

Master Certificated Employment Agreement

**Between the
Placentia-Yorba Linda Unified School District
and the
Association of Placentia-Linda Educators**

July 1, 2017
through
June 30, 2020

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ARTICLE I AGREEMENT

This agreement is entered into this 17 day of January, 2018 by and between the Board of Education of the Placentia-Yorba Linda Unified School District, hereinafter referred to as "District" and the Association of Placentia-Linda Educators/California Teachers Association/National Education "Association", hereinafter referred to as "Association". This agreement shall supersede any rules, regulations or practices of the District which are contrary to or inconsistent with its terms. This Agreement shall remain in effect until June 30, 2020.

For the years 2018-19 and 2019-20, the Association and/or District may each reopen the article on wages and benefits and two other articles at the choice of the Association and two other articles at the choice of the District. For the year 2020-21 either party may open any article.

ARTICLE II RECOGNITION

The District per its Recognition Agreement fully executed on May 14, 1976, recognizes the Association as the exclusive representative for the unit consisting of all full-time and part-time certificated employees under contract, including department chairpersons and lead teachers, and excluding casual (substitutes) and certificated management personnel designated by the Board of Education. The Association agrees that this represents the appropriate unit. The District agrees to meet and confer with the Association, upon request, with respect to the inclusion/exclusion from the bargaining unit of any new or changed teaching position created during the life of this agreement.

ARTICLE III DEFINITIONS

- A. "Unit member" means any employee who is in the unit as recognized and therefore covered by the terms and provisions of this Agreement.
- B. "Immediate supervisor" means the manager who has primary management responsibility for the unit member.
- C. "Immediate family" means the unit member's spouse, the mother, mother-in-law, father, father-in-law, sister, brother, grandmother, grandfather, grandchild, son, son-in-law, daughter, daughter-in-law of the unit member or spouse; and any relative of the unit member or spouse living in the immediate household of the unit member.
- D. A "day" is a day in which the central administrative office of the District is open for business.
- E. "Service day" means professional day during which the unit member is required to be in attendance.
- F. "Instructional day" means the amount of time each day classes are to be held, unless otherwise provided for in this Agreement.
- G. "School year" means the contractual school year.
- H. "Per diem rate of pay" means the unit member's annual salary divided by the number of service days in the school year.

- I. "Length of service" of a unit member shall be as defined in Section 44845 of the California Education Code.
- J. "Released time" means the time that a unit member is released from regular duties in order to perform District-approved activities as provided for in this Agreement.
- K. "Professional Growth Committee" is a committee comprised of equal representation of administrators and unit members chosen by the Association and convening each year for the purpose of specifying requirements and procedures for unit members to gain salary credit towards column advancement.

ARTICLE IV NEGOTIATION PROCEDURES

- A. The District and the Association shall meet to begin negotiations on a successor agreement thirty (30) days after the Association submits its initial proposal.
- B. The District and the Association may discharge negotiation procedures through authorized officers, consultants, representatives, or committees.
- C. The District agrees to release up to five (5) unit members from classroom duties (without loss of compensation or individual leave time) to participate in negotiations.
- D. Negotiations shall take place at mutually agreed upon times and places.
- E. The District will provide for the Association estimates of the beginning balance for the following fiscal year, estimates of total income delineating as necessary restricted funds not available for salary increases, proposed expenditures by intermediate object accounts, and proposed expenditures for programs defined in the California School Accounting Manual as those that must be reported to the Bureau of School Apportionments and Reports. The District will provide the most recent estimates of this information to the Association quarterly. The District will also provide to the Association a copy of any fiscal information relating to the general fund that is used as the basis for discussion or reports at public meetings. The District will further provide two (2) copies of all Board agendas and back-up materials relating to agenda items, exclusive of executive session materials. All requested information will be provided to the Association within a reasonable amount of time.
- F. It is agreed and understood that during the period of renegotiation, this entire contract shall remain in full force and effect and that no part of the contract shall be changed until there is mutual agreement signed by both parties.

ARTICLE V NON-DISCRIMINATION

- A. The District and the Association recognize the right of a unit member to form, join, and participate in employee organizations.
- B. The District shall not illegally discriminate against any unit member on the basis of race, color, creed, national origin, sex, political affiliation, marital status, physical handicap, gender identification, sexual orientation, membership in an employee organization or participation in the activities of an employee organization.

**ARTICLE VI
RIGHTS AND PRIVILEGES OF THE ASSOCIATION**

- A. The Association shall have access to sites for conducting business when it does not interfere with the instructional program and may enjoy the privileges afforded under the Board of Education policy on use of facilities. The Association may hold such meetings without non-unit members being present as determined by the Association.
- B. The Association shall have the right to post notices of reasonable activities and matters of Association concern on a bulletin board in each school in the District. The Association shall have reasonable use of the Intra-District mail service, District email and other electronic communication methods used by the District and unit member's mailboxes for communication to unit members. All communications shall be signed by an authorized representative of the Association.
- C. Authorized representatives of the Association shall be permitted to transact official Association business on school property at reasonable times, provided that there shall be no interruption or interference with regular education activities. Upon arriving at a school site, Association representatives shall first report to the office of the site administrator.
- D. The latest revised Placentia-Yorba Linda Unified School District Policies, Rules, and Bylaws manuals shall be available at each site. The California Education Code shall be available, and the District Office shall provide copies of specific Education Code provisions upon request of the Association and/or unit member. Both documents shall be made accessible to individual unit members.
- E. The Association Faculty Representative, upon request, shall be granted a minimum of five minutes during regular faculty meetings to announce the agenda for upcoming Association business.
- F. The Association president shall be granted a leave of at least one-half (1/2) of each service day during the term of office. A schedule will be mutually agreed upon by the President and Superintendent or designee prior to the beginning of the school year.
- G. Each bargaining unit member shall have electronic access to the bargaining agreement within forty-five (45) days after ratification by both parties. The District shall deliver five (5) hard copies of the contract to each school site and the Association shall be delivered 150 hard copies of the contract to the Association's office. Hard copies will be provided to unit members who make a written request within ten (10) days of receiving the request.
- H. Unit members who participate in the production of tapes, publications, books, or educational material produced during unpaid time shall retain residual rights should they be copyrighted or sold by the District.

**ARTICLE VII
PERSONNEL FILES**

- A. "Personnel file" means the file supervised and maintained by the manager of Certificated Personnel Services at the District's central office.
- B. Personnel files and copies of items in the personnel files will be released for examination only upon written authorization of the unit member, unless otherwise specified in this Article.

- C. Access to the unit members' personnel file without specific written authorization will be limited to District personnel authorized by the manager of Certificated Personnel Services for use in identified employment matters.
- D. The unit member shall have access to his/her personnel file and may have a representative present when the file is inspected by the unit member.
- E. Information of a derogatory nature will not be entered or filed into the unit member's file until the unit member is given a copy and has an opportunity to review and comment thereon. The unit member has the right to attach a dated and signed response.
- F. The person(s) who directs placement of material in a unit member's personnel file will sign, state their position in authority, and date the material to be filed.
- G. The procedures for the maintenance of the confidentiality of personnel files by the manager of Certificated Personnel Services shall include a dated log which shall be available to the unit member for inspection and copying.
- H. The personnel files are the property of the District and all the contents of these files will be kept in the strictest confidence.
- I. The home addresses and home telephone numbers of employees of the school district shall not be deemed to be public records and shall not be open to public inspection, except that disclosure of that information may be made pursuant to Government Code Section 6254.3.

ARTICLE VIII GRIEVANCES

- A. Definitions
 - 1. A "grievance" is a claim by a unit member(s) that there has been a violation, misinterpretation, or misapplication of the provisions of this Agreement, which directly affects the grievant(s).
 - 2. A "grievant" is a unit member(s) who files a grievance. A "grievant" may also be the Association.
- B. Time limits shall be met unless changes are mutually agreed upon between the grievant and the District.
- C. Informal level
 - 1. Before filing a written grievance, the grievant and immediate supervisor shall attempt to resolve any alleged violation by informal conference.
 - 2. If resolution is not reached with the immediate supervisor, the grievant shall meet with the Superintendent or designee to try to resolve the alleged violation.
- D. Formal level
 - 1. Level I
 - a. Any grievance must be presented to the grievant's immediate supervisor within five (5) days from the date of the last informal conference. No grievance shall be processed concerning any action or event which occurred more than forty-five (45) instructional days prior to the filing of the formal written grievance. In the event that the grievance occurs within forty-five (45) instructional days of the close of school, the time line will be extended to October 1 of the next school year.

- b. This statement shall be a clear, concise statement of the grievance, the facts on which it is based, the date of the grievance, the specific section(s) of the Agreement allegedly violated, and the specific remedy requested. A copy of this grievance shall be sent to the immediate supervisor and the Association president.
- c. The immediate supervisor shall communicate a decision to the unit member in writing within five (5) days after receiving the grievance. If the immediate supervisor does not respond within the time limit, the grievant may appeal to the next level.
- d. Within the above time limit, the grievant or the immediate supervisor may request a personal conference with the other party.

2. Level II

- a. In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision to the Superintendent or designee within five (5) days.
- b. This appeal should include a copy of the original grievance, and the results of attempts to resolve the grievance at Level I, and a clear, concise statement of all the reasons for the appeal. A copy of this appeal shall be sent to the immediate supervisor and the Association president.
- c. The Superintendent shall communicate a written decision with five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the time limits. If the Superintendent does not respond within the time limit, the grievant may appeal to the next level.

3. Level III

- a. In the event the grievant is not satisfied with the disposition of the grievance at Level II, the grievant may, within five (5) days following, submit a written request to the Association that the Association submit the grievance to mediation. The Association, by written notice to the Superintendent or designee within five (5) days after receipt of the grievant's request, may submit the grievance to mediation. The parties shall submit to the California State Conciliation Service a written request for immediate services of a mediator. The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process by providing a written response. The fees and expenses, if any, of the mediator shall be equally shared by the District and the Association. All other expenses, except for reasonable released time of the grievant and his/her representative, shall be borne by the party incurring them and neither party shall be responsible for the expense of the witnesses called by the other, except for released time as provided by the law.
- b. At the outset of this process, the mediator shall schedule and hold a conference at which time the parties to the grievance shall submit to the mediator copies of all documents completed in conformance with the requirements at each previous grievance step. In addition, the grievant shall submit to the mediator and the District a clear, concise, written statement of the reasons for his/her appeal to the mediation process and the remedies sought.

- c. If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties of the grievance shall sign a written statement to that effect and thus waive the right of either party to any further appeal of the grievance.
- d. If the Association and the District reach agreement at Level III mediation, said agreement shall be final and binding upon all parties to the grievance.
- e. The District and the Association have agreed that this step (mediation) may be waived by mutual written agreement of the District and the grievant. If no satisfactory settlement is reached within five (5) teacher workdays following the receipt of the written response with the mediator, either party may appeal the grievance to the next step (arbitration).
- F The written opinions and conclusions of the mediator are to be given serious consideration as an acceptable resolution to the dispute, but they may be rejected by either party by writing to the other stating the reasons for the rejection. In the event of rejection by either party, the parties agree the mediator's suggested resolution may not be offered as evidence in any subsequent arbitration.

4. Level IV

- a. In the event the grievant is not satisfied with the decision at Level III, the grievant may within five (5) days submit a request in writing to the Association for arbitration of the dispute. The Association may then, by written notice within fifteen (15) days, submit a grievance for binding arbitration. A copy of this notice shall be sent to the Superintendent.
- b. After the District receives a copy of the request for binding arbitration, the Association and the District shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a panel of five (5) names of persons experienced in hearing grievances in public schools. Each party shall delete a name until only one name remains. The remaining panel member shall be the arbitrator. The order of the deletion shall be determined by lot.
- c. The arbitrator may hear and determine only one grievance at a time unless the District and the Association expressly agree otherwise. However, both parties will endeavor to handle in good faith and in an expeditious and convenient manner those cases which involve similar facts and issues.
- d. The arbitrator shall hear evidence and render a decision on the issue or issues submitted to the arbitrator. If the District and grievant cannot agree upon a submission agreement, the arbitrator shall refer to the written grievance and the answers thereto at each step.
- e. The fees and expenses of the arbitrator and the hearing shall be borne equally by the District and the Association. All other expenses shall be borne by the party incurring them.
- f. The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement.
- g. After a hearing and after both District and grievant have had an opportunity to make written arguments, the arbitrator shall submit in writing to all parties the findings and recommendations which shall be binding to the parties.

E. General Provisions

1. No reprisals will be taken by any party involved in the grievance procedure by reason of such participation.
2. Grievance records will be kept in a separate grievance file in the office of Personnel Services.
3. Released time when necessary will be provided by the District for the grievant and/or representative to participate in the grievance procedure.
4. The grievant is entitled to Association representation at each step of the grievance procedure.
5. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this article by the end of the school year, and if leaving it unresolved until the beginning of the following school year could result in harm to the grievant, the time limits will be reduced in an attempt to resolve the grievance before the end of the school year.
6. In the event an alleged violation, misinterpretation, or misapplication affects more than one unit member in a similar manner, the Association may process such a grievance on behalf of these individuals beyond the informal level.
 - a. At Level I of the formal level, the Association will provide verification from all involved unit members that they are a party to the grievance.
 - b. If the grievance is resolved to the satisfaction of any grievant, that individual will so notify the District and the Association in writing. Said individual shall no longer be a party to the grievance.
 - c. The Association shall not continue the grievance beyond the level at which all the grievants agree a satisfactory resolution has been reached.
7. In the event the Association is the grievant, the grievance shall be initiated at the Superintendent or designee level of the informal and formal.

**ARTICLE IX
ASSOCIATION DUES AND PAYROLL DEDUCTIONS**

- A. Unit members who request payroll deductions shall sign and deliver to the District an assignment authorizing deductions of Association dues and fees. Such assignment shall continue in effect unless revoked in writing during the period between June 30 and July 30 at the expiration of this agreement. Pursuant to such authorization, the District shall deduct one-tenth of such annual fees from the regular salary check of the unit member each month for ten (10) months of each year. Deduction changes and new members' authorizations shall be delivered to the District by September 10.
- B. Deductions for unit members who sign authorizations after September 10 shall be made according to the Association's prepared schedule.
- C. Pursuant to authorization of the unit member, the District agrees to remit the monies to the Association monthly, accompanied by an alphabetical list of the unit members for whom deductions have been made. Changes to the list will be given to the Association as available no less than on a quarterly basis.
- D. The Association agrees to furnish information needed by the District to fulfill the provisions of this Article.

- E. The Association agrees to reimburse directly to the unit member any amount improperly deducted by the District under Sections A through D.
- F. Upon appropriate written authorization from the unit member, the District shall deduct the authorized sum from the salary of any unit member and make appropriate remittance for annuities, credit union, savings bonds, charitable donations or any other plans or programs mutually approved by the Association and the District.
- G. The Association shall be notified by the District of possible rate changes in payroll-deducted plans and programs within ten (10) service days after the information is received by the District. Unit member shall be notified by the District of rate changes in payroll-deducted plans and programs no less than thirty (30) days prior to implementation by the District. If a unit member does not want to participate in the affected program(s), unit member must notify the payroll department in writing before the next tenth of the month or the increased deduction will be made automatically.
- H. Agency Fee/Fair Share
 - 1. Unit members must, as a condition of continued employment, choose, either: to become a member of the Association; or, to pay to the Association a fee for representation services; or, to refrain from either of the above courses of action upon the grounds set forth in section c below.
 - a. Unit members who elect to become Association members shall maintain membership for the duration of the agreement pursuant to Government Code 3540.1(i).
 - b. Unit members who elect to pay to the Association (fee payer) a service fee shall pay to the Association a fee in an amount equal to unified membership dues and general assessments. No portion of this service fee shall be used for political purposes. Moreover, the Association shall comply with all PERB regulations and the Hudson decision.
 - c. A unit member is exempt from the requirements of a service fee as a condition of employment if such a unit member is a member of a bona fide religious body whose traditional tenets of teachings include objections to joining or financially supporting employee organizations as defined by Government Code 3540.1 (d). Such an exempt member shall, as an alternative to payment of a service fee to the Association, pay an amount equivalent to the representation fee to one of the following charitable funds exempt from taxation under section 501 (c) (3) of Title 26 of the Internal Revenue Code:
 - (1) United Way
 - (2) Placentia Boys' and Girls' Club
 - 2. New unit members hired by the District shall, within thirty (30) days from the date they commence their assigned duties, either become members of the Association or pay to the Association a service fee in an amount equal to unified membership dues and general assessments. Payments of such fees shall be paid either by monthly payroll deductions or by cash payment directly to the Association in one lump sum within thirty (30) days of the effective date of employment on or before October 1. In the event that an employee shall not pay such fee directly to the Association, the Association shall notify the District of said failure to pay, and the District shall begin automatic payroll deductions as provided for in California Education Code Section 45061. There shall be no charge to the Association for mandatory service

fee deductions. As a condition of continuous exemption, unit members electing exemption (section 1.c. above) shall provide proof of payment and written statement of objection along with verifiable evidence of membership in a religious body specified in section 1. (c) above. Proof of payment shall be in the form of receipt and/or canceled checks indicating the amount paid, date of payment and to whom payment in lieu of the service fee has been made.

3. The District shall not make service fee deductions for unit members who are in unpaid status, but shall deduct a pro rata share of the service fee for part-time new unit members who have not become members of the Association.
4. The District agrees to promptly remit all dues or service fees to the Association along with the alphabetical list of the employees for whom such deductions have been made, categorizing them as to members or non-members of the Association, and indicating any change in personnel from the list previously furnished.
5. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
6. The Association agrees to indemnify and hold the District harmless regarding any legal claim arising out of this agency fee provisions subject to the following:
 - a. The Association agrees to pay to the District all reasonable legal costs incurred in defending against any court action and/or administrative action before PERB challenging the legality or constitutionality of the organizational security provisions of this Agreement, or their implementation.
 - b. The Association shall indemnify the District for any judgment for damages or other liability incurred as a result of an action brought and sustained under 6 a. of this Article.
 - c. The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to in this Agreement shall not be compromised, resisted, defended or appealed.

ARTICLE X LEAVES AND ABSENCES

A. Notification of Absence

1. The unit member is responsible for notifying the District of absences due to illness or any other cause no later than 6:30 A.M. of the morning of absence by contacting the District's on-line substitute system. Unit members assigned to school sites that have instructional days which begin prior to 8:00 A.M. must notify the District of absences no later than 6:00 A.M.
2. The unit member must inform the assigned school or work site no later than 2:00 p.m. if he/she will not be returning on the following day as previously scheduled on the substitute calling system.

B. Definition of Paid and Unpaid Leaves

1. Paid leave of absence" means a unit member will be entitled to:
 - a. Receive wages and fringe benefits including insurance and retirement benefits
 - b. The same right to a position in the District as if the leave had not been taken
 - c. Receive credit for applicable annual salary increments during the leave.

2. "Unpaid leave of absence" means a unit member will be entitled to:
 - a. Retain the right of employment
 - b. The same right to a position in the District as if the leave had not been taken
 - c. Retain membership in the fringe benefit programs at the unit member's expense unless otherwise provided for in this Agreement.

C. Paid Leaves

1. Sick Leave

- a. The unit member employed full-time five (5) days a week shall be entitled to ten (10) days annual leave of absence with full pay for illness, injury and medical check-up and sick leave use for family members.
- b. A unit member shall have the right to utilize sick leave provided for in this Agreement for absences necessitated by pregnancy, miscarriage, adoption, childbirth and recovery there from when a statement from the unit member's physician indicates inability to perform assigned duties.
- c. Unused sick leave shall accrue from school year to school year.
- d. Each absence for which a substitute is secured will be chargeable at no less than one-half (1/2) day.
- e. The unit member serving less than a full school year and the unit member employed on less than a full-time basis shall be entitled to sick leave in proportion to the time served in relation to a school year of full term service under contract.
- f. The District may require a medical statement for any absence due to personal illness or injury that exceeds three (3) days. In the case where a unit member is aware of possible absence of twenty (20) service days or more, the unit member shall notify the site manager of the situation and provide the manager of Certificated Personnel Services with a statement from a physician confirming the illness or injury, and an estimate of the anticipated term of absence. Prior to the member's return to regular assignment, a statement from the physician verifying that the unit member can return to the regular assignment without detriment to health must be submitted to the manager of Certificated Personnel Services.
- g. When the unit member is absent from duties because of illness or injury, whether or not the absence arises out of or during the course of employment of the unit member, the amount deducted from the salary due for any month in which the absence occurs shall not exceed the sum which is actually paid the substitute employed to fill the position during the unit member's absence or, if no substitute employee was employed the amount which would have been paid to the substitute had one been employed. Differential pay shall not exceed one-hundred (100) service days. The unit member shall receive a copy of the salary differential computation based on the per diem rate of pay. Said one-hundred (100) service days shall commence on the first service day following exhaustion of accrued sick leave.
- h. The unit member who has served one (1) full year in the public schools in California within the twelve (12) month period just previous to employment in the District may transfer all accumulated sick leave verified by the former district.

- i. No later than December 1 of each year, the District will provide the unit member a written statement of:
 - (1) Accrued sick leave total, and
 - (2) Sick leave entitlement for the school year.
- j. The unit member will be responsible for providing plans and necessary information and materials for a substitute which will enable a substitute to conduct the classes for the day(s) the unit member is absent.
- k. Any unit member who uses zero (0) sick days for any reason or purpose during a school year except for an established religious holiday requiring unit member observance will receive two (2) additional sick days credit for the following year. A unit member who uses one (1) day of sick leave during a school year except for an established religious holiday requiring unit member observance will receive one (1) additional sick day credit for the following year.
- l.
 - (1) A unit member may use up to five (5) sick days of sick leave during a school year to care for an ill child, parent or spouse. This may be used for any illness and is separate from Family Medical Leave or Personal Necessity. Unused sick leave days cannot be carried over to the next year for this purpose.
 - (2) Verification of eligibility to use this leave shall be the same as for personal illness.
 - (3) Sick leave for care of family members shall be specific as a separate leave for payroll tracking purposes. This will require an employee to indicate the family member's relationship in order to be eligible for this leave.
- 2. Industrial Injury and Illness Leave
 - a. Unit members shall be allowed Workers' Compensation leave for an injury or illness sustained during the course and scope of employment.
 - b. Unit members who sustain an on-the-job injury or illness shall be eligible for a maximum of sixty (60) service days paid leave in any one fiscal year. This leave shall not be accumulated from year to year. Workers' Compensation leave shall commence on the first day of absence due to the industrial injury or illness.
 - c. When an injury or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year, in which the worker injury or illness occurred, for the same injury or illness.
 - d. The District Workers' Compensation Program shall be conducted in accordance with State Law and the cost of medical care necessitated by injury or illness sustained during the course and scope of employment will be paid directly to the attending physician upon application to the District's self-insurance administrator.
 - e. To insure that adequate medical attention is received and to insure that timely application is made to the District's self-insurance administrator, the unit member who sustains an injury shall report the incident to the immediate supervisor within twenty-four (24) hours or as soon as is possible.

- f. Treatment according to the severity of injury will be provided by the District-designated physician and/or hospital. If, for geographic or personal inconvenience, the designated medical facilities or physicians are not utilized, the unit member shall notify the Personnel Office as soon as possible and make certain that the chosen treating physician or facility reports to the District's self-insurance administrator after treating the patient. It is understood that no claim can be paid until a claim and report is made by the attending physician.
- g. The unit member shall provide the manager of Certificated Personnel Services with a statement from the attending physician confirming the industrial illness or injury, the prognosis, and an estimate of the anticipated term of absence.
- h. The unit member shall secure a medical release and give it to the immediate supervisor before being permitted to return to work.
- i. The District may require that a unit member secure release from District-designated medical authority before being permitted to return to work. The Association will be notified of anticipated changes in the medical authority designated by the District prior to the change actually taking place.

3. Bereavement Leave

The unit member will be entitled to three (3) service days of released time for bereavement leave for the death of any member of the immediate family. An additional two (2) service days will be granted by the District in the event that travel is in excess of 300 miles one way. No deduction shall be made from the salary of such a unit member nor shall such leave be deducted from leave granted by other sections of this Agreement. The Superintendent may extend the number of days of leave due to emergency situations. Said days of extension for emergency shall be deducted from a unit member's personal necessity leave.

4. Absences for Judicial and Official Court Appearance

- a. Jury Duty a unit member shall be entitled to paid leave as required by law for required jury duty. Exclusive of mileage allowance, all monies paid to the unit member for jury duty shall be returned to the District's general fund.
- b. Official Court Appearances
A unit member who is called for official court appearances (other than as a litigant) by a governmental jurisdiction shall receive leave with pay. All monies received by a unit member from witness fees shall be returned to the District's general fund.
- c. Verification of (a) and (b) must be submitted to the site manager and the reason for absence noted on the Time Exception Report when the unit member returns to work.

5. Sabbatical Leave

- a. Eligibility
The unit member will become eligible for a one or two semester sabbatical leave after seven (7) years of service in the District. If sabbatical leaves are granted, the total number of unit members on sabbatical leave per year shall not be more than one (1) percent of the total membership of the unit.

- b. Conditions
 - (1) The leave shall be for the purpose of study and/or travel which is of benefit to the District and the unit member.
 - (2) Candidates for leave shall submit an outline of plans by February 1, prior to the beginning of the school year the leave is desired, to the site manager for referral to the manager of Certificated Personnel Services and to the District Sabbatical Leave Committee who will review and report to the superintendent. The Superintendent will then make his recommendation to the Board of Education.
 - (3) The unit member accepting leave agrees to remain with the District at least two (2) years following leave or the compensation for leave shall be refunded to the District.
 - (4) Preference for sabbatical leave will be given on the basis of merit of the proposed leave and length of service of the applicant.
 - (5) Rate of compensation for leave shall be one-half (1/2) of the unit member's annual salary for the duration of the leave.
 - (6) The cost for fringe benefits for the unit member on sabbatical leave will be paid by the District.

6. Personal Necessity Leave

- a. Leave which is credited under Article X, Section C.1. may be used, at the member's election, for purposes of personal necessity provided that the use of such personal necessity leave does not exceed ten (10) days in any school year. Such leave shall be deducted from accrued sick leave.
- b. For purposes of this provision, personal necessity leave shall be limited to:
 - (1) Death or serious illness of a member of a unit member's immediate family or for the death of a close relative such as an aunt, uncle, niece or nephew
 - (2) Imminent danger to the property of unit member, occasioned by a factor such as flood, fire, or natural disaster
 - (3) Religious holidays particular to the unit members' faith
 - (4) Additional days necessary to meet an established mourning requirement of the unit member's faith
 - (5) All ten (10) days of personal necessity leave may be used for reasons of compelling personal importance. The nature of the compelling personal importance need not be disclosed.
- c. Personal necessity leave will not be granted for purposes of
 - (1) Employee organization business or activity
 - (2) Work stoppage, work slow down, or strike
 - (3) Activities which could normally be attended to outside the service day
 - (4) Recreational activities.
- d. If possible, the unit member shall give advance notification for personal necessity leave to the site manager.
- e. For the purpose of this provision, the unit member shall identify on the time exception report that the personal necessity is being used in accordance with Sections 6.b. and 6c of this article.

- f. The unit member is responsible for notifying the District substitute caller of intention to take personal necessity leave.
 - 7. Parental Leave
 - 1. The District will provide unit members with all parental, child bonding and maternity leave as provided in State and Federal law.
 - 2. In addition to the leaves stated above, up to ten (10) days paid leave will be granted the unit member for parenthood or adoption of a minor. Such leave shall be deducted from accrued sick leave.
- D. Unpaid Leaves
 - 1. Maternity Leave
 - a. The District will provide for unpaid leave of absence from duty for the unit member who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the leave shall commence and the date on which the unit member shall resume duties, shall be determined by the unit member and her physician in conjunction with the District.
 - b. In the event of stillbirth or miscarriage, the unit member desiring to terminate leave shall be reinstated on the date authorized by the attending physician or other licensed health advisor and agree upon by the District and the unit member.
 - 2. Other Unpaid Leaves

The District may at its discretion grant the following, but not limited to, unpaid leaves:

 - a. Personal illness
 - b. Personal reasons
 - c. Child rearing
 - d. Study leave
 - e. Extended personal leave
 - (1) Granting of extended personal leave, with medical and life insurance benefits for the unit member continued at the District's expense, shall be subject to the following criteria:
 - (a) The leave shall be for a minimum of one (1) year.
 - (b) The unit member shall be at or beyond the fifth step of any column of the salary schedule at the time of the request
 - (c) No later than the last teacher workday in the year prior to the leave of absence the unit member shall make a written request to the superintendent for recommendation to the Board of Education.
 - (d) It is to the mutual advantage of the District and the unit member to permit such leave.
- E. Unit members on Board-approved leaves (paid or unpaid) which extend through the end of the school year must notify the District no later than April 1 of their intent to return for the next school year.

- F. **Fringe Benefit Continuance**
A unit member preparing for a leave of absence or retirement, and unit member being terminated may be eligible to purchase fringe benefits at his/her own expense as provided by COBRA legislation. The cost for such benefits shall be the same as outlined in Article XIV, Section H plus any administrative fee as authorized by the COBRA legislation.
- G. The District and the Association acknowledge the rights of a unit member under the Family Rights Acts of 1991 as defined in Government Code Section 12945.2.
- H. Unit members shall be entitled to any military leave provide by law and shall return with all rights and privileges granted by law arising out of the exercise of military leave.
- I. Abuse of the provisions of this article may result in disciplinary action.

ARTICLE XI CLASS SIZE

Beginning with the 2020-21 school year, the Association and the District shall work jointly to explore means to fund a reduction of class size across the district by a minimum of five (5) students per class.

- A. **Actual class size shall be expressed as the following maximums:**
The “maximum” number recognizes that scheduling, facilities and growth patterns may affect class size. It is agreed upon by both parties that the mainstreaming of elementary special day class students increases the workload of the elementary general education teacher. With that understanding, the parties agree that elementary SDC teachers of elementary mainstreamed students will be responsible for the grading, curriculum development, parent contact, and behavior modification support of the mainstreamed students. In addition, any elementary general education teacher that goes over their assigned maximum number TK (30), K-3 (32) or 4-6 (36) on a daily basis due to mainstreaming and does not have either instructional aide support or additional teacher support during the period of time the students are mainstreamed shall be provided relief as per section XI (C).

The Class Size Maximums stated below affirm the parties’ specific agreement as it pertains to Article XI of the Collective Bargaining Agreement covering the period of 2017-2020. The parties hereby agree that this agreement constitutes a “collectively bargained alternative average class enrollment for each school site” in grades TK through 3 in accordance with California Education code section 42238.02 (d) (3) (D).

If at any time the District learns that compliance with the foregoing contractual provisions will likely result in penalties which would reduce or eliminate the additional funding grant for K-3 CSR under LCFF, the parties agree to meet and negotiate to discuss and implement a mutually agreed upon solution. The District and the Association are in agreement that lowering class size is a high priority and agree to annually revisit this issue in line with the overall district budget.

	<u>Maximum</u>
<u>Elementary</u>	
Transitional Kindergarten	30
Kindergarten	32
Grades 1-3	32
Grades 4-6	36
<u>Secondary</u>	
English	38
Social Science	38
General Education	38
Mathematics	38
* Science	38
Foreign Language	38
Business	39
* Drafting	39
Music	39
Homemaking (General)	39
* Keyboarding	38
* Industrial Arts	33
* Vocational Shops	33
* Fine Art	33
* Homemaking (Lab)	33
Physical Education	50
Continuation School	20

* Class size should be appropriate for number of workstations available.

B. The District maximum class sizes for specialists shall be as follows:

	<u>Maximum</u>
<u>Elementary</u>	
Music	70
P.E.	K=64
(with accommodations given pursuant to	1-3=96
Section C(2)(a)	4-6=108
<u>Middle School</u>	
Remedial Reading	25
<u>High School</u>	
Remedial Reading	32
Librarians	One (1) for every high school site above 1000 students
<u>District-wide</u>	
Nurses	Each nurse will be responsible for no more than 2400 students

- Special Education Class size will be differentiated on the basis of the following:
1. Range of handicaps and extent of need for individual instruction.
 2. Ages of individuals and severity of handicaps.
 3. Staff competencies and number of special education staff at one site.
 4. Amount of time individuals in a special class participate in regular classes.
 5. Scarcity or density of population.
 6. No caseload/class size will exceed Education Code maximums.
 7. The District and Association shall jointly monitor caseloads to insure equitability.
 8. Any caseload/class size that is deemed excessive by a specialist may be appealed for review to the Director of Pupil Services.

C. If maximums are exceeded beyond any continuous two-week period, except for the first twelve school days, means shall be sought to provide relief by:

1. A reduction in class size
2. A mutual agreement to one or more of, but not limited to, the following:
 - a. Additional instructional aide time
 - b. Release from selected adjunct duties
 - c. Release from selected site duties
 - d. Additional released time for classroom preparation
 - e. Clerical assistance
 - f. Reduction of class size in other sections taught.
3. Agreement reached on the above items shall not be in conflict with other sections of this contract.

D. Every effort shall be made to ensure equity of class load among unit members with comparable assignments.

E. A unit member and site manager may agree to increase class size above the stated maximum at the unit member's option.

F. Full Inclusion Students

Special consideration will be given a unit member when a student requires special services unfamiliar to the regular education teacher. Such consideration will be dictated by the particular accommodation necessitated by the handicapping condition of the student and may include:

1. As much advance notification of placement as possible
2. The District will solicit volunteers for classroom placement when appropriate
3. In-service training for affected staff will be provided as needed
4. Other relief will be provided as mutually agreed upon by:
 - a. A reduction in class size
 - b. A mutual agreement to one or more of, but not limited to, the following:
 - (1) Additional instructional aide time
 - (2) Release from selected adjunct duties

- (3) Release from selected site duties
- (4) Additional released time for classroom preparation
- (5) Clerical assistance
- (6) Reduction of class size in other sections taught.
- c. Agreement reached on the above items shall not be in conflict with other sections of this contract.

G. Combination Classes

- 1. Special consideration will be given to a unit member who is assigned an elementary combination class, or at the secondary level assigned to teach more than one course in the same period, exclusive of special programs. Such consideration will be dictated by the particular accommodation necessitated by the assigned class and may include those provisions as itemized in section F of this article.
- 2. A unit member who is assigned an elementary combination class, exclusive of special programs, shall receive 10 full days or 20 half days of release time per year to be taken at a time mutually agreed to between the teacher and the site administrator for classroom preparation, assessment or individual and/or group instruction. The unit member may not take more than two (2) full consecutive days or more than three (3) full days in any one month. Unit members will have the option of working at the school site or at the Professional Development Academy. In addition, a provision will be made for up to 60 minutes per week of protected time for single grade instruction, at the option of the unit member. The unit member has the option to receive the current substitute teacher pay rather than one day per month of release time. The District shall provide on-going year-long classroom support for any 5/6 combo classes.
- 3. Every effort shall be made to assign combination classes on an equitable basis within a school site.

ARTICLE XII TRANSFERS

A. Definitions

- 1. "Transfer" is a change in site.
- 2. "Site" is any administrative unit supervised by an immediate supervisor.
- 3. A vacancy exists when an opening is created and/or is not to be filled by a temporary employee, a reassignment, or by the assignment of a management employee.

B. The District shall give first consideration to all unit member applicants before hiring an applicant from outside the District to fill a vacancy.

C. Posting of Vacancies

- 1. Notice of vacancies which occur during the school year shall be sent to each school for posting on the bulletin board and mailed to the Association office within one (1) service day after being posted in the District's central office.

2. The District shall inform interested unit members regarding vacancies at times other than during the school year by means of the District recording device and posting in the personnel office. Upon request, the District shall mail a copy of the vacancy notice to the unit member.
3. No vacancy shall be filled until the deadline for application has expired, which shall be no less than six (6) days following posting in the District's central office.

D. Unit Member-initiated Transfers

1. A unit member may request a transfer to take effect during the school year or at the beginning of the next school year.
2. The unit member desiring transfer shall submit a request for transfer to the manager of Certificated Personnel Services. The request shall include the unit member's qualifications and preferences as to assignment(s) and school(s).
3. Requests for transfers that are not acted upon by the District on or before October 1 will become inactive and returned to the unit member.
4. The District shall select the applicant who possesses the best qualifications for the position as measured by training, education and experience. The qualifications to be considered shall be the same as for District-initiated transfers as described in Section E of this article. If substantially equal qualifications exist between two or more applicants, the applicant with greater seniority with the District shall be transferred.
5. Unit-member initiated transfer request must be submitted to the Personnel Office by April 1st to receive first consideration for the next school year.
6. A transfer request may be rescinded by the unit member at any time prior to the transfer being acted upon by the District.
7. When a transfer is denied, upon request of the unit member, the specific reasons for the denial will be provided. The unit member may then confer with the manager of Certificated Personnel Services to discuss the matter.
8. Full time unit members with six (6) or more years in a special education assignment shall be assigned, upon request, to a regular classroom assignment for at least two years if a credentialed replacement can be found and there is a vacancy for which the unit member is fully credentialed and to which another bargaining unit member is not entitled under this article. After two years in the regular education assignment, the unit member may at the District's option be reassigned to a special education assignment designated by the District.

E. District-initiated Transfers

1. The qualifications, in order, shall be considered when making District-initiated transfers:
 - a. Length of service in the District
 - b. Appropriate credential
 - c. Major/minor field of study
 - d. Previous experience in the grade/subject area
 - e. Demonstrated skills in areas which are adjunct to the regular assignment
 - f. Creating a staff based upon needs and specialized skills or individual capabilities
 - g. Specialized teaching methods such as team teaching or shared assignments
2. If substantially equal qualifications exist between two or more candidates for a District-initiated transfer, the unit member at the site who has the least seniority in the District shall be transferred first.

3. When a school is closed, the unit member-initiated transfer of those displaced will be given priority consideration for placement into known vacancies. Unit members not so placed will be transferred using the District-initiated transfer procedure.
4. When a school is overstaffed to the extent that the number of unit members must be reduced, volunteers shall be transferred first. If there are no volunteers the transfer shall be processed as a District-initiated transfer.
5. When a new school is opened, vacancies will be filled by unit member initiated transfers before District-initiated transfers are implemented.
6. The District may initiate a transfer when it has been determined by the immediate supervisor, through the evaluation process, that a change in site would improve the unit member's performance. A transfer based on the evaluation process shall take place prior to the beginning of the ensuing school year.
7. Notwithstanding the provisions above, the District may make District-initiated transfers to provide for the rehiring of terminated unit members.
8. If a transfer is necessary to meet legal requirements or compelling curricular needs of the District, the Superintendent may make the needed transfer.
9. When District transfer of a unit member is pending, notice of a transfer will be made in writing to the unit member. Whenever possible the unit member shall be notified at least five (5) days prior to the effective date of the transfer. Reasons shall be included with this notification of transfer and verified by a letter from the manager of Certificated Personnel Services.
10. In the event of a District initiated transfer of a unit member from one site to another, the unit member shall be provided with two (2) working days or eight (8) additional hours at the non-instructional certificated hourly rate of pay at the discretion of the unit member free of student responsibilities to complete the move. Up to one additional day may be granted at the discretion of the District. A unit member may not take a combination of days and hourly pay. The unit members' supplies and materials shall be transported by the District.
11. Unit members shall have the right to trade positions for one year if both unit members are properly credentialed and agree to the trade with the approval of all principals of the schools involved and the District Personnel Office. Upon the conclusion of the year, the trade may become permanent if both unit members and both principals agree to the permanent change.
12. Unit members that receive a District initiated transfer due to an enrollment decline at the unit member's school shall have the option to return to their original school site if an opening exists before the start of classes. If an opening occurs after the start of school, the employee shall be considered for the opening upon request.
13. Unit members with fifteen (15) or more years of experience with the District shall not be involuntarily transferred if there is a unit member with less than fifteen (15) years of experience with the District that is credentialed and qualified to fill an open position and the transfer is not pursuant to items 6, 7, or 8 above or to balance staff in opening a new school or declining enrollment at a school.

F. Assignments

1. All unit members will receive their tentative site and teaching assignments by June 1 of each year.

2. At the time of hiring, new unit members will receive their tentative site and teaching assignments.
3. If, after the start of the school year, a unit member's principal classroom must be changed, the District will, when requested, provide assistance in moving the unit member's supplies and materials.
4. In the event that a unit member is reassigned after the beginning of the school year, that unit member shall be granted a reasonable amount of released time to prepare for the new assignment.
5. Unit member assignments/reassignments shall reflect fair and equitable consideration by the immediate supervisor.
6. When a unit member is reassigned or transferred to another classroom, the District shall, upon request, provide moving materials and move the unit member's boxes, materials, and other items to the unit member's new classroom. Items purchased with \$1000 teacher grants remain at the school site where the teacher was assigned when purchased.

ARTICLE XIII EVALUATION PROCEDURES

- A. The District shall use this Evaluation Procedure in a fair and equitable manner for the purpose of helping unit members improve or validate their performance.
- B. Responsible Persons
 1. The immediate supervisor and/or other management employees designated by the District shall have responsibility for the observation and evaluation of the unit member. In the case of a multiple site assignment, the unit member shall be assigned a primary evaluator with input from managers of all sites assigned.
 2. At the option of the unit member, an Association representative may take part in any meeting involved in this procedure.
- C. Definitions
 1. A "formal observation" is a written description of the unit member's performance during a mutually agreed upon time segment of no less than thirty (30) minutes and shall be scheduled during the year the unit member is to be evaluated. The formal observation shall be documented on form B.
 2. An "informal observation" is a written description of the unit member's performance during a time segment of no less than ten (10) minutes. The informal observation shall be documented on form C.
 3. An "evaluation" is a written document based on both the formal and informal observations. The evaluation shall be documented on form F.
 4. All forms to be used in the Evaluation Procedure shall be mutually agreed upon by the District and the Association and shall be attached to this agreement (Appendix A).
- D. Method of Measuring Performance
 1. Unit members will be evaluated on the basis of the California Standards for the Teaching Profession:
 - (a) Standard for engaging and supporting all students in learning
 - (b) Standard for creating and maintaining effective environments for student learning

- (c) Standard for understanding and organizing subject matter for student learning
 - (d) Standard for planning instruction and designing learning experiences for all students
 - (e) Standard for assessing student learning
 - (f) Standard for developing as a professional educator
2. The District retains the right to establish additional procedures for monitoring and documenting an individual unit member's performance, provided that such procedures are not in conflict with this agreement, are the result of a mutually identified need to improve performance, and are in keeping with the philosophy stated in Section A of this article.

E. Frequency of Evaluation All unit members shall be evaluated as follows:

- 1. Probationary unit members once a year
- 2. Permanent unit members once every two (2) years unless a program of remediation has been identified in the prior year's annual written evaluation or the performance of the unit member in the alternate year dictates that an evaluation on a more frequent basis would be beneficial. Changes in site, job description, or evaluator due to transfer or reassignment shall not affect the established evaluation cycle of the permanent unit member.
- 3. Unit members with permanent status, who have been employed for at least ten (10) years with the school district as a certificated bargaining unit member, are highly qualified, and whose previous evaluation rated the employee as meeting or exceeding standards are to be evaluated at least every five (5) years. The unit member or the evaluator may rescind this agreement at any time for the following school year, but not in the current school year.

The evaluation rating of meeting or exceeding standards refers to an overall standard rating in one of the six standards.

Except as provided in section E(3), for purpose of initial placements on the five (5) year cycle for the 2017-18 school year, all unit members shall be considered to have met the criteria of exceeding or meeting standards in their previous evaluation unless they received an unsatisfactory in one of the overall standards ratings.

Except as provided in section E(3), beginning the 2017-18 school year, unit members next evaluation cycle shall be five (5) years minus the year of their last evaluation (for example a unit member evaluated in the 2016-17 school year next evaluation will be the 2021-22 school year and a member evaluated in the 2015-16 school year next evaluation will be 2020-21 school year).

Except as provided in section E(3), changes in site, job description, or evaluator due to transfer or reassignment shall not affect the established evaluation cycle of the permanent unit member.

F. Procedures

- 1. Annual Objectives and Related Planning
 - a. Prior to October 1 of each school year, each unit member shall submit to the evaluator a minimum of one (1) and a maximum of two (2) annual objectives, at the sole discretion of the unit member, on form A in writing or via electronic means. The unit member shall submit objectives designed to provide personal professional growth of the unit member as a teacher by

receiving time and resources to focus on the area(s) of improvement identified by the unit member. The chosen area(s) of growth shall have a connection to a district, school, department or grade level goals and/or methods described in Article XIII D(1) as defined in the certificated evaluation form in the contract. The annual objective chosen by the unit member shall be approved by the District if the objective has a connection to a district, school, department or grade level goals and/or methods described in Article XIII D(1) as defined in the certificated evaluation form in the contract. If there is a dispute in determining if a connection exists, the unit member, site administrator, a manager from Human Resources and the APLE President or designee shall come together to determine the proper area of growth. Identified areas of personal professional growth shall not be used in a unit member's evaluation.

- b. By November 1 of each school year, the evaluator and the unit member shall meet to mutually agree on the unit member's annual objectives. The unit member and the site administrator shall collaborate to support the unit member's goal(s) by recommending workshops, training(s), resources, and assistance to support the unit member in meeting the annual objectives.
- c. In cases where the evaluator and the unit member are unable to agree on objectives for the year, adjudication will be made by the next superior of the evaluator after consulting with both parties.
- d. In the event that a unit member is hired or reassigned after the start of the school year, the dates for the establishment of annual objectives may be adjusted by mutual agreement between the unit member and the evaluator.
- e. When the need occurs to change the unit member's objectives during the year, a joint review of the objectives shall be made by the evaluator and the unit member to mutually agree upon the appropriate changes.
- f. Prior to the end of each year, the unit member and evaluator shall meet to discuss the annual objectives.

2. Informal Observation

- a. Periodically throughout the school year, the evaluator may conduct informal observations of the unit member's performance. The scheduling of informal observations shall be at the discretion of the evaluator.
- b. Unit members may request a conference with the evaluator after an informal observation.
- c. The unit member has the right to attach a written reaction to the observation form if so desired by the unit member.
- d. All informal observations shall be documented on form C. Contents of these documents may be used in writing the unit member's evaluation. If the contents of an observation are used to support a remediation recommendation, the observation and any written rebuttal shall be attached to the evaluation.
- e. The informal observation process shall be applied in a fair and equitable manner in keeping with the evaluation philosophy stated in Section A of this article.

3. Formal Observation and Progress Conference
 - a. All formal observations will be completed before May 1 of the school year in which the unit member is to be evaluated.
 - b. The formal observation shall be documented on form B and a copy shall be included as part of the unit member's evaluation.
 - c. Following the formal observation, the evaluator and the unit member shall review the formal observation and any material to be included in the evaluation record as a result of the formal observation.
 - d. A unit member shall be entitled to at least one (1) additional observation and progress conference, if requested.
 - e. A written record of any progress conference shall be made by the evaluator.
4. Evaluation Conference
 - a. When a "needs to improve" or "unsatisfactory" is included on the annual evaluation, a conference between the unit member and the evaluator shall be held prior to June 1 in order to review the contents of the scheduled written evaluation.
 - b. When the evaluator determines that improvement is required, specific suggestions shall be made in writing, and the evaluator shall establish a program in consultation with the unit member in order to assist the unit member in the correction of the deficiency within a specified period of time. Such assistance should include specific recommendations by the evaluator, assistance from district resources, in-service training, and may include adequate released time to visit and observe other classrooms.
 - c. The contents of the evaluation shall be based on at least one (1) formal observation and any informal observations conducted between observations.
 - d. The unit member's signature on the evaluation form acknowledges receipt and does not necessarily imply agreement with its contents.
 - e. Within ten (10) school days following the evaluation conference, the unit member may attach a written reaction to the evaluation form which will become a part of the evaluation record.
 - f. The evaluation and any responses will be sent to the manager of Certificated Personnel Services by the evaluator.
 - g. Unit members shall not participate in the evaluation of other unit members, nor can they assess the classroom performance of other unit members (this does not preclude one unit member assisting another unit member).

G. Remediation

1. In the event that a unit member's formal or informal observation indicates a need to improve skills, the unit member's evaluator shall take immediate affirmative action to assist and encourage the unit member to correct any documented deficiencies.
2. Specific suggestions shall be made in writing, and the evaluator shall establish a program, in consultation with the unit member, to assist the unit member in the correction of a deficiency. The assistance should include a timeline for correction, assistance from District resources, in-service training, and may include adequate released time to observe other classrooms or receive consultation.
3. In addition, the evaluator will support the unit member's pursuit of improvement by documenting any improvement in subsequent formal or informal observations.

4. A unit member shall not be held accountable for any documented deficiencies for which the unit member has no authority to correct.
5. Anonymous or undocumented complaints will not be included in the unit member's evaluation

H. Evaluation Procedure Timelines

1. The various procedures will be observed by the following timelines:
 - a. October 15 Annual Objectives submitted by the unit member to the evaluator
 - b. November 1 Evaluator and unit member meet to mutually agree on Annual Objectives
 - c. April 15 Formal observations completed for all probationary unit members
 - d. May 1 Formal observations completed for all permanent unit members
 - e. May 1 At least thirty (30) calendar days before the last school day a copy of the final evaluation shall be completed and given to the bargaining unit member.
 - f. June 1 Evaluation conference completed for unit members who show a "need to improve" or "unsatisfactory." PAR referral and conference due, if appropriate.
2. Evaluation conference will be completed for all other unit members on the evaluation cycle no later than five (5) days prior to the end of the teacher work year. Timelines may be modified with mutual agreement between evaluator and evaluatee.

ARTICLE XIV WAGES

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT CERTIFICATED SALARY SCHEDULE

2018-2019

7/1/2018-6/30/2019

	I BA OR EQ.	II BA + 15	III BA + 30	IV BA+45 OR MA	V BA+60 INC MA OR MA+15 OR BA+75*	
STEP						STEP
1	\$44,630	\$47,387	\$50,145	\$52,904	\$55,661	1
2	\$46,635	\$49,643	\$52,652	\$55,661	\$58,670	2
3	\$48,642	\$51,901	\$55,160	\$58,418	\$61,680	3
4	\$50,647	\$54,156	\$57,668	\$61,178	\$64,687	4
5	\$52,652	\$56,414	\$60,174	\$63,935	\$67,695	5
6	\$54,658	\$58,670	\$62,681	\$66,694	\$70,705	6
7		\$60,926	\$65,189	\$69,451	\$73,714	7
8		\$63,183	\$67,695	\$72,210	\$76,723	8
9		\$65,440	\$70,203	\$74,968	\$79,731	9
10			\$72,711	\$77,726	\$82,740	10
11			\$75,219	\$80,483	\$85,749	11
12			\$77,726	\$83,241	\$88,757	12
13			\$80,233	\$85,999	\$91,767	13
17			\$82,740	\$88,757	\$94,775	17
21			\$85,247	\$91,515	\$97,784	21
25					\$100,793	25
28					\$108,802	28

Stipend of \$1,500 for earned Doctorate from an accredited institution

To move to column V without a Master's degree, the unit member must submit a comprehensive educational plan to the Professional Growth Committee for approval.

Entrance into column I or II is limited to University Interns and out of state credential holders.

A. Provisions

1. The unit member with experience outside the district may not start above Step 6 in any column.
2. The following steps are frozen to new entries:
 - a. Step 6, Column I
 - b. Step 9, Column II
 - c. Step 17, Column II
 - d. Step 17 and 21, Column III
3. Exclusive of Column I, graduate course semester credit(s) taken prior to completion of the B.A. degree, when approved by validated college petition, are allowable for column placement.
4. Units taken for salary column advancement must meet the following criteria:
 - a. The units must have been taken in an accredited institution of higher learning or extension thereof as stated in the Accredited Institution of Postsecondary Education directory published by the American Council on Education.
 - b. Except as pre-approved by the Assistant Superintendent of Personnel Services or designee, the units must be upper division or graduate level work.
 - c. A minimum GPA of 2.8 on a 4.0 scale must be achieved on all post graduate work.
5. The Professional Growth Committee will approve individual growth plans that allow the unit member to qualify for Column V without receiving a Master's Degree.
6. It is understood by both parties that the contract requires a notice of intent to change columns for the following year to be filed by April 1 of the preceding year.
7. Final transcript verification must be in by September 15 of the given year and must be official transcript(s). Grade card or verification letter will be accepted temporarily if transcript is delayed. It is also understood the Education Code 45049C states that a certificated employee who qualified for a salary increase shall be paid the increase not later than three regular pay periods or three months after the employee files the required documentation for a salary increase.

To that end, both parties agree that a certificated employee may change columns at any time during the school year. After the employee files the proper documentation required for the salary increase and after it is verified, the employee will receive the increase in pay within two pay periods from the date of verification. Verifications will occur within three weeks from the date that required documents are received in Human Resources. Column changes will not be retroactive.
8. An anniversary step in Column IV shall be paid during the 17th year of service in the District and every year thereafter. An anniversary step in Column IV shall be paid during the 21st year of service in the District and every year thereafter.
9. An anniversary step in Column V shall be paid during the 17th year of service in the District and every year thereafter. An anniversary step in Column V shall be paid during the 21st year of service in the District and every year thereafter. An anniversary step in Column V shall be paid during the 25th year of service in the District and every year thereafter. An anniversary step in Column V shall be paid during the 30th year of service in the District and every year thereafter.

10. For the purpose of determining District anniversary steps, the unit member in Column V, after June 30, 1983, shall be given up to five (5) years of outside teaching experience previously credited in addition to the years of experience in the District.
- B. Hourly Pay
1. The hourly compensation rate for summer school classroom teaching shall be \$30.00 per hour.
 2. The compensation rate for in-service teaching shall be \$27.00 per hour.
 3. The compensation rate for all other hourly assignments shall be \$25.00 per hour.
 4. Length of service and advanced units shall not be considered in determining hourly pay except as defined in District policies and procedures.
- C. Mileage
- Approved mileage shall be paid at the I.R.S. rate.
- D. High School Department Chairperson I, II, III, and IV; Middle School and Elementary School Lead Teacher.
1. Compensation for high school chairperson
 - a. Definition of a stipend for department chairperson
 - (1) Department chairperson I - $\frac{1}{4}$ stipend $0.025 \times$ Step 1 of Column IV
 - (2) Department chairperson II - $\frac{1}{2}$ stipend $0.05 \times$ Step 1 of Column IV
 - (3) Department chairperson III - $\frac{3}{4}$ stipend $0.075 \times$ Step 1 of Column IV
 - (4) Department chairperson IV - 1 stipend $0.1 \times$ Step 1 of Column IV
 - b. Number of stipends assigned for chairpersons (1) Each high school shall receive seven (7) stipends for an enrollment of 1800 or less and eight (8) stipends for an enrollment above 1800, nine (9) stipends for an enrollment between 2000 and 2250, ten (10) stipends for an enrollment between 2250 and 2800, eleven (11) stipends for an enrollment between 2800 and 3000 and twelve (12) stipends above 3000. (2) The continuation high school shall receive two (2) stipends. (3) Each school shall receive up to three (3) days of substitute time for each stipend.
 2. Compensation for middle school lead teachers
 - a. Periods supervised by lead persons
 - (1) 6-12 periods - 0.0125 of Step 1 of Column IV
 - (2) 13 or more periods - 0.001 of Step 1 of Column IV for each period in excess of 12.
 3. Compensation for elementary school lead teachers 0.0125 of Step 1 of Column IV.
 - a. 300 student population or fraction thereof - Two (2) positions
 - b. 450 student population or fraction thereof - Three (3) positions
 - c. 600 student population or fraction thereof - Four (4) positions
 - d. 750 student population or fraction thereof - Five (5) positions
 - e. 900 student population or fraction thereof - Six (6) positions
 - f. 1050 student population or fraction thereof - Seven (7) positions
 - g. 1200 student population or fraction thereof - Eight (8) positions

E. Extra-duty

Extra duty pay shall be provided by multiplying the factor times Step I, Column III of the current Certificated Salary Schedule:

1. <u>High School Assignments</u>	<u>Factor</u>
Head Basketball	0.07
Assistant Basketball	0.06
Head Football	0.09
Assistant Football	0.065
Head Baseball	0.075
Assistant Baseball	0.055
Head Track	0.075
Assistant Track	0.055
Head Wrestling	0.07
Assistant Wrestling	0.055
Head Water Polo	0.06
Assistant Water Polo	0.05
Head Swimming	0.07
Assistant Swimming	0.05
Head Cross Country	0.06
Assistant Cross Country	0.05
Head Volleyball	0.065
Assistant Volleyball	0.05
Head Softball	0.075
Assistant Softball	0.055
Weight Training	0.05
Head Tennis	0.065
Assistant Tennis	0.05
Head Soccer	0.07
Assistant Soccer	0.05
Head Golf	0.06
Assistant Golf	0.05
Academic Coach	0.06
Athletic Trainer	0.045
Annual Advisor	0.065
Newspaper Advisor	0.055
Debate Coach	0.05
Speech Coach	0.05
Marching Band Director	0.085
Instrumental Director	0.045
Pepsters Coach	0.07
Choral	0.07
Auxiliary Team	0.06
Drama	0.085

A stipend of \$250 will be paid any unit member with more than 10 years of (stipend) district high school coaching.

A stipend of \$250 will be paid any unit member with two or more stipend coaching assignments in the same school year.

Post Season Pay

For each week of C.I.F. post season play, the amount paid is prorated on the number of weeks of regular season practice and play, to those stipend positions that are mandated to participate by the District.

2.	<u>Middle School Assignments</u>	<u>Factor</u>
	All middle school assignments	0.035
3.	<u>Elementary Assignments</u>	<u>Factor</u>
	Sixth Grade Camp	0.004125 per night
	Teaching/Administrative Assistant	0.035
4.	<u>Special Education</u>	<u>Factor</u>
	Head Special Olympics	0.05
	Assistant Special Olympics	0.025

F. Peer Assistance and Review (P.A.R.)

The District and the Association agree to establish a program of peer assistance and review pursuant to Education Code 44500. This program allows exemplary teachers to assist veteran teachers in need of development in subject matter knowledge or teaching strategies, or both. As locally determined, the program will also provide support to new teachers and teachers volunteering for the program. This program is expressly contingent on receipt by the District of all sums to which it is entitled under the Education Code Section 44500 and on the sufficiency of said funds to pay the cost of these provisions.

1. The Peer Assistance and Review Program will be coordinated by a "Joint Panel" (JP) consisting of three (3) classroom teachers chosen by the association and two (2) administrators selected by the District.
 - a. The Joint Panel shall meet as necessary to provide direction for the program and may only take action when a quorum is present. A quorum consists of at least two (2) teachers and at least one (1) administrator.
 - b. The Joint Panel has the following responsibilities: (1) Selection of a chairperson. This position will alternate each year between an Association and District representative.
 - (1) Selection of a chairperson. This position will alternate each year between an Association and District representative.
 - (2) Selection of the Consulting Teachers (CT)
 - (3) Review peer review reports
 - (4) Recommend program modifications
 - (5) Forward list of review participants to the Board
 - (6) Coordinate P.A.R. staff development training with Educational Services Division and other programs.
 - c. The Consulting Teacher (CT) is a teacher who provides assistance and support to new and veteran teachers. The qualifications for consideration to become a consulting teacher are as follows:
 - (1) A credentialed classroom teacher with permanent status.
 - (2) At least five (5) out of the last seven (7) years of recent teaching experience in classroom instruction.

- (3) Demonstrated exemplary teaching ability, effective communication skills, subject matter knowledge and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.
 - d. A Participating Teacher (PT) is a first or second year teacher, a teacher volunteering for the program or a referred teacher. Teachers participating in the program will have a Consulting Teacher assigned to them by the Joint Panel that will provide them either support or assistance as defined:
 - (1) A Consulting Teacher will serve as a support provider for the following:
 - (a) A first or second year teacher in collaboration with the Beginning Teacher Support and Assessment System (BTSA)
 - (b) A teacher in an intern or pre-intern program or serving with an emergency credential.
 - (c) A permanent teacher who volunteers for the program
 - (d) Observations and reports regarding the unit member's participation in the program will be confidential and only shared with the participating teacher's consent to any other party.
 - (2) A Consulting Teacher will provide assistance to a Referred Teacher. A Referred Teacher is a permanent teacher who has received an unsatisfactory evaluation in the area of teaching methods or subject matter knowledge. The Consulting Teacher will report the progress of the unit member's participation in the program to the Joint Panel. Records and reports related to the unit member's participation in the program will be handled in a confidential manner.
 - (3) Consulting Teachers will provide support or assistance by demonstrating, observing, coaching, conferencing, referring or by other activities.
 - e. The P.A.R. program shall expect and strongly encourage a cooperative relationship between the Consulting Teacher and the Principal with respect to the process of peer support, assistance and review.
 - f. Functions performed pursuant to this article by unit members are not management or supervisory functions.
 - g. Teachers who provide assistance and review shall have the same protection from liability and access to appropriate defense as other public school employees.
2. The unit member selected to participate on the Joint Panel or as Consulting Teacher shall be compensated at a maximum rate of \$4,000 per academic year. For purposes of this program, the unit member's academic year equates to 150 clock hours of participation.
 3. A term for the Consulting Teacher shall not exceed five (5) years with an option to apply for additional five (5) year terms.

Health Benefits

1. Medical Insurance

The District shall provide the eligible unit member with the agreed upon insured medical plan including dependent coverage subject to the required contributions by this agreement. New unit members employed by the District after July 1, 2006 and eligible for health benefits will be limited to either a Blue Cross HMO (high or low plan) or Kaiser HMO until they receive permanent employment status. Upon attainment of permanent employment status, the unit member shall have a one-time opportunity to change to a Blue Cross PPO program. A unit member may exercise his/her eligibility for such change during the three subsequent open enrollment periods.

2. Dental Insurance

The District will provide the unit member with an agreed-upon dental service plan, including dependent coverage.

3. Vision Care Insurance

The District shall provide the unit member with Vision Service Plan "B", including dependent coverage.

4. Life Insurance

a. The District shall provide a unit member with fully paid \$50,000 level term-life insurance policy. Coverage shall continue during the period of a District-approved unpaid leave of absence, if desired, at the unit member's expense.

b. The unit member insured under the master group contract may convert insurance upon termination of employment or termination of group insurance because of a change in classification. The unit member must apply within thirty-one (31) days after the day the group life insurance terminates.

5. For the health and welfare benefits plan year 2009, unit members shall be responsible for the following contributions toward the premium cost of medical plan benefits based on the plan and coverage selected by way of a tenthsly salary deduction: Any PPO Plan Unit member pays 15% of the actual premium cost

Any PPO Plan	Unit member pays 15% of the actual premium cost
Blue Cross High HMO	<p>Unit member only coverage pays \$450 plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit members plus 1 family member coverage pays \$750 plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit members plus more than 1 family member pays \$1000 plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay</p>

	10% of the actual plan premium
Blue Cross Low HMO Or Kaiser	<p>Unit member only coverage pays \$100 plus 10% of the increase in premiums over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit members plus 1 family member coverage pays \$350 plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit members plus more than 1 family member pays \$500 plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p>

The PPO-High plan will be modified by changing the office visit co-pay from \$15 per visit to \$20 per visit. The PPO-High and Low plans out of network deductible will be changed from \$500 x3 to \$750 x3. If for any reason, the parties are unable to implement these changes, an equivalent modification will be mutually agreed to. Effective July 1, 2010 the agreed upon medical plan for the low Anthem HMO coverage shall include a Select Network.

6. Beginning January 1, 2010 and thereafter pending negotiations, unit members shall be responsible for the following contributions toward the premium cost of medical plan benefits based on the plan and coverage selected by way of a tenthly salary deduction.

Any PPO Plan	Unit member pays 10% of the actual premium cost
Blue Cross High HMO	<p>Unit member only coverage pays an amount equal to the prior year's contribution for a unit members plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit members plus 1 family member coverage pays an amount equal to the prior year's contribution for a unit member and 1 family member plus 10% of the increase in premiums over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p>

	Unit member plus more than 1 family member coverage pays an amount equal to the prior year's contribution for a unit member and more than 1 family member plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium
Blue Cross Low HMO Or Kaiser	<p>Unit member only coverage pays an amount equal to the prior year plus 10% of the increase in premium over the prior year's contribution for a unit member except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit members plus 1 family member coverage pays an amount equal to the prior year's contribution for a unit member and 1 family member plus 10% of the increase in premiums over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p> <p>Unit member plus more than 1 family member coverage pays an amount equal to the prior year's contribution for a unit member and more than 1 family member plus 10% of the increase in premium over the prior year except for individuals hired after January 1, 2009 will pay 10% of the actual plan premium</p>

7. Those who retired during or prior to the 2007-08 fiscal year shall contribute on the same basis as in the 2008 plan year. All other retirees shall contribute on the same basis as unit members.
8. The unit member on District-approved unpaid leave of absence may have health insurance coverage for the period of the leave at the unit member's expense.
9. Health Benefits Management Committee (HBMC)
 - a. The intent of the Health Benefits Management Committee (HBMC) is to provide transparency and involvement with the health plans provided to certificated, classified and management employees. The committee will evaluate the performance of the plan consultant annually and either renew or select a new consultant for the health plans.
 - b. The Association and the District shall designate the HBMC to select and monitor health benefits. The group will be composed of three (3) voting members from each Association (3 from A.P.L.E., 3 from C.S.E.A.) and six (6) from the District. HBMC members will be chosen by their respective associations. Each group may confer with outside consultants.

- c. The group will meet each month (4th week) to monitor and review expenditures of each of the selected health benefit plans. Those plans will include medical, dental, vision and life insurance. Meeting times may be modified by mutual agreement.
- d. The committee will develop and recommend to their respective bargaining team the proposed benefit package each year.

G. Medicare

The appropriate Medicare contributions will be provided to unit members hired after March 31, 1986 and those unit members who elected Medicare coverage by June 1994.

H. Retirement Insurance Benefits

- 1. Bargaining unit members who have served continuously for ten (10) years in the District and who retire under the State Teacher's Retirement System provisions (straight/disability retirement) after age fifty-five (55) may elect to have employee only medical and prescription drug plan continue at District expense with the retiree contributing as provided in H.8. above until such time as the retiree reaches the age of eligibility for Medicare or becomes eligible for Medicare or other government-funded health insurance programs. Eligible retired unit members who have elected to continue their medical and prescription drug plan may also, at their own expense, elect to enroll eligible dependents by submitting monthly payments to the District.
- 2. Bargaining unit members who have served continuously for ten (10) years in the District and who retire under the above provisions after age fifty-five (55) may elect to have dental coverage continue at district expense with retiree contributing as provided in H.8. above for themselves and their dependents until such time the retiree reaches age sixty-five (65). Eligible dependents will cease to be covered by the dental plan when they reach age sixty-five (65).
- 3. Bargaining unit members who have served continuously for ten (10) years in the District and who retire under the above provisions after age fifty-five (55) may elect to have vision service plan coverage continue at district expense with retiree contributing as provided in H.8. above until such time the retiree reaches age sixty-five (65).
- 4. Retirees are not covered by life insurance but may continue coverage at their own expense by contacting the insurance carrier and converting to a private plan within thirty-one (31) days of retirement.

I. Duration of Benefits

- 1. Should the unit member's employment terminate during the school year, the unit member will be entitled to continued coverage under the life and health plans for a period not to exceed the end of the month in which the termination action is taken.
- 2. Unit members who do not complete a full year of service to the District and resign effective after the close of the school year shall be entitled to continued coverage under the life and health plans for a period not to exceed the end of the month in which the resignation is effective.
- 3. Temporary employees whose service days begin after the beginning of the second semester shall not be entitled to fringe benefits beyond June 30.
- 4. Life insurance coverage on a unit member whose employment is terminated shall end on the first day of the month following termination.

ARTICLE XV SAFETY

- A. The District shall provide working conditions which do not endanger the health and safety of unit members.
- B. A unit member shall be responsible for the safety of students and shall comply with all District safety standards and Section 49001 of the California Education Code (Appendix D).
- C. Each unit member is responsible for reporting unhealthy and unsafe conditions or equipment to site manager or appropriate District employee.
 - 1. The District shall investigate all conditions which are reported to be unsafe, hazardous or potentially dangerous and shall take the necessary steps to have the condition corrected, if necessary.
 - 2. Such report, signed and dated, shall release unit member from responsibility for unsafe conditions.
 - 3. Unit members shall not be required to perform duties under conditions which pose an immediate threat to their safety. The unit member shall immediately report the condition to the site manager.
 - 4. The District shall take the necessary steps to have the condition corrected in a timely manner.
- D. As mandated by law, the District will maintain a written Illness and Injury Prevention Program. Safety training will be given to all employees on a regular basis and documentation of that training will be kept on file by the District. The program will not in any way deny an employee who is injured on the job all the rights and privileges he/she is guaranteed under law, including Workers' Compensation coverage.
- E. In any criminal or civil proceeding jointly brought against the District and a unit member alleging that a unit member was acting as an agent of the District or within the scope of the unit member's employment by the District in the commission of an illegal act, the District shall provide the necessary defense under reservation of rights. If the unit member is found guilty at the trial level, the District will no longer provide defense.
- F. The District shall provide each unit member with \$5,000,000 worth of coverage against personal liability for damage, death of a person, injury to a person, damage or loss of property caused by negligence of the unit member acting in the course of the performance of duties.
- G. As used in this article, "in the course of the performance of duties" shall include assigned and/or voluntary activities approved by the District.
- H. The District shall reimburse unit members for actual value, mutually agreed upon by the unit member and manager, of any loss, damage, and/or destruction of personal property approved for use in the course of the performance of duties unless such damage is due to negligence by the unit member. Reimbursement shall be up to \$500 with a \$25 deductible. The unit member and immediate supervisor shall agree to the actual value of the personal property prior to its use. Approval for use must be renewed each school year and a new actual value agreed upon. Reimbursement by the District is secondary to any other insurance coverage the unit member may possess. Claims less than \$25 will not be processed.

- I. The District shall provide unit members continued coverage beyond sixty (60) days with Workers' Compensation if the unit member's absence is caused by assault resulting in injury in the course of performance of duties. The District reserves the right to require medical certification.
- J. Pupil Discipline
The District must provide unit members all data required by CA Education Code 49079 prior to the first student day with that unit member. The notification must be readily available for the unit member to receive such data required by law.
- K. Each school site shall collaboratively (between school site staff and administration) create a progressive school-wide discipline plan that has well defined tiers of intervention to address high risk and/or aggressive student behavior. The District shall approve and support the plans established by each school site.
 - 1. The specific plans will be submitted to the District prior to the end of November and provided to the Association within 10 days.
 - 2. All progressive school-wide plans shall include an emergency intervention plan to deal with immediate threats and harm of unit members and students and shall provide for the unit member and students to be returned to a safe working condition.
 - 3. All Administrative Designees shall be trained in how to administer the plans created pursuant to this section and shall be informed of the resources at their disposal and how they can access those resources.
 - 4. All staff at a school site shall be provided a copy of the final approved school-wide discipline plan and be informed of who the administrative designee(s) are at their school site, including how to contact the designee.
- L. Pick-up/Drop-off Duty
Unit member duties during pick-up/drop-off duty shall be limited to standing on the sidewalk monitoring the safety of students. Unit members shall not be required to enter any area where moving vehicles are operating or be required to accommodate students crossing traffic to enter or exit vehicles.
- M. The District shall create a District-Wide communication plan to communicate with all unit members during an emergency impacting the District (e.g. fire, lock-down, etc). All unit members shall have the opportunity to provide a number to the District and the District shall provide regular communications to all unit members that registered their numbers during an emergency.
- N. Unit members shall not be required to stack tables or desks in their classroom.

ARTICLE XVI PROFESSIONAL DAY

- A. Unit members shall be at the assigned work site at least thirty (30) minutes prior to the beginning of each instructional day and remain a sufficient time at the end of each instructional day for class preparation and planning, assessment and evaluation, conferring with parents and students, faculty meetings and in-service. The length of the professional day for unit members at comparable work sites shall be monitored by the District and the Association to insure need and equitability.

- B. On days when a unit member is scheduled to be on duty but pupils are not scheduled to be present for all or part of the day, the site-based assignment hours shall be seven (7) hours, exclusive of the lunch period.
- C. On days when students are scheduled to be present but a unit member is involved in a District-approved released time activity, the assignment hours shall be seven (7) hours, exclusive of the lunch period.
- D. Unit members shall, under the direction of their immediate supervisor, be required to render additional hours of service each school year for Back-to-School Night, Open House and Parent Conference Days. Unit members that teach TK or K may substitute an orientation day before the first student day of the year in lieu of participating in Back-to-School Night. The decision to have an orientation day shall be made mutually between the unit member and the site administrator and shall not last more than two hours.
- E. Monday of each week may be used for faculty meetings and/or in-service on a district-wide basis. A site manager and the staff may mutually agree to a change in faculty meeting time.
 - 1. Staff meetings conducted during the student school year shall not exceed nine (9) meetings per year. Staff meetings shall be defined as those meetings where the majority of the staff are required to attend.
 - 2. The District and Association shall jointly monitor such meetings to insure the necessity and reasonability in both number and length of meetings. School staff meetings should generally be one-hour in duration but not exceed 90 minutes.
- F. The District, whenever possible, will reserve the first and third Wednesday afternoons for Association business. The District shall not require attendance at meetings which would preclude Association executive council members or site representatives (not more than one site representatives (not more than one site representative for each 20 bargaining unit members or fraction thereof) from attending executive council meetings or site rep council meetings on the first and third Wednesday respectively. On the third Wednesday of the month, the District shall not schedule any activity that will require executive board members or site representatives to return to school or any other duty after their site rep council meeting.
- G. Adjunct Duties
 - 1. In addition to Article XVI, Sections A through E, full-time unit members shall be responsible for not more than fifteen (15) hours per year of adjunct duties as specifically assigned on a necessary and equitable basis. A unit member may agree to be paid for adjunct duty responsibilities in excess of the fifteen (15) hours per year. With prior approval by the site administrator, all unit members that work in excess of fifteen (15) adjunct duty hours shall be paid at the \$25/hr compensation rate as stated in Article 14, Section B for each hour worked
 - 2. Site managers shall post the specific adjunct duties. Unit members will be given an opportunity to volunteer for all positions. A list of all adjunct duties and the unit members assigned shall be posted. Attendance at TAC meetings shall not be considered an adjunct duty.
 - 3. Adjunct duties shall be monitored by the District and the Association to insure need and equity among unit members with comparable site/assignment.
- H. The full-time unit member assigned to middle school or high school or Adult Transition shall have one (1) unassigned class period set aside for preparation.

- I. Preparation Time
 - 1. Preparation time is a duty period and shall be used for professional assignment-related work including preparation for classes, preparation of instructional materials, presentation of or attendance at demonstration lessons, participation in teacher training, conferences with the principal, other staff members, and parents of pupils.
 - 2. The provisions of this Article XVI, Section A-G, shall apply on a pro-rata basis by applying the full-time equivalency for unit members employed less than full-time.
 - 3. Beginning the second week of school, Unit members assigned to a regular elementary (grades 1-6) school class shall have 240 minutes every two weeks for preparation. Any failure to provide preparation time to a unit member shall result in the missed preparation time be added to the required 240 minutes in the following two week period.
 - 4. All SDC teachers teaching grades 1-6 at an elementary site, elementary RSP teachers, SLP teachers, pre-school and Kindergarten SDC teachers with full programs each school day and unit members providing DIS services (Orientation and Mobility, Deaf/Hard of Hearing, Visually Impaired, Adapted P.E.) shall have 10 full days or 20 half days of release time per year to be taken at a time mutually agreed to between the teacher and the site administrator. The unit member may not take more than two (2) full consecutive days or more than three (3) full days in any one month.
 - 5. When a K-6 class is provided enrichment instruction by another unit member not regularly assigned to that class, the unit member will not be required to remain in the instructional area.
- J. Every unit member shall be entitled to duty-free uninterrupted lunch and relief period(s) each day.
 - 1. The lunch period shall be a minimum of thirty (30) consecutive minutes, exclusive of passing periods, or equivalent to the students' lunch period unless prohibited by special day scheduling.
 - 2. Each unit member shall be provided a ten-minute break in the morning and in the afternoon if two and one-half (2 ½) hours of continuous service are scheduled.
- K. A unit member may be used on a voluntary basis as a substitute for another unit member during the school day after approval of the site manager.
- L. A unit member shall have the right to leave campus during the thirty (30) minute duty-free lunch period. Leaving campus at other times shall be cleared with the immediate Supervisor.
- M. IEP/504 meetings should not extend beyond the school office hours unless mutually agreed upon by the IEP/504 team.
- N. In accordance with the adopted school calendar, unit members will have the following number of service days:
 - 2015-16 185 days
 - 2016-17 185 days
 - 2017-18 185 days
- O. Unit members who need assistance with translation (i.e. report cards) into languages other than English shall inform the site administrator in writing. It shall then be the responsibility of the District to provide translation in a timely manner. All translations of report cards must be returned to the teacher before parent conference period begins. Report cards must

be provided to the translator within a reasonable amount of time to be translated. For Special Education translations, the unit member will forward the request and supporting document(s) to the Special Education office.

P. Technology Use

1. Unit members shall receive adequate and relevant training in any technology that is required by the District. The District shall provide a release time option for all required technology trainings.*
2. Use of technology in the classroom shall not be required in an arbitrary and capricious manner.
3. Unit members shall not be required to utilize any technology in the classroom that is not in good repair and capable to perform the required function(s). Unit members shall notify the school site or Technology Department of the need for repairs in a timely manner.
4. The unit member shall have access to necessary technology in order to complete required on-line assessments with the whole class in a timely manner. The District shall accommodate the release of all students that were absent on the day of local testing to allow make-up testing to be planned and completed with mutual collaboration between the teacher and administrator.

- Q.
1. Aeries updates of the Teacher Portal will not occur during grade reporting windows, unless an update to the entire underlying Aeries system is required to meet state, federal, or grant reporting timelines.
 2. Unit members shall not be required to write comments for first trimester report cards for students meeting grade level standards in all of the core academic areas. Teachers are minimally required to make comments through the drop down menu for any student not meeting grade level standards in any of the core academic areas.
 3. Unit members shall determine the length and substance of the comments on the report card. Administrators may review report cards for appropriateness of the comments on the report card.
 4. Unit members at the secondary levels shall be required to provide comments on the progress report only for students who are in danger of failing.

R. Teachers On Special Assignment (TOSA)

1. TOSA assignments shall be voluntary and a TOSA can return to a regular teaching position the following school year with notification to Human Resources Assistant Superintendent by May 1 of their intent to return for the next school year.
2. The work day for a TOSA shall be 7 hours, exclusive of the lunch period.
3. TOSA shall be paid the hourly rate for in-service teaching for each hour a TOSA works on their daily assignment past the TOSA work day.
4. The TOSA work year is equal to a certificated employee work year as provided in this Agreement. A TOSA may be asked to voluntarily work a longer year in their primary assignment as defined in section 7 below. All days worked in excess of their primary assignment shall be paid their per diem rate of pay for each day worked in excess of the certificated work year.
5. Prior to the first working day of each school year, each TOSA and the District shall agree, in writing, on their working calendar for the following year. Upon mutual written agreement between the TOSA and the District, the TOSA's calendar may be flexed for up to 15 days per year.

6. All TOSA shall not be considered part of school site staff, whether or not a TOSA is assigned primarily to one school site. As such, TOSA may not be assigned adjunct duties or other duties or assignments by the site administrator.
7. TOSA shall receive their assignments and report to a designated administrator in the District Office. A job description of the TOSA duties shall be given to the TOSA prior to acceptance of the position, and nothing else may be added to that job description without the prior written consent of the TOSA and the District.
8. A unit member who serves as a TOSA has the right to return to the school site and position held prior to becoming a TOSA for up to two (2) years. In the event this causes a surplus of teachers, normal contract provisions shall apply to determine the transfer of a teacher from that school.
9. An APLE selected representative will be invited to be part of TOSA interview panels.

ARTICLE XVII

PART-TIME EMPLOYMENT

A. Part-time Assignments

1. The District shall consider requests by unit members for part-time assignments. No later than June 30 in the year prior to the part-time assignment, the unit member shall make a written request to the manager of Certificated Personnel Services and the site manager.
2. Salary compensation for part-time employment shall be a proration of the unit member's full-time annual salary. The proration shall be based on the fraction of the school day represented by the part-time assignment. (For example, the unit member at the high school level who elects to teach three periods of a normal six-period day shall be paid three-sixths or fifty percent of his/her full-time annual salary.)
3. Fringe benefits costs for unit members who work less than full-time will be shared with the District. This includes medical, dental, vision, and life insurance. The District shall pay the same pro rata share of the cost for benefits as used for calculation of salary in Section B of this article. The unit member shall pay the difference between the amount contributed by the District per full-time unit member and pro rata share.
4. For the portion of the part-time assignment not worked, each unit member shall be deemed to be on an unpaid leave of absence for the duration of the part-time assignment.
5. Seniority in the District will be a priority consideration in granting requests for part-time assignments to applicants.
6. Part-time unit members must notify the District by February 1 of each school year of their intent to return to the District for the following year in either part-time or full-time employment.

B. Job Sharing

1. Two unit members holding the proper credentials may elect to share one position for a year or more, subject to the approval of their site administrator and the Superintendent or designee. The decision of the Superintendent or designee to approve or deny such a request shall be final. In the event permission is denied, either unit member shall be provided, upon request, a written reason for denial.
2. A job sharing assignment may be renewed provided the two partners request such continuance from their immediate supervisor and the District in writing by May 1 of the year prior to the extension request. The decision of the Superintendent or designee regarding the request shall be final. In the event the District does not approve the continuance of the job share assignment, the partners shall be returned to a full-time assignment for the following year.
3. For the portion of the job share assignment not worked, each unit member shall be deemed to be on an unpaid leave of absence for the duration of the job share assignment.
4. If one partner resigns or for any reason vacates the job sharing position during the term of the job sharing assignment, the remaining partner shall immediately be returned to a full-time assignment.

C. Part-time Employment Plan

In accordance with Education Code Sections 44922 and 22724, the governing board may establish regulations which allow unit members to reduce their workload from full-time to part-time duties, and unit member will receive the same credit toward retirement that they would receive if they were employed on a full-time basis.

D. Summer School/Extended Year

1. Staffing
 - a. The District will provide a notice to all sites soliciting letters of intent for summer school/extended year teaching assignments prior to the end of the regular school year.
 - b. Priority shall be given to summer school/extended year applicants on the following basis:
 - (1) All appropriately credentialed unit members will be given priority over outside applicants for summer school/extended teaching positions.
 - (2) A unit member who had not taught summer school the previous year will be given priority over a unit member that had taught summer school previous year.
 - (3) Applicants requesting full-time summer school employment, for the full-term, will be given priority over applicants requesting partial assignments.
2. Summer school/extended year programs will be offered contingent on State funding and enrollment.
3. A teaching assignment for summer school teachers shall be mutually agreed upon by the unit member and the District.

ARTICLE XVIII GENERAL PROVISIONS

- A. If any provision of this Agreement or any application thereof to any unit member is held by a state or federal court to be contrary to law, then such provision or application will be invalid, to the extent required by such court decision, but all other provisions or application shall continue in full force and effect.
- B. Site managers shall meet and discuss with unit members regarding assignment of instructional or volunteer aides whose supervision becomes a part of the unit member's responsibilities.
- C. Amendment, addition, or repeal of statutory guarantees provided in California or federal law within the scope of representation are cause for reopening of negotiations on article(s) affected.
- D. The Board of Education may discipline an employee pursuant to Education Code Section 44932.
- E. The District and the Association agree that a committee of three (3) District representatives and three (3) Association representatives shall meet on an as needed basis to consult on the definition of educational objectives, the determination of course content and curriculum, and the selection of textbooks.
- F. Classroom Visitations
 - 1. To the extent possible, all classroom visitations shall be scheduled in advance through the site administrator.
 - 2. Classroom visitations shall be scheduled to minimize disruption to classroom activities whenever possible, taking into account the needs of the school, the teacher, the parent, and the students, per Board Policy 6152a. 2. Whenever a teacher reasonably believes that a classroom visitation has been unduly disruptive, or in any way is violative of Education Code Sections 44810 or 44811, the teacher shall report the disruption to the site administrator, who shall investigate the matter and take appropriate action within five (5) working days.
 - 3. Unless impossible, all parent classroom visitations during the instructional day shall be scheduled in advance through the site administrator in coordination with the classroom teacher.
 - 4. The District shall take timely action to promote civility in parent communications with teachers.
- G. Public Charges
 - 1. Any citizen or parent complaint about a unit member or his/her instructional program which may affect the unit member's evaluation or status within the District shall be reported within five (5) working days of the complaint to the unit member by the immediate supervisor or the manager receiving the complaint or charge.
 - 2. Charges against a unit member shall be kept confidential.
 - 3. Unit members shall have the right to file a response to any written charges.
 - 4. Charges or complaints which are withdrawn or shown to be false shall not affect the unit member's evaluation or status with the District, and all documentation of such charges or complaints shall be purged from the unit member's file within three (3) days.

- H. Unit members must maintain the appropriate credentials, permits and certificates and shall register all current credentials, permits and certificates with the Personnel Department.
- I. Special Education Advisory Committee (SEAC)
 - 1. The intent of the SEAC is to provide transparency, discussion, research and debate on special education issues, including but not limited to the impact of special education on the general education classroom.
 - 2. The Association and District shall designate the SEAC to discuss and advise on special education issues. The SEAC shall be composed of five (5) official members designated by the District and five (5) official members designated by the Association.
 - 3. The SEAC shall meet at least once each month of the school year. Any official member of the SEAC may request information, updates and/or agendaize a topic within the scope of the Committee. The Committee shall determine the procedure of how it will conduct the business of the Committee.
 - 4. The SEAC will develop and recommend to their respective bargaining teams proposed special education related language changes to the collective bargaining agreement as deemed necessary and appropriate by the Committee.
- J. Special Education Support
 - 1. Special Education teachers shall have the right to be on the interview committee for a posted position assigned to their classroom.
 - 2. Every three years the District shall survey all special education teachers in order to identify support services needed in their classrooms or based on their caseload. The District shall utilize this information to determine staffing needs and ensure appropriate services to students.

APPENDIX A

Evaluation Forms

PLACENTIA –YORBA LINDA UNIFIED SCHOOL DISTRICT
Teacher Annual Objective (Form A)

Evaluatee: _____

Evaluator/Position: _____

Teaching Assignment: _____

School/Office: _____

Schoolwide/Dept./Grade Level Objectives	Observable Measure	Teacher Summary of Accomplishments	Principal Comments
Teacher Objectives:			

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

**Placentia-Yorba Linda Unified School District
Certificated Observation Form B**

Evaluatee:
Date:
Beginning Time:
Lesson Objective

Site:
Duration of Observation:
Subject of Activity Observed:

Day: M

Observed: It is not anticipated that each area will necessarily be observed in any given observation. Check item if observed.
Circle specific elements if appropriate.

- ☐ Evidence of planning (lesson structure, materials)
- ☐ Lesson format (set, instruction, check for understanding, follow-up activity, closure)
- ☐ Grouping strategies (whole group, small group, individual, cooperative, etc.)
- ☐ Instructional strategies (directed instruction, cooperative learning, inquiry, etc.)
- ☐ Content (course of study, other appropriate activity)
- ☐ Room environment (attractive, student work displayed, bulletin boards, etc.)
- ☐ Climate (participation, motivation, enthusiasm, recognition)
- ☐ Standards (rules, behavior, procedures, expectations)
- ☐ Time on task (organization, involvement, transitions)
- ☐ Monitoring/evaluation (charts, tests, student work, reinforcement, cooperative learning)

Evaluators's Comments:

Evaluatee's Comments:

Conference: ☐ Necessary ☐ Not Necessary

Evaluatee's Signature _____
Position: _____ Date: _____
Evaluator's Signature _____
Position: _____ Date: _____
Other Participant (if any) _____ Date _____

Note: (1) All recommendations and commendations shall be made on Form C or D.
(2) Evaluatee's signature does not constitute endorsement of evaluator's comments, but acknowledges that an observation has taken place.

**PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CERTIFICATED OBSERVATION/FORM C**

Evaluatee's Name:

School:

Date:

Subject/Grade:

Time/Period:

☐ Attachment

EVALUATOR'S COMMENTS:

EVALUATEE'S COMMENTS:

Evaluatee's Signature _____ Evaluator's Signature _____

Please sign and return to evaluator.

☐ Follow-up conference

Evaluatee's signature does not constitute endorsement of evaluator's comments, but acknowledges that an observation has taken place.

**** SEND COPY TO EDUCATIONAL SERVICES, provide one copy to Evaluatee and keep original for site records 91108 01/95 tchobsr.fmc ek**

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
RECOMMENDATION/FORM D

Evaluatee=s Name _____ Date: _____

School/Office _____ Area of Recommendation: _____

RECOMMENDATION:

COMMENTS BY EVALUATEE:

Evaluatee=s Signature: _____ Position: _____
Date: _____

Evaluator=s Signature: _____ Position: _____
Date: _____

Other Participant: _____ (if any) Date: _____

Note: Evaluatee=s signature does not necessarily constitute endorsement of supervisor=s comments but acknowledges that discussion has occurred.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Personnel Division
ANNUAL EVALUATION/FORM F

☐ Temporary
☐ Probationary
☐ Tenured

Evaluatee's Name:

Position:

School/Office:

Date:

No. of Observations

Evaluator:

Position:

	<u>Meets or Exceeds</u>	<u>Needs To Improve</u>	<u>Unsatisfactory</u>
I <u>ENGAGING & SUPPORTING ALL STUDENTS IN LEARNING</u>			
a. Connecting students' prior knowledge, life experience and interests with learning goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Using a variety of instructional strategies and resources to respond to students' diverse needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Facilitating learning experiences that promote autonomy, interaction and choice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Promoting self-directed, reflective learning for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*OVERALL STANDARD RATING ☐
 *M=Meets N=Needs to improve U=Unsatisfactory

Comments:

II CREATING & MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING

a. Creating a physical environment that engages all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Establishing a climate that promotes fairness and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Promoting social development and group responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Establishing and maintaining standards for student behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Planning and implementing classroom procedures and routines that support student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Using instructional time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*OVERALL STANDARD RATING ☐
 * M=Meets N=Needs to improve U=Unsatisfactory

Comments:

III UNDERSTANDING & ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING

a. Demonstrating knowledge of subject matter content and student development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Organizing curriculum to support student understanding of subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Interrelating ideas and information within and across subject matter areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Developing student understanding through instructional strategies that are appropriate to the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Using materials, resources and technologies to make subject matter accessible to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*OVERALL STANDARD RATING ☐
 *M=Meets N=Needs to improve U=Unsatisfactory

Comments:

	<u>Meets or Exceeds</u>	<u>Needs To Improve</u>	<u>Unsatisfactory</u>
IV <u>PLANNING INSTRUCTION & DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS</u>			
a. Drawing on and valuing students' backgrounds, interests, and developmental learning needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Establishing and articulating goals for student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Developing and sequencing instructional activities and materials for student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Designing short-term and long-term plans to foster student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Modifying instructional plans to adjust for student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*OVERALL STANDARD RATING ☐ []
 *M=Meets N=Needs to improve U=Unsatisfactory

Comments:

V <u>ASSESSING STUDENT LEARNING</u>			
a. Establishing and communicating learning goals for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Collecting and using multiple sources of information to assess student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Involving and guiding all students in assessing their own learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Using the results of assessments to guide instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Communicating with students, families, and other audiences about student progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*OVERALL STANDARD RATING ☐ []
 *M=Meets N=Needs to improve U=Unsatisfactory

Comments:

VI <u>DEVELOPING AS A PROFESSIONAL EDUCATOR</u>			
a. Reflecting on teaching practice and planning professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Establishing professional goals and pursuing opportunities to grow professionally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Working with communities to improve professional practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Working with families to improve professional practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Working with colleagues to improve professional practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Fulfill obligations of school routines in a responsible and punctual manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*OVERALL STANDARD RATING ☐ []
 *M=Meets N=Needs to improve U=Unsatisfactory

Comments:

<input type="checkbox"/> Commendations/Recommendations attached	<input type="checkbox"/> Recommended for re-employment
<input type="checkbox"/> Recommended for PAR	<input type="checkbox"/> NOT recommended for re-employment

Signatures: (Staff member's signature does not necessarily constitute endorsement of supervisor's comments, but acknowledges that discussion has occurred.)

Evaluator: _____ Date: _____ Reviewed by: _____ Date: _____
 (Optional)
 Evaluatee: _____ Date: _____ Position: _____

The Recommendation form is required if "Needs to Improve" is checked in any area.

Distribution: Personnel Evaluator Evaluatee School Site

APPENDIX B

Pilot Evaluation Form

PLACENTIA -YORBA LINDA UNIFIED SCHOOL DISTRICT		School Year:
Teacher Annual Objective (Form A)		
Teacher:	Teaching Assignment	
Evaluator:	School Site/Department:	
Professional Growth Goal		
Actions		
Connection to district or school, dept, or grade level goals and/or methods described in Article XIII D(1)		
Teacher Reflections		
Principal Reflections		
Mutually Agreed by November 1		Reflection Conference by End of Year
Teacher Signature: _____	Date: _____	Teacher Signature: _____ Date: _____
Principal Signature: _____	Date: _____	Principal Signature: _____ Date: _____

APPENDIX C

EDUCATION CODE 49001

Prohibition of Corporal Punishment of Pupils

(a) For the purposes of this section, "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupils, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. (b) No person employed by or engaged in a public school shall inflict, or cause to be inflicted, corporal punishment upon a pupil. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing the infliction of corporal punishment upon a pupil attending a public school is void and unenforceable.

(Added by Stats. 1986, c. 1069, §4.)

APPENDIX D

National Board Certification

For a teacher willing to take the National Board Certification exam, the District will contribute a one-time payment of \$1,000 for the application process. If the applicant passes the test on the initial attempt, the additional \$1,000 will be paid (a total of \$2,000) to the unit member. Any teacher passing the National Board Certification will receive an annual stipend of \$500.

APPENDIX E

Certificate of Clinical Competence

Unit members that possess the Certificate of Clinical Competence (CCC) and serve as a district speech pathologist will receive an annual stipend of \$750 (pro-rata).

APPENDIX F

Work Calendars

2018-2019 Teacher Calendar

July-18

4 - July 4th Holiday

July-18						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January-19

January-19

1-4 Winter Break

21st - Dr. Martin Luther King Jr. Day Holiday

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Work Days

August-18

23, 24, 27 Pre-Service Days

28 - First Day of School

31 - Non Student/Teacher Day

6 Work Days

August-18						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February-19

February-19

11th - Lincoln Day Holiday

18th - Washington Day Holiday

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 Work Days

September-18

3rd - Labor Day Holiday

19 Work Days

September-17						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March-19

March-19

21 Work Days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October-18

23 Work Days

October-18						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April-19

April-19

15-19 - Spring Break

17 Work Days

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November-18

12th - Veterans Day Holiday (observed)

19-23 - Thanksgiving Break

16 Work Days

November-18						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May-19

May-18

27th - Memorial Day Holiday

22 Work Days

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December-18

24-31 Winter Break

15 Work Days

December-18						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June-19

June-19

13 - Last Day of School

14 - Last Day of Service

10 Work Days

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2019-2020 Teacher Calendar

July-19
4 - July 4th Holiday

July-19						
Su	Mo	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January-20						
Su	Mo	Tu	W	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January-20
1-3 Winter Break
20th - Dr. Martin Luther King Jr. Day Holiday

19 Work Days

August-19
22, 23, 26 - Prep
27 - 1st Day
30 - Non Student/Non Teacher
6 Work Days

August-19						
Su	Mo	Tu	W	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February-20						
Su	Mo	Tu	W	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February-20
10th - Lincoln Day Holiday
17th - Washington Day Holiday

18 Work Days

September-19
2 - Labor Day

September-19						
Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March-20						
Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March-20

22 Work Days

October-19
23 Work Days

October-19						
Su	Mo	Tu	W	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April-20						
Su	Mo	Tu	W	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April-20
6-10 Spring Break

17 Work Days

November-19
11th - Veterans Day Holiday
25th - 29th - Thanksgiving Break

November-19						
Su	Mo	Tu	W	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May-20						
Su	Mo	Tu	W	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May-20
25th - Memorial Day Holiday

20 Work Days

December-19
23-31 Winter Break

December-19						
Su	Mo	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June-20						
Su	Mo	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June-20
11th - Last Day Students
12th - Last Day Teachers

10 Work Days

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

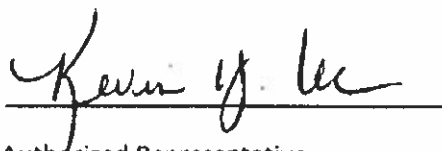
This MOU is agreed upon between the Placentia-Yorba Linda Unified School District and the Association of Placentia-Linda Educators regarding Article XI(A), *Class Size*.

It is understood by both parties that during the 2018-19, 2019-20 and 2020-21 school years, The Class Size Maximums stated below affirm the parties' specific agreement as it pertains to Article XI of the Collective Bargaining Agreement covering the period of the July 1, 2017-June 30, 2020. The parties hereby agree that this agreement constitutes a "collectively bargained alternative average class enrollment for each school site" in grades TK through 3 in accordance with California Education Code section 42238.02 (d) (3) (D).

<u>Elementary</u>	<u>Maximum</u>
Transitional Kindergarten	30
Kindergarten	32
Grades 1-3	32

Except as expressly modified herein, the Agreement between the parties shall be unchanged.

This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.



Authorized Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

1/17/18

Date



Authorized Representative

ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

1/17/18

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

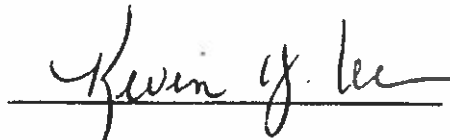
This MOU is agreed upon between the Placentia-Yorba Linda Unified School District and the Association of Placentia-Linda Educators regarding Article XVI (P) – Professional Day.

It is agreed upon by both parties that a study will be conducted during the 2017-18 and 2018-19 school years regarding the use of ink in classroom printers, access to centralized copiers/printers, copy allowances, and the use of the district print shop to allow each unit member to be prepared for their instructional days.

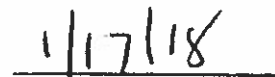
Except as modified herein, the Agreement between the parties shall be unchanged.

This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.

This Memorandum of Understanding shall be in place for the 2017-18 and 2018-19 school years and used for negotiating purposes for the 2019-20 contract. The discussion of this item will not be considered a re-opener in respect to Article I.

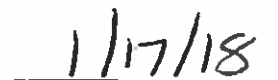

Authorized Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT


Date


Authorized Representative

ASSOCIATION OF PLACENTIA-LINDA EDUCATORS


Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

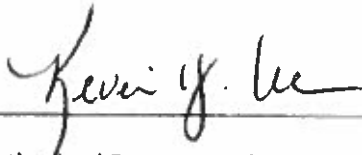
This MOU is agreed upon between the Placentia-Yorba Linda Unified School District and the Association of Placentia-Linda Educators regarding Article XV, Safety.

It is agreed upon by both parties that elementary P.E. teachers, music teachers, and site administration shall develop a yearly plan prior to the end of the first month of school, to use school site spaces on any day that P.E. cannot be held outdoors.

Except as modified herein, the Agreement between the parties shall be unchanged.

This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.

This Memorandum of Understanding shall be in place for the 2018-19 school year.



Authorized Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

1/17/18

Date



Authorized Representative

ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

1/17/18

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

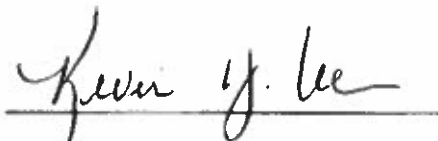
This MOU is agreed upon between the Placentia-Yorba Linda Unified School District and the Association of Placentia-Linda Educators regarding Article XI -- Class Size.

It is agreed upon by both parties that during the 2017-18 and 2018-19 school years, the District will take all necessary steps to cover P.E. instructional aide assignments. The District will add the P.E. instructional aides to the District's sub-calling system. The District will allow substitute teachers to cover for a P.E. instructional aide when an aide cannot be secured. The District will allow on-site teachers to be used to cover for a P.E. instructional aide during their prep and be compensated at the current summer school rate for coverage. The District will track each time coverage is not provided during the period of this MOU.

Except as modified herein, the Agreement between the parties shall be unchanged.

This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.

This Memorandum of Understanding shall be in place for the 2017-18 and 2018-19 school year and used for negotiating purposes for the 2019-20 contract. The discussion of this item will not be considered a re-opener in respect to Article I.

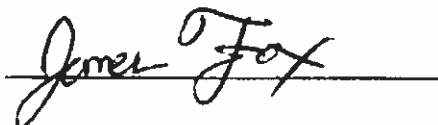


Authorized Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT



Date



Authorized Representative

ASSOCIATION OF PLACENTIA-LINDA EDUCATORS



Date

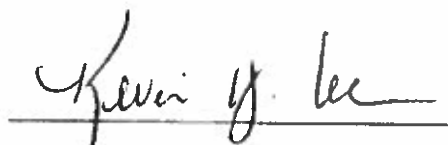
MEMORANDUM OF UNDERSTANDING
BETWEEN THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

This MOU is agreed upon between the Placentia-Yorba Linda Unified School District and the Association of Placentia-Linda Educators regarding Article XI (B) – Maximum Class Size.

It is agreed upon by both parties that Education Code 56363.3 reads, "The average caseload for language, speech, and hearing specialists in special education local plan areas shall not exceed 55 cases, unless the local plan specifies a higher average caseload and the reasons for the greater average caseload." The District will seek to recruit additional Speech and Language Specialists in order to make progress towards the average caseload of 55 and will study the caseload and workload of Speech and Language Specialists in the PYLUSD in order to determine if there are reasons such as consult and/or monitor for "a greater average caseload" as specified in the Education Code.

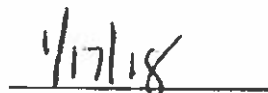
Except as modified herein, the Agreement between the parties shall be unchanged.

This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.



Authorized Representative

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT



Date



Authorized Representative

ASSOCIATION OF PLACENTIA-LINDA EDUCATORS



Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
AND
ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

This MOU is agreed upon between the Placentia-Yorba Linda Unified School District and the Association of Placentia-Linda Educators regarding Article XIII – Evaluation Procedures.

Modify Article 13, Section F as follows:

“a. Prior to October 1 of each school year, each unit member shall submit to the evaluator a minimum of one (1) and a maximum of two (2) annual objectives, at the sole discretion of the unit member, on Form A in writing or via electronic means. The unit member shall submit objectives designed to provide personal professional growth of the unit member as a teacher by receiving time and resources to focus on the area(s) of improvement identified by the unit member. The chosen area(s) of growth shall have a connection to a district, school, department or grade level goals and/or methods described in Article XIII D(1) as defined in the certificated evaluation form in the contract. The annual objective chosen by the unit member shall be approved by the District if the objective has a connection to a district, school, department or grade level goals and/or methods described in Article XIII D(1) as defined in the certificated evaluation form in the contract. If there is a dispute in determining if a connection exists, the unit member, site administrator, a manager from Human Resources and the APLE President or designee shall come together to determine the proper area of growth. Identified areas of personal professional growth shall not be used in a unit member's evaluation.

b. By November 1 of each school year, the evaluator and the unit member shall meet to mutually agree on the unit member's annual objectives. The unit member and the site administrator shall collaborate to support the unit member's goal(s) by recommending workshops, training(s), resources, and assistance to support the unit member in meeting the annual objectives.

Letters D-F will remain the same

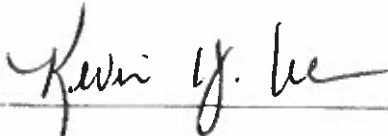
A modified Form A will be used during the pilot year.

The pilot form and procedures will be used at a minimum of 1 comprehensive high school, one middle school, one alternative school, and one elementary school jointly selected by APLE and the District. Other volunteer schools may be sought.

Except as modified herein, the Agreement between the parties shall be unchanged.

This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.

This Memorandum of Understanding shall be in place for the 2018-19 school year and information obtained from this pilot will be used for negotiating purposes for the 2019-20 contract. The discussion of this item will not be considered a re-opener in respect to Article I.



Authorized Representative

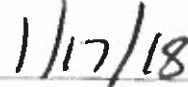


Date

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT



Authorized Representative



Date

ASSOCIATION OF PLACENTIA-LINDA EDUCATORS

Elementary Weekly Early Release PLC Procedures and Protocols

This MOU replaces the MOU dated May 20, 2014.

Professional Learning Communities (PLC) have been an integral part of the teaching and learning environment in PYLUSD for the past ten years. Teachers work collaboratively to create common assessments, analyze results, adjust instructional practices, share best practices, participate in staff development and implement the California State Content Standards. A commitment to release time for teacher collaboration continues to be a valuable component of professional development.

In the 2007-2008 school year, PYLUSD and APLE jointly agreed on the importance and structure of PLCs. The purpose of this memo is to further clarify the goals and vision of our Professional Learning Communities as we shift to a new model.

The critical question in a PLC is not *Do we collaborate?* but rather, *What do we collaborate about?* Effective PLCs are structures in which teachers collaborate to do the real work of education. This collaboration could include:

- **Thinking together** about student tasks – the work we are asking kids to do and the implications for learning
- **Exploring** the standards and how they relate to the current curriculum and instructional strategies
- **Reviewing** current and/or new formative assessments to understand how they do or do not align with the new standards and inform instructional program
- **Studying** new summative assessments to understand what our students know and are able to do
- **Identifying**, trying out, and refining an expanded repertoire of instructional strategies that brings greater rigor and variety to teaching and learning
- **Designing** or re-designing curriculum units to better align with the California State Content Standards, respond to intervention, and differentiate according to student need
- **Clarifying and/or creating** common definitions of the 5 C's (Communication, Collaboration, Critical Thinking, Creativity and Digital Citizenship) and how they apply to classroom strategies in support of the different content areas
- **Sharing ideas** about how to leverage technology and 21st century tools in the classroom

Embedded in each PLC meeting are the basic questions: What is it we want all students to learn? How will we know when they know it? How will we respond when they don't learn or already know it?

The District and APLE believe in the power of teacher collaboration. To that end, weekly elementary PLC time is continuing within the school day. As a result, we agree to the following beliefs and practices related to teacher collaboration time:

be called away from collaboration time for other purposes (including but not limited to IEPs), except in extenuating circumstances.

5. Early and late start kindergartners remain on daily schedule at sites where lunch has not been built into the day. Schools with lunch built into the kindergarten day will add 2 minutes to the late start students' daily schedule and release 60 minutes early with the remainder of the school.
6. Site administrators are encouraged to attend and may participate in PLC collaborations.
7. Additional staff meetings may only be convened to address emergency and/or compelling circumstances.

Teachers will be provided *270 minutes of release time every two weeks as follows:

Grades 1 st -3 rd	Grades 4 th -6 th	Kindergarten
PE (180 minutes)	PE (180 minutes)	30 minutes end of teaching day
Library (60 minutes)	Instrumental/Vocal Music (90 minutes)	
Computers (30 minutes) All teachers will take students into computers on non-release weeks	Computers and library are not for the purpose of release time; teachers take students into computers and library weekly. Instrumental music will continue to be provided two times per week for 45 minutes. When vocal and instrumental music are provided it is deemed release time.	Kindergarten students go to computers and library, but not as release time

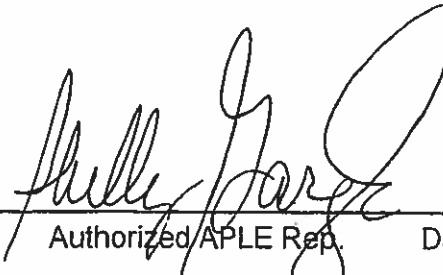
**This equates to 60 minutes per month over the contractual minimum.*

8. Make up for release time will **only** be required if release time falls below the contractual agreement of 240 minutes in a two week period or 720 minutes every six weeks. Holidays and non-student days will not be counted as missed release time.
9. Schools with the QEIA grant may require additional meetings over and above district requirements. However, these meetings will be held during the work day whenever possible.


Assistant Superintendent, Personnel

5/26/15

Date


Authorized APLE Rep.

5/26/15

Date

Secondary Late Start/Early Release PLC Procedures and Protocols

This MOU replaces the MOU dated May 20, 2014.

Professional Learning Communities (PLC) have been an integral part of the teaching and learning environment in PYLUSD for the past ten years. Teachers work collaboratively to create common assessments, analyze results, adjust instructional practices, share best practices, participate in staff development and prepare to implement California State Content Standards. A commitment to release time for teacher collaboration continues to be a valuable component of professional development.

In the 2007-2008 school year, PYLUSD and APLE jointly agreed on the importance and structure of PLCs. The purpose of this memo is to further clarify the goals and vision of our Professional Learning Communities.

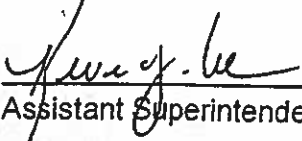
The critical question in a PLC is not *Do we collaborate?* but rather, *What do we collaborate about?* Effective PLCs are structures in which teachers collaborate to do the real work of education. This collaboration could include:

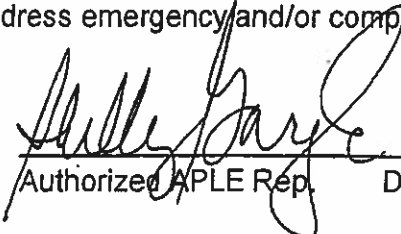
- **Thinking together** about student tasks – the work we are asking kids to do and the implications for learning
- **Exploring** the standards and how they relate to the current curriculum and instructional strategies
- **Reviewing** current and/or new formative assessments to understand how they do or do not align with the new standards and inform instructional programs
- **Studying** new summative assessments to understand what our students know and are able to do
- **Identifying**, trying out, and refining an expanded repertoire of instructional strategies that brings greater rigor and variety to teaching and learning
- **Designing** or re-designing curriculum units to better align with the California State Content Standards, respond to intervention, and differentiate according to student need
- **Clarifying and/or creating** common definitions of the 5 C's (Communication, Collaboration, Critical Thinking, Creativity and Digital Citizenship) and how they apply to classroom strategies in support of the different content areas
- **Sharing ideas** about how to leverage technology and 21st century tools in the classroom

Embedded in each PLC meeting are the basic questions: What is it we want all students to learn? How will we know when they know it? How will we respond when they don't learn or already know it?

The District and APLE believe in the power of teacher collaboration. To that end, time has been set aside for teachers to work together within their school day. As a result, we agree to the following beliefs and practices related to teacher collaboration time:

1. PLC rotation schedules will be collaboratively designed. Teachers will meet by department/grade level to discuss preferences, after which department chairs and site administrators will meet to develop a tentative schedule based on input from all departments. The schedule will be presented to the staff for final review prior to the start of school. Note: Presentation of the schedule is not for the purpose of a vote, but rather to reach consensus with the staff.
2. The rotation schedule is to be developed in the following order and shall include:
 - District-wide Initiatives (4): Four late start/early release district-wide initiative days will be identified by the District for the purpose of addressing the needs of students at each site. These sessions are mandated for the purpose of implementing district-wide initiatives (PBIS, ELD, Step Up To Writing, Poverty, DBQs, etc.). The District will coordinate with site administrators as to when these days will occur prior to the start of school.
 - Structured Individual Teacher Professional Development Time (8): Eight late start/early release days per year (but no more than two in a given month) will be dedicated to structured individual teacher professional development time. This professional development time may be done in teams or as individuals. The Unit Member maintains the right to individually select their professional development activity. Unit members are expected to be on site (unless prior approval has been given to attend a meeting at an alternate district sponsored event), on time and engaged in the process. Unit members will notify the Department/Grade Level Chair via email of their professional development activity and location prior to each professional development day. The Department/Grade Level Chair will forward this information to the designated site administrator.
 - Site Administration (8): Up to eight late start/early release days per year will be at the discretion of the site administrator. Site administrators determine the agendas for these sessions. At the conclusion of these sessions, APLE will be provided time to meet if requested.
 - Grade Level/Content Area Collaboration (Remaining): The remaining late start/early release days will be set aside for grade level/content area collaboration days. Grade level/content area late start days will be documented through team agendas. These agendas will be determined by grade level/content area teachers and provided to the site administrator for informational purposes prior to each meeting. Sign-in sheets will be submitted to the site administrator after each meeting. Meeting minutes or additional written documentation is not required.
3. All teachers, general and special education, will participate in weekly PLC meetings. PLC time is a valuable part of the educational fabric of a school. Teachers should not be called away from collaboration time for other purposes (including but not limited to IEPs), except in extenuating circumstances.
4. Site administrators are encouraged to attend and may participate in PLC collaborations.
5. Additional staff meetings will only be convened to address emergency and/or compelling circumstances.

 5/26/15
Assistant Superintendent, Personnel Date

 5/26/15
Authorized APLE Rep. Date

Memorandum of Understanding
Clarification of PLC Procedures
and Protocols
March 2018

Professional Learning Communities (PLC) have been an integral part of the teaching and learning environment in the PYLUSD for the past 10 years. Teachers work collaboratively during early release/late start days to create common assessments, analyze results, and adjust instructional practices. In the 2007-2008 school year, the APLE and the District jointly agreed on the importance and structure of PLCs. As a result, District-wide professional development will be provided to support newly developed PLC teams with a focus on collaboration and the five essential questions.

The purpose of this memo is to further clarify the goals and vision of our Professional Learning Communities. The critical question in a PLC is not *do we collaborate?* But rather, *What do we collaborate about?* A true PLC is designed to answer the following questions:

1. What is it we want all students to learn?
2. How will we know when they know it?
3. How will we respond when they do not learn?
4. How will we respond when they already know it?
5. How do we engage in relevant pedagogy and professional development to ensure that we are collectively answering these questions?

The District and APLE believe in the power of teacher collaboration. To that end, time has been established for teachers to work together. As a result, we agree with the following beliefs and practices related to teacher collaboration:

- PLC weekly meeting schedules will be collaboratively designed. Teachers will meet by department/grade level to discuss preferences, after which the leadership team in collaboration with site administrators will meet to develop a tentative PLC weekly meeting schedule based on input from all departments/grade levels. (If an APLE Rep. is not a member of the leadership team, one Rep. should be invited to participate in the development of the rotation schedule.) The PLC weekly meeting schedule will be presented to the staff for final review prior to the start of each school year. Note: Presentation of the PLC weekly meeting schedule is not for the purpose of a vote, but rather to reach consensus with the staff.
- PLC weekly meetings shall include: staff meetings; staff development; horizontal team meetings; and vertical team meetings. Off site (cross-school/content area collaboration attendance, Preppy K, music, elementary PE, stand-alone elective teachers, etc.) must be pre-approved by site administrators.
- All PLC meetings will be 60 minutes in duration. All staff members will need to be present for the full 60 minutes. As a result, at all early release sites, teachers will be required to report to school at least 25 minutes prior to the start of each school day instead of 30 minutes as indicated in Article XVI (A).
- Four early release or late start days will be set aside for teacher planning per year (quarterly planning, lesson planning, report card preparation, grading, etc.). These

days will be designated by the site administrator and leadership team prior to the start of school. No agenda will be requested on these days, however teachers shall remain on campus during the 60 minute planning period.

- All collaboration time will focus on the five essential questions and be documented through team agendas. Agendas will be created by grade level/subject area or other teams and submitted to designated site administrators no less than two days prior to the PLC meeting.
- Sign-in sheets will be submitted, by the end of the week, to the principal or designee after each meeting with identified agenda items for the next session (meeting minutes are not required).
- Schools with weekly early release or late start may have additional staff meetings for extenuating circumstances (these might include natural disasters, an accident involving student or staff member, dissemination of time-sensitive information, staffing changes, etc.)
- Teachers should not be called away from collaboration time for other purposes, except in extenuating circumstances. PLC meeting norms shall be established by each team and reviewed annually.
- Site administrators and counselors are encouraged to participate as partners in collaboration, whenever possible.
- The Association Faculty Representative shall notify site leadership of the need to be granted a minimum of five minutes during the early release/late start staff meeting days to announce the agenda for upcoming Association business. The Association Representative will notify site leaders a minimum of one week prior to the meeting of the need for this time. This time will be granted at the end of the 60 minute period of time.

Kevin G. Lee 1/17/18

Assistant Superintendent, Human Resources Date

James J. X 1/17/18

Authorized APLE Rep.

Date