

TABLE OF CONTENTS

I.	Administration.....	1
	A. Definition/Recognition	1
	1. Declaration	1
	2. Definitions	1
	3. Recognition	2
	4. Recognition/Definition of Long-Term	2
	5. Representation for New Job Titles	2
	B. Management Rights Clause	2
	C. Status of Agreement	3
	D. Conformity to Law Saving Clause	3
	E. Contracts/Resignation	3
	1. Length of Contract	3
	2. Separation, Resignation	3
	3. Learning Improvement Days	4
	4. Individual Employee's Contract	4
	5. Replacement Contracts	4
	6. Additional Instruction Period Contracts	4
	7. Additional Compensation	5
	F. Distribution of Agreement	9
	1. Proofreading	9
	2. Copies of Agreement	9
II.	Business.....	9
	A. Association Security/Representation Fees	9
	1. Membership Representation	9
	2. Charitable Organization Deductions	10
	B. Strikes	11
	1. 'No Strike' Clause	11
	2. Return to Work	11
	C. Association Rights and Privileges	12
	1. Availability of Information	12
	2. Use of Buildings	12
	3. Inter-school Mail	12
	4. Bulletin Board Space	13
	5. Building Association Meetings	13
	6. Release of Association President	14
	7. Release of Association Representatives	15
	D. Negotiation Procedures	15
	1. Bargaining Agreement	15
	2. Labor Management Team (LMT)	15
	3. Informal Consultation	15
	4. Agreement Ratification	16
	5. Calendar	16
III.	Personnel.....	16
	A. Just Cause	16
	B. Employee's Rights and Responsibilities	17

1. Non-Discrimination	17
2. Private and Personal Life	17
3. Controversial Questions in the Classroom	18
4. Parent Visitation to the Classroom	18
5. Administrator Change to Student Grade	18
6. Standardized Testing	18
7. Sexual Harassment of Employees or Students	18
8. Teacher Responsibilities	19
9. District Committees	20
10. Copyright Laws	20
C. Student Discipline	20
1. Teacher Authority	20
2. Methods of Student Control	20
3. Emergency Removal	21
4. Teacher Rights	21
D. Employee Protection	23
1. Insurance	23
2. Public Information Request	23
3. Employee Personal Property Insurance	23
4. Reporting of Damage to Personal Property	24
5. Review of 'New Student' Confidential Files	24
E. Workday/Planning Time	24
1. Workday	24
2. Duty-free Lunch Period	25
3. Leaving Assigned Place of Duty	25
4. Planning Period	25
5. Elementary Recess Coverage	26
6. Work Relief Days	27
7. Student Assessment Workload	27
8. Travel Time	28
9. Inclement Weather	28
10. Employee Expectations Related to Curriculum, Responsibilities, Assessment, and Program	28
11. Classroom-Based Performance Assessments	29
F. Covering Classes	29
1. Staff Utilization for Covering Classes	29
2. Compensation for Covering Classes	29
3. 'Zero' Period Assignments	29
G. Vacancies, Reassignment, and Transfers	29
1. Vacancies	30
2. Reassignment	30
3. Voluntary Transfer	30
4. Involuntary Transfer	31
5. Frequency of Involuntary Transfers	32
6. Involuntary Transfer Outside Area of Endorsement	32
7. Provisions of Transfer	32
8. Provisions of Reassignment	33

9. Procedures for staff in buildings	33
H. Personnel Files	34
I. Reduction in Force of Employees	35
1. General Provisions and Definitions	35
2. Seniority Criteria	36
3. Seniority List	37
4. Appeals	37
5. Staff Selection	38
6. Provisions of Reemployment	38
7. Provisions of RIF Leave	39
IV. Salaries & Benefits.....	40
A. Payday	40
B. Salary Deductions	41
1. Automatic Payroll Deductions	41
2. Optional Payroll Deductions	41
3. Hold Harmless Clause for Payroll Deductions	42
4. Direct Deposit of Payroll Checks	42
C. Insurance Allocation	42
1. Insurance Allocation	42
2. Insurance Pool	43
3. Health Care Committee	43
4. Insurance Carriers	43
5. Fringe Benefit Pooling Process	44
D. 125 Plans	45
E. Employee Assistance Program (EAP).....	45
F. District Responsibility.....	45
G. Industrial Insurance	45
1. Job-related Injury or Illness	45
2. Injury from Personal Assault	45
3. Assault	46
H. Employee Health and Safety	46
I. Substitute Pay.....	46
J. Billing for Association Services	46
K. Reimbursement for Personal Car Use	47
L. National Board Certification	47
V. Leaves.....	48
A. Sick Leave, Emergency Leave, Absence from Duty	48
1. Annual Leave Allowance	48
2. Accumulated Sick Leave Cashout	48
3. Accrued Sick Leave from Prior Employment	48
4. Entitled Sick Leave Allowance for Mid-Year Hires	49
5. Emergency Leave	49
6. Submission of Absence from Duty Forms	49
7. Leave Sharing	49
B. Family Medical Leave Act (FMLA)	50
C. Bereavement Leave	51
1. Definition	51

2.	Number of Days Allotted for Bereavement Leave	51
3.	Absence from Duty Forms for Bereavement Leave	51
D.	Personal Leave and Incentive Plans	51
1.	Personal Leave	51
2.	Unused Personal Leave Incentive Plans	52
E.	Leaves of Absence	53
1.	Granting of Leaves	53
2.	Absence of Regular Assignment	53
F.	Exchange Teaching	53
G.	Child Rearing Leave	54
H.	Adoption Leave	55
I.	Military Leave	55
J.	Sabbatical Leave	55
1.	Duration of Sabbatical Leave	55
2.	Purpose of Sabbatical Leave	55
3.	Selection for Sabbatical Leave	55
4.	Prerequisite for Sabbatical Leave Request	56
5.	Sabbatical Leaves Granted by District	56
6.	Representation of Sabbatical Leaves Granted	56
7.	Application for Sabbatical Leave	56
8.	Sabbatical Leave Grants	56
9.	Re-employment after Sabbatical Leave	56
10.	Tuition Reimbursement during Sabbatical Leave	56
K.	Short-term Educational Leave	57
1.	Purpose	57
2.	Authorized Costs	57
3.	Salary	57
4.	Approval	57
L.	Leave without Pay	57
M.	Jury Duty/Legal Responsibilities Leave	58
N.	Job Sharing	58
1.	Requirements for Job Sharing	58
VI.	Instructional Issues	59
A.	Staff Development	59
1.	Inservice for Staff	59
B.	Class Size	60
1.	Comprehensive High School & Middle School Staffing	60
2.	Class Size--West Auburn	62
3.	Elementary Staffing Ratios	62
4.	Special Education - General Provisions	67
5.	Special Education - Class Size	69
6.	Caseloads--ESA Specialists	71
7.	Reduction in Funding	73
8.	ELL Instructors	74
C.	State Requirements for Graduation	74
1.	Advisory	74

D.	Mentor Program	75
1.	Mentor Selection Process	75
2.	Mentor Selection Criteria	75
3.	Mentor Matching	76
4.	Mentor Responsibilities	76
5.	Mentor Compensation	77
E.	Site-Based Decision Making	77
1.	Definition/Recognition	77
2.	Building Decision-Making Model	77
3.	Site-Based Waiver Request	78
VII.	Employee Evaluation.....	78
A.	General Provisions	78
1.	Copies Provided	78
2.	Plan of Improvement	78
B.	Formal Observations	79
1.	Formal Observation Scheduling	79
2.	Pre-observation Conference	79
3.	Cancellation of Formal Observation	79
4.	Informal Observation	80
5.	Written Summary of Formal Observation	80
6.	Post-observation Conference	80
C.	Probation	80
1.	Anticipated Probation	80
2.	Superintendent Notification	81
3.	Written Documentation	81
4.	Probationary Procedures for Regular Certificated	81
D.	Annual Evaluation	83
1.	Written Copy of Annual Evaluation	83
2.	Annual Evaluation Conference	83
3.	Purpose of Annual Evaluation Conference	84
4.	Basis of Annual Evaluation	84
5.	Copy of Annual Evaluation	84
E.	Minimum Criteria for the Evaluation of Certificated	84
1.	Criterion 1: Instructional Skill	84
2.	Criterion 2: Classroom Management	85
3.	Criterion 3: Professional Preparation and Scholarship	86
4.	Criterion 4: Effort Toward Improvement	86
5.	Criterion 5: The Handling of Student Discipline	87
6.	Criterion 6: Interest in Teaching Pupils	87
7.	Criterion 7: Knowledge of Subject Matter	88
F.	Minimum Criteria for the Evaluation of Cert. Supp. Pers.	88
1.	Criterion 1: Knowledge and Scholarship	89
2.	Criterion 2: Specialized Skills	89
3.	Criterion 3: Mgmt of Special & Technical Environment	90
4.	Criterion 4: Educational Staff Associate	91
5.	Criterion 5: Involvement in Assisting Pupils, etc.	91
G.	Abbreviated Evaluation/Short Form.....	92

H.	Professional Growth Plan	92
VIII.	Salary Provisions & Schedules	93
A.	General Salary Provisions	93
B.	Explanation of Salary Schedule	93
1.	SAM Agreement	93
2.	Experience Credit	94
3.	State Guidelines for Credit	94
4.	Clock Hours	94
5.	Employee's Training File	94
6.	Compensation for Movement on Salary Schedule	94
7.	Errors in Computation	95
8.	New Employees	95
9.	Tuition Reimbursement	95
10.	Supplemental Salary Committee	95
IX.	Grievance Procedure	96
A.	Procedures	96
1.	Step I	97
2.	Step II	97
3.	Step III	97
4.	Arbitration Decision	97
5.	June Grievance Filing	98
6.	Timelines	98
B.	Steps for Mediation of Grievances	98
1.	Grounds for Mediation	98
2.	Notification of Mediation	98
3.	Submittal to Mediation/Mutual Agreement	99
4.	Appeals to Arbitration	99
5.	No Settlement/Appeal	99
6.	Mediation Fees	99
X.	Duration/Signatory	100
A.	Duration	100
1.	Duration of Agreement	100
2.	Agreement to Discuss Calendar and Funding	100
3.	Modification of Contract	100
4.	Financial Hardship	100
B.	Signatory	101

Appendix.....	102
TRI Schedules:	
2009-10.....	103
2010-11.....	106
Supervisory Stipend.....	109
Specified Professional Duties Stipend.....	109
Certificated Activity Salary Schedule.....	110
Activity Placement Schedule.....	111
Department Chairpersons/Team Leader.....	112
Professional Growth Plan.....	113
Elementary Class Size Chart.....	116
School Calendars:	
2009-10.....	117
2010-11.....	119
2011-12.....	121
Cause/Just Cause.....	123
Employee Assistance Program.....	124
Letter of Agreement for Waiver Days.....	125
Individual Choice SIP Plan.....	126
Letter of Agreement for I-728.....	127
Waiver from Negotiated Agreement.....	130
Memorandum of Understanding:	
Middle School Instructional Model.....	133