



BOARD PROPOSAL

Tracking ID: 2016-6

Date: November 1, 2016

From: Eric C. Eshbach, Ed.D., Superintendent

Re: Addition of Mini-Thon Advisors to Extra-Duty Contracts

Board Committee: Personnel

Background:

For many years, the Mini-Thon has been a well-organized, well-received activity at both Northern High School and Northern Middle School. These Board-approved student clubs are an off-shoot of the THON activity held at Penn State University in which all money raised goes towards the Four Diamonds Fund, aimed at battling childhood cancer. Beginning at the high school and then expanding to our middle school, this activity has blossomed into a wonderful way for our students to experience what it means to raise money for a worthy cause, but more importantly what it means to help others in need.

The mini-thon activities have raised hundreds of thousands of dollars at Northern. In the past five years, the middle school alone has raised over \$177,000. As Mike Barber and Molly Atkinson, the advisors for the middle school write, “The NMS mini THON has become more than a school-wide event; it has become the culmination of working with students, parents, teachers, administrators, and community leaders to create an atmosphere of philanthropy that encompasses the entire school year.” It is an activity that exemplifies our mission statement, especially the values of being civically engaged and personally responsible.

Issue:

At NHS, advising the Mini-Thon has historically been a job of one of the assistant principals. Rick Mauck advised it for many years and upon his retirement, that job shifted to Mike Walker. Depending on the quality and ability of the students involved, the role of the advisor can change year to year, but it definitely takes a significant portion of time out of the school day during certain times of the year to prepare for the culminating event. There are also fundraising efforts held leading up to the event in which the advisor plans and works with students. This past year, as we have shifted Mr. LaBuda to the central office, we have made efforts to shift away some duties of the assistant principals so they can focus on the growing responsibilities of a high school administrator. The mini-Thon is one responsibility I have recommended be shifted away from the role of assistant principal.

At the middle school, the Mini-Thon grew out of the NMS Student Council in 2010-2011. At the end of that year, it was decided to form a separate group to run the event, since it involved a significant amount of time. At the middle school, the work of the advisors is crucial, as the age of the students requires strong oversight to ensure the success of the program.

I was approached by both Sylvia Murray and Matt LaBuda about making the mini-Thon advisor positions paid through an Extra Duty Contract (EDC). These conversations first occurred after the settlement of the 2014-2016 Collective Bargaining Agreement (CBA). It was made clear to my by the School Board at the time that no additional EDC positions be added to the CBA unless they were approved by the Board. A past history by previous administration to add EDC positions, reportedly without the knowledge of NYEA or the Board, had caused confusion with both parties. So Mrs. Murray and Mr. LaBuda were told that any such request would have to be made during negotiations of the CBA.

During the most recent negotiations, members of NYEA interested in having the advisors added as EDC positions contacted the NYEA president with their request. To my knowledge, this request never came to the School Board Negotiating Team and thus was never added to the CBA. The Administration reminded the School Board of this prior to the ratification of the CBA and we were advised to bring it forward after the CBA was finalized in compliance with new provisions for the addition of extracurricular positions.

Findings:

Article 5.06A of the new CBA says, “If the board approves a new Athletic position or new Extra Curricular position, the parties will meet to discuss additions to the schedule for the purpose of determining point values for these positions which must be mutually agreed upon.”

I have done research into the activities and responsibilities involved with the mini-Thon advisor positions. I have consulted with Sylvia Murray and Mike Walker on the duties of these positions as they relate to other positions that are already on the EDC schedule. This proposal is a result of that research and consultation and, we believe, fits well within the EDC schedule (see attached pp. 16-18 of the CBA). It was concluded that these positions are very comparable to the Student Council advisor positions at each school.

Proposal:

In reviewing Article 5, I propose the following progression of events:

1. At the November 17 School Board meeting, the Board approve the two new EDC positions be added to the schedule beginning with the 2016-2017 school year.
2. I will propose to the School Board and NYEA that the positions be assigned the following points on the EDC schedule:
 - a. Mini-Thon (High School)...40 points
 - b. Mini-Thon (Middle School)...30 points
3. The positions will be posted as per Article 5.00D for ten days.
4. The individuals will be recommended at the December 2016 School Board meeting for approval with a salary commensurate with their experience.

Impact:

The financial impact to the School District is as follows for 2016-2017:

1. For the middle school advisor(s), between \$1140 and \$2280 depending upon years of experience.
2. For the high school advisor(s), between \$1520 and \$3040 depending upon years of experience.

Article 5 – EXTRACURRICULAR PAY

5.00 General Conditions relating to Extracurricular activities (Athletic and Extra Service Contracts)

- A. Mileage for use of personal vehicles for teaching and extracurricular activities will be paid at the current IRS rate.
- B. In the event that the Administration cannot fill the above positions with a single individual, two persons or more may fill the vacancy and share the salary.
- C. Qualified internal applicants will be given first consideration for filling the vacant positions.
- D. For the purposes of extracurricular activities, vacancy shall mean any extracurricular position which has become available as a result of the retirement, resignation, death or dismissal of a current contract holder or as a result of the creation of a new or additional extracurricular position. Positions previously categorized as volunteer positions but are being added as newly created extracurricular positions shall constitute a vacant extracurricular position and follow the same posting guidelines as other vacancies. Whenever an extracurricular vacancy occurs, the Superintendent shall post notice of the vacancy in the Administration Office, on individual school bulletin boards, and supplied to the bargaining unit members via email on a monthly basis. Each employee shall be provided at least ten (10) days' notice, at least six (6) of which shall be school days (excluding summer months), prior to the filling of said vacancy.
- E. An interim coach is defined as an individual who has been temporarily appointed to a coaching position due to an unexpected vacancy. The use of an interim coach shall be reserved for circumstances in which following the above timelines would result in an immediate vacancy not being filled in a timely fashion. Upon filling a vacancy with an interim coach, the district shall then proceed with posting the vacancy following the above guidelines.
- F. The parties agree that upon completion of an individual's extracurricular season/year, he/she will be evaluated. Furthermore, the parties agree that upon an individual holding an extracurricular position receiving an end of season satisfactory recommendation and a recommendation by the supervising principal (and athletic director in the case of an athletic coach) to continue the position responsibilities such position shall not be considered a vacancy.
- G. No person currently holding a position would receive less for that position during the term of the agreement.
- H. During the term of this Agreement the District and the Association will work together to develop position descriptions for each identified position.

5.01 The Northern York County School District shall provide vehicles or pay mileage for all scheduled events of all approved extracurricular and athletic activities.

5.02 Participation of professional employees in extracurricular activities which extend beyond the regularly scheduled school day shall be voluntary and shall be compensated according to the schedules in Section 5.03 and 5.04.

5.03 Athletic Salary Schedule

A. Programs and positions established by the Board are organized by the point system reflecting responsibility and experience per point as follows:

- 2016-2017: \$39
- 2017-2018: \$40
- 2018-2019: \$40
- 2019-2020: \$41
- 2020-2021: \$41

EXAMPLE 2016-2017

Minimum Points	0 yrs.	1-2 yrs.	3-4 yrs.	5-6 yrs.	7-8 yrs.	9+ yrs.
Experience Factor	1.0	1.2	1.4	1.6	1.8	2.0
Head Football Coach	\$3900	\$4680	\$5460	\$6240	\$7020	\$7800

<u>POINTS</u>	<u>COACHING POSITION</u>
100	Head Football Coach
90	Head Boys' Basketball Coach Head Girls' Basketball Coach Head Wrestling Coach Winter Athletic Coordinator
80	Head Baseball Coach Head Track Coach Head Field Hockey Coach Head Softball Coach Head Cheerleading Coach Head Boys' Soccer Coach Head Girls' Soccer Coach Head Girls' Volleyball Coach Head Boys' Volleyball Coach Head Swimming Coach Fall Athletic Coordinator Spring Athletic Coordinator Head Boys Lacrosse Head Girls Lacrosse

- 70 Head Boys' Tennis Coach
Head Girls' Tennis Coach
Head Boys' Cross Country Coach
Head Girls' Cross Country Coach
Head Golf Coach
- 68 Assistant Football Coaches (4)
- 60 JV Boys' Basketball Coach
JV Girls' Basketball Coach
JV Wrestling Coach
- 52 First Assistant Boys' Basketball Coach
First Assistant Girls' Basketball Coach
Assistant Track Coaches (3)
JV Field Hockey Coach
JV Baseball Coach
JV Boys' Soccer Coach
JV Girls' Soccer Coach
JV Softball Coach
Assistant Cheerleading Coach
JV Boys' Volleyball
JV Girls' Volleyball
Lead Ninth Grade Football Coach
Assistant Swimming Coach
Assistant Baseball Coach
Assistant Softball Coach
Assistant Boys Lacrosse
Assistant Girls Lacrosse
- 50 Ninth Grade Boys' Basketball Coach
Ninth Grade Girls' Basketball Coach
Eighth Grade Boys' Basketball Coach
Eighth Grade Girls' Basketball Coach
- 48 Lead Junior High/Middle School Field Hockey Coach
Junior High/Middle School Wrestling Coach
Diving Coach
Lead Junior High/Middle School Boys' Soccer Coach
Lead Junior High/Middle School Girls' Soccer Coach
Lead Junior High/Middle School Track
Lead Middle School Girls Volleyball
- 45 Assistant Junior High/Middle School Wrestling Coach
Assistant Junior High/Middle School Field Hockey Coach
Assistant Ninth Grade Football Coaches (2)
Assistant Junior High/Middle School Boys Soccer

45 (cont.) Assistant Junior High/Middle School Girls Soccer
Assistant Middle School Girls Volleyball
JV Girls' Tennis
JV Boys' Tennis
Middle School Girls' Cross Country Coach
Middle School Boys Cross Country Coach
Seventh Grade Girls' Basketball Coach
Seventh Grade Boys' Basketball Coach

40 Middle School Track and Field Coach (3)

1. An individual would be given one year's credit for one year's service if earned at the same level or above in the same sport. This service could be earned in or out of the district. One year maximum credit can be earned for each position in any given year. Sport is defined herein to be the type of athletic event and position is defined as an individual coaching position.
2. An individual would be given one half year's credit for each year of experience if earned at a lower level in the same sport. This service could be earned in or out of the district. One half year maximum credit can be earned for each position in any given year.
3. Credit earned for experience other than interscholastic athletics would be granted at the discretion of the Superintendent. The credit given could not exceed that credit given in item (1 or 2) above.
4. Head coaches will assume responsibility for Middle School, Junior High, JV and Varsity teams. Head coaches will assist in organizing the intramural program in their respective areas. If a dispute arises between levels of a program, the dispute will be mediated by the director of athletics.
5. Coaches will have access to a telephone.
6. Head coaches will be members of the Athletic Council and will be consulted prior to any changes affecting their sport.
7. The Northern York County School District will provide vehicles or pay mileage for all scouting trips approved by the administration. If the trip originates and concludes at the coach's home and the destination, the coach will be permitted with prior approval to utilize his/her personal vehicle and will be reimbursed for mileage.

8. Playoff compensation

Supplemental pay for coaches at the high school level whose teams qualify for competition beyond Mid Penn competitions will be provided according to the following schedule:

- a. Head Coach - \$125.00 per week of competition
- b. District – approved and paid Assistant Coach - \$75.00 per week of competition

Supplemental pay for band instructors at the high school level whose units accompany a sports team beyond Mid Penn competition for the purpose of a performance will be provided according to the following schedule:

- a. Head Band Director - \$75.00 per week of competition
- b. Assistant Band Director - \$75.00 per week of competition

- B. Head coaches' salaries are negotiable within the experiential system for the entry year.
- C. Other positions are non-negotiable.

5.04 Extra Service Contracts

- A. Programs and positions established by the Board are organized by the point system reflecting responsibility and experience per point as follows:

2016-2017: \$38
 2017-2018: \$38
 2018-2019: \$39
 2019-2020: \$39
 2020-2021: \$40

EXAMPLE 2016-2017

Minimum Points	0 yrs.	1-2 yrs.	3-4 yrs.	5-6 yrs.	7-8 yrs.	9+ yrs.
Experience Factor	1.0	1.2	1.4	1.6	1.8	2.0
Asst Marching Band	\$3800	\$4560	\$5320	\$6080	\$6840	\$7600

<u>POINTS</u>	<u>POSITION</u>
100	Assistant Marching Band Marching Band Director
90	FFA
80	Indoor/Outdoor Guard

60	Musical Director (High School)
52	Aquatics Director
50	Yearbook (High School) Bear Singers
45	Class Play/Musical (Middle School) Class Play/Musical (Elementary School)
40	Student Council (High School) Musical Producer (High School) Band Director (Middle School) Newspaper (High School) String Quartet
38	Jazz Band Director
35	High School Department Chairpersons (6+ members) Middle School Team Leaders (6+ members) Class Advisors (Grades 11 and 12) Musical Assistant (High School) Pit Band Director
33	High School Department Chairpersons (1-5 members) Middle School Team Leaders (1-5 members)
30	National Honor Society (High School) Choral Director (Middle School) Student Council (Middle School) Health Coordinator
25	Stage Crew (Middle School) Assistant Class Play/Musical (Middle School) Memory Book (Middle School) Guidance Coordinator (District) Class Advisors (Grades 9 and 10) Assistant Class Play/Musical (Elementary) Junior FFA
20	FBLA (High School) Printer (High School) Media Specialist (Middle School) High School Envirothon

- 15 Elementary Bus Supervisor (4)
Photographer (High School)
Middle School Envirothon
Elementary Envirothon (8)
Math Counts
Wellness Coordinator
Key Club
Model U.N.
Elementary Broadcast Studio (4)
Elementary K-Kids (4)
Builders Club (Middle School)
Art Club (Middle School)
Art Club (High School)

1. An individual would be given one year's credit for one year's experience if earned at the same level or above in a related activity. This service could be earned in or out of the district. Parallel comparable activities will be considered by the Superintendent on a case by case basis.
 2. An individual would be given one half year's credit for each year of experience if earned at a lower level in a related activity. This service could be earned in or out of the district. Parallel comparable activities will be considered by the Superintendent on a case by case basis.
- B. Credit earned for experience outside education in activities related to the extra service position would be granted at the discretion of the Superintendent. The credit granted would not exceed that of items 1 or 2 above.
- C. The district may provide a cyber-education (CAOLA) program. Terms and conditions are provided in Appendix E.

5.05 Payment for Extra Service Contracts and Athletic Salary Schedule

- A. Payment shall be distributed in two (2) equal payments. The first payment will occur at the midpoint of the sports season/contract. The remaining payment will be made at the end of the sports season/contract. The district will provide a payment schedule at the beginning of each school year.

5.06 New Athletic or Extra Curricular Positions

- A. If the board approves a new Athletic position or new Extra Curricular position, the parties will meet to discuss additions to the schedule for the purpose of determining point values for these positions which must be mutually agreed upon.