

AGREEMENT

By and Between

**BEACON CITY SCHOOL DISTRICT
10 Education Drive
Beacon, New York 12508**

and the

**BEACON PARAPROFESSIONALS ASSOCIATION
NYSUT**

July 1, 2023 - June 30, 2026

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ARTICLE I RECOGNITION

- A. The Beacon Board of Education hereby recognizes the Beacon Paraprofessionals Association, NYSUT as the exclusive negotiating agent for Teaching Assistants employed by the Beacon Board of Education.
- B. The terms “member(s) of the unit”, “Teaching Assistant(s)”, and “employee(s)” shall mean Teaching Assistants covered by this Agreement.
- C. The terms “employer”, “District”, and “Board” shall refer to the Beacon Board of Education.
- D. The term “Association” shall refer to the Beacon Paraprofessionals Association, NYSUT.

ARTICLE II SCOPE OF AGREEMENT

- A.
 - 1. This Agreement shall constitute the full and complete agreement between both parties and may be altered only by mutual consent of both parties in a written and signed amendment.
 - 2. The employer shall establish all terms and conditions of employment for unit members, subject to the Taylor Law, unit to the extent that they are not provided for in the negotiated agreement.
- B. This Agreement shall supersede all rules, regulations or prior agreements which shall be contrary to its terms.
- C. If any provision of this Agreement shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications shall continue in effect. If such a determination or finding occurs, the parties to this Agreement shall convene immediately for the purpose of negotiating a satisfactory replacement for such article or part thereof.
- D. The Board of Education will provide unit members with copies of the agreement as soon as possible after its execution.

ARTICLE III TEACHING ASSISTANT FACILITIES

The Board of Education agrees to provide each member of the unit with a locked space for storage of personal items and a desk and chair at the teaching work site.

ARTICLE IV DUES DEDUCTION

- A. The District agrees to deduct dues for the Association from the salaries of unit members who shall so authorize in writing.
- B.
 - 1. A Teaching Assistant wishing to authorize such dues deductions shall submit written authorization to the Business Office no later than September 15th of each year.
 - 2. Employees wishing to withdraw from dues deduction may do so by requesting such in writing between September 1 and September 15 of each year.
- C.
 - 1. All authorized dues deductions shall be made in twenty (20) equal installments beginning with the second pay period in September.
 - 2. In order to determine the deductions, the Association shall certify to the District, in writing, prior to September 15th of each year, the current rate of membership dues.
 - 3. The Association will give the District thirty (30) days notice of any change in rate of membership dues.
 - 4. All funds deducted will be transmitted promptly to the Association.
- D. The District agrees that it will not accord dues deductions or similar check off rights to any other Teaching Assistant organization.

ARTICLE V ASSOCIATION RIGHTS

- A. The Association will have the right to place notices, circulars and Association material in Teaching Assistants' mail boxes. A copy will be given to the building administrator and the Superintendent of Schools. The Association shall have use of the District email system for the limited purpose of informing the membership and/or individual unit member(s) of

Association meetings with the following restrictions: (1) No attachments are to be included with the meeting notifications, (2) Existing email distribution limitations apply, (3) Will be limited to the Association President and Association Officers, and (4) Subject to existing mailbox capacity limits. The Assistant Superintendent for Instructional Services shall be copied on all emails.

- B. Bulletin space will be provided in the faculty lounge of each school housing Teaching Assistants for the exclusive use of the Association for displaying notices, circulars and Association materials. Such material may not be posted elsewhere.
- C. The Association will be granted use of school buildings, within the regular policy of the Board of Education. Such use will not be unreasonably denied, but an Association representative must request such use from the appropriate building administrator at least one day in advance.
- D. The President of the Association will be provided with a paper or electronic copy of minutes of official Board Meetings when such minutes are distributed to members of the Board of Education. A paper or electronic copy of the official agenda of Board meetings will be given to the President of the Association when such agendas are distributed to Board Members.
- E. Whenever representatives of the Association receive permission from both parties to participate during working hours in conferences, meeting or in negotiations, they shall suffer no loss of pay.
- F. Twice each school year Teaching Assistants will be allowed to leave when students are dismissed for the purpose of attending Association general meetings.
- G. The Board of Education shall provide to the Association President one (1) day of approved leave for the purpose of Association business provided that the day off does not adversely affect the educational program. Such days shall not be unreasonably denied.
- H. The Association President shall be granted up to four hours per month for the purpose of Association business. The Association President, or her/his designee, may, with prior approval, be granted one additional hour per month for the purpose of Association business.

ARTICLE VI PERSONNEL FILES

- A. There shall be one (1) file designated as the official personnel file which shall be maintained at the Board's Central Office.

- B. No material will be added to a Teaching Assistant's file until he/she has had a chance to review it. The Teaching Assistant shall receive a copy of said material and will acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed. If not initialed within ten (10) working days, the material will be placed in the personnel file. The Teaching Assistant will have an opportunity to make a written response to the material, which will be added to the file.
- C. Every Teaching Assistant will have the right to review the contents of his/her personnel file, except for any confidential pre-employment material, upon request, and make copies. The Superintendent or his/her designee will be there when the file is reviewed and the Teaching Assistant has the right to have his/her representative present also. These files are not open to public scrutiny.
- D. All material placed in the personnel files shall be dated.

ARTICLE VII

TEACHING ASSISTANT EVALUATION

- A. The purpose of evaluation shall be the improvement of job performance.
- B. Evaluation of Teaching Assistants shall be the responsibility of directors and other building and program administrators.
- C. Each member of the unit shall be evaluated at least annually prior to Memorial Day and such evaluations shall provide for:
 - 1. Conference(s) with the evaluator following formal evaluations, and
 - 2. An opportunity for the Teaching Assistant to provide within thirty (30) days, a written response which shall be attached to the Evaluation Form.
 - 3. Any evaluation which results in an unsatisfactory rating must be followed up by written suggestions for improvement.
- D. The content of any evaluation shall not be subject to the grievance procedure in Article XI.
- E. The format and evaluation shall be as per Appendix "A" of this Agreement. A post-observation conference shall be held within ten school days following the date of observation.

ARTICLE VIII
TEACHING ASSISTANT'S DUTIES

- A.
 - 1. Except as set forth herein, supervisory duties such as hall duty, entry and dismissal duty, cafeteria duty and homeroom duty shall not be greater than those assigned to teachers. Unit members may be assigned to bus duty at the end of the work day for up to 15 minutes.
 - 2. Notwithstanding the above, nothing contained herein shall be construed to limit the District from assigning Teaching Assistants to different locations and work than those being performed by the classroom teacher, provided, however, (1) that the Teaching Assistant's assignment shall be no greater than forty-five (45) minutes per day; and (2) the parties further agree that employees of any given facility should operate as a team and, therefore, in case of an emergency, Teaching Assistants may be assigned to alleviate said emergency.
- B.
 - 1. Teaching Assistants may, under certain circumstances, be required to substitute for absent teachers. Such assignment shall occur in emergency situations or where all reasonable efforts to obtain adequate substitute coverage have failed.
 - 2. In the event that a Teaching Assistant is required to substitute for an absent teacher, the following compensation will apply:
 - a. Per diem rate as a Teaching Assistant plus \$53 effective July 1, 2016. Effective July 1, 2023, the rate shall increase to the per diem rate as a Teaching Assistant plus \$60.00.
 - b. Anytime a Teaching Assistant is asked to substitute for less than a full day, the per-diem rate described above will be pro-rated as follows: (a) For less than thirty minutes of subbing in a single day, Teaching Assistants at the elementary level shall be paid for thirty (30) minutes. Secondary Teaching Assistants shall receive no additional compensation for less than 30 minutes; (b) For 30 minutes or more in a single day, Teaching Assistants shall be paid in 30 minute increments rounded up or down to the nearest 30 minute interval (e.g., 31-44 rounded down, 45-59 rounded up).
- C. Effective July 1, 2008, the regular work day for full-time Teaching Assistants shall be six hours and 30 minutes, exclusive of an unpaid 30 minute duty free lunch period. The Association recognizes that the above work day constitutes full-time status and that any shorter work day does not constitute full-time status. Teaching Assistants who were employed by the District as Teaching Assistants for a six hour and 15 minute work day as of July 1, 2007 and who are employed by the District as permanent Teaching Assistants in a full-time status as of July 1, 2008, without any break in service, shall be appointed to a 2 year probationary period from July 1, 2008 through June 30, 2010. All other Teaching

Assistants appointed to a permanent, full-time position shall be appointed to a four (4) year probationary period. Nothing set forth herein shall prevent the District from employing Teaching Assistants in less than a full-time status to meet the needs of the District.

- D. On days when the District is in session on a two (2) hour delay, unit members shall be provided a lunch period of not less than twenty (20) minutes in length.

ARTICLE IX TEACHING ASSISTANT PROTECTION

- A. Whenever a Teaching Assistant is absent from his/her duties as a result of a personal injury caused by an accident or an assault occurring in the course of his/her employment and he/she receives Workers' Compensation payment for such absence, he/she will be paid his/her full salary during this absence from his/her employment, up to a period of three (3) months, less the amount of any Workers' Compensation award made for temporary disability due to said injury, and no part of such absence will be charged to his/her annual or accumulated sick leave.
- B. The School District will reimburse Teaching Assistants for the cost of replacing or repairing dentures, eye glasses, hearing aids, clothing or similar bodily appurtenances not covered by Workers' Compensation when such appurtenances are damaged, destroyed or lost as a result of injury, assault or accident directly related to the Teaching Assistant's employment and not under his/her direct control and/or not as a result of his/her negligence.
- C. The District shall pay one-half of the cost of testing for Teaching Assistants to complete any proficiency examinations required in order to receive and/or maintain certification under the Elementary and Secondary Education Act. The District shall pay Level III Teaching Assistants for taking CTLE outside of the work day, or work year, up to a maximum of four (4) hours per year, at their regular rate of pay.

ARTICLE X EMPLOYEE ASSIGNMENT AND TRANSFER

A vacancy shall be defined any Teaching Assistant position which is or becomes unoccupied by reason of (1) the retirement, resignation or other withdrawal from the position by the Teaching Assistant formerly holding such position or (2) by the establishment of a new position.

- A. All vacancies shall be posted. During the school year, the posting shall be displayed in all school buildings as well as in the District Office for the period of not less than seven (7)

calendar days prior to the appointment. Five (5) copies of each posting shall be sent to the Association President.

- B. In the event a vacancy occurs during July and/or August, the District shall send an electronic copy of the posting to all unit members by email (understanding that this is a good faith attempt to reach all unit members in the most expeditious manner possible). Any alleged violation of this provision shall not be subject to the grievance procedure.
- C. Teaching Assistants shall be notified of their tentative assignments by the June 15th preceding the ensuing school year, unless a second budget vote is scheduled. In that event, the tentative notice of assignment shall be given by the third Thursday in June.
- D. It is recognized by the Board of Education and the Association that assignments of Teaching Assistants are made in order to provide the best educational and instructional program for the students. Teaching Assistants should be consulted and advised prior to change in assignment. All eligible candidates for openings or reassignments will be considered. In the event that there are more eligible candidates than positions, qualifications will be the prime factor in selection. Seniority shall, however, be a major consideration.
- E. Seniority shall be determined in accordance with the Education Law.
- F. Supplemental Positions:
 - 1. Teaching Assistants will have first preference, if deemed qualified by the District, to supplemental curricular or co-curricular positions not filled by the teaching staff.
 - 2. Payment for such positions will be in accordance with the Beacon Teachers' Association collective bargaining agreement
- G. Summer Positions:

Summer positions which become available in any District summer program will be posted and filled in accordance with Article X of this Agreement. Teaching Assistants employed by the District on June 1st preceding the summer school session shall be offered summer school Teaching Assistant positions first before the District fills these positions with non-unit members. The hourly rate for Teaching Assistants during summer school will be the greater of either \$20.00 or the Teaching Assistant's hourly rate.

ARTICLE XI GRIEVANCE PROCEDURE

- A. The definition of a grievance shall be as follows: a complaint by a unit member, by a group of unit members, or by the Association that there has been a violation, misinterpretation or

inequitable application of a provision of this Agreement. The term "grievance" shall not apply to the failure to recommend probationary unit members to permanent appointment.

B. A grievance shall be processed in the following stages:

Stage I. An aggrieved party shall present a written grievance to the aggrieved party's Building Principal or equivalent administrator. Such written grievance shall contain a statement of the specific nature of the grievance, including the provision of the Agreement alleged to have been violated, misinterpreted or inequitably applied, and the facts supporting such claim. The Building Principal or equivalent administrator shall render a written determination to the aggrieved party within five (5) business days.

Stage II. If the aggrieved party is not satisfied with the decision at Stage I, he/she may, within five (5) business days from receipt of such decision, appeal such decision to the Superintendent of Schools. Such appeal shall state the specific basis or bases upon which the Stage II decision was unsatisfactory. The Superintendent may and, at the request of the aggrieved party, shall hold an informal meeting at which time the aggrieved party may present oral or written information relating to the grievance. Within five (5) business days after the close of the informal meeting, or within five (5) business days after the grievance has been submitted to him/her, if no informal meeting is held, the Superintendent shall render a written determination to the aggrieved party and to the Association.

Stage III. If the Association is not satisfied with the decision of the Superintendent at Stage II, he/she may, within ten (10) business days from receipt of such decision, appeal such decision to the Board of Education. Such appeal shall state the specific basis or bases upon which the Stage II decision was unsatisfactory. The Board of Education may and, at the request of the Association, shall hold an informal meeting at which time the Association may present oral or written information relating to the grievance. Within five (5) business days after the close of the informal meeting, or within fifteen (15) business days after the grievance has been submitted to him/her, if no informal meeting is held, the Board of Education shall render a written determination to the Association. The decision of the Board of Education shall be final.

- C. A unit member shall have the right to present grievances in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.
- D. A unit member shall have the right to be represented in each stage of the grievance procedure by the Association.
- E. If a grievance affects a group of unit members or appears to be associated with district wide policies, it may be submitted by the Association directly at Stage II. Where a grievance arises as a direct result of an action of the Board of Education, the grievance may be submitted directly at Stage III.

- F. Nothing contained herein shall be construed as limiting the right of any unit member having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance informally adjusted without the intervention of the Association. Such adjustment shall in no event create a precedent or ruling binding upon either of the parties to this Agreement.
- G. The existence of this grievance procedure shall constitute the sole remedy for any grievance as previously defined.
- H. No grievance as described herein will be entertained, and such grievance will be deemed waived, unless the grievance is forwarded at the first available stage within 30 days after the unit member knew or should have known of the act or condition on which the grievance is based.
- I. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.
- J. If a decision at one stage is not appealed to the next stage of the grievance procedure within the time limit specified, the grievance shall be deemed to be discontinued and further appeal under this Agreement shall be barred.
- K. Business days shall be defined as days in which the District's central administrative offices are open.
- L. The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. However, in no event shall the processing of any grievance involve students or interrupt classroom activity.
- M. The Board of Education and the Association agree to facilitate any investigation that may be reasonably required to process the grievance.

ARTICLE XII
SALARY AND BENEFITS

A. Salary Schedule

1. Attached as Appendix B are the new salary schedules covering the period of January 1, 2023 through June 30, 2023, and each remaining year of the contract.

There shall be no step movement for the 2023-24 and 2024-25 school years. Unit members shall remain on the same step number they were on as of June 30, 2023. Unit members shall resume step movement on July 1, 2025 (by moving one (1) step on the salary schedule if applicable).

Thereafter, all eligible employees shall advance one step in each year of this Agreement. An "eligible employee" is defined as a unit member who has worked at least one-half of the work days in the prior school year.

2. Members of this unit shall be paid in twenty-one (21) or twenty-five (25) equal installments, as selected by the Teaching Assistant, based on a one hundred and eighty-five (185) day school year. In the event that a Teaching Assistant is directed to work beyond 185 days, such Teaching Assistant shall receive additional compensation at the Teaching Assistant's daily rate of pay.
3. Unauthorized absences not provided for in this Contract shall be deducted at a rate of one-one hundred-eighty fifth (1/185th) of the annualized hourly salary.

C. 1. Unit members shall join the New York State Teachers' Retirement System.

2. a. Employees in their first year of employment shall earn sick leave at the rate of one-half (½) day per month beginning in the fourth month of their employment.

Effective with the 2023-24 school year, employees in their first year of employment shall earn sick leave at the rate of one-half (1/2) day per month beginning in the second month of their employment.

- b. Unit members who have completed at least one (1) full year of service will be granted sick leave as follows:

After 1 year	5 days - cumulative
After 2 years	11 days – cumulative
After 3 years	12 days – cumulative
After 4 years	13 days - cumulative
After 5 years	14 days - cumulative

Unit members may use the number of days received in their annual sick leave allotment for family illness. Family shall be defined in the same manner as defined in the bereavement leave provision.

- c. Unused leave will accumulate to one hundred twenty (120) days. After the maximum accumulation is reached, unit members shall be reimbursed for up to five (5) days beyond the maximum accumulation at 25% of the regular per diem rate. Unit members with ten (10) or more years of service will be reimbursed at 25% of the per diem rate for each accumulated sick day up to a maximum of fifty (50) days at the time of retirement.
3. Unit members shall be entitled to use up to four (4) sick leave days each school year as personal leave for situations where the absence is beyond the control of the unit member and cannot be readily scheduled during non-school hours. Where the request for personal leave does not arise as a result of an emergency, the unit member shall give at least three (3) days notice of his/her request to the building principal, setting forth the reasons for such request and the number of days personal leave being requested.

After two (2) years of District service, unit members may use up to two (2) personal leave days without charge against sick leave, subject to the provisions set forth in Section C(2) above. The remaining two personal leave days shall be chargeable to sick leave. After five (5) years of District service, unit members may use up to three (3) personal leave days without charge against sick leave, subject to the provisions set forth in Section C(2) above. The remaining one personal leave day shall be chargeable to sick leave. In the event that personal leave days remain at the end of the school year, they shall be rolled over into accumulated sick leave.

4. Personnel covered by this Contract shall be given up to three (3) days per occurrence for bereavement upon the death of a member of the immediate family. Immediate family is defined as parents, spouse, children, grandparents, mother-in-law, father-in-law, sisters, brothers or relatives living in the same household.
5. Effective July 1, 2018, Teaching Assistants with regular work days of six (6) hours and thirty (30) minutes per day, exclusive of an unpaid thirty (30) minute duty-free lunch period, may opt for District family or individual health insurance coverage after one year of employment with the District. The District will contribute 50% of the cost of the plan selected by the Teaching Assistant, with the Teaching Assistant contributing the balance of the health insurance premium. The District will deduct the Teaching Assistant's health insurance premium contributions from the Teaching Assistant's total number of paychecks over the course of a year.

Effective July 1, 2023, the District shall contribute seventy percent (70%) of the cost of the plan selected by the Teaching Assistant.

Effective July 1, 2024, the District shall contribute seventy five percent (75%) of the cost of the plan selected by the Teaching Assistant.

Effective July 1, 2025, the District shall contribute seventy five percent (75%) of the cost of the plan selected by the Teaching Assistant for family coverage, and shall contribute eighty percent (80%) of the cost of the plan selected by the Teaching Assistant for individual coverage.

6. Unit members shall be paid the travel allowance equivalent to that paid to teachers in the School District.
7.
 - a. A longevity payment of \$1.35 per hour shall be paid to each Teaching Assistant at the beginning of the eleventh year of service. Such payments shall begin in September of the school year following the completion of ten (10) years of service. Said service shall be consecutive. Effective July 1, 2023, the longevity payment shall increase to \$1.45 per hour. Effective July 1, 2024, the longevity payment shall increase to \$1.55 per hour.
 - b. A longevity payment of \$1.35 per hour shall be paid to each Teaching Assistant following completion of fifteen (15) years of service. Said service shall be consecutive. Effective July 1, 2023, the longevity payment shall increase to \$1.45 per hour. Effective July 1, 2024, the longevity payment shall increase to \$1.55 per hour.
 - c. A longevity payment of \$1.05 per hour shall be paid to each Teaching Assistant following completion of twenty (20) years of service. Said service shall be consecutive. Effective July 1, 2023, the longevity payment shall increase to \$1.15 per hour. Effective July 1, 2024, the longevity payment shall increase to \$1.25 per hour.
 - d. A longevity payment of \$.35 per hour shall be paid to each Teaching Assistant following completion of twenty-five (25) years of service in the District. Effective July 1, 2023, the longevity payment shall increase to \$.45 per hour. Effective July 1, 2024, the longevity payment shall increase to \$.55 per hour.
- D. Upon submission of application and check for fees for the certification to the District Office, a one time, lump sum payment of \$50.00 shall be paid, in a separate check, to the employee for each of a maximum of two (2) such applications.
- E. At the time of hire, the Employer may recognize the outside experience of new hires in the field of education or in a related field in determining their initial placement on the salary schedule.
- F. Effective July 1, 2023: Any unit member assigned to work as an AIS TA, who is not assigned to work with a specific teacher, shall receive an annual stipend of \$1,750 (pro-rated for service of less than a full-year).

Effective July 1, 2023: Any unit member assigned to work in the MAPS/ADL program, shall receive an annual stipend of \$1,750 (pro-rated for service of less than a full year).

- G. The Association shall form a committee to develop a Teaching Assistant Mentor Program to propose to the District for a pilot in the 2023-2024 school year. While the District shall review and consider the pilot proposal, nothing herein shall require the District to adopt the pilot proposal.

ARTICLE XIII SICK LEAVE BANK

- A. The District shall maintain and administer a sick leave bank. Unit members who have served at least one (1) year in the District may enroll in the sick leave bank by contributing one (1) sick leave day. Effective for the 2010-2011 school year and thereafter, enrollment in the sick leave bank must be done by October 1st.
- B. Any enrolled unit member who has a catastrophic illness or injury, and has served at least one (1) year in the District and who has exhausted his/her accumulated sick leave days may draw from the sick leave bank after five (5) consecutive school days of absence without pay. A catastrophic illness or injury is defined as a severe condition or combination of conditions that: (a) affects the physical or mental health of the employee; (b) results in life-threatening or life function-altering conditions; and (c) requires an extended period of absence from work. Pregnancy is not considered a catastrophic illness, however, complications resulting from pregnancy may be considered catastrophic. The maximum number of days that a unit member may withdraw from the sick leave bank in any given year will be 10 days and during her/his career will be thirty (30) days. Doctor certifications may be required to support the necessity of the unit member's absence. Unit members who withdraw from the Sick Leave Bank shall be required to pay back to the Bank days used at a rate of two (2) days per year, up to 30% of the total used, rounded to the nearest half day. For example, if a member withdraws 10 days, s/he will be required to pay back to the Bank two (2) days in the next year and one (1) day in the following year. Days owed to the Bank must be paid back before an unit member can request additional days.
- C. The District will maintain, on a yearly basis, the sick leave bank based upon the following criteria:

Average unit member Absence	District Contribution
Greater than 5 days	0 days
5 days or less	25 days

- D. Effective June 4, 2018, and whenever the sick leave bank has been exhausted, the Association may re-solicit contributions of one (1) additional day from members of the bank and unit members who have not previously participated in the Bank. Only those unit members who re-contribute shall be members of the sick leave bank. Effective June 4,

2018, and on a one-time only basis, the District shall contribute 20 days to the Sick Leave Bank.

**ARTICLE XIV
JURY DUTY**

Teaching Assistants shall be allowed to attend Jury Duty without loss of pay. The Teaching Assistant shall, however, reimburse the District monies received for days that school would normally be in session. However, every possible effort will be made by the unit member and the Superintendent to secure approval for a postponement of such duty until the period of July 1 - August 31. When on one-hour standby, the employee shall be on-call at work.

**ARTICLE XV
SECTION 204-a TAYLOR LAW**

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.

**ARTICLE XVI
DURATION**

This Contract shall be effective as of July 1, 2023 and shall continue in effect through June 30, 2026.

BEACON BOARD OF EDUCATION



**MEREDITH HEUER
PRESIDENT**

DATED: 8/30/23

**BEACON PARAPROFESSIONALS
ASSOCIATION, NYSUT**



**RACHEL ANTALEK
PRESIDENT**

DATED: 8/15/2023



APPENDIX "A"

BEACON CITY SCHOOL DISTRICT

Annual Professional Performance Review Plan

TEACHING ASSISTANT PERFORMANCE EVALUATION

Teaching Assistant:	Building:
Administrator:	Date:
<input type="checkbox"/> Tenured <input type="checkbox"/> Non-Tenured	

Directions: Please write the number (from Key below) which best represents the Assistant's performance in the following areas of his/her job description:

Key: 4 – Strong; 3 – Acceptable; 2 – Needs Improvement; 1 – Unsatisfactory; NA – Not Applicable

If the number 2 or 1 (Needs improvement or Unsatisfactory) is checked for any specific duty briefly indicate how you plan to help the Assistant improve his/her performance in these areas in the space provided at the end.

POSITIVE STUDENT RELATIONS	RATING
• Reacts in a calm, poised manner to student's behavior.	
• Is fair, impartial and objective in treatment of pupils.	
• Helps students in a friendly, respectful and creative manner.	
• Helps students to improve their sense of responsibility, self-discipline, cooperation, and respect of others.	

FULFILLMENT OF PROFESSIONAL RESPONSIBILITY	RATING
• Participates in designated staff meetings and in-service activities.	
• Communicates problems or concerns in a constructive manner to the teacher or supervisor.	
• Efficiently monitors students in halls, bus areas and at break time as directed.	
• Helps prepare/clean up classroom or lab.	
• When assigned, assists in the safe transporting of children by bus or other school vehicle.	
• Contributes (upon assignment by supervisor) to the orderly arrival and dismissal of students.	
• Assists teacher in the performance of record keeping duties as needed.	

ABILITY TO EFFECTIVELY ASSIST TEACHER	RATING
• Works with individual pupils or groups of pupils on instructional activities as needed.	
• Assists with the preparation of instructional materials.	
• Assists in maintaining, securing and inventorying all instructional equipment in assigned areas.	
• Provides instructional assistance to students needing additional help.	
• Assists teacher in helping pupils to understand purposes of lesson and engages in activities to achieve those purposes.	
• Recognizes contributions and efforts of individual pupils and groups of pupils in a positive manner.	

• Monitors and reports student's progress to teachers and/or administrators on a daily basis.	
• Takes necessary and reasonable precautions to protect the health and safety of students by assisting teacher in communication of appropriate safety instructions to students.	
• Under the general supervision of a teacher, plans and conducts instruction for individual pupils or groups of pupils.	
• Supervises student on independent work projects.	
• Provides the instructor with information about pupils which will assist the instructor in the development of appropriate learning activities.	

PROFESSIONAL AND PERSONAL CONSIDERATIONS	RATING
• Is punctual and dependable.	
• Exhibits neat appearance and appropriate dress.	
• Uses appropriate language with students.	
• Interactions with other staff is collegial and professional.	
• Number of absences:	

DEVELOPMENT AND ACQUISITION OF APPROPRIATE SKILLS	RATING
• Is willing to attend district sponsored professional learning activities.	
• Exhibits an interest in the academic environment of the classroom, building and District.	
• Is respectful and responsive to the educational focus of the classroom, building and District.	

Conference Notes:
• ADDITIONAL COMMENTS:
• PLAN FOR IMPROVEMENT:
• I WOULD LIKE SUPPORT/TRAINING IN THE FOLLOWING AREAS:

TEACHING ASSISTANT SIGNATURE:	DATE:
ADMINISTRATOR SIGNATURE:	DATE:
I DO/DO NOT AGREE WITH THE ABOVE.	
THE TEACHING ASSISTANT MAY SUBMIT A WRITTEN REPLY IF DESIRED.	

**APPENDIX B
SALARY SCHEDULE**

	Effective 7/1/2022- 12/31/2022	Effective 1/1/2023	Effective 7/1/2023	Effective 7/1/2024	Effective 7/1/2025
Step 1	\$16.20	\$18.99	\$20.50	\$22.15	\$23.25
Step 2	\$16.76	\$19.55	\$21.11	\$22.80	\$23.94
Step 3	\$17.34	\$20.13	\$21.74	\$23.47	\$24.65
Step 4	\$17.90	\$20.69	\$22.34	\$24.13	\$25.33
Step 5	\$18.47	\$21.26	\$22.96	\$24.79	\$26.03
Step 6	\$19.02	\$21.81	\$23.55	\$25.43	\$26.71
Step 7	\$19.58	\$22.37	\$24.16	\$26.09	\$27.39
Step 8	\$20.19	\$22.98	\$24.81	\$26.80	\$28.14
Step 9	\$20.72	\$23.51	\$25.39	\$27.42	\$28.79
Step 10	\$21.30	\$24.09	\$26.01	\$28.09	\$29.50
Step 11	\$21.86	\$24.65	\$26.62	\$28.75	\$30.18
Step 12	\$22.43	\$25.22	\$27.23	\$29.41	\$30.88
Step 13	\$23.01	\$25.80	\$27.86	\$30.09	\$31.59