

**Burnt Hills-Ballston Lake School District**  
**Memorandum of Agreement**

Agreement between the Burnt Hills-Ballston Lake School District, hereinafter "District," and the Burnt Hills-Ballston Lake Central Schools Teachers' Association, hereinafter "Association," for the period of July 1, 2017 through June 30, 2018 regarding the four items below.

NOW, THEREFORE, THE PARTIES HEREBY AGREE TO THE FOLLOWING:

**Item #1: Appoint Building Technology Coordinators (Five positions, one for each building (Pashley, Charlton Heights, Stevens, Middle School & High School) for 2017-18 School Year.**

**Selection:**

All five positions will be chosen in the same manner as consistent with Section 3, Article D on page 11 of the Agreement between the Superintendent of the Schools of the Burnt Hills - Ballston Lake Central Schools and the Burnt Hills - Ballston Lake Teachers Association for the Period of July 1, 2014 - June 30, 2017. Building Technology Coordinators will be members of Building Councils.

**Job Description:**

Building Technology Coordinators are responsible for technology integration within each building (see Responsibilities section below).

**Responsibilities:**

Each Building Technology Coordinator will:

- help the building principal to manage technology integration at each building (including co-chairing the building technology committee and coordinating professional development for new technological initiatives with the Professional Development representatives and K-12);
- be a member of District Technology Committee (one meeting per month, one ½ day meeting with Director of Technology to discuss, plan, and recommend instructional technology initiatives to Building Principal(s) and the Central Office Administration)
- coordinate with each building's technology Teaching Assistant on building technology issues and weekly service ticket reports;
- meet, on a regular basis, with the other Building Technology Coordinators;
- work with the Professional Development representatives and K-12 Curriculum Committees to develop technology integration professional development.

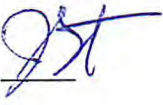
**Compensation and Release Time:**

- Funds will be made available to Building Technology Coordinators to attend technology conferences and workshops to remain educated about best practices in educational technology.
- Building Technology Coordinators will be provided by the district with ½ day per month of release time for district technology meetings.
- Building Technology Coordinators will be provided 15 days of release time per year to be taken as needed (full days, half days, blocks, etc.).
- Building Technology Coordinators will be provided with up to 5 days at 1/200th of salary for summer work, as needed. Proposals for how to use these days must be approved in advance by Assistant Superintendent for Curriculum and Instruction. The summer work of the Building Technology Coordinators is separate from any designated summer curriculum work.
- Building Principals will be sure that the Building Technology Teaching Assistant will be available to meet at least weekly with the Building Technology Coordinators.
- Building Technology Coordinators will be compensated \$3000 per year.

For District



For Association





**Item #2: Fill Secondary Department Representative as defined in current contract for English & Math at O'Rourke Middle School for 2017-18 School Year.**

**Background:**

Both parties agree that representation of middle school departments in the K-12 structure is important. As part of the budget crisis of 2008-2011, the district stopped filling the positions of "Secondary Department Representative" for middle school departments in the area of English/Language Arts, Math, Social Studies, Science, and Special Education. Both parties agree that it is desirable to have curricular representation from the middle level for these areas. The district has consistently expressed a desire to look at a different model for providing middle school representation for the K-12 level but did not introduce as a topic for negotiations for the 2014-2017 contract.

With respect to this issue, the parties agree to extend the terms of the 2016-17 MOA- specifically:

- For the 2017-18 school year, the district will fill the positions of "Secondary Department Representative" for the Middle School Math and English/Language Arts departments as defined in Article 22, Section 2 of the current contract. In accordance with Article 22, Section 2, a Middle School "Secondary Department Representative" shall receive an annual pay differential of \$1734.
- The concept of a possible new position for middle school representation at the K-12 level will be discussed in the current negotiations for a successor agreement.

**Item #3: Appoint Team Leaders at O'Rourke Middle School for 2017-18 School Year.**

**Background:**

Beginning in the 2015-16 school year, the O'Rourke Middle School (OMS) began a teaming structure as a result of a building-wide scheduling committee. It is the desire of the district to have a team leader identified for each grade-level team (for example, Teams 6A, 6B, 6C, 7A, 7B, 8A, 8B and 8C) and for special area teams (World Languages; Special Education; Music; FACS/PE & Health) Depending on enrollment there will be up to 13 team leaders in total.

With respect to the team leader position, the parties agree to the following:

- Team leaders will be selected by the teams through a team wide election as determined by the Teachers' Association and recommended to the superintendent for consideration of Board of Education appointment.
- Each team leader will be paid a stipend of \$500 per year.
- Team leaders will serve as representatives on the OMS Building Council as is structured by the Teachers' Association contract (Article 18, Section 3).
- Team leaders will meet with the building principal one time per month outside of building council.
- Team leaders will organize and chair meetings of their academic/subject area team as needed throughout the school year.

For District

For Association



**Item #4: Adjust parameters of contractual instructional day for grades 6-8 to accommodate new Middle School Schedule for the 2107-18 School Year; increase contractual planning time for Middle School Teachers for the 2017-18 School Year.**

**Background:**

Throughout the 2016-17 School Year, the Middle School Building Council and the Middle School Scheduling Committee developed a new schedule for the building. In order to smoothly implement this new schedule, it would be helpful to make some minor changes to contract language regarding the length of the instructional day and guaranteed planning time for middle school teachers.

With respect to this issue, the parties agree that:

1. The Middle School "School Day" will remain 7:40 a.m. to 3:20 p.m. (7 hours, 40 minutes).
2. The Middle School "Instructional Day" will be changed from the current 7:55-2:30 (6 hours, 35 minutes) to 7:49-2:28 (6 hours and 39 minutes). This is an increase of 4 minutes in the instructional day.
3. Middle School professionals will have at least two personal (2) planning periods within the instructional day of approximately 40 minutes each in addition to a 30-minute lunch. In the 2017-18 Middle School Schedule, the majority of classroom teachers will have three (3) planning periods in addition to a 30-minute lunch. If teachers have three (3) planning periods built into their schedule in addition to a 30-minute lunch, one (1) of the three (3) planning periods will be scheduled as a team planning period up to three times per week at the discretion the building principal.

*Note: The current contract provides a guarantee of just one (1) personal 40-minute planning period per day during the instructional day for teachers of grades 6-8. This increase in guaranteed personal planning time makes the amount of daily guaranteed personal planning time for Middle School Teachers equal to that of High School Teachers.*

**NOTE: Items #1, #2, #3, #4 in this MOA will sunset on June 30, 2018 unless the parties negotiate other arrangements.**

For District

For Association

**Item #5** For the 2017-18 school year, the following step schedule shall be used for all members of the BH-BL Teachers Association:

|         | <b>Current</b>   | <b>Proposed</b>  | <b>\$ Increase to</b> | <b>% Increase to</b> |
|---------|------------------|------------------|-----------------------|----------------------|
|         | <b>Schedule</b>  | <b>Schedule</b>  | <b>TA</b>             | <b>TA</b>            |
|         | <b>2016-2017</b> | <b>2017-2018</b> | <b>Members</b>        | <b>Members</b>       |
| Step 1  | \$40,180         | \$ 40,180        |                       |                      |
| Step 2  | \$40,690         | \$ 41,730        | \$ 1,550              | 3.86%                |
| Step 3  | \$41,270         | \$ 42,240        | \$ 1,550              | 3.81%                |
| Step 4  | \$41,870         | \$ 42,820        | \$ 1,550              | 3.76%                |
| Step 5  | \$42,470         | \$ 43,420        | \$ 1,550              | 3.70%                |
| Step 6  | \$43,720         | \$ 44,020        | \$ 1,550              | 3.65%                |
| Step 7  | \$44,920         | \$ 45,270        | \$ 1,550              | 3.55%                |
| Step 8  | \$46,030         | \$ 46,470        | \$ 1,550              | 3.45%                |
| Step 9  | \$47,130         | \$ 47,580        | \$ 1,550              | 3.37%                |
| Step 10 | \$48,330         | \$ 48,680        | \$ 1,550              | 3.29%                |
| Step 11 | \$50,380         | \$ 50,380        | \$ 2,050              | 4.24%                |
| Step 12 | \$53,055         | \$ 53,055        | \$ 2,675              | 5.31%                |
| Step 13 | \$55,690         | \$ 55,690        | \$ 2,635              | 4.97%                |
| Step 14 | \$58,290         | \$ 58,290        | \$ 2,600              | 4.67%                |
| Step 15 | \$62,765         | \$ 62,765        | \$ 4,475              | 7.68%                |
| Step 16 | \$67,990         | \$ 67,990        | \$ 5,225              | 8.32%                |
| Step 17 | \$73,610         | \$ 73,610        | \$ 5,620              | 8.27%                |
| Step 18 | \$78,359         | \$ 78,359        | \$ 4,749              | 6.45%                |
| Step 19 | \$84,440         | \$ 84,440        | \$ 6,081              | 7.76%                |
| Step 20 | \$85,768         | \$ 86,140        | \$ 1,700              | 2.01%                |
|         | \$86,768         | \$ 87,468        | \$ 1,700              | 1.98%                |
|         | \$87,768         | \$ 88,468        | \$ 1,700              | 1.96%                |
|         | \$88,768         | \$ 89,468        | \$ 1,700              | 1.94%                |
|         |                  | \$ 90,468        | \$ 1,700              | 1.92%                |

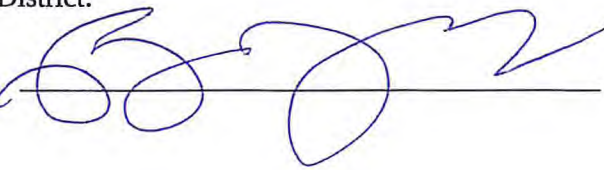
Effective July 1, 2017 those unit members at step 20 in the 2013-2014 school year shall receive an additional **\$4,328** increase above step 20. Those unit members at step 20 in the 2014-2015 year shall receive **\$3,328** increase above step 20. Those unit members at step 20 in 2015-2016 shall receive **\$2,328** above step 20. Those unit members at step 20 in 2016-17 shall receive **\$1,328** above step 20. The parties agree that Step 20 represents the top of the salary schedule and that employees on Step 20 (regardless of the compensation level) are not subject to Triborough step advancement.

For District  For Association 



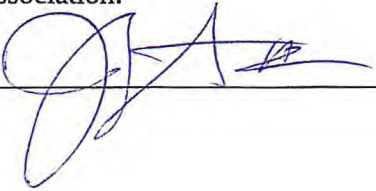
SIGNATURES

For District:

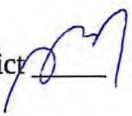
By:  \_\_\_\_\_ (Superintendent)

Date: 8/8/17

For the Association:

By:  \_\_\_\_\_ (President)

Date: 8/8/2017

For District  For Association 