

On a motion made by Mr. Liebrand, seconded by Mr. Duffy and carried, the terms and conditions of employment were approved as follows:

APPROVE TERMS
AND CONDITIONS OF
EMPLOYMENT:

- a) Assistant Superintendents

ASSISTANT
SUPERINTENDENTS &
CONFIDENTIAL /
MANAGERIAL STAFF

Be it Resolved, that the Board of Education hereby approves the Terms and Conditions of Employment for Assistant Superintendents of the Hyde Park Central School District for the 2010-2011 school year dated March 2010 as provided to the board, and placed on file with the district clerk.

- b) Confidential / Managerial Staff

Be it Resolved, that the Board of Education hereby approves the Terms and Conditions of Employment for Confidential / Managerial staff members in the Hyde Park Central School District for the 2010-2011 school year as revised and dated March 2010, provided to the board and placed on file with the district clerk.

Ayes: 5 MOTION CARRIED

Through board discussion, the following designations were unanimously approved:

DESIGNATE BOARD
MEMBERS TO SERVE
ON COMMITTEES

On a motion made by Mr. Liebrand, seconded by Mr. Duffy and carried, **Mr. Duffy and Mr. Hieter** were designated to serve on the district **audit sub-committee** for the 2010/2011 school year.

DESIGNATION OF
BOARD MEMBERS TO
SERVE ON AUDIT
COMMITTEE

Ayes: 5 MOTION CARRIED

On a motion made by Mr. Liebrand, seconded by Mr. Duffy and carried, **Mr. Hieter, Mr. Liebrand and Mr. Mittermaier** were designated to serve on the district **academic committee** for the 2010/2011 school year.

DESIGNATION OF
BOARD MEMBERS TO
SERVE ON ACADEMIC
COMMITTEE

Ayes: 5 MOTION CARRIED

On a motion made by Mr. Liebrand, seconded by Mr. Duffy and carried, **Mr. Hieter and Mr. Liebrand** were designated to serve on the district **policy review sub-committee** for the 2010/2011 school year.

DESIGNATION OF
BOARD MEMBERS TO
SERVE ON POLICY
REVIEW COMMITTEE

Ayes: 5 MOTION CARRIED

On a motion made by Mr. Liebrand, seconded by Mr. Seagren and carried, the board discontinued the **district community forum sub-committee**.

DISCONTINUE
DISTRICT
COMMUNITY FORUM
SUB-COMMITTEE

Ayes: 5 MOTION CARRIED

CONFIDENTIAL/MANAGERIAL ONE-YEAR CONTRACT
Terms & Conditions of Employment
March 2010

SALARY:

Each confidential/managerial employee will be eligible for a merit raise based on performance and a formal evaluation of the 2009 – 2010 school year as follows.

Merit raise based on performance, up to 2.5% for overall proficiency:

- Category 4, exemplary
- Category 3, proficient
- Category 2, competent
- Category 1, unsatisfactory

Up to an additional 2.5% for distinguished /exemplary performance.

Total salaries shall not exceed the pool of funds established by the BOE.

Work Week Managerial:

Minimum 40 hours including lunch

Work Week Confidential:

Straight time for 37.5 hours.

Straight time for 37.5 to 40 hours beyond regular day.

Time and one half in excess of 40 hours.

40 minute lunch

Health Insurance:

The employee's health insurance contribution shall be fifteen (15%) percent of the cost of the premium for the health insurance plan selected, for either individual or family coverage.

Health Insurance Buy-out:

\$2200.00

Dental Insurance:

\$900 per member

Sick Leave:

15 days per year

Upon depletion of accruals, the superintendent may grant additional paid sick leave up to ninety (90) days depending on circumstance.

Accruals may accumulate to a maximum of (240) days.

Family Illness:

Up to five (5) days of personal sick time may be used for immediate family illness.

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Discretionary Days:

Seven (7) discretionary days may be used for any personal purpose without explanation. Unused discretionary days will be folded into sick leave on July 1 of the following year.

Retirement Benefit:

One (1) day's pay for every (2) days sick leave accrued up to (150) days or maximum total of (75) days.

Retirement Health Benefit:

12 years of continuous service
Premium contribution based on active employee contribution at time of retirement

Vacation Leave:

1. First year: 10 days - *
2. 1-5 years: 15 days
3. 6-15 years: 20 days
4. 16 years and beyond: 25 days

Employees shall use a minimum of 2 weeks annually (see accruals).

* - Current employees will retain the same amount of annual vacation days in their band number (1,2,3, or 4) under previous Terms & Conditions of Employment until they move to a new band based on years of service, at which point they will earn the number of days in the new band schedule.
Employees hired July 1, 2008 or after will be eligible for 2008-09 accruals.

Vacation Leave Accruals:

Maximum accumulation of vacation leave: 50 days
Employees must use a minimum of ten (10) days annually; employees may buy back a maximum of ten (10) days annually.
No employee on staff before June 1, 2008, shall carry over more than (50) days effective June 30, 2009.

Holiday Leaves:

District holiday schedule

Critical Illness/Funeral Leave:

Five (5) days for critical illness/death in employee's immediate family

Course Work:

50% tuition reimbursement for approved course work limited to nine (9) college credits per school year

Permanent Disability:

Insurance paid as active employee for two years

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Longevity:

5 years of continuous service: \$250
10 years of continuous service: \$250
15 years of continuous service: \$500
20 years of continuous service: \$750

Attachment: Appendix – Performance Criteria, Confidential/Managerial staff

CONFIDENTIAL/MANAGERIAL ONE-YEAR CONTRACT
Terms & Conditions of Employment
March 2010

CRITERIA FOR POTENTIAL MERIT RAISE FOR
CONFIDENTIAL/MANAGERIAL EMPLOYEES
APPENDIX TO TERMS & CONDITIONS OF EMPLOYMENT

- ✓ At least one completed evaluation using the current evaluation instrument must be on file no later than Monday, June 7, 2010.
- ✓ Mutually agreed upon **2009-2010** goals must be included and referenced as part of the merit raise determination.
- ✓ A self reflection must be submitted (assistant superintendents only).
- ✓ A current position description must be on file.

Possible merit raises will be determined as follows.

CATEGORY 4 PERFORMANCE: EXEMPLARY

- ✓ The primary tool for determining **overall exemplary** performance will be the formal evaluation and any supporting documentation that **distinguishes** this person in one or more primary areas of responsibility.
- ✓ **2009-10** goals will be exceptionally well met or exceeded, assuming controllable circumstances.
- ✓ No area of performance will be evaluated as “unsatisfactory.”

A statement of merit will accompany the evaluation(s) annually and be presented to the Board of Education in executive session for approval. This statement may be included in the summary section of the evaluation.

CATEGORY 3 PERFORMANCE: PROFICIENT

- ✓ The primary tool for determining **overall proficient** performance will be the formal evaluation(s) and any supporting documentation that demonstrates this person’s **overall proficiency** in primary areas of responsibility.
- ✓ **2009-10** goals will have been met, assuming controllable circumstances.
- ✓ The majority of categories will be rated proficient.
- ✓ No area of performance will be evaluated as “unsatisfactory.”

A statement of merit recommendation will accompany the evaluation(s) annually and be presented to the Board of Education in executive session for approval. This statement may be included in the summary section of the evaluation.

CATEGORY 2 PERFORMANCE: COMPETENT

- ✓ The primary tool for determining **overall competency** in this category of performance will be the formal evaluation(s) and any supporting documentation that demonstrates **overall competence** in their work.
- ✓ **2009-10** goals will be essentially met. This category may include areas that are both proficient and in development or progressing.
- ✓ No more than one area of performance will be evaluated as “unsatisfactory.”

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A statement of merit will accompany the evaluation(s) annually and be presented to the Board of Education in executive session for approval. This statement may be included in the summary section of the evaluation.

CATEGORY 1 PERFORMANCE: UNSATISFACTORY

- ✓ The primary tool for determining unsatisfactory performance will be the formal evaluation(s) and any supporting summary documentation that demonstrates a lack of competence in one or more areas.
- ✓ 2009-10 goals will not have been substantively met, assuming controllable circumstances.
- ✓ Any area rated unsatisfactory will require an improvement/action plan developed with the direct supervisor.

A statement summarizing reasons for lack of merit will be included in the evaluation.

SALARY CALCULATION

Each employee will receive an **earned merit raise** according to the category of performance as recommended by the superintendent. The total established pool of funds by the BOE will not be exceeded. An employee whose performance is unsatisfactory will not receive a raise for 2010-11, or be eligible for any new longevity.

Definition of terms*

Distinguished:	Marked by eminence, distinction or excellence; to set apart from others
Exemplary:	Serving as a model or example. Excel / excellent: To be distinguishable by superiority; very good of it kind, superior, eminently good, first class.
Proficient:	Adept. Well advanced in an art, occupation or branch of knowledge; skilled. Proficient implies a <u>thorough competence</u> derived from training and practice. Adept implies special aptitude as well as proficient.
Competence:	Well qualified, sufficient, adequate, less than proficient.
In Development:	Progressing, moving forward. Making progress. "Not yet." Improvement efforts are noted. In development should be a relatively temporary state in a given area.
Unsatisfactory:	Does not meet the minimum standard in one or more areas of performance.

*Definitions are ranked from high to low, not alphabetical.