

**LOWELL JOINT
SCHOOL DISTRICT**



2023-2026

CONTRACTUAL AGREEMENT

LJSD and LJE/CTA/NEA

LJEA
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1 **ARTICLE 1**

2 **AGREEMENT**

- 3 A. The articles and provisions contained herein constitute a bilateral and binding Agreement
4 by and between the Governing Board (hereinafter referred to as "Board") of the Lowell
5 Joint School District (hereinafter referred to as "District") and the Lowell Joint Education
6 Association/California Teachers Association/National Education Association
7 LJE/CTA/NBA (hereinafter referred to as "Association"), an employee organization.
- 8 B. This Agreement is entered into pursuant to Chapter 10.7, Sections 3540 through 3549, of
9 the Government Code.
- 10 C. The parties agree that the provisions of this Agreement shall not be interpreted or applied
11 in a manner that is arbitrary, capricious or discriminatory.
- 12 D. This Agreement shall remain in full force and effective from July 1, 2023 through June
13 30, 2026, closed for 2024-2025; and either party shall be able to re-open 3 articles for
14 2025-2026. The District's counterproposal for Article 1.D. is included within the
15 counterproposal for Article 23.
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ARTICLE 2
RECOGNITION

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- 3 A. The Board recognizes the Association as the exclusive representative of and limited to
- 4 the following certificated unit members:
- 5 1. General Education Classroom Teachers employed on a contractual basis;
- 6 2. Special Education Teachers;
- 7 3. Language, Speech and Hearing Specialists;
- 8 4. Teacher(s) on Special Assignment
- 9 B. It is further agreed that the Association shall not seek unit clarification or amendment to
- 10 this provision from the Public Employment Relations Board unless there are newly
- 11 created positions in the District that are not in the foregoing title groupings.
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ARTICLE 3

MANAGEMENT RIGHTS

- A. The Board retains all of its vested rights and powers to manage, direct and control the affairs of the District, except as limited by the terms of this Agreement.
- B. The Board may take whatever actions it deems necessary to protect the health, safety and welfare of the students and employees in an emergency situation.
- C. An emergency shall exist by “acts of God” and other events, as defined in applicable laws and precedential legal cases within California or the United States Courts. An emergency may also include any acts or events beyond the control of the District.
- D. The Board agrees to act in a reasonable manner in exercising its rights in an emergency situation by refraining from arbitrary and capricious action that would nullify provisions of the Agreement.

1 **ARTICLE 4**

2 **DEFINITIONS**

- 3 A. “Unit Member” refers to any certificated employee who is a member of the bargaining
4 unit, as enumerated in Article 2, Recognition, and therefore, is covered by the provisions
5 of this Agreement.
- 6 B. “Temporary Unit Member” refers to one who is employed between August 1 and June 30
7 of any year, has no seniority, is not permanent, and is covered by the provisions of the
8 Education Code.
- 9 C. “Probationary Unit Member” refers to one who has taught in the District for less than two
10 (2) complete consecutive years in a probationary position.
- 11 D. “Permanent Unit Member” refers to a unit member who has met the requirements for
12 permanent status as set forth in the Education Code, including employment in a
13 certificated position for two (2) complete consecutive school years and the beginning of
14 employment for the third consecutive school year with the District.
- 15 E. “Part-Time Unit Member” refers to one who works less than full-time and is covered by
16 the provisions of the Education Code.
- 17 F. “Unit Member’s Work Day” refers to that period of time that a unit member is requested
18 to report for work each day, and extends to a particular time of each day that the unit
19 member is released from work.
- 20 G. “Work Day” refers to any day that the offices of the District are open for business.
- 21 H. “School Day” refers to the maximum length of time that students are required to be in
22 school each day. This period of time includes all instructional time, recess periods and
23 lunch periods.
- 24 I. “Instructional Day” refers to that portion of the school day that is devoted to the direct
25 instruction of students in a District-approved content area(s).
- 26 J. “Daily Rate of Pay” means the unit member’s annual salary divided into the number of
27 days the unit member is required by the Board to be present at school.
- 28 K. “Board” shall mean the Governing Board of the District.
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- 1 L. “Association” shall mean the Lowell Joint Education Association/California Teachers
2 Association/National Education Association, LJEA/CTA/NEA, herein referred to as the
3 exclusive representative of certificated bargaining unit members.
- 4 M. “Agreement” shall refer to the bilateral and binding written contract agreed upon the
5 Association and the Board under the provisions of Chapter 10.7, Sections 3540 through
6 3549 of the Government Code.
- 7 N. “PERB” shall refer to the Public Employment Relations Board of the State of California.
- 8 O. “State Conciliation” refers to the California State Mediation and Conciliation Service.
- 9 P. “Modified Day” shall mean a day in which the regular dismissal time for students in
10 grades TK-8 varies from normal practice and where the dismissal of students takes place
11 no earlier than 12:30 P.M., unless otherwise designated by the Superintendent. Modified
12 days shall be scheduled for each Monday during the school year. The modified day
13 immediately prior to the date upon which report cards are due and the Monday of
14 conference weeks shall be reserved to unit members.
- 15 Q. “Minimum Day” shall mean a day in which the regular dismissal time varies from normal
16 practice and dismissal of students takes place no earlier than 1:00 p.m., unless otherwise
17 designated by the Superintendent Minimum days shall include but not be limited to the
18 first/last day of school, Back to School Night, Open House, and teacher conference days.
- 19 R. “Personnel File” shall mean the file kept in the Personnel Office for unit members.
- 20 S. “Grievance File” shall mean a separate file kept in the Personnel Office for unit
21 members.
- 22 T. “Shared Teaching” is a plan initiated by a permanent unit member whereby two (2) unit
23 members share voluntarily the teaching responsibilities of one (1) full-time position.
- 24 U. “Consulting Teacher” is a classroom teacher with tenure status selected to perform the
25 duties and responsibilities in accordance with the provisions of Article 17, Peer
26 Assistance Review Program (PAR).
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ARTICLE 5

NON-DISCRIMINATION

- A. The Board shall not discriminate against any unit member because of his/her exercise of rights guaranteed by Education Code Sections 200-212.6, nor shall the Board discriminate against any unit member on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation.
- B. The District and the Association mutually agree that the employer’s duties under the Americans with Disabilities Act are:
1. Both will provide reasonable accommodation to persons with disabilities.
 2. A unit member seeking an accommodation has the right to be represented by the Association in discussions with the District regarding such accommodation.
- C. Employees are prohibited from engaging in sexual harassment. This prohibition applies to all employees, including supervisory and management personnel. The District shall prohibit sexual harassment of unit members. The timelines for the regular grievance procedure are tolled if a unit member chooses to pursue a complaint through the sexual harassment complaint procedure established by the District under Education Code Sections 212.5 and 212.6. All sexual harassment investigations and all discipline imposed pursuant to the District’s sexual harassment policy shall be subject to the relevant provisions of this agreement.
- D. Sexual harassment of or by any employee shall not be tolerated. The Board considers sexual harassment to be a major offense that may result in disciplinary action or dismissal of the offending employee. Pursuant to Education Code 212.5, unwelcomed sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
 2. Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

1 3. The conduct has the purpose or effect of having a negative impact upon the
2 individual's work or academic performance, or of creating an intimidating,
3 hostile, or offensive work or educational environment.

4 4. Submission to or rejection of the conduct by the individual is the basis for any
5 decision affecting the individual regarding benefits, services, honors, programs or
6 activities available at or through the educational institution.

7 E. An employee who feels that he/she is being harassed is encouraged to immediately report
8 such incident to the immediate supervisor of the accused employee or the appropriate
9 administrative official without fear of reprisal. The Superintendent shall be informed of
10 all such complaints and will assist in the investigation and resolution of complaints.

11 F. Complaints involving sexual harassment shall not be subject to any requirement that
12 would cause the employee to resolve the complaint directly with the offending person.

13 G. The provisions of this Article shall not be subject to the contractual grievance procedures
14 (Article 9 – Grievance Procedure).

1 **ARTICLE 6**

2 **NEGOTIATION PROCEDURES**

- 3 A. In the final year of this Agreement and Amendments, not later than the last Monday in
4 February, the Association shall submit its initial proposal for a successor agreement
5 and/or reopeners in accordance with Article I, Agreement, and all subsequent
6 proceedings shall be in accordance with the provisions of Government Code Chapter
7 10.7, Sections 3540 through 3549.
- 8 B. Not later than the last Monday in March, both parties shall meet and negotiate in good
9 faith. Any agreement reached between the parties shall be reduced to writing and signed
10 by both parties.
- 11 C. Either party may utilize the services of outside consultants to assist in the negotiations.
12 Fees for such services are to be borne by the party requesting said services.
- 13 D. The Association shall designate up to eight (8) representatives, including the Association
14 President and Vice President, for purposes of official meeting and negotiating sessions
15 annually. These Association representatives who are District employees shall receive a
16 total maximum allowance of fifty (50) one-half ((1/2) days of released time, without loss
17 of compensation, for purposes of meeting and negotiating with the Board's
18 Representative(s). No more than two (2) consecutive one-half (1/2) days of released
19 time, as described herein, may be used without the mutual agreement of both parties. An
20 additional fifty (50) one-half (1/2) days of released time may be used by the
21 representative of the Association, provided that the costs incurred in providing the
22 necessary substitutes be borne by the Association. If additional one-half (1/2) days
23 beyond the one hundred (100) one-half (1/2) days are necessary, these shall be arranged
24 by mutual agreement of both parties with the costs incurred for substitutes being shared
25 by the Board and the Association.
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1 **ARTICLE 7**

2 **ASSOCIATION RIGHTS**

- 3 A. The Association and its members shall have the right of access at reasonable times to
4 areas in which members they represent usually gather. Such access shall not interfere
5 with the instructional day for students.
- 6 B. The Association shall have the right to make use of District institutional facilities within
7 the bounds of reason. When school facilities are to be used, such use shall not interfere
8 with the instructional program for students. Use of school buildings shall be requested as
9 provided for by District Policies 7100 et seq. Forms may be acquired from the
10 Switchboard Operator-Receptionist at the District Office. Prior request for use of a
11 facility by other organizations shall be honored and shall not be preempted by the
12 Association.
- 13 C. The Association shall have the right to post notices of activities and matters of
14 Association concern on Association bulletin boards, at least one of which shall be
15 provided in each school building in areas frequented by unit members.
- 16 D. The Association may use the District mail services and teacher mailboxes for
17 communications to unit members.
- 18 E. The Board shall continue to send at least two (2) copies of Board Agenda and Minutes of
19 each meeting to each building, to be posted in a conspicuous place.
- 20 F. Agenda, Minutes and Supporting Data shall be sent to the Association President, Vice
21 President and Chairperson of the bargaining team.
- 22 G. The Association shall designate unit members to receive leaves of absences for
23 Association business, with daily substitutes to be paid by the Association not to exceed a
24 total of twenty (20) days of leaves of absence. No more than two (2) designated unit
25 members may be absent simultaneously and no designated unit member may be absent
26 more than three (3) consecutive days.
- 27 H. Every first and third Tuesday of each month shall be set aside for Association Executive
28 Board Meetings. The second (2nd) and fourth (4th) Tuesday of each month shall be set
29 aside for Association meetings. Members or their alternates shall be allowed to attend
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1 Association meetings immediately following the conclusion of the student instructional
2 day.

3 I. Names, addresses, telephone numbers, and District emails of all unit members shall be
4 provided to the Association no later than November 1 of each school year.

5 J. Upon advance notice of five (5) working days by the Association President to the
6 Superintendent and approval by the Superintendent, which shall not be unreasonably
7 withheld, all unit members shall be allowed to attend Association general meetings no
8 less than fifteen (15) minutes after the last student is dismissed.

9 K. The Association shall be provided at least one-hour during new teacher orientation day to
10 meet with new teachers regarding Association business. Such meeting time shall be
11 mutually arranged between the Superintendent and Association President and typically
12 occur during the time provided for lunch.

1 **ARTICLE 8**

2 **ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTIONS**

3 A. The Association and the Board agree that any unit member who is a member of the
4 Association at the time this Agreement becomes effective, or who enrolls in membership
5 by signing and delivering to the Association an authorization of payment of unified
6 membership dues in the Association during the term of the Agreement, shall maintain
7 such membership for the term of the Agreement and amendments year-to-year, unless
8 revoked in writing submitted to and with the approval of the Association.

9 1. The Board shall guarantee said maintenance of membership to the Association by
10 enforcing the payment of dues by unit members required under the terms set forth
11 above.

12 2. The District shall be held safe and harmless from any costs of litigation resulting
13 from the enforcement of the payment of dues.

14 3. By August 15, the Association shall provide to the District the annual
15 LJE/CTA/NEA amount of dues for membership in the Association. The Board
16 shall deduct one-tenth (1/10) of such dues from the regular salary check of the unit
17 member each month for ten (10) months.

18 4. Deductions for unit members who signed such authorization after commencement
19 of the school year shall be appropriately prorated to complete the annual payment
20 by the end of the school year.

21 5. Unit members who currently have authorization cards on file for the above
22 purposes need not be resolicited.

23 6. As necessary the Association shall update the list of Union members for whom
24 deductions shall be made and provide it to the district.

25 B. The right of payroll deduction check-off privileges for payment of organization dues shall
26 be accorded by the Board exclusively to the Association and shall not be accorded to any
27 other organization whose members are part of the bargaining unit represented by this
28 Agreement.

29 C. With respect to all sums deducted by the Board pursuant to authorization of the unit
30 member for membership dues, the Board agrees to promptly remit such monies to the

1 Association, along with an alphabetical list of unit members for whom such deductions
2 have been made.

3 D. Payroll Deductions. The Board, when drawing an order for the salary payment due a unit
4 member, shall reduce the order by the amount that has been requested in a revocable
5 written authorization by the unit member to deduct for any or all of the following
6 purposes:

- 7 1. Paying premiums on any policy of certificated group life insurance for the benefit
8 of the unit member or for group disability insurance, or both, for the benefit of the
9 unit member or unit member's dependents.
- 10 2. Paying rates, dues, fees or other periodic charges on any hospital service contract
11 for the benefit of the unit member or the unit member's dependents.
- 12 3. Paying periodic charges on any medical and hospital service agreement or
13 contract for the benefit of the unit member or the unit member's dependents.
- 14 4. Professional unified dues of the Association, credit plans, donations and such
15 items as approved by the Board.

16 E. The Association agrees to furnish any information needed by the Board to fulfill the
17 provisions of this article.

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ARTICLE 9

GRIEVANCE PROCEDURE

A. Definitions

1. A “Grievance” is a claim by one or more unit members, group of unit members or the Association alleging a violation of a specific provision of this Agreement.
2. “Grievant” is individual unit member, group of unit members, or the Association who alleges that a grievance has occurred.
3. A “conferee” shall mean any Association representative selected by the grievant to assist the grievant in presenting and processing the claimant’s grievance. A grievant shall have the right to Association representation at any level of this procedure.
4. “Workday” is any day the District office is open for business.
5. The “Immediate Administrator” shall be the first level administrator having immediate jurisdiction over the grievant, and who has been designated to adjust grievances. Normally the “Immediate Administrator” will be the grievant’s Principal. In the case of a traveling unit member, the “Immediate Administrator” shall be the Principal at the site where the alleged violation took place, or the Director of the Department if the allegation is not site based. The Superintendent may also act as the “Immediate Administrator at his/her discretion.
6. The “grievance forms” shall be appropriate to each formal level of the grievance procedure to include formal levels one through four. The “grievance forms” are contained within Appendix G.

B. General Provisions

1. The purpose of the Grievance Procedure is to attempt to secure, at the lowest possible administrative level, equitable solutions that are consistent with this Agreement. All parties agree that the grievant and immediate administrator should attempt to resolve the grievance at the informal level.
2. The filing of a grievance shall not reflect unfavorably upon the grievant, or upon the immediate administrator with whom it may be filed.
3. Formal grievances shall be logged and dated in the order received.

- 1 4. The time limits described in this Article may be extended or modified upon the
2 mutual written agreement of the parties.
- 3 5. All documents, communications, and records dealing with the processing of a
4 grievance will be filed in a separate grievance file and will not be kept in the
5 personnel file of any of the participants.
- 6 6. When it is mutually agreed upon by the Superintendent and the President of the
7 Association that it is necessary for a representative designated by the Association
8 to investigate a grievance or attend a grievance meeting or hearing during the
9 instructional day, a representative shall be released without loss of pay coded
10 under School Business in order to permit participation in the foregoing activities.
11 Written notification for release shall be given to the immediate supervisor by the
12 Superintendent or designee. Any unit member who is requested to appear at such
13 investigations, meetings or hearing shall be accorded the same right.
- 14 7. Any unit member requested to appear at such investigations, meetings or hearings
15 shall have the right of refusal except where required by the legislative process.
16 Refusal to appear shall not cause reprisal or reduction in status.
- 17 8. The grievant must progress through all levels of the grievance process unless the
18 Superintendent agrees otherwise.

19 C. No Reprisals

- 20 1. No reprisals of any kind shall be taken by the District against the grievant, any
21 participant, the Association, or any party in interest in the grievance procedure.

22 D. Procedure for Presentation of a Grievance

23 1. Informal Level – Immediate Supervisor

- 24 A. Before filing a formal written grievance, the grievant shall attempt to
25 resolve it with an informal conference with the immediate supervisor or,
26 in the Association's case, at the level where the alleged grievance
27 occurred. The grievance shall be presented to the grievant's immediate
28 supervisor or, in the Association's case, to the level where the alleged
29 grievance occurred, within thirty (30) workdays of the time the grievant
30 could have known of the event giving rise to the grievance. Failure to

1 timely present a grievance shall constitute a waiver of the right to file the
2 grievance and the grievance procedures shall cease.

3 B. The immediate supervisor in the case of the teacher grievance, or the
4 Administrator dealing with an Association grievance, will give his/her
5 answer to the teacher or the Association, respectively, by the end of the
6 fifth (5) workday, or a period mutually agreed to, following the
7 presentation of the grievance. The giving of such an answer terminates
8 informal hearings unless both parties mutually agree to meet again on
9 the matter at this level.

10 C. At this level, the teacher may, at his/her option, have an Association
11 representative present. In the case of an Association grievance, except
12 by mutual agreement, only the Association's designated representative
13 and the appropriate Administrator shall be in attendance.

14 D. If at the end of the meeting, progress toward resolving the complaint was
15 made but not fully resolved, subsequent meetings at this level may be
16 held with the mutual agreement of both parties.

17 E. If a resolution of the problem is not possible at the informal level, the
18 grievant may progress to the Formal Level.

19 2. Formal Level – Step One – Immediate Supervisor

20 A. If the grievance is not resolved at the informal level, the grievant may,
21 within fifteen (15) workdays from the date he/she received his/her
22 immediate supervisor's answer or in the Association's case, from the
23 appropriate Administrator, request a formal review by the said
24 Supervisor or Administrator by filing a grievance on an official District
25 Form. Failure to timely advance a grievance shall constitute a waiver
26 of the right to file the grievance and the grievance procedures shall
27 cease. The submission of the request shall state the following
28 information:

- 29 - Name of grievant submitting the grievance
- 30 - Name of the grievant's representative, if any
- School or Department

- A description of the general and specific grounds of the grievance, including the names, times, places, and events
- The section of the contract upon which the grievance is being filed
- A statement of steps initiated by the aggrieved to resolve the difficulty, and the decision rendered
- A listing of the specific actions which the aggrieved unit member desires to remedy the grievance
- The grievance shall also be filed with the Superintendent

B. During the formal grievance process, the grievant shall be entitled to have Association representative(s) present. This right of representation shall also apply to the immediate supervisor involved. The grievant shall be present at this conference, except that he/she need not attend where it is mutually agreed that no facts are in dispute and that the sole question is one of interpretation of the provision of this agreement.

C. The immediate supervisor or administrator to whom the formal review is being made shall: (1) hold a conference with the grievant within seven (7) workdays after receiving the appeal; (2) obtain additional information as he/she deems appropriate, and (3) within seven (7) workdays after the conference with the grievant, summarize his/her findings and his/her decisions in writing, and submit copies to the grievant or the Association.

3. Formal Level – Step Two – Superintendent

A. If the grievance is not resolved at the Formal Level - Step One, the grievant may within ten (10) work days of receipt of a response from the immediate supervisor, appeal in writing on the appropriate form to the Superintendent or designee. The written appeal shall include a copy of the original grievance, the decision rendered at previous steps, and a clear, concise statement of the reason for the appeal. Failure to timely advance a grievance shall constitute a waiver of the right to file the grievance and the grievance procedures shall cease. These timelines may be deemed extended if by mutual agreement of the parties.

1 B. The Superintendent or designee shall render a decision within ten (10)
2 work days after receiving the appeal. Either the grievant or the
3 Superintendent or designee may request a personal conference within the
4 time limits allowed. Either party may have a conferee present.

5 4. Formal Level - Step Three - Mediation

6 A. If the grievant is not satisfied with the disposition of the grievance at
7 Level Two, the grievant may request that the Association submit the
8 grievance to mediation. The Association may appeal the grievance for
9 mediation within ten (10) workdays after receiving the written decision
10 at Level Two, or within twenty (20) workdays after presentation of the
11 grievance at Level Two if no written decision has been rendered.
12 Failure to timely advance a grievance shall constitute a waiver of the
13 right to file the grievance and the grievance procedures shall cease. The
14 Association shall have the exclusive right to determine which grievances
15 proceed to mediation.

16 B. Within ten (10) workdays of receipt of the appeal for mediation, the
17 parties shall request the California State Mediation and Conciliation
18 Service appoint a mediator to assist the parties in mediating the
19 grievance. The fees and expenses of the mediator shall be borne equally
20 by the Association and the District.

21 C. If an agreement is reached, the agreement shall be reduced to writing
22 and shall be signed by the grievant, the Association, and the District.

23 D. In the event that the grievant, the Association, and the District have not
24 resolved the grievance with the assistance of a mediator, the Association
25 may proceed to arbitration.

26 5. Formal Level – Step Four – Binding Arbitration

27 A. If the grievance is not resolved at mediation, within ten (10) workdays of
28 the conclusion of mediation, the grievant may request that the
29 Association submit the grievance to Binding Arbitration. Failure to
30 timely present a grievance shall constitute a waiver of the right to file the
grievance and the grievance procedures shall cease. The Association

1 shall have the exclusive right to determine which grievances proceed to
2 arbitration.

3 B. The Association shall notify the Superintendent in writing within ten
4 (10) workdays after the receipt of the request from the grievant if the
5 grievance is to be submitted for Binding Arbitration. Within ten (10)
6 workdays of receipt of the appeal to Binding Arbitration, the Association
7 shall request the California State Mediation and Conciliation Service
8 supply a list of five (5) names of persons experienced in hearing
9 grievances in public schools. Each party shall alternately strike a name
10 until one name remains. The remaining person shall be the arbitrator. All
11 grievances reaching the Binding Arbitration level shall be numbered.
12 The odd numbered grievances will give the District the first elimination.
13 The even-numbered grievances will give the Association the first
14 elimination. Failure to timely advance a grievance shall constitute a
15 waiver of the right to file the grievance and the grievance procedures
16 shall cease.

17 C. The fees and expenses of the arbitrator and the hearing shall be borne
18 equally by the District and the Association. All other expenses shall be
19 borne by the party incurring them, and neither party shall be responsible
20 for the expenses of the witnesses called by the other, except for release
21 time provided by law.

22 D. The arbitrator shall, as soon as possible, hear evidence and render a
23 decision on the issue or issues submitted to him/her. If the parties cannot
24 agree upon a submission agreement, the arbitrator shall determine the
25 issues by referring to the written grievance and the answers thereto at
26 each level. Where the threshold issue of arbitrability is raised by a party,
27 the arbitrator shall initially rule upon the matter, and thereafter the
28 parties shall be bound thereby.

29 E. It shall be the function of the arbitrator to make an award that will be
30 final and binding on the parties. The arbitrator will have no power to
add to, subtract from or modify the terms of this Agreement.

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F. After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall submit in writing, within (30) calendar days, to all parties his/her findings which shall be final and binding upon the parties.

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ARTICLE 10

TRANSFERS AND ASSIGNMENTS

A. Definition

1. “Transfer” is a change of assignment from one school to another, or from a school to the District Office.
2. Any unit member may apply to the Personnel Office for a transfer. Application forms for such transfers are available at any time in the Personnel Office. A copy of this application form shall be given to: (a) the applicant; (b) the Superintendent; and (c) the principal involved.
3. By no later than the last working day, unit members requesting transfers shall receive from the Personnel Office a written disposition of the transfer request and reasons for such disposition. This notice shall be sent to the unit members’ District email addresses.

B. Voluntary Transfers

1. Transfer shall be determined on the basis of one or any combination of the following, whichever shall be in the best interests of the unit member and the District:
 - a. Credential to perform the required service;
 - b. Demonstrated competency;
 - c. Experience related to the new assignment;
 - d. Seniority in the District.
2. Whenever vacancies occur within a school, the immediate supervisor, after notifying the entire certificated staff in that school of the vacancy, shall attempt to fill such vacancies with personnel already employed at that school, consistent with the qualifications listed in Provision B.1 above.
3. The assignment to teach a combination class will be shared equally within a grade if possible.
4. Except as required by law, remaining vacancies shall be publicized throughout the District to allow qualified District personnel to apply for such vacancies prior to filling the position. If a vacancy occurs during the school year, it shall be filled as

1 soon as possible from those qualified personnel who have applied for a transfer
2 consistent with qualifications listed in Provision B.1 above.

- 3 5. If a vacancy occurs when school is not in session, notification shall be sent
4 electronically through District email to all unit members.
- 5 6. Whenever it becomes necessary to transfer instructional personnel, every attempt
6 shall be made to fill such vacancies on the basis of voluntary transfer, which shall
7 be consistent with the qualifications listed in Provision B.1 above. No unit
8 member shall be pressured to seek a voluntary transfer.
- 9 7. Whenever possible, transfers should be made and completed by May 1 of the
10 current school year, recognizing that unexpected vacancies may necessitate
11 additional reassignment.
- 12 8. When both voluntary and involuntary transfers are needed to fill positions in the
13 District, voluntary transfer requests will be completed before placing involuntary
14 transfers.

15 C. Involuntary Transfers

- 16 1. Notice of any proposed involuntary transfer shall be given to the affected unit
17 member by the immediate supervisor no less than five (5) working days prior to
18 the effective date of the transfer. Basis for involuntary transfers are limited to:
 - 19 a. Declining enrollment;
 - 20 b. Reduction, addition or elimination of service;
 - 21 c. Unanticipated changes in enrollment by school or grade level;
 - 22 d. School closure;
 - 23 e. Balance of class size;
 - 24 f. Documented deficiencies in performance;
 - 25 g. District's belief that a transfer will better serve the needs of the students
26 and/or the District;
 - 27 h. Movement of a class from one site to another.
- 28 2. Determination of the unit member to be involuntarily transferred shall be based
29 upon one or more of the following: Credential to perform required service and/or
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1 demonstrated competency with respect to the program at the affected school,
2 available openings in other school and seniority in the District.

3 3. Whenever an involuntary transfer is made by the administration, the affected unit
4 member may request and shall be granted a conference with the immediate
5 supervisor and/or a District administrator to discuss the reasons for such action
6 prior to the effective date of the transfer. Also, within ten (10) working days after
7 the effective date of the transfer, the unit member may request and, within five (5)
8 working days of the request, shall be furnished a written statement signed by an
9 authorized administrator setting forth the specific reason(s) for making the
10 involuntary transfer.

11 4. Any unit member who is involuntarily transferred shall have first priority to
12 request any existing vacancies at the time of the transfer.

13 5. If a vacancy occurs, consistent with Provision B.2 above, at the school from
14 which a unit member has been involuntarily transferred or within the District,
15 such unit member shall be notified of the vacancy and given the opportunity to
16 request to return to the school or request transfer to any vacancy in the District.

17 6. For the reason described in Provision C.1.f above, a unit member may only be
18 transferred once during a three (3) year period. If such a transfer is contemplated,
19 the unit member shall be given thirty (30) working days notice to allow the unit
20 member an opportunity to improve his/her performance.

21 D. Assignments. Whenever possible, unit members shall be notified in writing of their
22 anticipated assignments, and with intermediate level unit members, the subject to be
23 taught, by no later than the end of the first week in May.

24 E. Misassignments

25 1. Unit members shall be assigned or reassigned to classes consistent with their
26 credentials and major and/or minor subjects of study. Where exceptions are
27 permitted, they shall occur only by mutual agreement between the unit members
28 affected and the District.

29 2. Upon employment, assignment or reassignment, a unit member shall be advised
30 by the District of the provisions of SB 435 (1987), Chapter 1376.

1 F. School Closings. When a school is closed, the vacancies occurring at the receiving
2 schools shall be filled from both the faculties of the receiving schools and the closed
3 school before other involuntary transfers are considered. Whenever possible, the unit
4 members being involuntary transferred from a closed school shall be given an equal
5 opportunity to request those vacancies along with those staff members currently assigned
6 to the receiving schools. The criteria listed in Provision B.1 of this article shall be
7 utilized for filling the aforementioned vacancies. Any remaining vacancies shall be filled
8 in accordance with the provisions of this article.

9 G. School Openings. When a closed school is reopened, unit members shall be given first
10 priority for filling positions at the school, based on the following procedures:

- 11 1. A list of positions to be filled at the school shall be posted at each school in the
12 District, if possible, by June 1;
 - 13 2. All teachers may apply;
 - 14 3. Positions shall be filled by unit member applicants, by involuntary transfers
15 pursuant to Provision C of this article, or by new personnel, but not necessarily in
16 that order.
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1 **ARTICLE 11**

2 **SUMMER SCHOOL**

- 3 A. All regularly employed unit members shall receive first consideration for employment in
4 the District's summer session.
- 5 B. The salary for the teaching days of the summer session shall be one-tenth (1/10) of the
6 annual salary paid Class III, Step 1, of the salary schedule in effect during the month(s) in
7 which the summer session occurs.
- 8 C. One (1) additional day with pay (at the hourly rate) prior to the first teaching day will be
9 included for necessary preparation. The pay for this first day shall be at the same daily
10 rate as each of the teaching days in the summer session.
- 11 D. The working day for unit members shall be one-half (1/2) hour before school starts and
12 shall end when students are no longer in attendance and other professional duties are
13 completed.
- 14 E. For the summer session, one (1) day of sick leave shall be granted to each member as of
15 the last working day of that regular school year. If this day is not utilized, it shall be
16 added to the unit member's accumulated sick leave total. No more than one (1) day of
17 sick leave may be utilized in any summer session.
- 18 F. The selection of teachers to serve in the Special Education, including Pre-School classes
19 shall be as follows:
- 20 1. First priority of assignment shall be given to teachers who instruct those students
21 during the school year.
 - 22 2. If the teachers mentioned in Provision F.1 above do not apply or are unavailable,
23 the positions shall be filled by other qualified applicants based on seniority.
- 24 G. The selection of Speech-Language Pathologists shall be filled by qualified applicants
25 based on seniority.
- 26 H. The selection of teachers to serve in regular education TK-8 programs shall be selected
27 based on seniority, unless special programs require special expertise (i.e. Industrial Arts,
28 Foreign Language, etc.).
- 29 I. All applicants must possess the appropriate credentials for the available position.
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1 J. The District reserves the right to reject the application of any unit member. Upon
2 request, the unit member shall be given the reason for such rejection in writing by the
3 Superintendent or designee.
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ARTICLE 12

TRAVEL

Unit members who are assigned to two (2) or more schools shall be compensated for the expenses in their travel at the rate of a minimum of Thirty Dollars (\$30.00) per month.

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1 **ARTICLE 13**

2 **WORKING ENVIRONMENT**

3 A. **Teaching Conditions**

- 4 1. It is the intent of the District to utilize trained non-bargaining unit personnel and
5 bargaining unit personnel who have volunteered to be trained to provide or
6 conduct specialized health procedures including, but not limited to, dispensing
7 medicine, catheterizations, crede, diapering, injections, ileostomies, colostomies,
8 gastrostomies tracheotomy, suction, oxygen, gavage feeding and draining.
- 9 2. An emergency shall include a life-threatening or serious health condition that
10 requires immediate implementation of a specialized health-care procedure.
- 11 3. Prior to the beginning of the school year, or the new placement of an existing
12 student, a pre-placement meeting will be made available to discuss the
13 implementation of a student’s specialized health care service (Emergency Health
14 Plan), IEP, BIP, or 504 plan shall take place at the local site for the employees
15 who will be directly involved with the student who needs specialized health care
16 services (Emergency Health Plan) and/or has an Individualized Educational Plan
17 (IEP) and/or a Behavioral Intervention Plan (BIP) and/or a 504 to discuss the
18 implementation of the student’s specialized health care procedures (Emergency
19 Health Plan), IEP, BIP, and/or 504 plan. In the event of an unforeseen placement
20 of a student with a known specialized healthcare need (Emergency Health Plan),
21 IEP, BIP, and/or 504, a placement meeting shall take place within a week of
22 placement. This also applies to summer school when applicable. Unit members
23 with a student with a known specialized healthcare need, IEP, BIP, and/or 504
24 shall be offered training related to the needs of those students. A digital copy of
25 the “IEP at a glance”, “Emergency Health Plan”, and/or 504 will be provided to
26 the teachers prior to the beginning of the school year. A hard copy will be
27 provided upon request by the teacher. Nothing in this provision shall prohibit the
28 local site from conducting pre-placement meetings to address other student
29 instructional or behavior concerns.
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1 B. Safety Conditions of Employment

- 2 1. Unit members shall not be required to work under unsafe conditions or to perform
3 tasks that endanger their health and safety.
- 4 2. Unit members shall be provided coverage under the terms and conditions of the
5 District Workers Compensation Program and illness leave provision for any
6 injury or illness arising out of or in the course of their employment.
- 7 3. A unit member has the responsibility to submit written recommendations to the
8 District regarding:
- 9 a. The maintenance of safe working conditions, facilities and equipment
10 repairs and modifications;
- 11 b. Compliance with applicable standards of the California Occupational
12 Safety and Health Act (OSHA);
- 13 c. Compliance of other standards under the California State Compensation
14 Insurance Fund;
- 15 d. Compliance with the provisions of the School District Fire and Liability
16 Insurance Program.
- 17 4. A unit member may suspend for good cause any student from his/her class for the
18 day of the suspension and the day following:
- 19 a. The unit member shall immediately report the suspension to the principal
20 for appropriate action;
- 21 b. The unit member shall ask the parent or guardian of the student to attend a
22 parent conference regarding the suspension. A school administrator shall
23 attend the conference if the unit member or the parent or guardian so
24 requests;
- 25 c. The student shall not be returned to the class from which he/she was
26 suspended during the period of the suspension without the concurrence of
27 the unit member of the class and the principal;
- 28 d. A written description of the rights and duties of all administrators and unit
29 members with respect to student discipline, including the use of corporal
30 punishment and the rights of a suspended student, shall be available to
each unit member at the beginning of each school year.

- 1 5. The unit member may use reasonable force in protecting safety of students and/or
2 their person in accordance with the provisions of the Education Code.
- 3 6. Unit members shall immediately report cases of assault and/or battery or
4 violations of Education Code Sections 44810, 44811 or 44812 suffered by them in
5 connection with their employment to their principal or other immediate
6 supervisor.
 - 7 a. The immediate supervisor shall immediately report the incident to law
8 enforcement agencies.
 - 9 b. Such notification shall be immediately forwarded to the Superintendent.
 - 10 c. The unit member may request from the immediate supervisor information
11 relating to the incident and the person involved.
 - 12 d. When, in the judgment of a teacher, a student requires the attention of the
13 principal, assistant principal, psychologist, or other specialist, he/she shall
14 inform his/her principal or immediate administrator, and/or appropriate
15 specialist to discuss the problem and its possible resolution. The site
16 administrator will inform the unit member of the anticipated response within
17 5 working days.
- 18 7. The Board shall maintain liability insurance to protect unit members against acts
19 within lawful performance of their duties.
- 20 8. As used in this article, “within the scope of the member’s employment” shall
21 include any school-sanctioned activities.
- 22 9. Whenever possible, unit members shall have the opportunity to discuss problems
23 with their immediate supervisors during the course of the unit member’s working
24 day.
- 25 10. In accordance with the law and with the consent of the Superintendent, site
26 administrators shall inform site teachers and specialists, when based on records
27 maintained by the District or received from law enforcement, it has information
28 that, during the three previous school years, a pupil has engaged in, or is
29 reasonably suspected to have engaged in, criminal or disruptive conduct while
30 going to or from school or during a school-sponsored activity or any conduct as
 specified by Education Code Section 49079.

1 C. Teaching Equipment and Materials

2 1. The District shall continue in its current practices and efforts to provide:

- 3 a. Current texts, library reference materials, maps and globes and laboratory
4 equipment;
- 5 b. An annual evaluation of audio-visual equipment for necessary repairs and
6 replacement;
- 7 c. Sufficient District-adopted materials for each student at each grade level;
- 8 d. The District will provide one consumable copy of the adopted
9 instructional material, for each subject taught, to each teacher to be used
10 for instructional purposes upon request;
- 11 e. A sample set of District-selected textbooks at the Instructional Materials
12 Center at the District Office;
- 13 f. A periodic evaluation of materials used for district-wide evaluation.
- 14 g. At least one operable device in each unit member's or unit members'
15 classroom to run current programs/software required by the District. At
16 least twice a year, the District and LJEAs shall meet to discuss and review
17 new technologies, programs/software, and classroom equipment needs
18 related to instructional delivery.

19 2. Except when necessary, repairs and maintenance of classrooms shall be made at a
20 time that shall not interfere with the instructional program. Should the health,
21 safety or welfare of students be endangered, immediate action shall be taken to
22 correct the problem.

23 D. Teaching Facilities

- 24 1. Each unit member shall have one serviceable desk and chair available for each
25 student in each classroom.
- 26 2. Each unit member shall have access to a teacher's desk and chair.
- 27 3. Whenever possible, each school shall have at least one room to utilize as a library.
- 28 4. Repairs of audio-visual equipment and other instructional devices shall be made
29 as soon as possible by qualified repair personnel. If an item cannot be repaired
30 within three (3) work days, the District shall make a conscientious effort to
provide an adequate replacement for use during the repair period.

1 **ARTICLE 14**

2 **CLASS SIZE POLICY**

- 3 A. The allocation ratio of unit members to regular program students in the District shall not
4 exceed one (1) to twenty-nine (29).
- 5 1. TK shall have a class size in accordance with current Ed Code and contractual
6 averages.
- 7 2. Kindergarten and 1st through 3rd shall have a class size in accordance with
8 current Ed Code and contractual averages.
- 9 3. 4th through 6th shall have a class size in accordance with current Ed Code and
10 contractual averages.
- 11 4. 7th and 8th, shall have a class size in accordance with current Ed Code and
12 contractual averages.
- 13 B. The District shall maintain an equitable distribution of students to unit members.
- 14 C. The allocation ratio of special education teachers to special education programs shall not
15 exceed State maximum limitations.
- 16 D. Unit members shall be allocated based on estimated enrollments and, when actual
17 enrollment is known, the District shall adjust the number of unit members assigned to
18 conform with Provisions A, B and C above.
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1 **ARTICLE 15**

2 **TEACHING HOURS AND ADJUNCT DUTIES**

3 The District recognizes that the varying nature of a unit member's day-to-day professional
4 responsibilities does not lend itself to a unit member's work day of rigidly established length.

5 A. All unit members are required to be at school for seven and one-half (7-1/2) hours,
6 including lunch. This time commences thirty (30) minutes prior to the time student
7 classes begin. The immediate supervisor may excuse a unit member from these times for
8 good cause upon request of the unit member.

9 B. The District recognizes that unit members perform many instructional duties outside of
10 their time spent on campus. Such duties include, but are not limited to:

- 11 1. Planning, selecting and preparing materials for instruction;
- 12 2. Evaluating work of students;
- 13 3. Conferring with parents;
- 14 4. Keeping records; and
- 15 5. Studying current literature to keep abreast of developments within the subject
16 matter taught by the unit member.

17 C. The District recognizes that unit members perform many instructional and adjunct duties
18 before, during, and after the unit member's work day on an assigned and voluntary basis.

19 These adjunct duties may include:

- 20 1. Non-classroom supervision of students; with the exception of crossing guard duty;
- 21 2. Supervising and providing leadership in student organizations and activities;
- 22 3. Participating in parent, community and school activities;
- 23 4. Instructing teacher aides;
- 24 5. Attending meetings;
- 25 6. Serving on committees;
- 26 7. Participating in approved staff development programs;
- 27 8. Attending classes.

28 D. In making adjunct duty assignments, the site administrator shall seek volunteers prior to
29 making assignments. In requiring unit members to perform adjunct duties, the site
30 administrator shall act in a reasonable manner and not abuse its authority. The site
administrator shall equitably distribute adjunct duties amongst unit members.

- 1 E. No District, faculty, department or grade level meetings shall be called without giving at
2 least twenty-four (24) hours notice. Such meetings shall normally be no longer than
3 forty-five (45) minutes, except by mutual agreement of the immediate supervisor and a
4 majority of unit members at the meeting.
- 5 F. Whenever possible, SST/IEP/504 meetings shall be scheduled during the school day.
- 6 G. Unit members who are not in full-time status shall be compensated at the hourly rate
7 when required to report to campus beyond the contractual day for staff professional
8 development obligations.
- 9 H. On a “Modified Day,” as defined in Provision Q of Article IV, Definitions, meetings
10 shall go no longer than one and one-half (1 1/2) hours, except by mutual agreement of the
11 immediate supervisor and a majority of the unit members at the meeting.
- 12 I. Each unit member shall be provided a duty-free lunch period of forty-five (45)
13 consecutive minutes, exclusive of passing periods.
- 14 J. Intermediate school unit member schedules shall contain a preparation period the length
15 of a regular period.
- 16 K. Intermediate school unit members shall be compensated for using their preparation period
17 to sub for another teacher at the hourly rate of pay.
- 18 L. Upon mutual agreement of the District and an individual unit member at the intermediate
19 school, said unit member shall, for any given semester, be allowed to teach an additional
20 period per day during their preparation period and, if so, shall be paid at the appropriate
21 percentage for that period.
- 22 M. Unit members may leave school at dismissal time whenever they are required to return to
23 a school event. When an Open House or Back to School Night is held at a school, the
24 day of the Open House or Back to School Night shall be a minimum instructional day for
25 unit members preparing for and/or participating in Open House or Back to School Night
26 activities.
- 27 N. Grade 1 – 6 shall organize multi-level P.E. to allow for 200 minutes of teacher team
28 planning time every ten (10) school days.
- 29 O. All unit members shall be subject to the conditions of Provision A of this article.
- 30 P. Each TK-6 school shall be allocated five days of substitute release time to be split equally
in Grades TK – 6, and one day of substitute release time for Special Education classes

1 with caseloads of 22 or more IEP students requiring narrative report cards each trimester
2 for report card completion. Substitute release time shall be made available only on a
3 Tuesday, Wednesday, or Thursday. In the event that substitute teachers are not available
4 to provide the release time, the District may postpone the request.

5 Q. Each TK/Kindergarten class shall be allocated three days comp time to be used
6 throughout the school year to compensate for orientation/assessment time performed
7 before the school year begins.

8 R. Each TK/Kindergarten class shall be allocated two days of substitute release time per
9 trimester for testing.

10 S. Two Mondays each month, after early dismissal, shall be reserved for teacher team
11 planning. From these, two Mondays each school year shall be reserved for districtwide
12 grade level planning. Scheduling shall be subject to Article 27, Calendars. Nothing in
13 this section shall impair the district's right to have district-wide trainings on days other
14 than those Mondays reserved for teacher team planning.

15 T. Grades TK – 6 shall have forty-five (45) minutes of music instruction each week to allow
16 for teacher team planning. This release time for teacher team planning is contingent upon
17 the District having revenue available for hiring a music teacher.

1 **ARTICLE 16**

2 **SHARED TEACHING**

3 A. Definition/Requirements

- 4 1. Shared teaching is a plan initiated by a permanent unit member whereby two (2)
5 unit members share voluntarily the teaching responsibilities of one (1) full-time
6 position. Probationary unit members may only participate in shared teaching with
7 permission of the requesting permanent unit member and concurrence of the
8 Superintendent.
- 9 2. Shared teaching shall be a commitment for one (1) complete school year.
- 10 3. Each unit member shall mutually agree to share equally the assignment, including
11 instructional time, subject matter, co-curricular activities and other assigned
12 duties as required by the District. A unit member, who is not regularly scheduled
13 to work on a professional development may attend and be compensated at the
14 hourly rate.
- 15 4. In the event of an absence of one (1) of the two (2) unit members, a substitute
16 shall be employed to replace the time not served by the absent unit member.
17 When a job share teacher substitutes for their job sharing partner, they shall be
18 paid at the daily substitute rate.
- 19 5. Two (2) years of shared teaching are required to advance one (1) step on the
20 salary schedule, however, the two (2) years need not be consecutive. Any teacher
21 sharing a contract and working 75% of a full-time scheduled work year shall
22 advance one (1) step on the salary schedule each year.
- 23 6. It is the unit member's responsibility to seek another teacher willing to participate
24 in a job share.

25 B. Compensation

- 26 1. Each unit member shall be compensated at the percent (%) of the contract of
27 his/her placement on the salary schedule. Sick leave and retirement contributions
28 shall be prorated at the percent (%) of the contract. Medical Insurance shall be
29 paid by the District at the percent (%) of the contract of the district contribution,
30 consistent with Article 24, Benefits.

- 1 2. The District will provide dental, vision and life insurance benefits for all job share
2 employees working a 40% or greater assignment.
- 3 3. Unit members working less than 40% teaching assignment are not eligible for
4 medical, dental, vision, and life insurance.

5 C. Request and Approval Process

- 6 1. Requests must be initiated by a permanent unit member to the Superintendent and
7 building principal where the assignment is located no later than March 15 of the
8 year preceding the shared teaching assignment.
- 9 2. Tentative approval or disapproval shall be given within ten (10) days of submittal
10 of the request and, upon request, the unit member shall be given the reason for
11 any disapproval in writing by the Superintendent or designee.
- 12 3. After approval by the Superintendent and building principal, unit members
13 accepted for shared teaching shall submit a work plan to the principal. After
14 approval of the plan by the principal, the plan shall be submitted to the
15 Superintendent prior to June 1 for final approval.
- 16 4. The Superintendent shall give final approval or disapproval of the plan no later
17 than the Monday of the last week of school. All shared teacher employment is
18 subject to approval by the Board of Trustees.
- 19 5. Teachers who have received final approval for a shared teaching assignment shall
20 sign a binding agreement to perform the duties of the assignment in accordance
21 with the plan approved by the Superintendent.

22 D. Dissolution of Job Share

- 23 1. When an existing job share team is dissolved, the teacher with the most seniority at
24 the school will be entitled to that full-time position.
- 25 2. If the seniority date at the school is equal, then the District hire date will be used to
26 determine who is entitled to the full-time position.
- 27 3. The displaced teacher shall have the right to an assignment within the District upon
28 dissolution of the job share. Every attempt shall be made to keep the teacher at the
29 school site where last assigned.

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ARTICLE 17

PEER ASSISTANCE AND REVIEW (PAR)

It is the intent of the PAR Program to provide professional development to permanent teachers to improve the quality of instruction through peer assistance, staff development and accountability.

A. Lowell Joint School District PAR Program

1. The governance structure for PAR shall consist of a joint-teacher administrator peer review Council.
2. The PAR Council shall consist of three (3) members, two (2) members selected by the Association and one (1) non-principal member selected by the District.
3. The PAR Council shall establish its own meeting schedule on an as-needed basis at a time designated by the Chairperson. A simple majority of the Council must be present to meet, which includes one representative from the Association and one from the District.
4. The PAR Council shall be responsible for selecting Consulting Teachers (defined in Section D) and evaluating Consulting Teachers and their documentation.
5. The PAR Council will adopt guidelines for implementing the provisions of this Article. To the extent that the guidelines are inconsistent with the Agreement, the Agreement will prevail; to the extent the guidelines are inconsistent with the law, the law will prevail.
6. The PAR Council will assign a Consulting Teacher to a Participating Teacher. The Participating Teacher has the right to meet with the PAR Council to discuss the assignment of the Consulting Teacher within two weeks of notification.
7. All documentation and the final evaluation of a Referred Teacher's participation in the PAR Program shall be made available for placement in the personnel file of the teacher receiving assistance.
8. Final report of a Referred Teacher's participation in the PAR Program shall be made available as part of the evaluation procedures in Article 20 of the Agreement.

- 1 9. The PAR Council will review the final report prepared by the Consulting Teacher
2 and will make recommendations to the Governing Board regarding the Referred
3 Teacher’s progress and the names of individuals who, after sustained assistance,
4 are not able to demonstrate satisfactory improvement.
- 5 10. The PAR Council is responsible for evaluating annually the impact of the PAR
6 Program in order to improve the program.

7 **B. Referred Teacher Participants (RT)**

- 8 1. A Referred Teacher is a unit member who receives assistance to improve
9 instructional skills, classroom management and knowledge of subject and related
10 aspects of teaching.
- 11 2. A Participating Teacher is a permanent employee of the District and participates
12 on a voluntary basis or is referred for participation as a result of an evaluation
13 performed in accordance with the procedures in Article 20 of the Agreement.
- 14 3. Permanent unit members who exhibit serious job-related deficiencies and have
15 received “Improvement Necessary” in two of the three instructional areas
16 (instructional objectives, classroom management or instructional delivery) or
17 “Unacceptable” in one of these three areas may be required to participate in the
18 PAR Program.
- 19 4. The decision of the principal to refer a permanent unit member to the PAR
20 Program will not be subject to the grievance procedure in Article 9 of the
21 Agreement.
- 22 5. The Consulting Teacher will continue to provide assistance to the Referred
23 Teacher until he or she concludes that the teaching performance of the Referred
24 Teacher is satisfactory or that further assistance will not be productive, at which
25 time the Consulting Teacher will submit a final report to the PAR Council. The
26 Referred Teacher shall have the right to submit a written response to the final
27 report. The Referred Teacher shall also have the right to request a meeting with
28 the PAR Council and to be represented at this meeting should she/he not agree
29 with the report.
30

1 C. Volunteer Teacher Participants (VT)

- 2 1. A permanent member who seeks to improve his/her teaching performance may
3 request the PAR Council to assign a Consulting Teacher to provide peer
4 assistance. It is understood that the purpose of such participation is to provide
5 peer assistance, and the Consulting Teacher will play no role in the evaluation of
6 the teaching performance of a Volunteer Teacher Participant. The VT may
7 terminate his or her participation in the PAR Program at any time without a
8 requirement to give a reason for said request.
- 9 2. Unless requested by the VT, information obtained by the Consulting Teacher
10 while working with the VT cannot be utilized in the evaluation process and/or as
11 the basis for mandatory participation in the PAR Program.

12 D. Consulting Teacher. A Consulting Teacher is a permanent unit member who provides
13 assistance to a Participating Teacher pursuant to the PAR Program.

- 14 1. Consulting Teachers will possess the following qualifications:
- 15 a. At least four (4) years of recent experience in the District as a teacher.
 - 16 b. Demonstrated exemplary teaching ability.
 - 17 c. Extensive knowledge and mastery of subject matter, teaching strategies,
18 instructional techniques and classroom management strategies necessary
19 to meet the needs of pupils in different contexts.
 - 20 d. Ability to communicate effectively both orally and in writing.
 - 21 e. Ability to work cooperatively and effectively with others.
- 22 2. A Consulting Teacher provides assistance to a Participating Teacher in improving
23 instructional performance. This assistance will typically include:
- 24 a. Setting and discussing performance goals with the Participating Teacher.
25 Assist in developing an Individual Performance Plan (IPP).
 - 26 b. Multiple observations of the Participating Teacher during periods of
27 classroom instruction.
 - 28 c. Meeting and consulting with the principal or designee of a Referred
29 Teacher Participant only.
 - 30 d. Demonstrating good practice to the Participating Teacher.

- e. Using school district resources to assist the Participating Teacher.
- f. Monitoring the progress of the Participating Teacher and maintaining a written record.
- g. Making status reports to the PAR Council for a Referred Teacher Participant only.

3. In order to fill a position of Consulting Teacher, a notice of vacancy will be posted at all sites and in the District Office. In addition to submitting an application form, each applicant is required to submit at least three references from individuals who have direct knowledge of the applicant's abilities to be a Consulting Teacher, including an administrator's recommendation.

4. Consulting Teachers shall be selected by a majority vote of the PAR Council after one or more representatives of the PAR Council have conducted a site visitation and a classroom observation of all final candidates.

5. A Consulting Teacher shall be provided release time as needed. The term of the Consulting Teacher shall be three (3) years, and a teacher may not serve in the position for more than one (1) consecutive term. A teacher may not be appointed to an administrative position for at least two (2) years in a school where he/she served as a Consulting Teacher.

6. Consulting Teachers will be trained to offer both peer assistance and to understand the specific functions of the PAR Program. The PAR Council will monitor and evaluate the effectiveness of the Consulting Teacher and will make decisions regarding their continuation in the program. The PAR Council may remove a Consulting Teacher from the position at any time because of the specific needs of the PAR Program, inadequate performance of the Consulting Teacher or other just cause. Prior to the effective date of such removal, the PAR Council will provide the Consulting Teacher with a written statement of the reasons for the removal, and, at the request of the Consulting Teacher, will meet with him/her to discuss the reasons.

1 **ARTICLE 18**

2 **ACADEMIC FREEDOM**

3 Subject to the approval of the immediate supervisor and District-adopted curriculum,
4 “Academic Freedom” shall be defined as follows:

- 5 A. The right to teach and learn about controversial issues that have economic,
6 political, scientific or social significance.
- 7 B. The right to use materials that are relevant to the levels of ability and maturity of
8 the students and to the purposes of the school system.
- 9 C. The right to maintain a classroom environment that is conducive to the free
10 exchange and examination of ideas that have economic, political, scientific or
11 social significance.
- 12 D. The right of unit members to participate fully in the public affairs of the
13 community.
- 14 E. The right of students to hold divergent ideas within the guidelines of debate and
15 discussion that are generally accepted by unit members in a normal classroom
16 environment.
- 17 F. The right of unit members to a free expression of conscience as private citizens.
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ARTICLE 19

CERTIFICATED EVALUATION PROCEDURES

A. General Provisions

1. The responsibility for evaluating the performance of a unit member shall rest primarily with the immediate supervisor or, in the case of more than one administrator, either may be designated as the immediate supervisor.
2. Each unit member shall have the opportunity to study the supervisor's entries on the District evaluation form until the next instructional day the unit member is on duty. The unit member's signature does not indicate endorsement of the evaluation, but is a recognition that discussion has taken place.
3. The evaluator's judgment and recommendations contained in classroom observations and formal evaluation shall not be subject to Article 9, Grievance Procedure.
4. All unit members shall be evaluated on the District-approved form, with copies to the unit member, the supervisor and the Personnel Office. A copy of the evaluation shall become a part of the unit member's permanent file in the District. A "Principal's Appraisal of Special Certificated Personnel Form" for observation of itinerant teachers, as designated in Provision G of this article, is attached hereto as Appendix "F."
5. No evaluation of performance shall be predicated upon lawful non-school related personal activities that have no impact upon the unit member's effectiveness as a teacher.
6. No evaluation of a classroom performance shall be predicated upon the unit member's use of teaching materials, provided that such materials are consistent with the age and maturity level of the affected students and with the District's educational curriculum, guidelines and policies. Any materials that might have an adverse effect on students shall be discussed between the unit member and immediate supervisor. Such materials shall be discontinued until such discussion and mutual agreement for continuance occurs.

1 7. A probationary unit member becomes a permanent unit member upon the
2 successful completion of the second probationary year and the beginning of the
3 third year.

4 B. District-Criteria. Each unit member shall be rated on a continuum according to the
5 following criteria:

6 Outstanding - Consistently demonstrates exemplary performance.

7 Highly Effective - Above District standards.

8 Effective - According to District standards.

9 Improvement Necessary - To meet District standards.

10 Unacceptable - Does not meet District standards.

11 C. Procedure for Observations. The following minimum standards for classroom
12 observation shall be established:

13 1. All unit members being evaluated shall have at least two (2) observations with
14 follow-up conferences if requested by either the unit member or the evaluator.
15 During the conference the evaluator shall identify the areas where improvement is
16 needed and give written recommendations for the remediation as needed prior to
17 any evaluation report.

18 2. The minimum two (2) required classroom observations cited on an evaluation
19 shall be reasonably distributed at regular intervals covering the defined period of
20 time being reviewed by the evaluation. An observation shall be defined as a one-
21 time visit.

22 3. The unit member shall be given a copy of the written record of the observations
23 within five (5) working days of the observation. Written observation reports shall
24 be dated and signed by the evaluator.

25 4. Any observation may be followed by a conference between evaluator and unit
26 member within five (5) working days of the observation. If a unit member
27 requests a conference with the evaluator, it shall be scheduled at a mutually
28 agreeable time.

29 5. Whenever improvement is necessary, the evaluator shall make specific written
30 suggestions on the report. For a probationary unit member receiving an

1 observation report indicating improvement is needed, a follow-up observation
2 must be made prior to the final evaluation report.

3 6. If, during a post-observation conference, the unit member reasonably believes that
4 he/she may be subject to discipline or that the conference may result in personnel
5 action, then the unit member may request representation before the meeting
6 continues.

7 7. Observations planned for the day before or the day after a professional
8 development day, Thanksgiving or Christmas or Spring Break, or the day after
9 returning from a leave of absence may take place only by mutual agreement
10 between the unit member and the evaluator.

11 D. Procedures for Evaluations

12 1. The official evaluation shall be based on all criteria set forth on the observation
13 and evaluation forms.

14 2. If the evaluation sets forth unacceptable or deficient performance, the unit
15 member shall have received prior written notice of the unacceptable or deficient
16 performance and given a reasonable opportunity to improve. Failure to give prior
17 notice does not prevent use of such unacceptable or deficient performance in any
18 further regular or special evaluation so long as prior notice is given together with
19 a reasonable opportunity to improve.

20 E. Remedial Action Plan

21 1. Wherever improvement is necessary on an official evaluation, the evaluator shall
22 provide specific written suggestions for improvement and mutually agreed upon
23 assistance to the unit member.

24 2. An action plan may be attached to the evaluation and may contain specific written
25 suggestions for necessary improvement and may allow reasonable time for
26 implementation to the next official evaluation.

27 3. The action plan may cite the specific plan of the evaluator to provide personal and
28 resource assistance in a reasonable effort to help the unit member improve.

29 4. The action plan may include, but not be limited to, the following:

30 a. Specific recommendations for improvement.

- b. Direct assistance to implement such recommendations.
- c. Techniques to measure improvement.
- d. Time schedule to monitor progress.

F. Evaluation Conference

1. The evaluator shall schedule a conference concerning the official evaluation for the purpose of discussing the evaluation. During the conference the evaluator shall identify the areas where improvement is needed and give written recommendations in the summary of performance by category and identify the required performance for advancement to the next categorical rating. The unit member shall receive a copy of the evaluation.
2. If, during an evaluation conference, the unit member reasonably believes that he/she may be subject to discipline or that the conference may result in personnel action, the unit member may request representation before the meeting continues.
3. The unit member shall have the opportunity to study the evaluation report prior to being asked to sign the report.
4. The unit member may submit a written response to the evaluation at any time. The response shall be attached to the evaluation and retained in the unit member's file in the Personnel Office.
5. The unit member shall be requested to sign the evaluation report. The signature does not necessarily indicate that the unit member endorses or agrees with the content of the report.

G. Evaluation of Special Certificated Personnel (Language, Speech, and Hearing Specialists)

Unit members who provide special services in the District are evaluated by the Assistant Superintendent for Instruction or Director of Special Education in accordance with the following procedure:

1. The Assistant Superintendent, or Director of Special Education or designee (site administrator) shall observe the unit member.
2. The "Principal's Appraisal of Special Certificated Personnel Form," attached hereto as Appendix "F," shall be utilized for formal observations.

- 1 3. The Assistant Superintendent, or Director of Special Education or designee (site
2 administrator) shall schedule a conference with the unit member. The unit
3 member shall have the opportunity to study the appraisal and attach a written
4 response, if necessary.
- 5 4. The signed appraisal form and any written response shall be sent to the Assistant
6 Superintendent or Director of Special Education.
- 7 5. The unit member's evaluation shall be the responsibility of the Assistant
8 Superintendent or Director of Special Education who shall incorporate the site
9 administrator's appraisal with the District level evaluation of special services.

10 H. Procedural Calendar for Evaluations

11 General meeting to establish standards, goals and objectives. Each unit member and
12 his/her evaluator shall establish the mutually determined objectives for the year. This
13 may be accomplished through one or more planning conferences if requested by either
14 the unit member or the evaluator.

15 1. Probationary Unit Member

- 16 a. The first official evaluation shall be completed on or before November 15.
- 17 b. A final official summative evaluation for probationary unit members shall
18 be completed by May 1.
- 19 c. A probationary unit member who is assigned to a school or District
20 department after the beginning of school and who is recommended for
21 reemployment must be evaluated twice, if possible, under the time
22 schedule that is required by law and this Agreement. If two (2)
23 evaluations are not possible, one must be completed if the unit member
24 has been in the assignment for forty-five (45) calendar days prior to the
25 last day of any school year.
- 26 d. The District agrees that any probationary teacher dismissed during his/her
27 first two (2) school years will be in accordance with the provisions of
28 Education Code Section 44948.3.
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1 2. Permanent Unit Member:

2 a. Permanent unit members with fewer than ten years of experience in the
3 District shall be evaluated at least every other year.

4 b. Permanent unit members with ten years or more experience in the District
5 who have received only H's and/or O's on the two previous evaluations
6 shall be evaluated at least every three (3) years if the evaluator and
7 certificated employee being evaluated agree. The certificated employee or
8 the evaluator may withdraw consent at any time.

9 c. The final official summative evaluation shall be completed by May 1.

10 I. Salary Increment

11 1. If any permanent unit member does not maintain ratings of effective in all areas,
12 for two consecutive years, the evaluator shall recommend that the salary
13 increment (step) be withheld.

14 2. The Certificated Personnel Administrator shall be responsible for reviewing such
15 cases, making a written evaluation and scheduling a conference with all persons
16 involved.

17 3. If the decision to withhold the salary increment is sustained, the permanent unit
18 member shall remain at his/her present step on any officially adopted salary
19 schedule.

20 4. Permanent unit members who are not recommended for salary increment shall be
21 notified by no later than May 1.

22 5. It shall be the responsibility of the evaluator to advise unit members of the
23 possibility of a salary increment being withheld at the earliest possible time in the
24 school year.

25 6. Observations and conferences must be scheduled at regular intervals in order to
26 assist the unit member in the areas of concern.

1 **ARTICLE 20**

2 **PERSONNEL FILES**

- 3 A. There shall be a single personnel file for each unit member. Personnel files shall be kept
4 in the Central Administrative Office of the District.
- 5 1. Every unit member shall be permitted to review the materials in his/her personnel
6 file during non-duty time.
- 7 2. All material placed in the file shall be dated and signed by the person who caused
8 the material to be placed in the file.
- 9 3. A unit member may have a representative present when inspecting his/her
10 personnel file.
- 11 B. Material that may be excluded from inspection shall be limited to ratings, reports or
12 records that were: (1) obtained prior to the unit member's employment; (2) prepared by
13 identifiable examination committee members; or (3) obtained in connection with a
14 promotional examination.
- 15 C. Information of a derogatory nature, except for material mentioned in Provision B of this
16 article, shall not be entered or filed unless and until the unit member is given a copy of
17 the material and an opportunity to review and comment thereon. Such review shall take
18 place during normal business hours, and the unit member shall be released from duty for
19 this purpose without salary reduction. In the event this is not done, such material shall
20 not be allowed as evidence in any disciplinary action against the unit member or used by
21 the District in any grievance filed by the unit member.
- 22 D. District administrators who supervise and/or evaluate unit members may maintain
23 separate files on each unit member they supervise and/or evaluate, but any such file shall
24 not be considered the personnel file. When disciplining or assigning a unit member, the
25 District may rely on material in the personnel file, the evaluator's file, or any other
26 relevant material.
- 27 E. The District retains the right to remove from the files, prior to inspection, items not
28 subject to review as defined in Provision B of this article. The District also retains the
29 right to make a listing of items contained in the file prior to the review by the unit
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1 member and/or the unit member's representative. The unit member and/or designee may
2 review in private the material in the unit member's file.

3 F. Access to a unit member's personnel file shall be limited to the Superintendent and/or
4 designee. Other persons may be authorized to review the unit member's personnel file by
5 the Superintendent or designee only on a "need to know" basis. Such other persons may
6 be, but are not limited to, principal, members of the Board and legal representatives of the
7 District. The contents of all personnel files shall be kept in the strictest confidence.

8 G. Unit members may request of the Superintendent that material that is two (2) years old or
9 more be destroyed. If the request is denied, the unit member may write a rebuttal to such
10 denial and this shall become part of the personnel file.

1 **ARTICLE 21**

2 **CITIZEN COMPLAINTS**

3 The purpose of this complaint procedure is to establish the steps to follow when responding to
4 citizen complaints that may have an effect upon the evaluation of the unit member.

5 A. Violations of the Education Code. When a unit member informs a supervisor that a
6 complainant has violated any section of the Education Code or rules and regulations
7 adopted by the Board, the complainant should be informed of the violation and of the
8 penalties involved. The unit member may inform the supervisor of the violation so that
9 the supervisor shall inform the complainant.

10 B. Complaints to the Unit Member. Citizen complaints should be made outside of
11 instructional hours and directly to the unit member when feasible. Either complainant or
12 unit member may report any unresolved charge or complaint to the supervisor. If neither
13 the administrator nor the unit member are satisfied, the matter may be referred to the
14 Superintendent. If referred, the complaint shall be put in writing by the complainant.

15 C. Complaints to the Supervisor. When a citizen's complaint is made to a supervisor, the
16 supervisor shall ask if the unit member has been informed. The supervisor shall inform
17 the unit member of the complaint before a child is removed from the class or within five
18 (5) working days. The unit member may request a meeting with the complainant in an
19 effort to exchange information and reach a mutual understanding. The unit member may
20 ask that the supervisor be present. If the complainant refuses to meet or put the
21 complaint in writing, the matter shall be dropped. If a citizen complaint is received
22 directly by the Superintendent's office, the unit member named in the complaint and the
23 supervisor shall be notified. The unit member and supervisor shall be informed of the
24 specifics of the complaint upon request. The Superintendent shall refer the complainant
25 to the unit member and/or the unit member's immediate supervisor for processing in
26 accordance with Provision B or C above. The unit member may file a written response to
27 the complainant with the Superintendent.

28 D. False Complaints. Complaints that are shown to be false in accordance with Section
29 16023, Subsection C, Title V of the Administrative Code shall neither be placed in the
30 unit member's personnel file, nor utilized in any evaluation or disciplinary action.

1 E. Violations of Procedure. If procedures of this article are not followed, the unit member
2 may utilize the procedures as outlined in Article 9, Grievance Procedure.
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1 **ARTICLE 22**

2 **LEAVES**

3 A. **Sick Leave**

- 4 1. Every unit member shall be entitled to one (1) day's leave of absence for the
5 personal illness or injury of the unit member, with full pay, for every school
6 month of service. One (1) day of sick leave shall be allowed for use in any one
7 (1) summer session. Sick leave may not be used on any days on which a unit
8 member is not required to render service to the District. If such unit member does
9 not take the full amount of leave allowed in any school year under this section, the
10 amount not taken shall be accumulated from year to year, up to an unlimited
11 number of days. Leave need not be accrued prior to taking the ten (10) days per
12 year allowed for ten (10) month unit member.
- 13 2. Upon exhaustion of all accumulated illness/injury leave credit, a unit member
14 who continues to be absent under the provisions of this article shall receive, for up
15 to one hundred (100) days, the difference between the unit member's pay amount
16 and the amount that was or would have been paid a substitute. At the conclusion
17 of the 100 days, the unit member will be placed on a reemployment list in
18 accordance with Education Code Section 44978.1.
- 19 3. Unit members using the provisions of this section shall file written evidence with
20 the monthly time reports that such illness or injury was of such nature as to
21 require absence from duty.
- 22 4. At any time, the Superintendent or his/her designee reserves the right to request
23 proof of illness and may refer any claims for sick leave benefits to a physician of
24 the District's choice. The opinion of the selected physician as to the fitness of the
25 unit member to return to work shall be the final basis for granting sick leave.
- 26 5. A unit member assigned part-time shall earn sick leave time in direct proportion
27 to which assignment may relate to full-time.
- 28 6. Unused sick leave accumulated by a unit member who has served in another
29 school district in California shall be transferred to this District upon acceptance of
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1 employment. The Personnel Office shall develop the procedures and necessary
2 forms to carry out the provisions of this policy.

3 7. Any unit member on illness/injury leave for sixty (60) working days or less shall
4 be entitled to return to the same assignment held at the time such leave
5 commenced.

6 8. Any unit member on illness/injury leave for more than sixty (60) working days
7 shall be entitled to return to an assignment authorized by his/her credential.

8 **B. Leaves for Pregnancy, Miscarriage, Childbirth and Recovery Therefrom**

9 1. Unit members disabled due to pregnancy, miscarriage, childbirth or recovery
10 therefrom may use accumulated illness/injury leave and extended illness leave, as
11 set forth in this article.

12 2. The length of such disability leave, including the date on which the leave is to
13 begin and the date on which the duties are to be resumed, shall be determined by
14 the unit member and her physician.

15 3. Eligible unit members may take up to 12 weeks of leave for parent-child bonding
16 pursuant to paragraph H.1 of this article. Such leave may be compensated as
17 provided by law.

18 **C. Child Rearing Leave**

19 1. Upon request, the Board may provide a unit member who is a natural or adopting
20 parent an unpaid leave of absence for the purpose of child rearing.

21 2. Such leave shall remain in effect at least until the end of the semester following
22 the birth of the child and no longer than the end of the second semester following
23 the birth of the child, if requested.

24 3. A unit member shall notify the Board of intention to take such leave at least four
25 (4) weeks prior to the anticipated date on which the leave is to commence.

26 **D. Industrial Accident and Illness Leave**

27 1. Allowable leave shall not exceed sixty (60) days during which the schools of the
28 District are required to be in session or when the unit member would otherwise
29 have been performing work for the District in any one (1) fiscal year for the same
30 accident.

- 1 2. Allowable leave shall not be accumulated from year to year.
- 2 3. Industrial accident or illness leave shall commence on the first day of absence.
- 3 4. When a unit member is absent from duties on account of an industrial accident or
- 4 illness, the unit member shall be paid such portion of the salary due him/her for
- 5 any month in which the absence occurs as, when added to his/her temporary
- 6 disability indemnity under the Labor Code, shall result in a payment to the unit
- 7 member of not more than his/her full salary. The phrase "full salary," as utilized
- 8 in this subdivision, shall be computed so that it shall not be less than the unit
- 9 member's average weekly earnings.
- 10 5. Industrial accident or illness leave shall be reduced by one (1) day for each day of
- 11 authorized absence, regardless of a temporary disability indemnity award.
- 12 6. When an industrial accident or illness leave overlaps into the next fiscal year, the
- 13 unit member shall be entitled to only the amount of unused leave due him/her for
- 14 the same illness or injury.
- 15 7. Upon termination of the industrial accident or illness leave, the unit member shall
- 16 be entitled to the benefits provided by this Agreement and, for the purposes of
- 17 each of these sections, his/her absence shall be deemed to have commenced on the
- 18 date of termination of the industrial accident or illness leave, provided that if the
- 19 unit member continues to receive temporary disability indemnity, the unit
- 20 member may elect to take as much of his/her accumulated sick leave which, when
- 21 added to his/her temporary disability indemnity, shall result in a payment to the
- 22 unit member of not more than his/her full salary.
- 23 8. During any paid leave of absence, the unit member shall endorse to the District
- 24 the temporary disability indemnity checks received on account of the industrial
- 25 accident or illness. The District, in turn, shall issue the unit member appropriate
- 26 salary warrants for payment of the unit member's salary and shall deduct normal
- 27 retirement and other authorized contributions.

28 E. Bereavement Leave

- 29 1. Every unit member employed in the District shall be granted necessary leave of
- 30 absence not to exceed three (3) days and an additional two (2) days for necessary

1 travel beyond two hundred fifty (250) miles of the District (as measured by the
2 shortest land route) or out of State on account of the death of any member of
3 his/her immediate family, as defined paragraph F.1.b of this article.

4 2. No deduction shall be made from the salary of such unit member, nor shall such
5 leave be deducted from leave granted by other provisions of this Agreement.

6 3. The unit member may be granted bereavement leave for persons not related upon
7 written request and approval of the Superintendent or designee.

8 F. Personal Necessity

9 1. Personal Necessity Leave may be utilized by a unit member who has sufficient
10 unused sick leave credit for circumstances which cannot be dealt with during off-
11 duty hours and that are serious in nature, that is which cannot be expected to be
12 disregarded and/or which necessitate immediate attention. A leave of absence for
13 personal necessity may be granted to a unit member, for not more than twenty
14 (20) days in each school year. Additional leave may be granted at the discretion
15 of the Superintendent. Such leaves shall be deducted from a unit member's
16 accumulated sick leave benefits for those situations necessitating the unit
17 member's absence from duty.

18 2. Each unit member may use four (4) days of leave, under this provision, per year
19 for Compelling Personal Necessity (CPN) personal reasons other than concerted
20 activities. The unit member will take no more than two (2) consecutive CPN days
21 without prior approval from the superintendent. This day shall be deducted from
22 the unit member's sick leave, and the reason for absence shall be Compelling
23 Personal Necessity (CPN). Other personal necessity leave under this policy shall
24 be granted in the following situations:

25 a. Death of a Member of the Family. Leaves may be granted under this
26 section when the number of days needed exceeds the leave allowable
27 under Bereavement Leave and/or time is needed to settle an estate.

28 b. Illness in the Immediate Family. For purposes of this section, immediate
29 family means the mother, father, grandmother, grandfather or a grandchild
30 of the unit member or the spouse of the unit member, son, son-in-law,

1 daughter, daughter-in-law, brother or sister of the unit member, the spouse
2 of the unit member or any other relative of the unit member. The unit
3 member may be granted leave for persons not related upon written request
4 and approval of the Superintendent or designee. Serious or critical illness
5 of a member of the immediate family, as defined above, which calls for
6 the services of a physician shall be reason for leave under this section.

- 7 c. Accident of an Emergency Nature. Such accident must have involved the
8 unit member's person or property or the person or property of his/her
9 immediate family as defined in Provision F.1.b above. The emergency
10 must be of such a serious nature that the immediate presence of the unit
11 member is required during his/her normal working hours and involving
12 circumstances the unit member cannot be reasonably expected to
13 disregard.
- 14 d. Danger to Home or Property of Unit Member. Imminent danger to the
15 residence of the unit member occasioned by flood, fire, or acts of God,
16 which may be serious in nature and under circumstances that the unit
17 member cannot reasonably be expected to disregard and which shall
18 require the unit member's attention during his/her normal working hours.
- 19 e. Paternity Leave. One (1) day leave granted to enable the presence of the
20 father at the time of the birth of his child or when birth may be considered
21 imminent.
- 22 f. Funeral. One (1) day leave to be granted for attending a funeral of a
23 distant relative, friend, neighbor or acquaintance of the unit member.
- 24 g. Examination for Selective Service. One (1) day leave granted upon order
25 of a physical examination for Selective Service or to return to the active
26 military service. Military leave will be granted as required by law.
- 27 h. Court Appearance. Appearance in court as a litigant or as a witness under
28 official order.
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- i. Taking Son or Daughter to College. Two (2) days leave may be granted to a unit member when taking a son or daughter to college with approval of the Superintendent.
- j. Graduation Ceremony of an Immediate Family Member. Attendance at the graduation ceremony from an accredited institution of learning shall be granted a unit member. These graduations include, not are not limited to: high school graduations, university graduations, military ceremonies.
- k. Weddings of Immediate Family Members. Attendance at the wedding of an immediate family member shall be granted a unit member.

Immediately upon return to active service, the unit member shall complete the District absence form and submit it to the immediate administrator. The District Office may request additional verification for the purposes of the use of these leave provisions.

- 3. The unit member shall not be required to secure advance permission for leave taken for any of the following reasons:
 - a. Serious illness of a member of his/her immediate family as defined above.
 - b. Accident or imminent danger to his/her person or property or the person or property of his/her immediate family, as defined in Provision F.1.b above.
- 4. For leaves granted for all other reasons allowed under this section, exclusive of Provisions F.1.a through F.1.b above, advance permission must be received from the Superintendent or designee, whenever possible.
- 5. The Superintendent or designee shall be the granting authority for leaves to be taken under this policy and may grant exceptions to the provisions listed above. Upon return to duty, the unit member shall verify the need for leaves deducted from a unit member's sick leave benefits under this policy.

G. Unpaid Leave of Absence – Unusual Circumstances. When unusual circumstances exist, requests for unpaid leave of absence for reasons other than those specified in other sections of this Agreement may be considered by the Board upon recommendation by the Superintendent. Unit members requesting a leave must indicate their intention to return to the District.

1 H. Family and Medical Leave. Employees who have been employed for a least one year and
2 worked at least 1250 hours in the previous twelve (12) months shall be entitled to up to
3 twelve (12) weeks of unpaid leave during a twelve (12) month period within a fiscal year
4 to care for:

- 5 1. The employee's newborn child or a child placed with the employee for adoption
6 or foster care;
- 7 2. The employee's spouse, registered domestic partner, child or parent with a serious
8 health condition; or
- 9 3. The employee's serious health condition.

10 An appropriate statement from a licensed physician shall accompany a request for leave
11 under Items 2 and 3 above.

12 When such leave is foreseeable, an employee shall give the District at least thirty (30)
13 days advance written notice. When the leave is not foreseeable, an employee shall give
14 written notice to the District as soon as the employee is aware of the need for leave.

15 The District shall continue all group health coverage plans for an employee on such leave
16 at the same level of benefits and under the same conditions that existed while the
17 employee was working. If the District changes a health plan during an employee's leave,
18 the change applies to the employee as if still on the job.

19 The District may require an employee to sign an agreement regarding his/her intention to
20 return to work. After a leave, the District may reinstate the employee to the same
21 position held or a comparable position. If an employee fails to return to duty at the end
22 of the leave, the employee must reimburse the District for the cost of the benefits unless
23 an exception applies under the Family and Medical Leave Act (FMLA)

24 During the unpaid leave, employees shall not accrue sick leave or any other right to
25 leave, but the leave shall not be considered a break in service for seniority purposes.

26 In providing this leave benefit, the District shall comply with both the regulations of the
27 Family and Medical Leave Act (FMLA) and the applicable California law. The least
28 restrictive language applicable to the employee in either the State or Federal Act shall be
29 used in cases wherein there is a conflict in language between the two.
30

1 Upon returning from a Family and Medical Leave, the employee will be assigned to a
2 position within the District consistent with the provisions of his/her credential.

3 I. Subpoena Leave. When a unit member is absent because of a mandatory court
4 appearance, except as a litigant, the unit member shall suffer no loss of salary by reason
5 of this service. The following provisions shall apply:

- 6 1. Fees, exclusive of mileage by the court of party requiring the unit member's
7 appearance, shall be reimbursed to the District.
- 8 2. A copy of the subpoena or certificate from the Clerk of the Court must be filed
9 with the Personnel Office before the effective date of the absence.

10 J. Jury Duty Leave

- 11 1. Every unit member shall be granted leave with pay to serve as a juror.
- 12 2. In the event paid leave is provided, such leave shall be for the amount of the
13 difference between the unit member's regular earnings and any amount received
14 for jury or witness fees.
- 15 3. An employee who receives a jury duty notice during the school year may request
16 a postponement of jury duty from a work day (or days) to a non-work day (or
17 days) and will receive the day-to-day substitute teacher rate of pay for each day
18 the employee is on jury duty during the non-work days upon validation of service.
- 19 4. If a unit member is on leave of absence or industrial leave, the unit member will
20 not be eligible for the benefit described in item 3 above.

21 K. Legislative Leave. A unit member who is elected to the State Legislature, Congress or a
22 school board in another district shall be entitled to an unpaid leave of absence for the
23 length of the term or terms in office.

- 24 1. The unit member on such leave shall notify the Board of intent to return at least
25 six (6) weeks in advance.
- 26 2. The unit member on such leave shall be entitled to return to employment at the
27 end of the leave.

28 L. Sabbatical Leave

- 29 1. Sabbatical leave may be granted to permanent unit members for professional
30 study, research or travel, after they have served a minimum of seven (7) years as a
full-time probationary and permanent employee of the District.

2. The rate of pay for any unit member on such leave shall be fifty percent (50%) of the salary such unit member would have received if he/she had remained in active service. The rate of pay shall be fifty percent (50%) of the step and class for which such unit member would qualify on the District Teacher Salary Schedule.
3. A sabbatical leave shall be granted for not less than one (1) full semester nor more than one (1) school year.
4. A unit member granted such leave shall be required to furnish an acceptable bond indemnifying the District against loss in the event such unit member fails to render at least three (3) years of service after return from such leave. Any bond required of the unit member shall not exceed the actual money paid by the District during the unit member's sabbatical leave. The amount of the required bond shall be spelled out with a set formula for computing the amount.

M. Association Leave. Association leave shall be in accordance with Article 7, Association Rights, Provision G.

N. Catastrophic Leave Program. Catastrophic illness shall be defined as a long-term disabling illness. When an employee or an employee's spouse, domestic partner, child, or parent experiences a catastrophic illness or injury that requires the employee to take time off from work for an extended period of time and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits. Catastrophic leave donations shall not be utilized if any combination of disability, income protection insurance and other benefits result in employee receiving more than 100% of full-time pay.

1. In making such a request, the employee shall provide verification of the catastrophic injury or illness.
2. Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury. The District shall treat this information as confidential and use it only to determine the unit member's eligibility for catastrophic leave.

- 1 3. Upon determination that the employee is unable to work due to his/her own or a
2 family member's catastrophic illness or injury, any other unit member, upon
3 written notice to the Superintendent, may donate accrued vacation and/or sick
4 leave credits to the requesting employee. Donations shall be at a minimum of
5 eight hours or a full day. Donations shall be irrevocable during the school year in
6 which the donation is made.
- 7 4. To ensure that employees retain accrued sick leave to meet their own needs,
8 donors shall not reduce their accumulated sick leave to fewer than 80 hours or 20
9 full days.
- 10 5. The use of donated sick leave shall be chosen by lottery as determined by the
11 current CTA elections alphabet. Unit members whose donations were utilized
12 shall receive notification of usage. Unused leave credit donations shall be
13 returned to remaining donors by the last day of the school year.
- 14 6. The employee who is the recipient of the donated leave credits shall use those
15 credits within six consecutive months.
- 16 7. An employee who receives paid catastrophic leave shall use any leave credits that
17 he/she continues to accrue on a monthly basis before receiving paid leave
18 pursuant to this program.

1 **ARTICLE 23**

2 **SALARIES**

3 A. For the 2023-2024 school year, unit members shall receive an ongoing salary
4 schedule increase of 11% retroactive to July 1, 2023 (excluding stipends and other
5 remuneration), and 0% for the 2024-2025 school year. The 2023-2024 / 2024-2025
6 teacher salary schedule is attached hereto as Appendix “B.1.” The 2023-2024 / 2024-
7 2025 Speech and Language Pathologist salary schedule is Appendix “B.2.” For the
8 remainder of the 2023-2024 school year, and for the 2024-2025 school year the
9 contract—including Article 23—is closed.

10 B. **Rules and Regulations – Certificated Salary Schedule**

11 1. **Initial Placement on Salary Schedule.** Previous teaching experience outside the
12 District shall be recognized on a year-for-year basis, up to a maximum of five (5)
13 years, under the following circumstances:

14 a. Teaching experience in a public school within the United States and
15 overseas for seventy-five percent (75%) or more of the school year.

16 b. Teaching experience in a recognized private school, assuming the unit
17 member had a teaching credential and an acceptable Bachelor’s Degree
18 during the experience in question.

19 c. Credit shall be allowed for service in the Peace Corps on the basis of one
20 (1) step on the salary schedule for each two (2) years served.

21 d. Credit shall be allowed for active U.S. military service on the basis of one
22 (1) salary step for each two (2) years served. Unit members must have
23 served on active status in a recognized branch of the United States armed
24 forces within ten (10) years preceding the date of their application for
25 employment.

26 e. No previous applicable experience under the provisions of B.1.a through
27 B.1.d above shall have an initial placement of Step 1 of the appropriate
28 classification. Highest entry class is Class 5.
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- 1 f. Unit members shall be placed in their appropriate class (column) on the
2 salary schedule after submitting official college transcripts verifying the
3 number of college units taken and successfully completed.
- 4 g. Probationary unit members who resign and return after one (1) or more
5 years, re-enter the service of the District as a unit member who is new to
6 the District under the conditions of initial placement of salary schedule,
7 Provision B.1 above.
- 8 h. A permanent unit member returning from an approved leave of absence
9 shall advance to the next highest salary step than that which he/she was on
10 at the time the leave became effective. The unit member must have
11 worked at least seventy-five percent (75%) of the school year preceding
12 the leave. Used sick leave shall be counted toward the seventy-five
13 percent (75%) requirement for advancing on the salary schedule.
- 14 i. A unit member who serves less than a full school year shall receive a
15 salary only an amount that bears the same ratio to the established annual
16 salary for the position as the number of working days he/she serves bears
17 to the total number of working days in the annual school term, and any
18 other day when the unit member is required by the Board to be present at
19 the schools of the District. A unit member in a position who serves a
20 complete semester shall receive not less than one-half (1/2) of the
21 established annual salary for the position. This section shall not be so
22 construed as to prevent the payment of compensation to a unit member
23 while on leave of absence when the payment of the compensation is
24 authorized by law.

- 25 2. Approved Semester Units. Units earned at an accredited college or university,
26 and those receiving prior approval by the Certificated Personnel Administrator are
27 credited for placement on the salary schedule.
- 28 3. Verification of Units. Complete verification in the form of official college
29 transcripts or grade cards must be submitted to the Personnel Office on or before
30 August 15th of the school year in which such classification change is to take place.

- 1 4. Proof of Completed Units. For column advancement/degree completion must be
2 submitted to the District Personnel Office on or before January 15th in order for
3 the salary change to be effective for the second semester of a school year.
- 4 5. Classification Change. Unit members who change classification (column) shall
5 be advanced one (1) step in the new classification (column), as shown on the
6 salary schedule. Unit members changing from Class 4, Step 9, to Class 5 shall be
7 advanced to Step 10 of the new classification, except for those unit members who
8 were on Class 4, Step 9 for two (2) or more years, who shall be placed on the
9 appropriate step of Class 5 which reflects their actual years of accredited
10 experience in the District.
- 11 6. Anniversary Increments. Beginning July 1, 2022 of the 2022-2023 school year
12 and ongoing.
- 13 a. Only unit members who qualify for Class 3, 4, or 5 are eligible for Step 16,
14 Step 19, Step 21, Step 23, or Step 26.
- 15 b. Step 16: Unit members with fifteen (15) or more years of service shall be
16 eligible for Step 16.
- 17 c. Step 19: Unit members with eighteen (18) or more years of service shall be
18 eligible for Step 19.
- 19 d. Step 21: Unit members with twenty (20) or more years of service shall be
20 eligible for Step 21.
- 21 e. Step 25: Unit members with twenty-two (22) or more years of service shall be
22 eligible for Step 23.
- 23 f. Step 26: Unit members with twenty-five (25) or more years of service shall be
24 eligible for Step 26.
- 25 7. Unit Conversion. Semester hours (units) are the basis for classification placement
26 and change. Quarter hours (units) shall be converted to semester hours (units) by
27 multiplying the total of such hours (units) by two-thirds (2/3).
- 28 8. Salary Increment
- 29 a. If any permanent unit member does not maintain ratings of effective in all
30 areas, for two consecutive years, the evaluator shall recommend that the salary
 increment (step) be withheld.

- 1 b. The Certificated Personnel Administrator or designee shall be responsible for
2 reviewing such cases, making a written evaluation and scheduling a
3 conference with all persons involved.
- 4 c. If the decision to withhold the salary increment is sustained, the permanent
5 unit member shall remain at his/her present step on any officially adopted
6 salary schedule.
- 7 d. Permanent unit members who are not recommended for salary increment shall
8 be notified by no later than May 1.
- 9 e. It shall be the responsibility of the evaluator to advise unit members of the
10 possibility of a salary increment being withheld at the earliest possible time in
11 the school year.
- 12 f. Observations and conferences must be scheduled at regular intervals in order
13 to assist the unit member in the areas of concern
- 14 9. Withholding of Anniversary Increment. If any unit member does not maintain
15 ratings of effective or higher in all areas each year, it shall be recommended that
16 the salary increment (step) be withheld. The appropriate item, “Not
17 Recommended for Salary Increment,” shall be checked on the evaluation form.
18 The Certificated Personnel Administrator or designee shall be responsible for
19 reviewing such cases, making a written evaluation, and scheduling a conference
20 with all persons involved. If the decision to withhold the anniversary increment is
21 sustained, the unit member shall be placed on the last step of the class in which
22 he/she is currently placed, or the new class for which he/she qualifies, which
23 immediately precedes Step 16, Step 19, Step 21, Step 23 or Step 26.
- 24 10. Annual Stipends
- 25 a. Unit members assigned to combination classes shall be compensated a
26 stipend of \$3,000.00 for the year. See Appendix B.1.
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1 **ARTICLE 24**

2 **BENEFITS**

3 A. For the term of this Agreement, the health, dental, life and vision insurance benefits shall
4 be as follows:

- 5 1. Health Plan. Effective July 1, 2019, and continuing until June 30, 2022, the
6 District shall provide unit member and dependent(s) coverage in the CALPERS
7 Health Plan, and the District shall pay up to an aggregate amount of the
8 CALPERS Kaiser Los Angeles employee plus dependent(s) coverage, with the
9 full cost of the District's contribution for the each of the school years in the
10 Agreement not to exceed the premium for the CALPERS Kaiser Los Angeles rate
11 unit member and dependent(s) coverage. Any costs above the District maximum
12 contribution [CALPERS Kaiser Los Angeles Employee plus dependent(s)] will be
13 paid by unit members through payroll deduction. Unit members may utilize the
14 aggregate amount for unit member and dependent coverage for medical plans
15 only.
- 16 2. Dental Plan. The District shall pay the premium for unit member plus dependent
17 coverage. The maximum benefit per person shall be One Thousand Five Hundred
18 Dollars (\$1,500).
- 19 3. Life Insurance Plan. The District shall pay the premium for unit member plus
20 dependent coverage for the existing life insurance plan.
- 21 4. Vision Plan. The District shall pay the full premium costs for unit member plus
22 dependent coverage.

23 B. Coverage and Benefit Levels

- 24 1. Subject to the Health Plans offered by CALPERS and the providers of dental,
25 vision and life insurance, the existing coverage and benefit levels shall be
26 continued through each of the school years in the Agreement, including any
27 increased premiums for CALPERS Kaiser Los Angeles coverage or the dental,
28 vision or life insurance plans unless otherwise amended in accordance with
29 Article 24.

1 2. Unit members must complete the required District forms during the open
2 enrollment period in order to participate in the unit member benefits program.

3 C. Benefits While on Leave of Absence

4 1. Unit members on District approved non-paid leaves of absence shall have their
5 unit member benefits paid by the District for the remainder of the pay period
6 during which the leave began.

7 2. Unit members on District approved non-paid leaves of absence for more than one
8 (1) pay period may elect to continue coverage for themselves (and dependents) by
9 mailing the entire premium required for coverage, made payable to the District
10 and submitted to the Payroll Department.

11 3. Cancellation. The unit members (and dependents') insurance coverage, under the
12 District's master insurance contract(s), shall be canceled under the following
13 conditions:

14 a. The leave expires and the unit member does not return to active duty.

15 b. A premium payment is not received in the Payroll Department by the
16 beginning of leave.

17 D. Unit members who work a complete school year shall have insurance benefits under the
18 District's unit member benefits program effective through the last day of August. Unit
19 members who are employed subsequent to the first day of the school year shall have
20 insurance benefits commence in a manner consistent with past practice.

21 E. Unit members who terminate their employment prior to the close of the school year shall
22 be under the District's insurance programs through the last day of the month in which the
23 termination occurs.

24 F. Unit members shall continue to be covered under the District's unit member benefit
25 programs through the last day of August during the year in which this Agreement
26 terminates.

27 G. Unit members who are sixty-five (65) years of age or younger who retire shall be entitled
28 to enroll themselves and eligible dependents in a District sponsored health program,
29 provided that they pay the required premiums in a manner consistent with past District
30 practice.

1 H. Part-time unit members shall receive a prorated share of the District's contribution,
2 consistent with Provision A of this Article.
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1 **ARTICLE 25**

2 **EARLY RETIREMENT**

3 Unit members are eligible for Option I or Option II of the District’s Early Retirement Plan if they
4 have at least ten (10) years of continuous full-time service in the District.

5 A. Option I. Unit members who are in paid status are eligible for this Early Retirement Plan
6 at age fifty-five (55) or over if they have at least ten (10) years of continuous full-time
7 service in the District. For those unit members who are in paid status, who have at least
8 ten (10) years of continuous full-time service in the District, and who were hired after
9 July 1, 2013, will be eligible for this Early Retirement Plan at age sixty (60). Group
10 medical insurance coverage will be available for unit member only coverage up to the
11 Kaiser Los Angeles rates on a reimbursement basis through, and in accordance with the
12 rules and regulations of, the CALPERS Health Plan. The District will monthly reimburse
13 retired employees selecting this option up to the cost of the unit member only coverage,
14 Kaiser Los Angeles rates. In addition, for unit members selecting this option, group
15 dental and vision insurance coverage carried by the District will continue to be paid by
16 the District at the current level of employer contribution for employee only coverage.
17 This option shall apply only to those unit members not participating in Option II and who
18 remain fully retired as defined by the appropriate retirement system. This benefit shall
19 cease at the retiree’s Medicare eligible age or the death of the retiree whichever is earlier.
20 Retirees opting for the District dental and vision programs must meet the eligibility
21 requirements provided in the District contract with the particular insurance carrier.

22 B. Option II. Unit members who are in paid status are eligible for this Early Retirement
23 Plan at age fifty-five (55) or over if they have at least ten (10) years of continuous full-
24 time service in the District. For those unit members who are in paid status, who have at
25 least ten (10) years of continuous full-time service in the District, and who were hired
26 after July 1, 2013, will be eligible for this Early Retirement Plan at age sixty (60). Group
27 medical insurance for the retiree and spouse up to the Kaiser Los Angeles rates on a
28 reimbursement basis through, and in accordance with the rules and regulations of the
29 CALPERS Health Plan. The District will monthly reimburse retired employees selecting
30 this option up to the cost of the employee and spouse coverage, Kaiser Los Angeles rates.

1 The retiree must receive benefits from STRS. This option shall apply only to those unit
2 members not participating in Option I and who remain fully retired, as defined by the
3 appropriate retirement system. This benefit shall cease at the retiree's Medicare eligible
4 age or the death of the retiree, whichever is earlier. Retirees taking this option must meet
5 the eligibility requirements provided in the District contract with the particular insurance
6 carrier. Unit members who retire after July 1, 1992, shall be eligible for early retirement
7 benefits at an amount not to exceed current District contribution toward employee
8 coverage.

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1 **ARTICLE 26**

2 **CONCERTED ACTIVITIES**

- 3 A. The Association and the unit members recognize their duty and obligation to comply with
4 the provisions of this Agreement.
- 5 B. It is agreed that there shall be no strike, work stoppage, slow-down, picketing as an
6 Association activity, or refusal or failure to perform operations of the District by the
7 Association or any unit members during the term of this Agreement.
- 8 C. It is further agreed that the Association or any unit members shall not comply with
9 requests of other organizations to engage in such activities in the District.
- 10 D. It is agreed that any unit member violating this article may be subject to disciplinary
11 action.
- 12 E. It is further agreed that, in the event this article is violated, the District shall be entitled to
13 withdraw any rights, privileges, or services provided in this Agreement or in District
14 policy from any unit members and/or the Association.
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ARTICLE 27
CALENDARS

- A. The calendar for the current work year is attached hereto as Appendix “C.”
- B. The working year calendar for unit members shall be 184 days.
- C. Once the Board of Trustees adopts the Student Attendance Calendar, the District will confer with the Association for input regarding the District operational calendar (e.g. Team Planning Days).

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1 **ARTICLE 28**

2 **MATTERS NOT COVERED/SAVINGS PROVISION**

- 3 A. The Board shall amend its written policies and take such other action by resolution or
4 otherwise as may be necessary in order to give full force and effect to the provisions of
5 this Agreement.
- 6 B. If any provisions of this Agreement are held to be contrary to law by a court of competent
7 jurisdiction, such provisions shall not be deemed valid and subsisting except to the extent
8 permitted by law, but all other provisions shall continue in full force and effect.
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1 **ARTICLE 29**

2 **MISCELLANEOUS PROVISIONS**

- 3 A. Any individual contract between the Board and an individual unit member heretofore
4 executed shall be subject to and consistent with the terms and conditions of this
5 Agreement.
- 6 B. A unit member's notification to the Board of intent to resign shall remain revocable until
7 such time as it is officially accepted by the Superintendent or designee.
- 8 C. Within one (1) month of the execution of this Agreement, the District shall publish this
9 Agreement on the District website and notify all unit members via District email of its
10 availability on the District website.
- 11 D. Any proceeds received by the District from either the State or Federal Government as a
12 result of a unit member's National Board Certification shall be remitted in full to the
13 teacher. No expenses related to National Certification shall be borne by the District.
- 14 E. The parties agree to form a Health and Welfare Benefit Review Committee comprised of
15 two (2) members of LJEAs, two (2) administrators, and two (2) members from the other
16 represented bargaining unit. The Committee shall gather and review relevant
17 information, and formulate recommendations for consideration by the parties during
18 negotiations.
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1 **ARTICLE 30**

2 **SUPPORT OF AGREEMENT**

3 A. The District and the Association agree that it is to their mutual benefit to encourage the
4 resolution of differences through the meet and negotiation process. Therefore, it is
5 agreed that the Association shall support this Agreement for its term and shall not appear
6 before the District to seek change or improvement in any matter subject to the meet and
7 negotiation process, except by mutual agreement of the District and the Association.

8 B. This article is not to be interpreted in any way to prohibit the Association from making
9 proposals for change in this Agreement for the process of negotiating a successor
10 agreement to this Agreement.

1 **ARTICLE 31**

2 **EFFECT OF AGREEMENT**

3 It is understood and agreed that the specific provisions contained in this Agreement shall prevail
4 over District practices and procedures and over State laws to the extent permitted by State law
5 and that in the absence of specific provisions in this Agreement such practices and procedures
6 are discretionary.

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ARTICLE 32

COMPLETION AND DURATION OF AGREEMENT


Tentative Agreement between the Lowell Joint School District and the Lowell Joint Education Association.

This tentative agreement is subject to ratification by the District's Board of Trustees and the LJEA membership. This proposal closes all contract negotiations through the 2025/2026 year.

Signed this 1st day of February, 2024.

LOWELL JOINT
SCHOOL DISTRICT

LOWELL JOINT
EDUCATION ASSOCIATION

 2/15/24
Superintendent of Schools Date

 2/1/24
President Date

 2-15-24
Assistant Superintendent Date

 2/1/24
President Date

 2/1/24
Chairperson, Bargaining Team Date

2023/24 TEACHER SALARY SCHEDULE

Effective July 1, 2023

Effective July 1, 2023 employees shall receive an 11.00% increase to base salary earnings (excluding stipends and other remuneration).

	CLASS	CLASS	CLASS	CLASS	CLASS
STEP	1	2	3	4	5
1	56,702	60,750	64,802	68,853	72,901
2	60,750	64,802	68,853	72,901	76,952
3	64,802	68,853	72,901	76,952	81,006
4	68,853	72,901	76,952	81,006	85,053
5	72,901	76,952	81,006	85,053	89,101
6	76,952	81,006	85,053	89,101	93,155
7		85,053	89,101	93,155	97,205
8			93,155	97,205	101,255
9			93,155	101,255	105,306
10			93,155	101,255	109,357
11			93,155	101,255	113,406
12			93,155	101,255	113,406
13			97,709	106,233	118,978
14			97,709	106,233	118,978
15			97,709	106,233	118,978
16			98,500	107,121	119,963
17			98,500	107,121	119,963
18			98,500	107,121	119,963
19			100,082	108,899	121,937
20			100,082	108,899	121,937
21			101,657	110,678	123,910
22			101,657	110,678	123,910
23			103,238	112,455	125,884
24			103,238	112,455	125,884
25			103,238	112,455	125,884
26			104,817	114,230	127,861

CLASS REQUIREMENTS

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

- CLASS 1 Bachelor's degree and appropriate California Credential.
- CLASS 2 Bachelor's degree and appropriate California Credential, plus 15 approved units obtained after Bachelor's degree.
- CLASS 3 Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.
- CLASS 4 Bachelor's degree and appropriate California Credential, plus 45 approved units obtained after Bachelor's degree, or Master's degree and appropriate California Credential.
- CLASS 5 Bachelor's degree and appropriate California Credential, plus 60 approved units obtained after Bachelor's degree, including Master's degree, or Master's degree and appropriate California Credential, plus 24 approved units obtained after Master's degree.

* Unit members will receive eleven (11) monthly paychecks August through June each school year. For members retiring on or before May 31st, in any school year, those members will receive their eleventh paycheck at the same time as their May paycheck in order to avoid potential State Teachers Retirement System (STRS) penalties for receipt of paid wages during retirement.

[Handwritten Signature]
2-16-24

2023/24 SPEECH AND LANGUAGE PATHOLOGIST SALARY SCHEDULE

Effective July 1, 2023

Effective July 1, 2023 SLP employees shall receive an 11.00% increase to base salary earnings (excluding stipends and other remuneration).

	CLASS	CLASS	CLASS
STEP	3	4	5
1	68,042	72,297	76,547
2	72,297	76,547	80,799
3	76,547	80,799	85,056
4	80,799	85,056	89,305
5	85,056	89,305	93,556
6	89,305	93,556	97,812
7	93,556	97,812	102,066
8	97,812	102,066	106,318
9	97,812	106,318	110,572
10	97,812	106,318	114,825
11	97,812	106,318	119,076
12	97,812	106,318	119,076
13	102,594	111,544	124,926
14	102,594	111,544	124,926
15	102,594	111,544	124,926
16	103,425	112,476	125,962
17	103,425	112,476	125,962
18	103,425	112,476	125,962
19	105,086	114,343	128,034
20	105,086	114,343	128,034
21	106,740	116,213	130,106
22	106,740	116,213	130,106
23	108,399	118,078	132,178
24	108,399	118,078	132,178
25	108,399	118,078	132,178
26	110,059	119,942	134,255

CLASS REQUIREMENTS

ALL UNITS ARE SEMESTER UNITS. ONE-QUARTER UNIT = 2/3 SEMESTER UNIT

- CLASS 3 Bachelor's degree and appropriate California Credential, plus 30 approved units obtained after Bachelor's degree.
- CLASS 4 Bachelor's degree and appropriate California Credential, plus 45 approved units obtained after Bachelor's degree, or Master's degree and appropriate California Credential.
- CLASS 5 Bachelor's degree and appropriate California Credential, plus 60 approved units obtained after Bachelor's degree, including Master's degree, or Master's degree and appropriate California Credential, plus 24 approved units obtained after Master's degree.

* Unit members will receive eleven (11) monthly paychecks August through June each school year. For members retiring on or before May 31st, in any school year, those members will receive their eleventh paycheck at the same time as their May paycheck in order to avoid potential State Teachers Retirement System (STRS) penalties for receipt of paid wages during retirement.

DA
2-16-24



LOWELL JOINT SCHOOL DISTRICT

Teacher Calendar T

2023-2024 Work Calendar 11 Months Pay (184 Working Days)

	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		
JULY																																	
Summer		X	X	H					X	X					X	X						X	X					X	X				
AUGUST	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		
First Month		X	X					X	X	1	1	1	1	1	X	X	1	1	1	1	1	X	X	1	1	1	1						
SEPTEMBER	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			
Second Month		1	X	X	H	1	1	1	1	X	X	1	1	1	1	X	X	1	1	1	1	1	X	X	1	1	1	1	1	X			
OCTOBER																																	
Third Month																																	
NOVEMBER	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			
Fourth Month		1	1	X	X	1	1	1	1	H	X	X	1	1	1	1	X	X	1	1	1	1	X	X	1	1	1	1	1	1	X		
DECEMBER																																	
Fifth Month		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																																	
Sixth Month																																	
FEBRUARY	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				
Seventh Month		1	1	X	X	1	1	1	1	X	X	1	1	1	1	X	X	1	1	1	1	1	X	X	1	1	1	1	1	X	1	1	
MARCH																																	
Eighth Month																																	
APRIL																																	
Ninth Month																																	
MAY	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		
Tenth Month		1	1	X	X	1	1	1	1	X	X	1	1	1	1	X	X	1	1	1	1	1	X	X	1	1	1	1	1	X	1	1	
JUNE																																	
Eleventh Month																																	



Total Working Days **184**

HOLIDAYS

July 4, 2023 Independence Day
 September 4, 2023 Labor Day
 November 10, 2023 Veteran's Day
 November 20-24, 2023 Thanksgiving Recess

December 25-26, 2023 Christmas Eve & Christmas Day
 January 1-2, 2024 New Year's Eve & New Year's Day
 January 15, 2024 Martin Luther King Jr. Day
 February 12, 2024 Lincoln's Birthday

February 19, 2024 President's Day
 March 18-22, 2024 Spring Break Recess
 May 27, 2024 Memorial Day
 June 19, 2024 Juneteenth Day

LOWELL JOINT SCHOOL DISTRICT
REVIEW OF TEACHER PERFORMANCE

Qualities of Effective Teacher Behaviors

The qualities of effective teacher behaviors used for teacher appraisal in Lowell Joint School District are described in the five categories listed below:

- I. Instructional Objectives and Curriculum
- II. Classroom Control and Classroom Management
- III. Instructional Delivery and Teacher-Child Relationships
- IV. Professional Responsibilities
- V. Personal Responsibilities

This document will be reviewed by principals with their certificated staff at the beginning of each school year. At each scheduled observation conference between teacher and principal throughout the year, teacher progress in each category will be rated according to data accumulated up to that point. These reviews of teacher performance should be viewed as progress and preparation toward the final and official evaluation which is recorded on the Teacher Evaluation Form.

I. INSTRUCTIONAL OBJECTIVES AND CURRICULUM

A. INSTRUCTIONAL OBJECTIVES

- 1. Writes instructional objectives that support district goals and standards of expected pupil achievement and that meet criteria established by administrative direction.
- 2. Writes objectives which give evidence that effort is being made to develop students' proficiencies to the level of expected pupil achievement in the standards established by the governing board.
- 3. Gives evidence, through lesson plans and student records, that regular and sustained effort is being made to reach established district and school standards and instructional objectives.
- 4. Makes an analysis of test scores and uses assessment data to identify the needs of individual students.
- 5. Provides other assessment data such as teacher-made tests, unit tests, portfolios, and subject area projects to improve the quality of the instructional program so as to meet instructional objectives.

B. CURRICULUM

1. Provides a complete and balanced instructional program that implements established district goals, curriculum, and textbooks as appropriate for the teacher's assignment.
2. Provides an interesting and motivating program as evidenced by enthusiastic student response.
3. Selects and uses materials and activities that are of value and substance and are directly relevant to the instructional objectives, the curriculum, and student learning styles.
4. Exhibits a thorough knowledge of the subject matter included in the teaching assignment.
5. Prepares thorough long-range, weekly, and daily plans for the instructional program.

II. CLASSROOM CONTROL AND CLASSROOM MANAGEMENT

A. CLASSROOM CONTROL

1. Maintains control so that student behavior supports the instructional activities being implemented.
2. Established clearly defined classroom standards and enforces them.
3. Uses negative and positive consequences to enforce behavior standards.
4. Uses a wide variety of student management skills and techniques effectively (e.g., eye contact, proximity control, nonverbal signaling, verbal reprimand, anticipating problems, administering appropriate consequences, counseling, and giving appropriate praise and recognition).
5. Takes responsibility to help maintain student discipline in every school setting and with all students (cafeteria, playground, hallways, etc.)
6. Sets an example for student behavior by maintaining self-control, being courteous, supporting school rules, and exhibiting fairness and honesty.
7. Avoids the use of control techniques of a destructive nature (e.g., ridicule, rejection, insults, sarcasm, and derogatory remarks.)

B. CLASSROOM MANAGEMENT

1. Use minimal amount of instructional time for classroom management and monitors the program to assure that each student spends a maximum amount of time on appropriate instructional tasks.
2. Organizes classroom activities and trains students so that they know what is expected and can proceed in an orderly fashion.
3. Maintains a suitable learning environment that is task oriented, comfortable, businesslike and industrious, where everyone knows his assignment and attends to it.

4. Uses audio and visual cues to maintain student attention throughout the lesson. Uses a timer and signals to move the class from one activity to another without confusion or disorder.
5. Maintains a physical environment in the classroom that is safe, neat, fresh and attractive, well-organized, healthful, and pleasant.
6. Teaches students to respect and take care of school property and personal property.
7. Exercises care and prudence in the use of school supplies and equipment and teaches students to do the same.
8. Demonstrates thorough preparation and organization by having necessary materials and equipment immediately available and efficiently arranged.

III. INSTRUCTIONAL DELIVERY AND TEACHER-CHILD RELATIONSHIPS

A. LESSON DESIGN

1. Anticipatory Set
 - * Getting students' attention and interest.
 - * Establish importance of lesson/skill.
 - * Relate to previous learning.
 - * Define the learning - - State the objective.
 - * Correct level of difficulty.
2. The Teaching
 - * Explain, describe the skill or concept.
 - * Uses strategies such as: lecture, discussion, questioning, audio-visual
 - * Demonstrate or model.
 - * Break skill into components parts.
 - * Considers individual learning styles.
 - * Check for understanding.
 - * Monitor and give feedback.
3. Guided Practice
 - * Practice learning through some form of observable behavior and/or active participation.
 - * Practice directly related to the learning.
 - * Monitor the practice of the learning.
 - * Adjust instruction as needed.
4. Closure/Evaluation
 - * Summarize the learning (teacher and/or students).
 - * Quiz, test, project, written summary, oral presentation.

B. INSTRUCTIONAL DELIVERY

1. Gets and maintains student attention and interest.
2. Provides sufficient review activities to maintain skills and engage students quickly.
3. Communicates and defines instructional objectives clearly.
4. Actively instructs by telling, showing how, explaining, modeling, using examples, breaking a task down into component parts, and taking students through a process step-by-step.
5. Uses random questioning techniques to elicit and monitor feedback involving all students to judge the effectiveness of instruction and to “fine-tune” teaching strategies and methods.
6. Uses a wide variety of techniques which emphasize the development of in-depth understanding and higher order thinking skills (such as Bloom’s Taxonomy) as evidenced by student ability to write, solve problems, and discuss.
7. Gives prompt and informative feedback to students on the accuracy and quality of their responses.
8. Frequently evaluates student performance to diagnose and determine readiness.
9. Uses a variety of instructional strategies to adjust instruction to the ability level and learning style of students (e.g., grouping, adjusting individual assignments, or providing enrichment activities).
10. Provides adequate review and practice to master and maintain the skills and knowledge that have been learned.

C. TEACHER-CHILD RELATIONSHIP

1. Demonstrates the ability to establish rapport with students, using techniques such as listening, helping, befriending, and showing concern, warmth, and understanding.
2. Communicated high expectations for student performance and productivity; encourages students to give their best efforts and submit work that is of high quality and error free.
3. Plans activities and manages instruction so that every student achieves success and recognition.
4. Motivates and fosters character development through expectations and examples.

IV. PROFESSIONAL RESPONSIBILITIES

A. ETHICS AND COMPLIANCE WITH LAWS AND REGULATIONS

1. Demonstrates a commitment to the well-being of children and the furtherance of their education.
2. Obeys the laws and complies with the regulations set down by the State of California and other duly authorized authorities.
3. Promotes and supports the policies and procedures of the District as approved by the Board of Trustees and the administrative staff.
4. Discusses particular students and parents only in private and with specific purpose.

B. SCHOOL SUPPORT

1. Supports school rules and policies and complies with the school's operating procedures and the principal's directions.
2. Supports and contributes to school activities, programs, and events, and assumes an appropriate share of school responsibilities, extra projects, and volunteer assignments.
3. Participates cooperatively in building meetings and makes appropriate and valuable contributions.
4. Keeps principal informed and works through designated channels.

C. PARENT INTERACTION

1. Demonstrates ability to engender parent respect, confidence, and approval.
2. Exhibits openness, warmth, understanding, and honesty, and initiates parent communication.
3. Supplies information about the student's progress, formally and informally, and alerts parents to problems early.
4. Keeps parents informed by explaining school and classroom procedures, interpreting the school program, defining expectations for the student, and describing how parents can help.
5. Conducts parent conferences by planning and preparing carefully, offering solutions to problems, and following through decisions and commitments.

D. PROFESSIONAL GROWTH

1. Seeks to improve skills and continues professional training and development.
2. Self-evaluating, willing to listen to criticism and suggestions for improvements; learn from mistakes.
3. Keeps abreast of current trends and research in education.

E. RECORD KEEPING

1. Handles required paperwork promptly and efficiently.
2. Follows the district guidelines for portfolios, report cards and uses grading marks that show fairness, consistency, and can be substantiated by teacher records.
3. Keeps accurate and complete attendance and student records as directed.
4. Frequently evaluates students' performance to diagnose and determine readiness.
5. Documents and evaluates performance toward objectives as well as the final results.

V. PERSONAL RESPONSIBILITIES

A. PERSONAL QUALITIES

1. Exhibits self-motivation and initiative.
2. Maintains physical health and energy level needed to meet the responsibilities of the position.
3. Exhibits a cheerful disposition and an appropriate sense of humor.
4. Exhibits good judgment, reliability, and integrity.
5. Accepts change and adopts cooperatively to new procedures, programs, and curriculum.

B. PERSONAL CONDUCT

1. Offers criticism in a careful and considerate way, at appropriate times and places where it is likely to have constructive results.
2. Prompt and regular in attendance.
3. Refrains from idle complaints, unfounded accusations, grumbling, rumors, and gossip.
4. Neat in appearance and appropriately groomed.

LOWELL JOINT SCHOOL DISTRICT

PRINCIPAL/TEACHER REFERENCE SHEET

I. INSTRUCTIONAL OBJECTIVES AND CURRICULUM

A. Program Content (Curriculum)

- Follows District Curriculum Guide
 - >uses adopted textbooks and materials
 - >implements the District philosophy for all subjects
 - >places a priority on mastery of basic skills and grade level standards
- Knowledge of Subject Matter
 - >prepares long and short-range plans adjusted to student's ability needs
 - >selects materials and activities relevant to objectives and which maximizes learning

II. CLASSROOM CONTROL/CLASSROOM MANAGEMENT

A. Classroom Control

- Clearly defined classroom standards
 - >fair, consistent enforcement of standards
 - >utilizes a system of logical consequences, both positive and negative
 - >uses a wide variety of student management skills effectively: eye contact, proximity, verbal and non-verbal signals, and counseling
- Models and reinforces exemplary behavior
 - >reinforces Character Education concepts as appropriate
 - >supports and reinforces school rules
 - >exhibits fairness and honesty at all times

B. Classroom Management

- Maximizes Time on Task
 - >smooth transitions
 - >students trained for routines
 - >students on task and responsible for appropriate work
- Physical Environment well managed
 - >materials and equipment available and organized
 - >care and prudence in the use of supplies and equipment
 - >maintains a safe, neat, well-organized classroom

III. INSTRUCTIONAL DELIVERY AND TEACHER-CHILD RELATIONSHIP

A. Lesson Design

- Anticipatory Set
 - >getting students' attention and interest
 - >establish importance of lesson/skill
 - >relate to previous learning
 - >define the learning-state the objective
 - >correct level of difficulty

- The Teaching
 - >explain, describe the skill or concept
 - >uses strategies such as: lecture, discussion, questioning audio-visual
 - >demonstrate or model – break skill into component parts
 - >consider individual learning styles
 - >check for understanding
 - >monitor and give feedback
- Guided Practice
 - >practice learning through some form of observable behavior and/or active participation
 - >monitor and adjust practice directly related to learning
- Closure/Evaluation
 - >summarize the learning (teacher and/or students)
 - >quiz, test, project, written summary, oral presentation

B. Instructional Delivery

- >active instructs by telling, showing, modeling and explaining
- >gets and maintains student attention and interest
- >uses questions to monitor and fine-tune instruction
- >uses a wide variety of techniques to develop in-depth understanding and critical thinking
- >adjusts instruction to varying learning styles

C. Teacher-Student Interaction

- Models and practices the concept that all children can learn and be successful
 - >establishes high expectations
 - >plans for student interaction (student/student, teacher/student)
 - >encourages and supports student efforts
 - >establishes a rapport and caring relationship with students



Teacher's Name:

Date:

Grade Level/Subject Taught:

School Assignment:

Years of Experience:

Years in Lowell Joint S.D.:

Status: Temporary / Probationary / Tenure (circle one)

Dates of Observations: _____, _____, _____

Evaluator:

Criteria for Composite Ratings: Degree to which teacher works toward District desired qualities.

Level of Performance Rating Descriptors:
OUTSTANDING - Consistently demonstrates exemplary performance.
HIGHLY EFFECTIVE - Above District standards.
EFFECTIVE - According to District standards.
IMPROVEMENT NECESSARY - To meet District standards.
UNACCEPTABLE - Does not meet District standards.

I. INSTRUCTIONAL OBJECTIVES AND CURRICULUM

Level of Performance	
----------------------	--

Degree of Achievement:

Specific Suggestions for Modification:

Composite Rating for Above Area:

II. CLASSROOM CONTROL AND CLASSROOM MANAGEMENT

Level of Performance	
----------------------	--

Degree of Achievement:

Specific Suggestions for Modification:

Composite Rating for Above Area:

III. INSTRUCTIONAL DELIVERY AND TEACHER-CHILD RELATIONSHIPS

Level of Performance	
----------------------	--

Degree of Achievement:

Specific Suggestions for Modification:

Composite Rating for Above Area:

IV. PROFESSIONAL RESPONSIBILITIES

Level of Performance	
----------------------	--

Degree of Achievement:

Specific Suggestions for Modification:

Composite Rating for Above Area:

V. PERSONAL RESPONSIBILITIES

Level of Performance	
----------------------	--

Degree of Achievement:

Specific Suggestions for Modification:

Composite Rating for Above Area:

SUMMARY OF RATINGS OF AREAS I THROUGH V

O = Outstanding / H = Highly Effective / E = Effective / N = Improvement Necessary / U = Unacceptable

- I. Instructional Objectives and Curriculum =
- II. Classroom Control and Classroom Management =
- III. Instructional Delivery and Teacher-Child Relationships =
- IV. Professional Responsibilities =
- V. Personal Responsibilities =

Summary of Evaluation:

RECOMMENDATION FOR ENSUING YEAR - Complete in Spring Only

- Reemployment
- Reemployment, but must improve
- Not recommended for reemployment
- Recommended for Tenure Status

-
- Recommended for Salary Increment and/or Salary Increase - Tenure Teachers
 - Not recommended for Salary Increment and/or Salary Increase - Tenure Teachers
 - Recommended for Earned Increment

I have read this appraisal.

Signature of Teacher* Date Signature of Principal

*The teacher's signature does not indicate endorsement of the evaluation, but is recognition that discussion has taken place.

TEACHER COMMENTS:

LOWELL JOINT SCHOOL DISTRICT
DISTRICT SPECIALIZED PERSONNEL
EVALUATION OF TEACHING EFFECTIVENESS

Name _____ Date _____
Years of Experience _____ School _____
Years In Lowell Joint School District _____ Grade/Position _____
Probationary _____ Tenure _____ Evaluator _____

Ratings recorded on the final evaluation represent a composite of all observation/conference ratings accumulated throughout the year.

RATING DESCRIPTIONS:
OUTSTANDING – Consistently demonstrates exemplary performance.
HIGHLY EFFECTIVE – Above District standards.
EFFECTIVE – According to District standards.
IMPROVEMENT NECESSARY – To meet District standards
UNACCEPTABLE – Does not meet District standards

I. INSTRUCTIONAL OBJECTIVES AND CURRICULUM

Degree of Achievement

Specific Suggestions for Modification

Composite Rating for Above Area:

Outstanding

Highly Effective

Effective

Improvement Necessary

Unacceptable

II. SPECIFIC DUTIES

Degree of Achievement

Specific Suggestions for Modification



Composite Rating for Above Area:

Outstanding

Highly Effective

Effective

Improvement Necessary

Unacceptable

III. INTERPERSONAL RELATIONSHIPS

Degree of Achievement

Specific Suggestions for Modification



Composite Rating for Above Area:

Outstanding

Highly Effective

Effective

Improvement Necessary

Unacceptable

IV. PROFESSIONAL RESPONSIBILITIES

Degree of Achievement

Specific Suggestions for Modification

Composite Rating for Above Area:

Outstanding

Highly Effective

Effective

Improvement Necessary

Unacceptable

V. PERSONAL RESPONSIBILITIES

Degree of Achievement

Specific Suggestions for Modification

Composite Rating for Above Area:

Outstanding

Highly Effective

Effective

Improvement Necessary

Unacceptable

SUMMARY RATINGS OF AREAS I THROUGH V

	<i>Out-standing</i>	<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Unacceptable</i>
I. Instructional Objectives and Curriculum	_____	_____	_____	_____	_____
II. Specific Duties	_____	_____	_____	_____	_____
III. Interpersonal Relationships	_____	_____	_____	_____	_____
IV. Professional Responsibilities	_____	_____	_____	_____	_____
V. Personal Responsibilities	_____	_____	_____	_____	_____

Summary of Evaluation:

RECOMMENDATION FOR ENSUING YEAR (Complete in Spring Only)

- _____ Re-employment
- _____ Re-employment, but must improve
- _____ Not recommended for re-employment
- _____ Recommended for Tenure Status

- _____ Recommended for Salary Increment and/or Salary Increase - Tenure Teachers
- _____ Not recommended for Salary Increment and/or Salary Increase - Tenure Teachers
- _____ Recommended for Earned Increment

I have read this appraisal.

_____ Signature of Teacher* _____ Date _____ Signature of Evaluator

*The teacher's signature does not indicate endorsement of the evaluation, but is a recognition that discussion has taken place.

TEACHER COMMENTS:

White: Personnel

Yellow: Principal

Pink: Teacher

LOWELL JOINT SCHOOL DISTRICT

GRIEVANCE PROCEDURE

INFORMAL REVIEW – STEP 1

GRIEVANT _____	DATE _____
JOB TITLE _____	LOCATION _____
DATE AND TIME GRIEVANCE OCCURRED _____	

1. Statement of Grievance, and claims and facts upon which based:

2. Remedy or correction which is desired that the District make:

3. Section(s) of Contract or Policies, if any, relied upon or claimed to have been violated:

EMPLOYEE'S SIGNATURE _____ DATE _____

RECEIVED BY _____ JOB TITLE _____

DATE AND TIME _____

GRIEVANCE PROCEDURE/Step 1 – Appeal to Immediate Supervisor

SUPERVISOR’S RESPONSE:

SUPERVISOR’S SIGNATURE _____ DATE AND TIME _____

DEVLIVERED TO EMPLOYEE – EMPLOYEE’S SIGNATURE _____
DATE AND TIME _____

GRIEVANCE SETTLED:	YES _____	NO _____
GRIEVANCE TO BE APPEALED:	YES _____	NO _____

EMPLOYEE’S SIGNATURE _____ DATE AND TIME _____

DISTRIBUTION: (After all section of form have been completed)
Original. Personnel Office
Copy. Employee
Copy. Immediate Supervisor
Copy. Employee Representative

Revised: June 1995

LOWELL JOINT SCHOOL DISTRICT

GRIEVANCE PROCEDURE

FORMAL REVIEW BY IMMEDIATE SUPERVISOR – STEP 2

GRIEVANT_____	DATE_____
JOB TITLE_____	LOCATION_____

1. Reason(s) for this appeal:

2. Statement of facts on which Grievance was based, including any additional facts in support of original statement:

3. Remedy or correction which is desired that the District make:

4. Section(s) of Contract or Policies, if any, relied upon or claimed to have been violated:

EMPLOYEE'S SIGNATURE_____ DATE_____

RECEIVED BY_____ JOB TITLE_____

DATE AND TIME_____

GRIEVANCE PROCEDURE/Step 2 – Appeal to Principal, Dept. Head or Next Level Supervisor

DECISION OF PRINCIPAL, DEPARTMENT HEAD OR NEXT LEVEL SUPERVISOR:

SIGNATURE _____ JOB TITLE _____

DATE AND TIME _____

DELIVERED TO EMPLOYEE – EMPLOYEE’S SIGNATURE _____

DATE AND TIME _____

GRIEVANCE SETTLED: YES _____ NO _____

GRIEVANCE TO BE APPEALED TO SUPERINTENDENT: YES _____ NO _____

EMPLOYEE’S SIGNATURE _____ DATE AND TIME _____

-
- DISTRIBUTION: (After all section of form have been completed)
Original. Personnel Office
Copy. Employee
Copy. Immediate Supervisor
Copy. Employee Representative

Revised: June 1995

LOWELL JOINT SCHOOL DISTRICT

GRIEVANCE PROCEDURE

FORMAL REVIEW - SUPERINTENDENT – STEP 3

GRIEVANT _____	DATE _____
JOB TITLE _____	LOCATION _____

1. Reason(s) for this appeal:

2. Statement of facts on which Grievance was based, including any additional facts in support of original statement:

3. Remedy or correction which is desired that the District make:

4. Section(s) of Contract or Policies, if any, relied upon or claimed to have been violated:

EMPLOYEE'S SIGNATURE _____ DATE _____

RECEIVED BY _____ JOB TITLE _____

DATE AND TIME _____

GRIEVANCE PROCEDURE/Step 4 – Appeal to the Superintendent

DECISION OF SUPERINTENDENT:

SIGNATURE _____ JOB TITLE _____

DATE AND TIME _____

=====

DELIVERED TO EMPLOYEE – EMPLOYEE’S SIGNATURE _____

DATE AND TIME _____

=====

GRIEVANCE SETTLED: YES _____ NO _____

GRIEVANCE TO BE APPEALED TO BOARD OF TRUSTEES: YES _____ NO _____

EMPLOYEE’S SIGNATURE _____ DATE AND TIME _____

=====

DISTRIBUTION: (After all section of form have been completed)

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Copy. Employee

Copy. Immediate Supervisor

Copy. Employee Representative

LOWELL JOINT SCHOOL DISTRICT

GRIEVANCE PROCEDURE

FACT FINDING – STEP 4

GRIEVANT _____	DATE _____
JOB TITLE _____	LOCATION _____

1. Reason(s) for this appeal:

2. Statement of facts on which Grievance was based, including any additional facts in support of original statement:

3. Remedy or correction which is desired that the District make:

4. Section(s) of Contract or Policies, if any, relied upon or claimed to have been violated:

EMPLOYEE'S SIGNATURE _____ DATE _____

RECEIVED BY _____ JOB TITLE _____

DATE AND TIME _____

GRIEVANCE PROCEDURE/Step 5 – Formal Hearing – Board of Trustees

DECISION OF SUPERINTENDENT:

SIGNATURE _____ JOB TITLE _____
DATE AND TIME _____

DELIVERED TO EMPLOYEE – EMPLOYEE’S SIGNATURE _____
DATE AND TIME _____

GRIEVANCE SETTLED: YES _____ NO _____
GRIEVANCE TO BE APPEALED TO BOARD OF TRUSTEES: YES _____ NO _____

EMPLOYEE’S SIGNATURE _____ DATE AND TIME _____

DISTRIBUTION: (After all section of form have been completed)
Original. Personnel Office
Copy. Employee
Copy. Immediate Supervisor
Copy. Employee Representative

Revised: June 1995

MEMORANDUM OF UNDERSTANDING BETWEEN THE
LOWELL JOINT SCHOOL DISTRICT
AND THE
LOWELL JOINT EDUCATORS ASSOCIATION
REGARDING
CLASS SIZE

Pursuant to Education Code section 42238.02(d)(3)(B), as a condition for receiving class size reduction funding, the District must make progress toward maintaining an average class enrollment of not more than 24 pupils for each school site in kindergarten and grades 1 to 3, inclusive, unless a collectively bargained alternative annual average class enrollment for each school site in those grades is agreed to by the District and LJE. If in any year, the District does not make the appropriate progress toward 24:1, class size reduction funding is forfeited.

The parties hereby agree to a negotiated alternative class size requirement within the meaning of Education Code section 42238.02 (d)(3)(B). This Memorandum of Understanding shall remain in effect in each year funding for class sizes is made contingent upon complying with statutory maximums. The current statutory requirement that the District make progress toward 24:1 is not applicable, and instead, the bargained alternative annual class enrollment for each school site in grades TK through 3 shall be as follows:

- A. The parties agree the District shall make progress toward an average class enrollment of not more than 24 pupils for each school site in kindergarten and grades 1 to 3, inclusive, by the school year in which the Local Control Funding Formula (LCFF) is fully funded, unless mutually agreed to by the parties as set forth in this Agreement.
- B. For the 2015-2016 school year, average class size per school site in grades TK through 3 shall be not more than 26:1.
- C. Beginning with the 2016-2017 school year and in each subsequent school year, some progress shall be made toward 24:1 as determined by the District and LJE as part of the District budget planning process. Progress for the 2016-2017 school year and in each subsequent school year shall be agreed upon by the District and LJE by the last working day of February of each school year unless the parties mutually agree to an extension to this deadline. For purposes of budget planning, the District shall maintain, at the very least, the then-status quo until the parties agree upon the level of required progress.
- D. If in any school year, the District believes it is unable to reach or must deviate from the agreed-upon level of progress, the District and LJE shall meet and discuss an alternative remedy. In the event

the parties are unable to reach resolution, the progress agreed upon during the District budget planning process shall apply.

E. This negotiated alternative is intended to ensure there shall be no impact on class size funding received from the State. It is the intent of the Parties that this Memorandum of Understanding address any and all obligations of the parties to implement a "collectively bargained alternative ratio" and includes the Parties' agreement on these issues, pursuant to Education Code Section 42238.02(d)(3)(B).


F. Except as specifically applicable to grades TK through 3, nothing in this Memorandum of Understanding applies to Article XIV, Class Size Policy.

G. This Memorandum of Understanding shall subject to Article IX, Grievance Procedure as though it is part of the Collective Bargaining Agreement.

H. At such time that LCFF is fully funded, the parties shall meet and consult to assess student to teacher ratios per school sites in grades TK through 3, progress toward 24:1, and future funding implications for complying with statutory maximums.

FOR THE ASSOCIATION

FOR THE DISTRICT


Patricia Jacobsen
LJEA Bargaining Chair

6/1/15
Date


Dr. Bonnie Bell
Superintendent

6/1/15
Date