUMMER SCHOOL**

The coordination and supervision of all SCSD summer programs/school shall be the responsibility of Unit 2 members.

Principals or Vice Principals designated as the Supervisor of any Summer Program housed in their respective schools shall be compensated during the school year with recess days for the Holiday Recess, Mid-Winter Break, and/or Spring Recess (up to a maximum of three (3) days). This will be in addition to the yearly contractual allocation of vacation days. Administrators who share the responsibility of supervising any Summer Program can split the three (3) days accordingly. Additionally, administrator(s) designated to supervise any Summer Program will have flexibility in the use of vacation days during summer months not in conflict with any Summer Program, but not restricted by other imposed limitations, except for the last week of August, when they must be present in their regularly assigned schools;

1. **COMPENSATION FOR SUMMER SCHOOL ASSIGNMENTS**

- A. Summer School Principal - \$4,654.00
- B. Summer School Coordinator - \$7,777.00

2. **HOURLY RATE**

When it is necessary to convert administrative salaries to an hourly basis, the rate shall be: \$50.00.

**APPENDIX C - HEALTH INSURANCE RATES**

*Effective September 1*

Health Contributions 2025-26			Annual		Per Paycheck	
Salary	Level	%	Individual	Family	Individual	Family
\$0.00-\$29,999	1	10	\$935.02	\$2,444.11	38.96	101.84
\$30,000 - \$48,499	2	12	\$1,122.02	\$2,932.93	46.75	122.21
\$48,500 - \$59,999	3	17	\$1,589.53	\$4,154.99	66.23	173.12
\$60,000 - \$79,999	4	20	\$1,870.03	\$4,888.22	77.92	203.68
\$80,000 - \$99,999	5	22	\$2,057.04	\$5,377.05	85.71	224.04
\$100,000 + Above	6	27	\$2,524.54	\$6,599.10	105.19	274.96

Health Contributions 2026-27			Annual		Per Paycheck	
Salary	Level	%	Individual	Family	Individual	Family
\$0.00-\$29,999	1	10	\$1,009.82	\$2,639.64	42.08	109.99
\$30,000 - \$48,499	2	12	\$1,211.78	\$3,167.57	50.49	131.98
\$48,500 - \$59,999	3	17	\$1,716.69	\$4,487.39	71.53	186.97
\$60,000 - \$79,999	4	20	\$2,019.63	\$5,279.28	84.15	219.97
\$80,000 - \$99,999	5	22	\$2,221.60	\$5,807.21	92.57	241.97
\$100,000 + Above	6	27	\$2,726.51	\$7,127.03	113.60	296.96

Health Contributions 2027-28			Annual		Per Paycheck	
Salary	Level	%	Individual	Family	Individual	Family
\$0.00-\$29,999	1	10	\$1,090.60	\$2,850.81	45.44	118.78
\$30,000 - \$48,499	2	12	\$1,308.72	\$3,420.97	54.53	142.54
\$48,500 - \$59,999	3	17	\$1,854.02	\$4,846.38	77.25	201.93
\$60,000 - \$79,999	4	20	\$2,181.21	\$5,701.62	90.88	237.57
\$80,000 - \$99,999	5	22	\$2,399.33	\$6,271.79	99.97	261.32
\$100,000 + Above	6	27	\$2,944.63	\$7,697.19	122.69	320.72

Health Contributions 2028-29			Annual		Per Paycheck	
Salary	Level	%	Individual	Family	Individual	Family
\$0.00-\$29,999	1	10	\$1,177.85	\$3,078.88	49.08	128.29
\$30,000 - \$48,499	2	12	\$1,413.42	\$3,694.65	58.89	153.94
\$48,500 - \$59,999	3	17	\$2,002.35	\$5,234.09	83.43	218.09
\$60,000 - \$79,999	4	20	\$2,355.70	\$6,157.75	98.15	256.57
\$80,000 - \$99,999	5	22	\$2,591.27	\$6,773.53	107.97	282.23
\$100,000 + Above	6	27	\$3,180.20	\$8,312.97	132.51	346.37

	Individual	Family
Dental-Flat Rate	\$11.00	\$22.00

	Individual	Family
Vision-Flat Rate	\$0.00	\$0.00

**APPENDIX D - CAREER LADDER**

<b>Building Leader-in-Residence</b>	<b>Mentor Principal</b>	<b>Other</b>
<ul style="list-style-type: none"> <li>• 1.0 FTE (<i>principal salary</i>)</li> <li>• <i>Applying for grant funding to support this position. Budget dependent upon grant funding.</i></li> <li>• Work is similar to the PAR Consultant Teacher</li> <li>• Full-time principal support person; not assigned to a school</li> <li>• Focuses on the Lead and Learn Framework and all state-required or district-required plans (e.g., SIG, Receivership, new school), including assisting with calibration and implementation</li> <li>• Works with all new principals</li> <li>• Completes informal peer evaluations</li> <li>• Leads PLC sessions on various topics, targeted for new principals but any principal can attend</li> <li>• Leads whole-group meetings for new principals and vice principals, such as Leadership Academy Breakfasts and others, support is provided to principals throughout entire probationary period</li> <li>• Coordinates the work of the Mentor Principals, similar to the Lead PAR Consultant Teacher</li> <li>• Evaluation system for role would need to be developed</li> <li>• Member of Educator Effectiveness team, but unit 2 association member</li> <li>• Position is not intended to serve as substitute administrator</li> <li>• 2-3 year term limit with intent to return to school</li> </ul>	<ul style="list-style-type: none"> <li>• Mentors will receive a \$1,750 stipend for each mentee principal.*</li> <li>• Mentor principals meets weekly with mentee principal</li> <li>• Prescriptive plan for onboarding, training in terms of what needs to be covered between Mentor and Mentee</li> <li>• Clear guidance and support to Mentor Principals from Building Leader-in-Residence</li> <li>• One stipend, even if a Mentor had two principals</li> <li>• Mentees would only be 1<sup>st</sup>-year district principals, assigning additional support in year 2 if necessary</li> <li>• Mentors would need to be tenured with (at least) the previous year's APPR rating as Effective or higher</li> <li>• Evaluation system for role would need to be developed</li> </ul>	<ul style="list-style-type: none"> <li>• Summer School Coordinator               <ul style="list-style-type: none"> <li>○ <i>Stipend per CBA</i></li> <li>○ Lead summer school programs across district</li> </ul> </li> <li>• Summer School Site Principal               <ul style="list-style-type: none"> <li>○ Multiple sites (<i>Stipend per CBA</i>)</li> <li>○ Facilitate summer school program at school</li> </ul> </li> <li>• PAR Panel Representative               <ul style="list-style-type: none"> <li>○ 3 positions (<i>per grant, currently \$2,000</i>)</li> <li>○ Serve on committee providing feedback on first year teacher support and retention</li> </ul> </li> <li>• Central Office Mentor               <ul style="list-style-type: none"> <li>○ Mentors will receive a \$1,750 stipend for each mentee.</li> <li>○ Support the onboarding and training of new central office leaders</li> <li>○ Support received from Building Leader-in-Residence</li> <li>○ As needed as determined by the Superintendent</li> </ul> </li> <li>• LAR Consultant               <ul style="list-style-type: none"> <li>○ Two positions to provide support to administrative interns.</li> <li>○ \$5,000 per school year.</li> </ul> </li> </ul>

\*A committee will be created to discuss mentorship and a recommendation will be provided to the Superintendent.

APPENDIX E - LAP PLAN

Syracuse City School District

Professional Performance Review

Leader Assistance Plan (LAP)

Name & Title:

School/Department:

Tenured:  Yes  No

Probationary Period: (From) \_\_\_\_/\_\_\_\_/\_\_\_\_ (To) \_\_\_\_/\_\_\_\_/\_\_\_\_

LAP Development Date \_\_\_\_/\_\_\_\_/\_\_\_\_

LAP Timeline: (From) \_\_\_\_/\_\_\_\_/\_\_\_\_ (To) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Areas for Improvement:** Identify specific areas in need of improvement. Develop specific, behaviorally written goals for the teacher to accomplish during the period of the LAP.

**Expected Outcomes:** Identify specific recommendations for what the teacher is expected to do to improve in the identified areas. Delineate specific, realistic and achievable activities for the leader.

<i>Actions/Activities/ Events</i>	<i>Target Date</i>	<i>Review Date</i>	<i>Assessment of Progress</i>

**Resources:** Identify specific resources and support systems available to assist the teacher to improve performance.

Other item(s) not included on list above:

**Provide Additional Information / Details for each selection:**

- 1.
- 2.
- 3.

**Responsibilities:** Identify responsible supervisor[s] and steps to be taken by supervisors throughout the LAP.

<i>Resources</i>	<i>Responsible Supervisor</i>	<i>Leader Follow-Up</i>

**Evidence of Achievement:** Identify how progress will be measured and assessed. Specify next steps to be taken based upon whether the leader is successful, partially successful or unsuccessful in efforts to improve performance.

<i>Check-In Date</i>	<i>Supervisor's Comments</i>	<i>Leader's Comments / Artifacts</i>

Next Scheduled LAP Meeting Date: \_\_\_/\_\_\_/\_\_\_



The leader gives permission for a copy of this Leader Action Plan to be forwarded to the SAAS.

*Signature of Leader*

*Date*

*Signature of Supervisor*

*Date:*