

**AGREEMENT BETWEEN**

**THE ARLINGTON CENTRAL SCHOOL DISTRICT**

**AND**

**THE ARLINGTON ADMINISTRATORS' ASSOCIATION**

**JULY 1, 2024 – JUNE 30, 2027**

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## **ARTICLE I**

### **PREAMBLE**

In order to effectuate the provisions of Chapter 392 of the Laws of 1967 (The Public Employees' Fair Employment Act), to encourage and increase effective and harmonious working relationships between the Arlington Central School District Board of Education (hereinafter referred to as the "Board") and its professional personnel represented by the Arlington Administrators Association (hereinafter referred to as the "Association"), and to enable the professional personnel to participate more fully in and contribute to the development of policies for the school district so that the cause of public education may best be served in the Arlington Central School District, this agreement is made effective on the first day of July 2024 by and between the Board and the Association.

## **ARTICLE II**

### **RECOGNITION**

A. The Board of Education of the Arlington Central School District has recognized the Arlington Administrators' Association as the exclusive representative of the Administrators in said unit for the purpose of negotiations regarding salary and conditions of employment.

B. Such recognition shall extend for the period allowed by the Civil Service Law.

## **ARTICLE III**

### **UNIT**

This agreement governs the wages, salaries, hours, terms and conditions of employment of all employees in the negotiating unit defined as: Principals, House Principals, Assistant Principals (12 months), Assistant Principals (10 months), Elementary Teacher Assistants to the Principal (ETAP), and any certified administrators assigned to a school building whose primary function is administrative.

## **ARTICLE IV**

### **PRINCIPAL'S RESPONSIBILITY**

The Board recognizes each Principal as the administrative officer and educational leader in his/her school. The principal shall be responsible for, but not limited to, the organization and administration of the building and its educational program. The principal shall participate in the development and implementation of curriculum initiatives. In addition, as a member of the district administrative team he/she shall act as an advisor to the Superintendent.

## **ARTICLE V**

### **LEAVES**

#### **A. Personal Business Leave**

Personal leave shall be granted upon application to and the approval of the Superintendent or the Superintendent's designee. Except for emergencies, applications for personal leave shall be made as far in advance as reasonably possible and ordinarily no later than five (5) business days prior to the commencement of the leave. Personal leave shall be used for purposes that cannot reasonably be accomplished during non-working days.

#### **B. Sick Leave**

Members of the Association employed on a twelve-month basis shall be granted eighteen (18) days of sick leave effective July 1 of each year, with unlimited accumulation. Members of the Association employed on a ten-month basis will be granted fifteen (15) days of sick leave effective July 1 of each year, with unlimited accumulation. Administrators whose employment is effective at a time other than July 1 will be granted a prorated number of days of sick leave effective on the date of employment. An annual accounting of accumulated unused sick leave shall be provided to each member of the unit by July 15.

##### **1. Sick Leave and Retirement**

Effective July 1, 2018, Administrators with at least twenty-five (25) years of TRS service, and a minimum of fifteen (15) years of service with the District, shall, in the year of their retirement, be able to liquidate accumulated sick leave to be paid as a non-elective to a 403(b) tax-deferred plan. This shall be a function of the total number of accumulated sick days, less seventy-five (75) days, times the 1/240 per diem rate of the final salary, not to exceed \$55,000.

Members with twenty-five (25) years of TRS service with a minimum of ten (10) years of service with the District shall be eligible for a partial payment of accrued sick leave at the following rate and to be paid as a non-elective to a 403(b) tax-deferred plan:

Years Of District Service	Rate
10	50% of maximum
11	60% of maximum
12	70% of maximum
13	80% of maximum
14	90% of maximum

Effective July 1, 2018, members with at least fifteen (15) years of TRS Service, over age fifty (50), with at least fifteen (15) years of service in the District may convert accrued sick leave beyond seventy-five (75) days up to \$11,000 yearly on November 1 of the calendar year to be paid as a non-elective to a 403 (b) tax-deferred plan. This payment shall be deducted from the member's eligible sick leave liquidation maximum of \$55,000 upon retirement as noted above. In the year of retirement and if the amount owed is \$55,000, then one half of the final non-elective 403(b) payment will be made at the time of retirement and the second half of the final non-elective 403(b) payment will be processed the following July 1. In the year of retirement and if the amount owed is less than \$55,000, then the final non-elective 403(b) payment will be made at the time of retirement.

No employee may receive cash in lieu of or as an alternative to any of the Employer's Non-Elective Contributions(s).

### **C. Notice of Retirement**

Administrators electing to retire shall provide a letter of resignation for the purpose of retirement to the Superintendent six (6) months prior to the date of retirement. In case of an unforeseen hardship, the letter may be withdrawn or amended as long as both the member and Superintendent agree to the change.

### **D. Sick Leave Bank**

Members of the Association (with the exception of the ETAP's, who participate in the teachers' sick bank) will participate in the Arlington Non-Unit Sick Leave Bank as described in the Non-Unit Sick Leave Bank Guidelines dated December 7, 1992. Effective July 1, 2005 all members of the Association who have completed one (1) year of service as of October 1 and who have sixteen (16) days of accumulated sick leave shall be deemed members of the Non-Unit Sick Leave Bank after they have waived the right to one (1) sick leave day that will be contributed to the Sick Bank.

### **E. Child Rearing Leave**

- Child-rearing leave shall apply equally for the birth of an infant or for the adoption of a child.
- Upon written application a child-rearing leave without pay shall be granted for a period not to exceed two (2) years. An administrator on such leave shall return to the position which he/she held before the child-rearing leave. Such leave may be extended by the District upon request. Administrators requesting such leave shall give reasonable notice of ninety (90) days to the District prior to the commencement of such leave. This notice shall include tentative commencement and termination of leave dates.
- Upon return from leave, the administrator shall advance on the salary schedule if the administrator has received pay for at least one-half (1/2) of the year in which the leave was taken. (The school year is comprised of two hundred forty (240) days for twelve (12)-month administrators and two hundred (200) days for ten (10) month administrators).
- For non-tenured administrators, this leave as well as any other unpaid leave shall be an interruption of the probationary period and not in lieu of service in meeting the requirements of serving a probationary period.
- Upon return from such leave, prior accumulated sick/vacation days shall be restored.

### **F. Extended Leave**

Leave beyond accumulated sick leave at full pay for up to two (2) years in duration may be granted for restoration of health at the discretion of the Board of Education

### **G. Professional Leave**

Any member of the Association who serves as a delegate or an officer in one of the professional administrative associations shall be granted leave with pay as is necessary in order to discharge the obligations as delegate or officer.

## **ARTICLE VI**

### **PROFESSIONAL DEVELOPMENT**

It is the intent of the District and the Association to encourage members of the Association to develop a personal professional development plan for the purpose of enhancing one's knowledge and skills in educational leadership and pedagogy. The District and the Association also encourages members of the Association to assume leadership roles in local, regional and national professional organizations. The District will provide financial support to members of the Association in the implementation of their professional development plans.

A. Members of the Association are encouraged to actively participate in their personal professional development. Attendance at local, regional and national conferences is encouraged, and the cost of attendance by members of the Association at conferences, seminars and workshops approved by the Superintendent shall be paid by the District.

B. All twelve (12) month members of the Association may be allowed up to four (4) weeks of attendance at approved summer schools in addition to normal vacation allowance.

C. Administrators shall receive reimbursement for courses of graduate study previously approved by the Superintendent and successfully completed with at least a grade of "B." One (1) course shall be reimbursable per semester per Association member if approved by the Superintendent. One (1) additional course per unit member will be eligible for reimbursement during the summer upon approval by the Superintendent. The Superintendent may approve additional coursework at his/her discretion. In no event shall the total amount for all unit members exceed \$15,000 in any given year. The Association member who receives said reimbursement will render at least three (3) years of satisfactory service henceforth to the District following the completion of any course.

D. The District will reimburse each member of the association for membership fees in professional organizations approved by the Superintendent, with the maximum reimbursement established at \$400 per member per school year, with no more than \$200 per member toward SAANYs. Effective July 1, 2018 any newly established degree of Doctor of Education from a doctoral program approved by the Superintendent, the Association member will receive a salary adjustment of 5% of the member's scheduled salary or base salary for that year and every year thereafter. A member who has completed and/or commenced their approved program of study prior to July 1, 2018, will receive a salary adjustment of 7% of the member's scheduled salary or base salary for that year and every year thereafter upon completion of the approved program. Effective July 1, 2024, any member starting their doctoral program or hired on or after July 1, 2024 will receive a \$6,500 doctoral differential for that year and every year thereafter upon completion of the approved program.

E. The District and the Association encourage members of the Association to enter a program of advanced study leading to the Ed. D or Ph. D degree. The District will reimburse tuition costs related to this degree based upon the criteria detailed below. Reimbursed tuition costs will be based upon the following criteria:

- The cohort doctorate program sponsored at Western Connecticut State University will be supported by the District.
- A unit member must file a letter of intent with the Superintendent to participate in a Doctoral program and receive approval for such.
- Up to \$600 in tuition per doctoral program credit will be reimbursed. Such reimbursement will be made not more than ninety (90) days following the submission of a receipt of tuition payment.

- Other Doctoral programs approved by the Superintendent will be considered and will receive the same benefits as noted in the WCSU Doctoral program. The tuition reimbursement will be at the same rate as for the WCSU Doctoral Program.
- Members of the Association must show evidence of admission to a program of advanced study leading to the Ed. D or Ph. D. Degree.
- Members of the Association must maintain a grade of “B” in all courses taken.
- Members of the Association must show adequate progress toward attaining the Ed. D. or Ph. D. degree by taking a minimum of three (3) courses each year.
- Effective July 1, 2018 following the receipt of the degree of Doctor of Education from a doctoral program approved by the Superintendent, the Association member will receive a salary adjustment of 5% of the member’s scheduled salary or base salary for that year and every year thereafter.
- Any Association member who receives tuition reimbursement under this section will render at least five (5) years of satisfactory service henceforth to the District beginning the July 1 following the attainment of the earned Doctorate degree. In the event that reimbursement is made under this section and the Association member does not earn the Doctorate, he/she will render at least three (3) years of satisfactory service following the completion of the last course taken.
- If the Association member resigns from the District before either of the service requirements above is met, the District, at its discretion, may require the Association member to repay the District for all tuition reimbursements previously paid to the Association member. If such tuition expenses are not voluntarily paid by the Association member, the District can obtain such by withholding payments to the Association member from the final payroll and/or any separation payments made to the Association member.

## **ARTICLE VII**

### **TRAVEL AND OTHER EXPENSES**

Reasonable expenses incurred in connection with school or job-related activities or meetings shall be reimbursable when attendance at such activities or meetings has been approved by the Superintendent. Mileage expenses shall be paid at the rate permitted by IRS regulations, and shall be submitted at least semi-annually during the year for payment.

## **ARTICLE VIII**

### **HEALTH INSURANCE**

1. The District shall provide unit members with health insurance via the New York State Health Insurance Program (State Empire Plan). Unit members may opt to elect health insurance coverage via the current health maintenance organizations (HMO). The current HMO plan is EPO 20. This health insurance benefit shall include retired administrators. Health insurance will become effective for unit members on the starting date of employment.



2. Health Care Contributions:

	# of Members	EPO20 Employee Contribution	NYSHIP (current members)	NYSHIP (new members)
<b>2022-2023</b>	1-9	17%	17%	17% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
<b>2023-2024</b>	10+	15%	17%	17% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
<b>2024-2025</b>	1-9	17%	17%	17% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
	10+	15%	17%	17% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
<b>2025-2026</b>	1-9	17.5%	17.5%	17.5% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
	10+	15.5%	17.5%	17.5% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
<b>2026-2027</b>	1-9	18%	18%	18% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium
	10+	16%	18%	18% <b>plus</b> difference between annual EPO20 premium and NYSHIP premium

The 17 % rate listed above is calculated as follows: Take the full NYSHIP premium and subtract the full EPO 20 premium and then add to that 17% of the EPO20 premium to arrive at the AAA member contribution amount.

- Effective July 1, 2002, all unit members whose spouses (present and future) are employed by the District, (or otherwise eligible for District health insurance) shall be eligible for two (2) individual health plans, or for one (1) family plan and a mandatory buyout.
- Effective July 1, 2018, the District shall continue to pay the full cost of health insurance for retired administrators. To receive health insurance in retirement with either individual or family coverage for the life of the administrator, the retiring employee must have provided a minimum of twelve (12) years of continuous service to the District. If an employee has provided ten (10) years of continuous service to the District, then leaves the District, but eventually returns to the District, that employee must provide an additional five (5) years of continuous service to the District as an administrator to receive health insurance in retirement with either individual or family plan coverage for the life of

the administrator. Administrators Board approved prior to July 1, 2018 with 10 to 11 years of continuous District service, the District will contribute 100% to the employee for family/individual health insurance in retirement. For the employees with 10 years of District service the Board approved on or after July 1, 2018, the District will contribute at the following rates: 90% for (ten) 10 years, 95% for (eleven) 11 years and 100% for (twelve) 12+ years.

Effective July 1, 2024, any employee with a hire date on or after July 1, 2024 shall pay the following health care contributions for individual and family in retirement based on years of service:

10 years of service 15% in retirement

11 years of service 10% in retirement

12+ years of service 5% in retirement

5. Should a retired unit member predecease a spouse, and the spouse is or was an employee of the Arlington School District and has the right in retirement to receive health coverage from the Arlington School District through another bargaining unit's contract, the surviving spouse will have the option to remain in the NYSHIP/Empire insurance plan (or the health plan that is designated in the AAA agreement) in which the deceased administrator was enrolled at the time of retirement, as long as the Empire plan does not exceed the premium cost of the District's DEHIC health plan by more than 10%. The surviving spouse may pay the premium difference in order to remain in the Empire plan (Empire premium cost - DEHIC premium cost + 10% = amount payable by surviving spouse). This clause applies only to an individual Empire health plan, and is applicable provided that the surviving spouse is and remains uncovered and ineligible for other health insurance coverage. Eligibility for other health insurance plans may come about in such ways, but not limited to, employment of surviving spouse that provides health insurance coverage, remarriage to a person whose plan provides coverage, etc. If such other health insurance coverages are available, the school district would not provide health insurance coverage. Barring such contingencies that may otherwise provide primary coverage to the surviving spouse of a pre-deceased unit member, the district will continue to provide the individual Empire health insurance plan for said surviving spouse.
6. Effective July 1, 2022, on or before May 1 of each school year, existing unit members who are eligible for health insurance benefits shall inform the Business Administrator of their decision to opt out of the District's health insurance plan effective July 1. In return for opting-out, the unit member shall receive a payment of \$2,500 and shall be paid from the District in two (2) equal installments over the course of the school year. Such payment will be made prior to December 15 and June 15. This value will be prorated if the employee leaves prior to June 30 of the same school year.
7. The opportunity for health insurance will be extended to include the Domestic Partner of any unit member.

## **ARTICLE IX**

### **LIFE INSURANCE**

The District shall provide to all members of the Association a \$50,000 life insurance and a \$50,000 accidental death and dismemberment insurance policy fully funded by the District.

Individual members who desire to purchase more insurance at the group rate (beyond the total of \$50,000 specified above) may do so at their own expense.

Upon retirement from the District prior to age 65, the amount of insurance that the District will provide will automatically be reduced to \$5,000 of life insurance only. The district will pay 50% of the premium and the administrator will pay 50% of the premium at the rate for the group as determined by the carrier.

At age 65, the amount of insurance for the retiree will be \$5,000 of life insurance only, and the District will pay 100% of the premium.

At the time of retirement, the District agrees to permit the Association member with twenty five (25) years of District service to convert up to ten (10) days of unused accumulated sick leave (at 1/240 of annual salary) to be used towards payment of the Association member's personal life insurance policy. The District shall continue said payment for five (5) years. It is understood by both parties that the Association member must have the necessary unused sick leave available, and the dollar amount given to the Association member shall not exceed \$3000 per year. Those retirees who retire after July 1, 1998 and who select this option waive the district life insurance provided for those who have attained age 65.

## **ARTICLE X**

### **WELFARE TRUST**

Effective July 1, 2024, the District shall contribute to the Association Welfare Trust the per capita amount of \$2,200 for the 2024/2025 and the per capita amount of \$2,200 for the 2025/2026 school year and the annual per capita amount of \$2,420 effective with the 2026/2027 school year. The District shall make quarterly payments to the fund on July 1, October 1, January 1 and April 1 of each year. The District shall contribute to the Association Welfare Trust an amount equal to 50% of regular contribution per year for each member who retires after July 1, 1998.

## **ARTICLE XI**

### **HOLIDAYS**

Effective July 1, 2002, unit members shall receive sixteen (16) holidays per year in each year of the agreement pursuant to the annual school calendar.

## **ARTICLE XII**

### **VACATIONS**

A. Administrators employed on a twelve (12)-month basis shall have twenty-five (25) days of vacation useable as of July 1 of each contract year. Administrators employed on a ten (10)-month basis shall have ten (10) days of vacation usable as of September 1 of each contract year. Members may request to use vacation days at times other than the summer or recess periods in reasonable circumstances. Any such leave request shall be in writing subject to the Superintendent's prior approval.

B. Vacation days may be accumulated by all members of the Association to a maximum of seventy (70) days, plus the twenty-five (25) days of the current year, for a maximum of ninety-five (95) days that are usable in any one (1) year. At the time of separation from the District for retirement, unused accumulated vacation up to seventy (70) days, plus the current year's unused vacation days, shall be converted to cash for Association members.

At the time of separation for reasons other than retirement from the District, unused accumulated vacation time up to fifty-seven (57) days shall be converted to cash. The Association further agrees that vacation days for those administrators who do not work a full school year (July 1 - June 30) in the school year of their separation, or death, shall accrue, on a monthly basis, vacation days (for that year only) according to the following schedule:

July-----	4 vacation days
August through May-----	2 vacation days
June-----	1 vacation day

Ten (10) month administrators shall accrue one vacation day for each month worked.

All vacation days shall be credited as of the first of each month in the year of separation.

C. Upon notice to the district by November 1 each year, effective July 1, 2013, unit members may liquidate up to seven (7) vacation days at the rate of 1/240th of contract salary.

D. An annual accounting of accumulated vacation days shall be given to each member of the Association by July 15.

E. The benefits in this "vacations" section do not apply to Elementary Teacher Assistants to the Principal.

## **ARTICLE XIII**

### **RECRUITMENT AND HIRING STAFF**

A. Building Principals, House Principals, and Assistant Principals shall participate in the recruitment process.

B. Building Principals, House Principals, and Assistant Principals, or the Principal's designee shall make recommendations to the Superintendent for the hiring of new staff members in the school.

**ARTICLE XIV**  
**NOTICE OF AND APPLICATION FOR VACANCIES**

All vacancies for unit positions will be posted monthly in all school buildings for the then current and the following school year.

**ARTICLE XV**  
**STAFFING**

Any major changes in the pattern of the District administrative organization shall be discussed in depth in the Administrative Council prior to decision.

**ARTICLE XVI**  
**EVALUATIONS**

Probationary administrators shall receive an annual written evaluation from their immediate supervisor. Before any evaluation is placed in an administrator's personnel file, a conference shall be held to discuss the evaluation.

**ARTICLE XVII**  
**PROBATIONARY ADMINISTRATORS**

Any probationary administrator who is dismissed shall be notified verbally regarding the reasons for termination. Such administrator may be given an opportunity to present his/her case to the Board with the Superintendent present.

All other terms and conditions of employment are covered in the agreement between the District and the Arlington Administrators Association.

The above terms will be binding on the District whether new administrators are appointed from within or outside the District.

**ARTICLE XVIII**  
**SCHOOL CALENDAR**

All Principals shall meet with the Superintendent to help in the development of the school calendar for each school year.

**ARTICLE XIX**  
**CURRICULUM DEVELOPMENT AND IMPLEMENTATION**

A. The Principal of each building, in addition to other duties, will provide instructional direction and leadership for all content areas in his/her building consistent with District policies. The Principal shall participate in the development and implementation of all curriculum initiatives.

B. The building Principals shall recommend to the Superintendent whether or not to implement new programs, courses or innovations.

**ARTICLE XX**  
**PERSONNEL FOLDER**

The District shall maintain one personnel folder for each Association member.

Written complaints which are directed to the Superintendent or Board regarding any administrator shall be promptly called to the administrator's attention, and the administrator shall be afforded an opportunity to reply to the same. No derogatory complaint letter or report shall be placed in the administrator's file without the administrator's knowledge and without an opportunity to confront the complainants.

No material derogatory to an administrator's conduct, service, character, or personality will be placed in the personnel file unless the administrator has an opportunity to review the material. The administrator will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the expressed understanding that such signature in no way indicates agreement with the contents thereof. The administrator will also have the right to submit a written answer to such material, and the answer shall be reviewed by the Superintendent and attached to the file copy.

Administrators, individually or accompanied by an Association representative, will have the right, upon request, to review and make copies of the contents of their personnel files. No administrator shall be shown confidential recommendations received from sources outside the school system or within the school system at the time of appointment, promotion or contemplated promotion.

**ARTICLE XXI**  
**MISCELLANEOUS**

A. In the event that a House Principal or Assistant Principal assumes the responsibility of the principalship for ten (10) or more consecutive working days, the House Principal or Assistant Principal shall receive the same compensation for those days as if he/she were appointed to that position, except for vacation or sickness of the Principal. In the event a Principal assumes the responsibilities of the superintendency for ten (10) or more consecutive working days, he/she shall receive an additional 15% of his/her annual salary prorated for those days, except for vacation or sickness of the superintendent.

B. In determining the salary of a newly appointed administrator, the Board of Education shall place the administrator on the appropriate 2024-2027 salary schedule included in this contract. This shall apply to a new

administrator hired either from within or without the District. Thereafter the salary of each administrator shall be governed by the salary provisions contained in this agreement.

C. The establishing of dates for making up teaching time lost by reason of school closing shall be considered a matter of vital mutual concern and shall be the subject of consultation between building Principals, Superintendent and the Board prior to a final decision being made.

D. Contract negotiations shall begin by May 15 of the last year of the Contract using a process mutually agreeable to both parties.

E. Pursuant to the requirements of Section 207B of the Public Employees Fair Employment Act, the Association affirms that it does not assert the right to strike against any government or division thereof, to assist or participate in any strike or impose an obligation to conduct, assist, or participate in such a strike.

F. It shall be the responsibility of the Central Office to inform all new personnel of all fringe benefits available to them under the terms of this Contract.

G. The Superintendent of Schools shall set an annual deadline of February 1 for filing of written application of District personnel wishing to be transferred to another school.

H. All members of the Association who serve on jury duty shall retain their regular salary less the fee received for jury duty.

I. The district shall provide legal counsel to defend any member of the aforesaid Association in any action or proceeding, whether judicial, quasi-judicial, or administrative, arising out of any disciplinary action taken against a student, teacher, or any subordinate, or any such proceeding resulting from any administrator's discharge and/or performance of any and all of his/her duties within the course and scope of his/her employment; provided, however, that the Board shall not be required to comply with the requirement hereof unless such administrator shall within ten (10) days of the time he/she is served with any summons, complaint, process, notice, citation, demand or pleading, deliver the original or copy of same to the District.

J. Unit members will be paid on the 15th and 30th of each month regardless of the day of the week. If the 15<sup>th</sup> or 30<sup>th</sup> lands on a holiday, the payment shall be made the day before the holiday.

K. This contract shall supersede any rules, regulations or practices of the District that are contrary to or inconsistent with its terms.

L. Annual salary notices, including all specifics, such as step placement, shall be issued within three (3) weeks of an agreement and by July 1<sup>st</sup> of each subsequent year.

M. In case of death, all monies and benefits accrued by an administrator shall be paid to such administrator's estate.

N. Members who are not District residents may take advantage of the MOA dated February 9, 2016 regarding their student attending District schools.

O. Direct Deposit: All unit members will be paid by direct deposit into the employee's designated bank

account. Paystubs will be sent electronically to each unit member's district email address or an email address provided by the employee.

P. The Elementary Teacher Assistant to the Principal will be expected to work a maximum of one hundred (100) hours plus any required administrative retreat days during the summer months at the teacher contractual curriculum writing rate.

## **ARTICLE XXII**

### **SALARY**

The annual salary of the unit members for 2022-2027 shall be in conformity with the attached salary schedules for executive principal, middle school principal, elementary principal, high school house principal and assistant principal. (Document A).

Effective July 1, 2022, increase all salary schedules 3.0%

Effective July 1, 2023, increase all salary schedules by an additional 3.0%

Effective July 1, 2024, increase all 2023/2024 salary schedules by 2.25%

Effective July 1, 2025, increase all 2024/2025 salary schedules by an additional 2.5%

Effective July 1, 2026, increase all 2025/2026 salary schedules by an additional 2.75%

The basic salary of the Elementary Teacher Assistant to the Principal shall be determined by the teacher contract. In addition, the Elementary Teacher Assistant to the Principal shall receive a stipend of \$8,615 in the 2021/22 school year. The Elementary Teacher Assistant to the Principal shall receive a stipend in the amount of \$8,938 in the 2024/25 school year, \$9,296 in the 2025/26 school year and effective with the 2026/27 school year \$9,691. An additional stipend of \$900 for the 2021/22 school year will be provided for SED administrative certification.

The salary of a ten (10) month administrator shall be governed by the 2018-2022 salary schedule contained herein, but prorated to reflect the ten-month status of the administrator.

Annual increments will be adjusted in on July 1. Newly employed administrators shall advance on the salary schedule if the administrator has received pay for at least one-half (1/2) of the year in which they were first employed (the school year is comprised of two hundred forty (240) days for twelve (12) month administrators and two hundred (200) days for ten (10) month administrators).

Any administrator who is on an unpaid leave of absence shall advance on the salary schedule if he/she has received pay for at least one-half (1/2) of the year in which the leave was taken.

## **ARTICLE XXIII**

### **HOUSE PRINCIPAL INCENTIVE AT ARLINGTON HIGH SCHOOL**

The position of "House Principal" at Arlington High School has been established as a component of the school district's "small school initiative." The intent of this broad initiative is to provide a more personalized educational experience for each of the more than 3,000 Arlington High School students.

The "House Principal" (HP) is the administrative leader of one (1) class year of students and is the primary



administrative contact for these students. House principals are responsible for class needs, orientations, activities, discipline, intervention services, class projects and other student-centered interests. There are four (4) HP positions, each reporting directly to the Executive Principal, and each attached to a specific class year, (e.g. class of 2019, 2020, 2021, 2022, etc.).

The School District puts a high priority on the position of HP and encourages HPs to remain with their class through each of the four (4) years of the class's high school experience. In this regard, a monetary incentive is offered to each HP who dedicates four (4) years committed to the passage of the class from freshman orientation to senior graduation.

Uninterrupted service and the recommendation of the principal are required to become eligible for the following monetary incentive, which is not a component of salary that will increase the base salary. The House Principal Incentive payments throughout the term of this contract will be as follows:

Four Continuous Years of Service		
<u>Class Incentive</u>	<u>Class</u>	<u>Incentive</u>
2019-20, 20-21, 21-22, 22-23	2023	\$10,000
2020-21, 21-22, 22-23, 23-24	2024	\$10,000
2021-22, 22-23, 23-24, 24-25	2025	\$10,000
2022-23, 23-24, 24-25, 25-26	2026	\$10,000
2023-24, 24-25, 25-26, 26-27	2027	\$10,000

Special consideration will be given to those House Principals who served their class over two (2) or more years and who commenced with the class during their sophomore or junior year and stayed with the class as House Principal through graduation. Incentive payment for such partial duration commitment shall be as follows.

1 year	\$0
2 years	\$3,000
3 years	\$4,000

Payment of the incentive will be made in one (1) payment on July 1 or in two (2) payments (July 1 and February 1) during the school year, at the discretion of the administrator.

## **ARTICLE XXIV** **LONGEVITY INCENTIVE**

Effective July 1, 2018, at the completion of 10, 15, 18, 20, 25, 30, and 35 years of continuous administrator service in the District, a member of the unit shall receive a one-time payment of \$1,500 that shall not become part of the unit member's base salary. Such longevity shall be paid in one payment on July 1 following the longevity year of the service. Unit members who were hired prior to July 1, 2018 as a returning member of the Arlington Central School District will have prior Arlington administrative service count towards longevity.

Effective July 1, 2022, at the completion of year 10, year 15, year 18, year 20, year 25, year 30, and year 35 of continuous administrator service in the District, a member of the bargaining unit shall receive a one (1)-time payment of \$2,000 that shall not become part of the unit member's base salary.

Such longevity shall be paid in one (1) payment on July 1 following the longevity year of the service. Unit members who were hired prior to July 1, 2018 as a returning member of the Arlington Central School District will have prior Arlington administrative service count towards longevity.

Effective July 1, 2024, at the completion of year 10, year 13, year 16, and year 18 of continuous administrator service in the District, a member of the bargaining unit shall receive a payment of \$500 that is cumulative but shall not become part of the unit member's base salary. Such longevity shall become effective the year following the number of years of service as indicated above. For the purpose of longevity, the hire date as an administrator in this unit will be used.

Effective July 1 following the attainment of tenure the unit members will receive a one-time payment of \$500. This amount will not be added to the member's base salary.

## **ARTICLE XXV**

### **ASSISTANT PRINCIPAL RECOGNITION**

Upon the completion of ten (10) years of continuous District service in the role of assistant principal and with the recommendation of the Superintendent of Schools, the Board of Education may grant the title of Associate Principal. The Associate Principal will receive no additional compensation nor will the tenure area of the individual occupying the role of Associate Principal be changed.

## **ARTICLE XXVI**

### **GRIEVANCE PROCEDURE**

1) A grievance is a claim by any person or group of persons in this Association based upon any event or condition affecting the terms and conditions of their employment as contained in this contract.

2) All grievances shall be in writing and shall include the name and position of the aggrieved party, the identity of the provisions of this agreement involved in the said grievance, the time and the place where the alleged events or conditions constituting the grievance occurred the identity of the party responsible for the causing of the said events or conditions, if known to the aggrieved party, and a general statement of the nature of the grievance and the redress sought by the aggrieved Party.

3) No grievance shall be entertained unless signed by the individual or individuals aggrieved.

4) Except for informal decisions, all grievances shall be rendered in writing at each step of the grievance procedure and promptly transmitted to the grievant and the Association.

5) If a grievance affects a group of persons and appears to be associated with system wide policies, it may be submitted by the Association directly to the Chief Executive Officer.

6) No interference, coercion, restraint, discrimination or reprisal of any kind at any time will be taken by the Board or by any member of the administration against the aggrieved party, any party in interest, any representative, or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.

7) No grievance will be entertained as described below and such grievance will be deemed waived unless the written grievance is forwarded at the first available stage within fifteen (15) school days after the aggrieved party knew or should have known the act or condition upon which the grievance is based.

- If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.
- Failure at any stage of the grievance procedure of the responsible school officer to communicate a decision to the aggrieved party, his representative and the Association, shall not bar the immediate processing of the grievance to the next step within the applicable time limits.

8) In all cases the Superintendent is the immediate supervisor in the grievance procedure for Building Principals.

### **STEPS OF THE GRIEVANCE PROCEDURE**

1) The aggrieved party shall discuss his/her grievance with his immediate supervisor in an attempt to adjust any matter in dispute prior to the filing of the written grievance. If the grievance is not resolved in this informal discussion, it shall be reduced to writing and presented to the grievant's immediate supervisor within five (5) school days after the date upon which the grievance arose.

Within five (5) school days after a written grievance is presented to the immediate supervisor, he/she shall render a written decision thereon and shall present it to the aggrieved and forward a copy to the Association. The grievant shall be afforded an opportunity to have an oral hearing with his immediate supervisor in the presence of an Association representative within this five-day period. Failure of the grievant to avail himself/herself of this opportunity shall not act to delay the rendering of a decision.

In the event that the immediate supervisor of the grievant is not the Superintendent of Schools, then the decision of the immediate supervisor shall be reviewed by the Superintendent of Schools within ten (10) days after it has been released to the grievant and the Association. The Superintendent shall, no later than the end of this period, have an opportunity to alter, modify, reverse or adopt the decision of any immediate supervisor.

2) If the aggrieved party is not satisfied with the written decision at the conclusion of Step One, he/she may within ten (10) school days after receipt of this written decision file an appeal with the Clerk of the Board. This appeal shall contain copies of the written grievance filed at Step One and the answers thereto. It shall also contain a statement from the aggrieved party of the reasons for the appeal.

Within ten (10) days after receipt of an appeal, the Board or a subcommittee thereof shall hold a hearing on the grievance. The hearing shall be conducted in executive session and shall not be open to any person not a party to the grievance.

Any grievant may have association representation at this stage if he/she so desires.

Within ten (10) school days after the conclusion of the hearing, the Board or its subcommittee shall render a decision in writing on the grievance to the aggrieved party, the Superintendent of Schools and the Association.

If the grievant is not satisfied with the Board's decision, the grievant or the Association may submit the grievance to binding arbitration by written notice to the Board within fifteen (15) school days pursuant to American Arbitration Association rules.

Failure of any party to participate in the duly scheduled hearing in any stage of this procedure shall not delay the disposition of the grievance.

## **ARTICLE XXVII** **PAYROLL DEDUCTION**

The Board shall deduct from the salaries of the employees dues for the Arlington Administrators' Association, School Administrators' Association of New York State, National Association of Elementary School Principals, National Association of Secondary School Principals, United Fund or Tax Sheltered Annuities or any of the above associations as said administrators individually and voluntarily authorize the Board to deduct, and to transmit the monies monthly beginning in October to such association or associations.

## **DURATION**

This agreement shall remain in full force from July 1, 2024 to June 30, 2027.

### **THE ARLINGTON CENTRAL SCHOOL DISTRICT**

By: Philip Benante  
Philip Benante, III, Superintendent of Schools

Date: 8/1/24

By: Mary Anne Meaden  
Mary Anne Meaden, President Arlington Board of Education

Date: 8/1/24

### **THE ARLINGTON ADMINISTRATORS' ASSOCIATION**

By: Sheri Todd  
Sheri Todd, President

Date: 7/29/24

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**ELEMENTARY PRINCIPAL  
“A” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	119,839	123,434	127,137	129,998	133,248	136,912
2	121,637	125,286	129,045	131,948	135,247	138,966
3	123,461	127,165	130,980	133,927	137,275	141,050
4	125,313	129,072	132,945	135,936	139,334	143,166
5	127,193	131,009	134,939	137,975	141,425	145,314
6	129,101	132,974	136,963	140,045	143,546	147,494
7	131,037	134,968	139,017	142,145	145,699	149,705
8	133,003	136,993	141,103	144,278	147,885	151,951
9	134,998	139,048	143,219	146,442	150,103	154,231
10	137,023	141,134	145,368	148,638	152,354	156,544
11	139,078	143,250	147,548	150,868	154,639	158,892
12	141,164	145,399	149,761	153,131	156,959	161,275

**ELEMENTARY PRINCIPAL  
“B” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	135,003	139,053	143,225	146,447	150,108	154,236
2	137,028	141,139	145,373	148,644	152,360	156,550
3	139,083	143,255	147,553	150,873	154,645	158,898
4	141,170	145,405	149,767	153,137	156,965	161,282
5	143,287	147,586	152,013	155,433	159,319	163,701
6	145,436	149,799	154,293	157,765	161,709	166,156
7	147,618	152,047	156,608	160,132	164,135	168,649
8	149,832	154,327	158,957	162,533	166,597	171,178
9	152,080	156,642	161,342	164,972	169,096	173,746
10	154,361	158,992	163,762	167,446	171,632	176,352
11	156,676	161,376	166,218	169,957	174,206	178,997
12	159,027	163,798	168,712	172,508	176,820	181,683

**ELEMENTARY PRINCIPAL  
“C” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	165,920	170,898	176,025	179,985	184,485	189,558
2	168,409	173,461	178,665	182,685	187,252	192,402
3	170,935	176,063	181,345	185,425	190,061	195,288
4	173,499	178,704	184,065	188,207	192,912	198,217
5	176,101	181,384	186,826	191,029	195,805	201,189
6	178,743	184,105	189,628	193,895	198,742	204,208
7	181,424	186,867	192,473	196,803	201,723	207,271
8	184,145	189,669	195,359	199,755	204,749	210,379
9	186,908	192,515	198,291	202,752	207,821	213,536
10	189,711	195,402	201,264	205,793	210,938	216,738
11	192,557	198,334	204,284	208,880	214,102	219,990
12	195,445	201,308	207,348	212,013	217,313	223,289

**ASSISTANT PRINCIPAL  
“A” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	103,520	106,626	109,824	112,295	115,103	118,268
2	105,073	108,225	111,472	113,980	116,830	120,042
3	106,649	109,848	113,144	115,690	118,582	121,843
4	108,249	111,496	114,841	117,425	120,361	123,671
5	109,872	113,168	116,563	119,186	122,166	125,525
6	111,520	114,866	118,312	120,974	123,998	127,408
7	113,193	116,589	120,086	122,788	125,858	129,319
8	114,891	118,338	121,888	124,630	127,746	131,259
9	116,614	120,112	123,716	126,499	129,662	133,228
10	118,364	121,915	125,572	128,398	131,608	135,227
11	120,139	123,743	127,455	130,323	133,581	137,255
12	121,941	125,599	129,367	132,278	135,585	139,314

**ASSISTANT PRINCIPAL  
“B” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	111,422	114,765	118,208	120,867	123,889	127,296
2	113,093	116,486	119,980	122,680	125,747	129,205
3	114,790	118,234	121,781	124,521	127,634	131,144
4	116,511	120,006	123,607	126,388	129,547	133,110
5	118,259	121,807	125,461	128,284	131,491	135,107
6	120,033	123,634	127,343	130,208	133,463	137,134
7	121,833	125,488	129,253	132,161	135,465	139,190
8	123,661	127,371	131,192	134,144	137,497	141,279
9	125,516	129,281	133,160	136,156	139,560	143,398
10	127,399	131,221	135,158	138,199	141,654	145,549
11	129,310	133,189	137,185	140,272	143,778	147,732
12	131,249	135,186	139,242	142,375	145,934	149,948

**ASSISTANT PRINCIPAL  
“C” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	137,064	141,176	145,411	148,683	152,400	156,591
2	139,120	143,294	147,592	150,913	154,686	158,940
3	141,207	145,443	149,807	153,177	157,007	161,324
4	143,325	147,625	152,053	155,475	159,362	163,744
5	145,475	149,839	154,334	157,807	161,752	166,200
6	147,657	152,087	156,649	160,174	164,178	168,693
7	149,872	154,368	158,999	162,577	166,641	171,224
8	152,120	156,684	161,384	165,015	169,141	173,792
9	154,402	159,034	163,805	167,491	171,678	176,399
10	156,718	161,420	166,262	170,003	174,253	179,045
11	159,069	163,841	168,756	172,553	176,867	181,731
12	161,455	166,299	171,288	175,142	179,520	184,457

**MIDDLE SCHOOL PRINCIPAL  
“A” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	129,388	133,270	137,268	140,356	143,865	147,821
2	131,329	135,269	139,327	142,462	146,023	150,039
3	133,299	137,298	141,417	144,599	148,214	152,290
4	135,298	139,357	143,538	146,767	150,436	154,573
5	137,328	141,448	145,691	148,969	152,694	156,893
6	139,388	143,570	147,877	151,204	154,984	159,246
7	141,479	145,723	150,095	153,472	157,309	161,635
8	143,601	147,909	152,346	155,774	159,668	164,059
9	145,755	150,128	154,631	158,111	162,063	166,520
10	147,941	152,379	156,951	160,482	164,494	169,018
11	150,160	154,665	159,305	162,889	166,961	171,553
12	152,413	156,985	161,695	165,333	169,466	174,127

**MIDDLE SCHOOL PRINCIPAL  
“B” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	158,233	162,980	167,869	171,646	175,938	180,776
2	160,607	165,425	170,388	174,222	178,577	183,488
3	163,016	167,906	172,944	176,835	181,256	186,240
4	165,461	170,425	175,538	179,487	183,974	189,034
5	167,943	172,981	178,171	182,180	186,734	191,869
6	170,462	175,576	180,843	184,912	189,535	194,747
7	173,019	178,210	183,556	187,686	192,378	197,668
8	175,615	180,883	186,310	190,502	195,264	200,634
9	178,249	183,596	189,104	193,359	198,193	203,644
10	180,923	186,351	191,941	196,260	201,166	206,698
11	183,636	189,145	194,819	199,203	204,183	209,798
12	186,391	191,983	197,742	202,191	207,246	212,945



**EXECUTIVE PRINCIPAL  
“A” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	144,669	149,009	153,479	156,933	160,856	165,279
2	146,839	151,244	155,781	159,287	163,269	167,759
3	149,042	153,513	158,119	161,676	165,718	170,275
4	151,278	155,816	160,491	164,102	168,204	172,830
5	153,547	158,153	162,898	166,563	170,727	175,422
6	155,850	160,526	165,341	169,061	173,288	178,053
7	158,188	162,934	167,822	171,598	175,888	180,724
8	160,561	165,378	170,339	174,172	178,526	183,436
9	162,969	167,858	172,894	176,784	181,204	186,187
10	165,413	170,375	175,487	179,435	183,921	188,979
11	167,895	172,932	178,120	182,128	186,681	191,814
12	170,413	175,525	180,791	184,859	189,480	194,691

**EXECUTIVE PRINCIPAL  
“B” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	170,365	175,476	180,740	184,807	189,427	194,636
2	172,920	178,108	183,451	187,578	192,268	197,555
3	175,514	180,779	186,203	190,392	195,152	200,519
4	178,146	183,490	188,995	193,247	198,079	203,526
5	180,819	186,244	191,831	196,147	201,051	206,580
6	183,531	189,037	194,708	199,089	204,066	209,678
7	186,284	191,873	197,629	202,075	207,127	212,823
8	189,078	194,750	200,593	205,106	210,234	216,015
9	191,914	197,671	203,602	208,183	213,387	219,255
10	194,793	200,637	206,656	211,306	216,588	222,544
11	197,715	203,646	209,756	214,475	219,837	225,883
12	200,681	206,701	212,902	217,693	223,135	229,271

**HOUSE PRINCIPAL  
“A” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	126,240	130,027	133,928	136,941	140,365	144,225
2	128,134	131,978	135,937	138,996	142,471	146,389
3	130,056	133,958	137,976	141,081	144,608	148,585
4	132,007	135,967	140,046	143,197	146,777	150,814
5	133,987	138,007	142,147	145,345	148,979	153,076
6	135,997	140,077	144,279	147,525	151,214	155,372
7	138,037	142,178	146,443	149,738	153,482	157,703
8	140,107	144,310	148,640	151,984	155,784	160,068
9	142,209	146,475	150,870	154,264	158,121	162,469
10	144,342	148,672	153,132	156,578	160,492	164,906
11	146,507	150,902	155,429	158,926	162,900	167,379
12	148,705	153,166	157,761	161,311	165,344	169,890

**HOUSE PRINCIPAL  
“B” SALARY SCHEDULE**

STEP	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	148,576	153,033	157,624	161,171	165,200	169,743
2	150,805	155,329	159,989	163,589	167,678	172,290
3	153,067	157,659	162,389	166,043	170,194	174,874
4	155,363	160,024	164,825	168,533	172,746	177,497
5	157,694	162,425	167,298	171,062	175,338	180,160
6	160,059	164,861	169,807	173,627	177,968	182,862
7	162,460	167,334	172,354	176,232	180,638	185,605
8	164,897	169,844	174,939	178,875	183,347	188,389
9	167,370	172,391	177,563	181,558	186,097	191,215
10	169,881	174,977	180,227	184,282	188,889	194,083
11	172,429	177,602	182,930	187,046	191,722	196,994
12	175,015	180,265	185,673	189,851	194,597	199,949