

**CONTRACT AGREEMENT BETWEEN**

**SANTA ROSA CITY SCHOOLS**



**AND**

**SANTA ROSA TEACHERS ASSOCIATION/CTA/NEA**



**July 1, 2024 - June 30, 2027**

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PREAMBLE

This AGREEMENT is made and entered into on this ninth day of May 2024 between the Santa Rosa City Schools (hereinafter referred to as "District") and the Santa Rosa Teachers Association (SRTA), an affiliate of the California Teachers Association (CTA) AND THE National Education Association (NEA), (hereinafter referred to as "Association").

Article 1:        Recognition

1.1     The Santa Rosa City School Districts recognize the Santa Rosa Teachers Association/ CTA/NEA as the exclusive representative for the purpose of the Rodda Act (Government Code Sections 3540, et seq., Title 1, Division 4, Chapter 10.7) for the employees in the representation unit comprised of the following positions:

- Permanent Teachers
- Probationary Teachers
- Temporary Teachers
- Counselors
- Nurses
- Psychologists
- Unit members on paid leave of absence
- Library Media Teachers
- Department Chairpersons
- Language-Speech-Hearing Specialists
- Home & Hospital Teachers
- Independent Study Teachers
- Ridgway High School Night School Teachers

but excluding all other position designated as management, supervisory, or confidential as follows:

- Superintendent
- Deputy Superintendent

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- Associate Superintendents
- Assistant Superintendents
- Principals
- Vice Principals/Assistant Principals
- Deans/Assistant Deans
- Executive Directors
- Directors/Assistant Directors
- Consultants
- Coordinators
- Administrative Assistants
- Administrators for Child Welfare and Attendance
- Project Managers
- Curriculum Assistants
- Other Management positions which may be approved in the future  
and further excluding the following positions:
- Substitute Teachers
- Temporary (excluding those certificated temporary contract employees  
represented in Article I, Recognition, page 1, line 14), intermittent or  
occasional Hourly Certificated Employees
- Classified Employees

1 Article 2:            ASSOCIATION RIGHTS

2            2.1            Representatives of the Association shall have the privilege to use school facilities and equipment  
3 at reasonable hours for Association business subject to the following conditions:

4            a)            Provided that an authorized Association representative obtains advance permission  
5 from the Superintendent or designee regarding the specific time, place, and type of  
6 activity to be conducted; the staff lounge, and the classroom assigned to the unit  
7 member are exempt from this provision;

8            b)            Provided that the Superintendent or designee can verify that such requested activities  
9 and use of facilities and equipment will not interfere with school programs and/or  
10 duties of unit members; the staff lounge, and the classroom assigned to the unit  
11 member are exempt from this provision; and

12            c)            Provided that such facilities and equipment are not otherwise in use by the District.

13            d)            If a copy machine is designated available by the site administrator, an appropriate code  
14 number will be maintained for the purpose of charging SRTA for usage.

15            2.2            The Association may use bulletin board spaces as designated by the site principal subject to the  
16 following conditions:

17            a)            All postings shall contain the date of posting and the identification of the organization.  
18 All postings shall be by the Association President or the President's designee.

19            b)            The Association will not post information which is defamatory of the District or its  
20 personnel; however, the above prohibition shall not allow the District in any manner to  
21 censor the publication or to disallow the posting.

22            c)            The bulletin board space designated shall be identified as "SRTA" by the Association.

23            2.3            The Association shall be entitled to use the mailboxes of unit members, the district mail services,  
24 and the district e-mail system to distribute materials to members except as prohibited by  
25 Education Code 7054. Such material is to be accurately identified by the Association and  
26 approved by the Association President or designee. Placement shall be made by the building  
27 representative or other authorized Association representative. The Association will not distribute

1 information which is defamatory of the District or its personnel; however, this prohibition shall  
2 not allow the District in any manner to censor the publication or to disallow the distribution.

3 2.4 Association business may be conducted by unit members or Association officials during  
4 scheduled lunch periods and scheduled breaks, and at such other times that do not interfere  
5 with the instructional program or any District employee's assigned duties.

6 2.5 Association Leave

7 2.5.1 The Association President and/or the President's designee will be permitted up to a  
8 maximum of forty-five (45) days released time with pay for the purpose of conducting  
9 the normal in-district and out-of-district business of the Association. The Association will  
10 reimburse the District costs of substitutes at the lowest daily rate. The released time is  
11 granted with the understanding that the Association President's first commitment is to  
12 the District work assignment and that absences for Association activities will be held to  
13 a minimum. The Association leaders on Association leave will give advance notice to  
14 their site administrator.

15 2.5.2 Association President's Leave

- 16 a) The District shall, upon written request, grant to the President of the  
17 Association leave equivalent to one (1.0) FTE.
- 18 b) The Association shall reimburse the District for the full cost of the replacement  
19 teacher attributable to the Association President's leave, at Class 1, Step 4 on  
20 the SRTA Certificated Salary Schedule, including health, dental, vision, life,  
21 workers' compensation, and unemployment insurance, as well as the actual  
22 cost of the District's State Teachers' Retirement System contribution on behalf  
23 of the Association President, payable within thirty (30) days after the receipt of  
24 a written statement from the District at the end of each semester.
- 25 c) While on leave, the Association President shall continue to receive their regular  
26 compensation and all fringe benefits. Seniority shall continue to accrue as  
27 though the individual were employed full-time.

1 2.5.3 Chief Negotiator's Leave

2 a) The District shall, upon annual written request, grant to the Chief Negotiator of  
3 the Association leave equivalent to two-tenths of a full-time equivalent  
4 position. Such leave may be taken in increments of either a full semester or full  
5 school year.

6 b) The Association shall reimburse the District for the full cost of the replacement  
7 teacher attributable to the Chief Negotiator's leave, Class 1, Step 4 on the SRTA  
8 Certificated Salary Schedule including health, dental, vision, life, workers'  
9 compensation, and unemployment insurance, as well as the actual cost of the  
10 District's State Teachers' Retirement System contribution on behalf of the Chief  
11 Negotiator, payable within thirty (30) days after the receipt of a written  
12 statement from the District at the end of each semester.

13 c) While on leave, the Chief Negotiator shall continue to receive their regular  
14 compensation and all fringe benefits. Seniority shall continue to accrue as  
15 though the individual were employed full-time.

16 d) The Chief Negotiator will retain the right to return to an assignment at their  
17 most recent school site upon completion of their term(s), a maximum of four  
18 (4) years.

19 2.5.4 Other SRTA/CTA/NEA Leaves

20 a) The District shall, upon written request, grant Association/CTA/NEA leave for  
21 Association business and/or elected position within CTA/NEA.

22 b) The Association shall reimburse the District for the full cost of the replacement  
23 teacher attributable to the leave, at Class 1, Step 4 on the SRTA Certificated  
24 Salary Schedule, including health, dental, vision, life worker's compensation,  
25 and unemployment insurance, as well as the actual cost of the District's State  
26 Teacher's Retirement System contribution on behalf of the unit member,  
27 payable within thirty (30) days after the receipt of a written statement from the

District at the end of each semester.

- c) While on leave, the unit member on leave shall continue to receive their regular compensation and all fringe benefits. Seniority shall continue to accrue as though the individual were employed full-time.

2.6 Association Access of Bargaining Unit Member Information (SRTA 17-18 #11 MOU)

2.6.1 District Notice to SRTA of New Hires

- a) Provide Santa Rosa Teachers Association With Notice of New Hires: The District shall provide the SRTA President or their designee notice of any newly hired employee at the end of each calendar month, via a mutually agreeable secure method. The notice shall include full legal name, date of hire, classification, and site.
- b) Definition of a Newly Hired Employee: “Newly hired employee” or “new hire” means any employee, whether permanent, probationary, temporary, seasonal, full-time, part- time, hired by the District. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by SRTA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the SRTA unit.

2.6.2 Employee Information

- (a) Provide SRTA With New Hire Contact Information: On the last workday of each month, the District shall provide to SRTA, via a mutually agreeable secure method, the name and contact information of the new hires. This information shall be provided to SRTA regardless of whether the newly hired employee was previously employed by the District.
  - i. The information shall be provided electronically via a mutually agreeable secure method and shall include the following items, with

1 each field in its own column: First Name; Middle initial; Last name;  
2 Suffix (e.g. Jr., III); Job Title; Department; Primary worksite name;  
3 Work telephone number; Work Extension; Home Street address (incl.  
4 apartment #); City; State; ZIP Code (5 or 9 digits); Home telephone  
5 number (10 digits); Personal cellular telephone number (10 digits);  
6 Personal email address of the employee; District Employee ID; Hire  
7 date.

8 ii. Any employee who has been a victim of domestic violence, sexual  
9 assault, or stalking may request that the District use the address  
10 designated by the Secretary of State as their address Pursuant  
11 Government Code Section 6207.

12 iii. As provided in SB 285 found at Government Code 3550, no SRCS  
13 administrator or school board member shall discourage any unite  
14 member from membership or participation in the Association.

15 b) Provide SRTA With Periodic Update of Unit Member Contact Information: The  
16 District shall provide SRTA, via a mutually agreeable secure method, complete  
17 bargaining unit member information and work locations on the last working  
18 day of September, January, and May each year. The specific employee  
19 information to be provided and the method of reporting shall be that same as  
20 the information described above in Article 2.6.2 (A) (i) of this agreement.

21 2.6.3 New Employee Orientation

22 a) Definition of New Employee Orientation: "New employee orientation" means  
23 the onboarding process of a newly hired public employee, whether in person,  
24 online, or through other means or mediums, in which employees are advised of  
25 their employment status, rights, benefits, duties and responsibilities, or any  
26 other employment-related matters.

27 b) Provide SRTA With Access to New Employee Orientations: The District shall

1 provide SRTA mandatory access to its new employee orientations. SRTA shall  
2 receive notice with meeting times ten (10) or more days in advance of an  
3 orientation, except that a shorter notice may be provided in a specific instance  
4 where there is an urgent need critical to the District's operations that was not  
5 reasonably foreseeable, but in no less than three (3) days. Orientation sessions  
6 may include individual (one-on-one) new hire meetings with a Human Resources  
7 representative, a site administrator and/or group orientation sessions.

8 i. Group Orientations: In the event the District conducts a group  
9 orientation, SRTA shall have up to (45) forty-five minutes of exclusive  
10 presentation time at the orientation session. Unless there is a full time  
11 release president, the District shall provide paid release time of one  
12 and one half hours (1 ½) for two (2) SRTA representatives for each  
13 group orientation, including travel time. Said release time shall be  
14 debited from the president's release time (see Article 2.5.1) on an  
15 hourly basis. The SRTA / CTA Staff Representative may also attend the  
16 orientation session.

17 ii. Individual Orientations: In the event the District conducts one-on-one  
18 orientations with new employees, which may include a required  
19 meeting with a District representative to complete pre-employment  
20 paperwork, SRTA shall have up to thirty (30) minutes of exclusive  
21 presentation time at the orientation session. Unless there is a full time  
22 release president, the District shall provide paid release time of one  
23 (1) hour for two (2) SRTA representatives for each group orientation,  
24 including travel time. Said release time shall be debited from the  
25 president's release time (see Article 2.5.1) on an hourly basis. The  
26 SRTA / CTA Staff Representative may also attend the orientation  
27 session.

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- iii. SRTA Initiated Orientations: In the event the District chooses to hold no orientations, SRTA shall have up to forty-five (45) minutes of exclusive presentation time for a group orientation session, or up to thirty (30) minutes of exclusive presentation time at an individual orientation session. Unless there is a full time release president, the District shall provide paid release time of one hour and one half hours (1 ½) for two (2) SRTA representatives for each group orientation, and one (1) hour for two (2) SRTA representatives for each individual orientation, including travel time. Said release time shall be debited from the president's release time (see Article 2.5.1) on an hourly basis. The SRTA / CTA Staff Representative may also attend the orientation session.
- iv. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time. If SRTA has not been provided its allotted orientation time under sections 2.6.3 (B) (i) (ii) (iii) during the contracted day, additional time outside the contracted day shall be compensated at the extended day rate.
- v. SRTA may use part of their time at any orientation session to present, or allow CTA endorsed vendors to present information, products, and/or services.
- vi. SRTA will have full access to any audio / visual equipment in the orientation room.
- c) New Hire Information Packet: The District shall include the SRTA membership application, a link for an electronic application, and a link to the SRTA / SRCS certificated contract in the new employee orientation packet.
- d) On-line Orientation: In the event that the District implements an online orientation/onboarding process, SRTA agrees to provide an online or video

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presentation that meets the same time length for in-person orientations, that  
the employee shall view as part of the orientation/onboarding process.

2.7 The District will supply the Association, or a member of the Association, the most recent  
Seniority List upon demand.

1 ARTICLE 3: DISTRICT RIGHTS

2 3.1 The exercise of the powers, rights, authority, duties and responsibilities by the District, the  
3 adoption of policies, rules, regulations and practices in furtherance thereof, and the use of  
4 judgment and discretion in connection therewith, shall be limited only by the specific and  
5 express terms of this Agreement, and then only to the extent such specific and express terms are  
6 in conformance with law.

7 3.2 It is understood and agreed that the District retains all of its powers and authority to direct,  
8 manage, and control to the full extent of the law. Included in, but not limited to, those duties and  
9 powers are exclusive rights to: determine its organization; direct the work of its employees;  
10 determine the times and hours of operation; determine the kinds and levels of services to be  
11 provided and the methods and means of providing them; establish its educational policies, goals,  
12 and objectives; insure the rights and educational opportunities of students; determine staffing  
13 patterns; determine the number and kinds of personnel required; maintain the efficiency of  
14 District operations; determine the curriculum; build, move, or modify facilities; establish budget  
15 procedures and determine budgetary allocation; determine the methods of raising revenue;  
16 contract out work; and take action on any matter in the event of an emergency. In addition, the  
17 Board retains the right to hire, classify, assign, transfer, evaluate, promote, reprimand, and  
18 terminate employees.  
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1 ARTICLE 4: GRIEVANCE PROCEDURE

2 4.1 Definitions

3 4.1.1 A grievance is a dispute regarding a violation, interpretation, or application of the  
4 specific provisions of this Agreement, which is filed by a grievant affected by the alleged  
5 violation, interpretation, or application. Policies, practices, or regulations of the District  
6 cannot be challenged through the grievance procedure unless contrary to the provisions  
7 of this collective agreement.

8 4.1.2 A "grievant" is the Association or any unit member directly affected by an alleged  
9 violation, misinterpretation, or misapplication of this Agreement; or is the Association, if  
10 the Association names a specific unit member who is directly affected by the alleged  
11 violation of the collective agreement. The Association may go directly to Level III for  
12 Articles 1, 2, 3, 4, or 16.

13 4.1.3 A "day" is any day in which Unit members are required by the District to work.

14 4.1.4 The "immediate supervisor" is the lowest level administrator who has been designated  
15 to address grievances and who supervises the grievant.

16 4.2 Procedure

17 **4.2.1 Informal**

18 4.2.1.1 Before filing a written grievance, the grievant shall attempt to resolve it by an  
19 informal conference with the immediate supervisor. It shall be made clear by  
20 the grievant to the immediate supervisor the intent of the conference,  
21 indicating an **informal** grievance prior to the conference.

22 **4.2.2 Level I**

23 **4.2.2.1** Within twenty (20) days from the occurrence of the act or omission which gave  
24 rise to the grievance, or within twenty (20) days from the date the grievant  
25 knew or should reasonably have known of the act or omission, the grievant  
26 must present the grievance in writing on the appropriate form to the principal  
27 or the appropriate district administrator if the grievant is a district level

1 employee.

2 **4.2.2.2** In the event the act or omission occurs during the last twenty (20) days of the  
3 school year, the grievant shall file the grievance directly with the Assistant  
4 Superintendent of Human Resources before the end of the school year. The  
5 grievance statement shall include the circumstances involved and the specific  
6 remedy sought.

7 **4.2.2.3** The administrator shall communicate the decision to the grievant in writing  
8 within seven (7) days after receiving the grievance, except in occurrences as  
9 identified by 4.2.2.2 when the Administrator shall communicate the decision to  
10 the grievant in writing within the first 10 days of the following school year. If  
11 the administrator does not respond within the time limits, the grievant may  
12 appeal to the next level.

13 **4.2.2.4** Within the above time limits, either party may request a personal conference.

14 **4.2.3 Level II**

15 **4.2.3.1** If the grievant is not satisfied with the decision at **Level I**, the grievant may  
16 within five (5) days of receipt of the decision at **Level I** appeal the decision on  
17 the appropriate form to the Assistant Superintendent of Human Resources.  
18 This statement shall include a copy of the original grievance and appeal.

19 **4.2.3.2** The Assistant Superintendent of Human Resources shall communicate the  
20 decision in writing to the grievant within five (5) days. If the Assistant  
21 Superintendent of Human Resources does not respond within the time limits  
22 provided, the grievant may appeal to the next level.

23 **4.2.3.3** Grievances that have the same facts and issues may be consolidated and  
24 processed at **Level II**.

25 **4.2.4 Level III**

26 **4.2.4.1** If the Association is not satisfied with the disposition of the grievance, or if no  
27 disposition has occurred pursuant to the provisions of **Level II**, the grievance

1 shall be referred to grievance mediation. The Association will notify the district  
2 in writing within ten (10) days of the receipt of the **Level II** decision of its intent  
3 to proceed to mediation.

4 4.2.4.1.1 The District and the Association shall request that a conciliator/  
5 mediator from the California State Mediation/Conciliation Service  
6 be assigned to assist the parties in the resolution of the grievance.

7 4.2.4.1.2 If an agreement is reached, the agreement shall be reduced to  
8 writing and shall be signed by the grievant, the Association and  
9 the District.

10 4.2.5 **Level IV**

11 4.2.5.1 If the grievance is not resolved at **Level III** (Mediation), the grievant may within  
12 (5) days of the conclusion of mediation request in writing to the Association for  
13 arbitration of the dispute. Within ten (10) days of the grievant's receipt of the  
14 decision at **Level III**, the Association shall inform the District of its intent as to  
15 whether or not the grievance will be arbitrated. The Association and the  
16 District shall attempt to agree upon an arbitrator. If no agreement can be  
17 reached, they shall request that the State Mediation and Conciliation Service  
18 supply a panel of seven (7) names of persons experienced in hearing grievances  
19 in public schools. Each party shall alternately strike a name until one (1) name  
20 remains. The remaining panel member shall be the arbitrator. The order of the  
21 striking shall be determined by lot.

22 4.2.5.2 The fees and expenses of the arbitrator and the hearing shall be borne equally  
23 by the District and the grievant. All other expenses shall be borne by the party  
24 incurring them.

25 4.2.5.3 The arbitrator shall, as soon as possible, hear evidence and render a decision  
26 on the issue or issues submitted to them. If the parties cannot agree upon a  
27 submission agreement, the arbitrator shall determine the issues by referring to

1 the written grievance and the answers thereto at each step.

2 4.2.5.4 After a hearing and after both parties have had an opportunity to make written  
3 arguments, the arbitrator shall submit in writing to all parties his findings and  
4 award.

5 4.2.5.5 The District and the Association agree that the jurisdiction and authority of the  
6 arbitrator so selected and the opinions the arbitrator expresses will be confined  
7 exclusively to the interpretation of the express provision or provisions of this  
8 Agreement at issue between the parties. The arbitrator shall have no authority  
9 to add to, subtract from, alter, amend, or modify any provisions of this  
10 Agreement or impose any limitations or obligations not specifically provided for  
11 under the terms of this Agreement. The arbitrator shall be without power or  
12 authority to make any decision that requires the District or the administration  
13 to do an act prohibited by law.

14 4.2.5.6 By submitting the grievance to arbitration, the grievant expressly waives any  
15 right to statutory remedies or to the exercise of any legal process other than as  
16 provided by this grievance/arbitration procedure. The processing of a grievance  
17 beyond **Level II** shall constitute an express election on the part of the grievant  
18 that the grievance/arbitration procedure is the chosen forum for resolving the  
19 issues contained in the grievance, and that the grievant will not resort to any  
20 other forum or procedure for resolution or review of the issues. The parties do  
21 not intend by the provisions of this paragraph to preclude the enforcement of  
22 any arbitration award in any court of competent jurisdiction. This is not to be  
23 construed as limiting the Association's right to file an unfair labor practice.

24 4.2.5.7 Except as provided by law the award of the arbitrator in grievances shall be  
25 binding on all parties covered by this Agreement.

26 4.2.5.8 The District will provide the Association a maximum of fifteen (15) days per  
27 fiscal year of released time at District expense for purposes of processing

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grievances.

4.2.5.9 Any unit member may at any time present grievances to the District and have such grievances adjusted, provided such adjustment is not inconsistent with the terms of this Agreement. The District shall not agree to a resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

4.2.5.10 Upon request of the grievant, the grievant may be represented at any stage of the grievance procedure by a representative of the Association. The District agrees to inform the Association of any written grievance and guarantees the Association's right to be present.

4.2.5.11 There shall be no discrimination, reprisals, or coercion against any unit member as a result of that unit member utilizing or participating in the grievance procedure.

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Article 5:        Payroll Deductions

5.1        The District shall deduct from the pay of Association members and pay to the Association the normal and regular monthly Association membership dues as voluntarily authorized in writing by the unit member on the District form subject to the following conditions:

- a)        Such deduction shall be made only upon submission to the designated representative of the District on the District form duly completed and executed by the unit member and the Association.
  
- (b)        The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) days or more after such submission.

1 Article 6: Hours and Days of Employment

2 6.1 **The normal professional workday for unit members on site, including preparation time and**  
3 **time required before and after school (beginning fifteen [15] minutes before the first class**  
4 **period for the site and extend to fifteen [15] minutes after students are dismissed from the last**  
5 **normally scheduled class for the site) shall be no less than six (6) hours and thirty (30) minutes**  
6 **per day.** As part of the professional day, the unit members shall be responsible and available for  
7 those professional duties which are part of the unit member's assignment. The workday shall  
8 include a duty-free lunch equal to the student lunch period and a relief period for all **Bargaining**  
9 Unit Members if provided for pupils of the site. A unit member's lunch period shall not be  
10 reduced by the addition of non-instructional duties except in case of emergency, for example,  
11 natural disaster or singular health or safety event at the school site.

12 6.1.1 The normal professional workday for unit members who teach "zero" period shall  
13 require on-site responsibilities beginning fifteen (15) minutes before the first  
14 class period for the unit member and extend to fifteen (15) minutes after  
15 students are dismissed from the last normally scheduled class and/or prep period  
16 for the unit member. As part of the professional day, the unit members shall be  
17 responsible and available for those professional duties which are part of the unit  
18 member's assignment.

19 6.1.2 A non-student contact workday shall be defined to be the same times and length  
20 as a regular, **site specific** school day. **A non-student professional development**  
21 **day shall be defined to be 8:30am to 3pm, with a 45 minute duty free lunch**  
22 **period for all bargaining unit members. Bargaining unit members on part time**  
23 **assignments will be required to attend the equivalent percentage of the**  
24 **professional development day or can choose to be compensated at the**  
25 **extended day rate for attending longer than their contract day.**

26 6.2 **Regularly assigned classroom teaching shall not exceed three hundred five (305) minutes per**  
27 **day.** The District and Association agree to maintain the required number of instructional minutes

1 as mandated in **Education Code 46207: Transitional Kindergarten through** kindergarten: 36,000;  
2 First through 3<sup>rd</sup> grade: 50,400; 4<sup>th</sup> through 8<sup>th</sup> grade: 54,000 and 9<sup>th</sup>-12<sup>th</sup> grade: 64,800. The parties  
3 agree that the District may, after meeting and consulting with the Association, add such minutes  
4 to the instructional day of particular schools should any additional time be legally required to  
5 maintain state funding or meet minimum mandated requirements.

6 6.2.1 The workday for itinerant **Bargaining** unit members is the same in hours as for all unit  
7 members. Those **Bargaining** unit members who are not assigned as part of a school  
8 faculty will construct their work day so as to fulfill their job requirements arranged for  
9 with the immediate supervisor. Home and Hospital full-time unit members will average  
10 6.5 hour days over the course of the school year (1080 hours). Time worked over the  
11 average will be paid at the Extended Day Rate.

12 6.2.2 A **Bargaining** Unit Member who is regularly assigned to a building site, shall notify an  
13 administrator or designated office staff whenever they are leaving the site during the  
14 work day. Such right may **only** be denied for emergency reasons pertaining to the safety  
15 and security of students, staff and the District. For example, a natural disaster or singular  
16 health or safety event at the school site.

17 6.2.3 Unit members who are required to travel between buildings in the course of their  
18 assigned work day will not be scheduled to travel during their duty-free lunch.

19 6.3 Bell Schedules

20 **SRTA President or designee and SRCS Superintendent or designee will review all MOU's**  
21 **including Bell Schedules, pertaining to Article 6. MOUs that are co-determined by the parties**  
22 **to need renegotiating will be sent to school sites for further review and possible action. Sites**  
23 **without a negotiated MOU will use a schedule that complies with all Ed Code requirements**  
24 **and the terms of this Agreement.**

25 **Site instructional minutes/schedules must be ratified annually by a majority of bargaining unit**  
26 **members, this includes but is not limited to temporary changes to site bell schedules,**  
27 **minimum days, and four day weeks (pertaining to block schedules).**

1 **Bell schedules that require the use of an MOU will be in effect until the expiration of the**  
2 **current bargaining agreement and must be passed by a super majority (66%) of the bargaining**  
3 **unit members.**

4 6.3.1 **Due to a pandemic, natural disasters, and/or unexpected emergencies, mutually**  
5 **agreed upon alternate aligned bell schedules may be enacted to ensure transition of**  
6 **operations causes minimal disruption during these types of incidents.**

7 6.3.2 **For schools that opt for a bargaining unit member ratified bell approved schedule that**  
8 **includes common planning time, bargaining unit members shall remain working at their**  
9 **school sites until the end of the contract day on a day modified for common planning time.**  
10 **Common planning time will be utilized by bargaining unit members for completing their**  
11 **educational activities. This may include, but is not limited to, grade level/subject area or**  
12 **small group meetings for collaboration on student work review, collaborative lesson**  
13 **planning, common assessment planning, data analysis, sharing of effective instructional**  
14 **strategies, individual teacher curriculum planning, and other professional tasks. During**  
15 **common planning time, bargaining unit members are expected to collaborate with other**  
16 **teachers/staff and/or work individually to meet student outcomes as determined by district**  
17 **MVP, LCAP, SPSA, and WASC goals. Attending meetings shall not be required during**  
18 **common planning time, but Administrators may hold voluntary professional development**  
19 **during two (2) common planning time days each month.**

20 6.4 Preparation Periods

21 6.4.1 **Secondary teachers will receive** a daily preparation/consultation period equal to the  
22 length of one (1) class period.

23 6.4.1.1 **Secondary Counselors may create their own schedule to allow for preparation**  
24 **time as needed within their assigned site work hours.**

25 6.4.2 The preparation/consultation period shall be used primarily for preparation and, **with**  
26 **prior notification of two (2) school days or more,** for parent, administrative, and  
27 student conferences.



1 **TK and K students in an extended day program minus the equivalent of**  
2 **weekly elementary bargaining unit member's prep time.**

3 6.4.3.5 Elementary **bargaining** unit members **who volunteer to have students placed**  
4 **from an absent bargaining unit member's class in their class** will be  
5 compensated at the Extended Day Rate per hour for any number of students  
6 over five (5) that are distributed into their class. Secondary **bargaining** Unit  
7 Members will be compensated at \$15.00 per student for any single class period  
8 in which students placed from an absent **bargaining** Unit Member's class  
9 increase the receiving **bargaining** unit member's class count over **the average**  
10 **class maximum as defined in the collective bargaining agreement.**

11 6.4.3.6 **Secondary Education Specialists will be compensated at the extended**  
12 **day rate for the combining of Special Education classes due to a lack**  
13 **of temporary coverage.**

14 6.4.4 Included within the Independent Study Teacher FTE assignment shall be one (1)  
15 weekly hour of preparation time, for each instructor, for every five students.

16 6.4.5 Included within the Home and Hospital FTE assignment shall be one (1) weekly  
17 hour of preparation time, for each instructor, for each student scheduled.

18 6.5 All unit members agree to perform extra-curricular duty assignments as assigned by the principal  
19 or designee. The District administration shall establish reasonable and fair apportionment of  
20 extra-curricular duty assignments (with the exception of non-site based Teachers on Special  
21 Assignment (TOSA), non-site based Educational Specialists, school psychologists, speech and  
22 language pathologists, nurses, counselors, and adaptive PE unit members), provided that the unit  
23 members of the work site shall be consulted in the setting of procedures for such allocation of  
24 duties. When a unit member has been assigned an activity and finds they cannot fulfill the  
25 responsibility, the unit member shall be required to report this to the administrator in charge of  
26 the event or activity and the unit member will secure another unit member as a replacement,  
27 subject to the approval of the administrator. Supervision required beyond the 30 total daily

1 designated minutes for required on site responsibilities will be voluntary and paid at the  
2 Extended Day Rate.

3 Extra-duty assignments should be generally consistent at similar schools; however, the particular  
4 characteristics of a given school reasonably require different levels of such assignments. Those  
5 characteristics include, but are not limited to, grade-level configuration, student population,  
6 transportation, physical characteristics of the site, programs, and staffing. Accordingly, disputes  
7 over such assignments should be referred to the Superintendent or his /her designee for review  
8 prior to the filing of a formal grievance. Extra-curricular duty assignments are defined as school-  
9 related activities not falling within the scope of regular curriculum which are conducted during  
10 and after the regular workday and which include routine student supervision, including student  
11 arrival and dismissal, transportation, etc. of not more than fifteen (15) minutes before the  
12 regular workday.

13 Extra-curricular duty assignments, other than routine student supervision, will not begin more  
14 than fifteen (15) minutes before or continue more than fifteen (15) minutes after the time  
15 students are required to be in the classroom. Routine student supervision may be assigned as  
16 required to accommodate bus schedules, but in no case shall such assignments begin more than  
17 thirty (30) minutes before the first class period at the site; any teacher so assigned should be  
18 permitted to leave early as compensation for the actual time required for such duty, provided  
19 that such early departure does not conflict with other professional responsibilities.

20 6.5.1 Although the Board of Education reserves the right to determine curriculum, the Board  
21 also understands that under the Rodda Act there is the provision for consultation on  
22 enumerated educational matters. The District will ensure that when consulting with the  
23 Association President and Chief Negotiator (subsequent to ratification of this provision)  
24 on trainings during the non-work year of the certificated unit member, the District will  
25 also bargain those items that fall within the collective bargaining agreement.

26 6.6 Work Year Calendar



1 **and 3 days after the teachers' last day) but in no instances shall**  
2 **begin before August 1.** In cases when coordinated calendars with  
3 administration do not align, the site administrator will meet to  
4 arrange flexibility for those days in the work calendar to ensure they  
5 will align.

6 6.6.2 Elementary

7 a) Elementary unit members shall have minimum days (193 instructional minutes)  
8 scheduled as follows:

- 9 1. Five (5) minimum days for grades 1-6 for purposes of parent  
10 conferencing, which would normally be at the end of the first reporting  
11 period.  
12 2. "Back-to-School", "Open House", and the last instructional day of school.

13 b) **The student lunch period on a minimum day shall be twenty (20) minutes.**  
14 **The site administrator shall assign unit members to supervision duties on**  
15 **minimum days after consultation with the faculty.**

16 c) The last workday of the school year without pupils which shall be reserved for  
17 the unit member's use to complete normal end-of-the-year activities which  
18 shall not include in-service activities or faculty meetings in excess of one (1)  
19 hour.

20 6.6.3 Secondary unit members shall have scheduled:

21 a) The last workday of the first semester without pupils which shall be reserved  
22 for the unit member's use to complete normal end-of-the-year activities which  
23 shall not include in-service activities or faculty meetings in excess of one (1)  
24 hour;

25 b) Three (3) minimum days for final examinations which shall be placed at the end  
26 of each semester for senior high teachers and at the end of the second  
27 semester only for middle school teachers.

1 c) Provided there are sufficient instructional minutes, "Back-to-School" day **or the**  
2 **day after if agreed to by a majority of bargaining unit members, with input**  
3 **from site administration**, shall be a minimum day for secondary teachers. A  
4 secondary school may also schedule a spring "Open House" by mutual  
5 agreement of the faculty and the principal. If scheduled, such day, or the day  
6 after if agreed to by unit members and administration, shall be a minimum day  
7 provided there are sufficient instructional minutes. The required evening hours  
8 shall not exceed the length of time removed from the regular school day.

9 6.7 Adjunct Duties and Staff Meetings

10 6.7.1 Each **bargaining** unit member will be required to attend and participate in a total of up  
11 to twenty-one (21) hours of mandatory staff meetings during the course of the school  
12 year at their one designated school site. This total does not include any meetings held  
13 on **non-instructional or** non-student work days, during the workday referenced in  
14 section 6.1 of the Contract, or during common planning time. This total does  
15 include meetings scheduled by the site principal at each site held on a student  
16 attendance day and after the workday referenced in section 6.1 of the Contract.  
17 Mandatory meetings that do count toward the total include, but are not limited to,  
18 grade-level meetings, department meetings, and/or all-staff meetings. No single  
19 meeting shall require **bargaining** unit members to attend for more than seventy-five  
20 (75) minutes after the meeting is called to order, unless agreed to by the principal and  
21 staff. Meetings must be called to order no more than ten (10) minutes after the end of  
22 the workday at each site, provided all staff members are present for the staff meeting.  
23 Meetings shall be scheduled at least seven (7) days in advance except in the case of  
24 emergency. **If an emergency meeting is needed, there shall be no more than three (3)**  
25 **meetings in a single month at any site.** The principal shall maintain a running total of  
26 time used during the course of the year.

27 6.7.1.1 Part time unit members are required to attend the entire staff meeting.

1 6.7.1.2 Bargaining unit members assigned to multiple sites by the District (e.g. school  
2 psychologists, speech and language pathologists, nurses and adaptive PE unit  
3 members) will meet at a common designated location as a group for their staff  
4 meetings. These unit members will be under no contractual obligation to  
5 attend any staff or department meetings held at any of their work sites. All  
6 staff meetings will begin at 2:30 p.m. and unit members will be allowed 30  
7 minutes of travel time from their work site to the district office on staff  
8 meeting days. These unit members have the right to form an Article 6  
9 Committee and consult on staff meeting agendas.

10 **6.7.2** Each full-time **elementary bargaining** unit member will be required to work from five (5)  
11 to **eight (8)** unit hours per academic year for adjunct duties toward the determined  
12 requirement designated at each site. Each full-time **secondary bargaining** unit member  
13 will be required to work from **five (5) to eleven (11)** unit hours per academic year for  
14 adjunct duties toward the determined requirement designated at each site. Educational  
15 Specialists, non-site based Teachers on Special Assignment (TOSA), school psychologists,  
16 speech and language pathologists, nurses, counselors, **Counselor on Special**  
17 **(Assignment (COSA))** and adaptive PE **bargaining** unit members shall not be required to  
18 complete adjunct duties. **Bargaining** unit members who work at more than one site can  
19 work at their one designated site or prorated based on FTE assignment at each site.  
20 Activities for which a **bargaining** unit member is receiving extra-duty pay are not  
21 counted towards this **eight (8) to eleven (11)** hour requirement. The Article 6  
22 Committee (section 6.6.3), shall determine, in advance, the hour value for each adjunct  
23 duty activity and shall determine the number of hours required at the school site. For  
24 example, high school basketball games may be determined to have a value of 2.5 hours.  
25 The **bargaining** unit member who signs up for an adjunct duty will be expected to fully  
26 supervise the event, regardless of the actual length of the event (shorter or longer) and  
27 shall receive credit for the predetermined value assigned.

1 6.7.2.1 Adjunct Duties are identified as activities that occur outside the established  
2 work day, **are not considered mandatory per article 6.7.1**, and meet the  
3 following criteria:

- 4 a. Involve supervision at sporting and/or athletic events
- 5 b. Involve leadership or committee work (e.g. District or site)
- 6 c. Involve co-curricular activities (e.g. math night)
- 7 d. Involve supervision of extra-curricular activities (e.g. performances, dances,  
8 fairs and graduation)

9 6.7.2.2 Activities for which a unit member already receives compensation, either  
10 through pay or compensating time off (e.g. Lead Teacher, Department Chair,  
11 WASC Coordinator, Master Teacher, etc.) are not considered Adjunct Duties.

12 6.7.3 At each site, an Article 6 Committee consisting of the principal or designee, and unit  
13 members, elected by their peers, will work collaboratively to determine the number of  
14 required adjunct hours for each unit member at the site, the list of adjunct duties at the  
15 site and the reallocation of any mandatory meeting time. The Committee may include  
16 an additional administrator at the discretion of the principal, but the committee will  
17 maintain unit members in the majority. The Committee shall determine, in advance, the  
18 value for each activity and their equitable apportionment. In addition, the Article 6  
19 Committee shall consult regarding all-staff meeting agendas set by the principal or  
20 designee **or may defer this to the department chairs/site leadership committee.**

21 6.7.3.1 The Article 6 Committee at each site will develop and publish the criteria and  
22 process for assigning Adjunct Duties determined to need supervision. The  
23 Article 6 Committee shall ensure that the number of required hours  
24 determined under Article **6.7.2 (5-11-hours for secondary members and 5-8**  
25 **hours for elementary members)** shall be equitably distributed among the  
26 **bargaining** unit members at that site.

1 6.7.3.2 Unit members may volunteer for additional adjunct duties at their discretion.

2 Unit members may be compensated for additional voluntary adjunct duties at  
3 the Extended Day Rate per hour with prior approval of the immediate  
4 supervisor.

5 **6.7.4** In addition to mandatory meetings and adjunct duties, all **bargaining** unit members will  
6 be required to participate, at their one designated site in IEP meetings and IEPs/504s  
7 meetings. Every good faith effort will be made to schedule IEPs/504s during the regular  
8 school day. IEPs/504s scheduled outside of the regular school day will be compensated  
9 at the **Per Diem** Rate for the entire length of the meeting. **All bargaining unit** members,  
10 **excluding the case manager**, will only be expected to attend for the scheduled portion  
11 of the meeting that pertains to the information they need to share regarding the  
12 student.

13 **6.7.5** 1. **To the extent that Santa Rosa City Schools requires bargaining unit members to**  
14 **attend, in person or online, or use any online modules or software, any training,**  
15 **educational program, or complete any testing related to:**  
16 a. **CA Ed Code Section 215, SRCS Board Policy and AR 5141.52, Suicide Prevention**  
17 **Training (every two years)**  
18 b. **California AB 1432 and Ed Code 44691, Mandated Reporter Training, (annually,**  
19 **during the first six weeks of school)**  
20 c. **Healthy Schools Act and CA Ed Code 17614, Integrated Pest Management of at**  
21 **least one hour, (annually)**  
22 d. **Cal/OSHA and Title 8 CCR 5193, training of Blood Borne Pathogens (annually)**  
23 e. **CA AB 1825 Anti-Harassment Training of at least one hour (every two years)**  
24 2. **A minimum of three (3) hours of dedicated time during the principal-directed**  
25 **work day in the beginning of each school year will be provided to bargaining unit**  
26 **members to complete all mandated trainings.**

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**3. Bargaining Unit members who do not complete the mandated trainings during the District provided time shall complete the trainings on their own time with no additional compensation. Mandated trainings shall be completed no later than September 30 of each year. Any updates due to county, state, or federal regulations which change and/or require added mandated training shall be added to this list, along with completion time. In the event that this occurs, the parties agree to meet and discuss any changes.**

1 Article 7: TEACHING CONDITIONS

2 7.1 The District agrees to supply texts, library books, maps, globes, laboratory equipment, and other  
3 instructional supplies and materials for the teaching/learning process. The District shall, in a  
4 central location, provide Home & Hospital teachers with the hard copy and digital format (if a  
5 digital format exists and is attainable) materials listed in 7.1.1 below. Home and Hospital  
6 teachers may also arrange for the use of materials provided by the home school of the student  
7 being instructed and/or materials from the Special Services Department.

8 7.1.1 The District agrees to:

- 9 a) Provide **bargaining** unit members with equipment, materials, and facilities  
10 appropriate for their designated position and maintained for their usage.
- 11 i) Any computer designated available by the site administrator can be  
12 used outside the normal professional workday with the understanding  
13 that all information shall be maintained on a portable storage device  
14 and not in the hard drive of the computer. For **bargaining** unit  
15 members who do not have a classroom computer, their administrator  
16 shall designate one available for their use. Should a **bargaining** unit  
17 member wish to temporarily take a computer home to use, they may  
18 do so with the completion of the District form and associated  
19 approvals.
- 20 b) Provide desks and closet space for unit members to store coats and other  
21 personal articles, at least one of which is lockable; and
- 22 c) Provide hard copy and digital (if a digital format exists and is attainable)  
23 teacher editions of Board-adopted texts, workbooks, and test booklets for  
24 courses teachers are assigned to teach.
- 25 d) Provide heat to all classrooms and make a reasonable effort **to heat and** air  
26 condition all spaces through scheduled retrofit/remodeling programs.

1 e) **Make a reasonable effort to provide computers, network connectivity, and**  
2 Internet access in every classroom/**workspace.**

3 7.1.2 Each school will have the following:

4 a) Space where unit members may safely store instructional materials and  
5 supplies.

6 b) For the safety of all employees, the District shall support access, **including but**  
7 **not limited to keys and codes to buildings and gates to access classrooms and**  
8 **designated workspaces**, from 6am to 11pm on school days Monday through  
9 Friday and between 8am and 8pm on weekends, **and holidays with prior**  
10 **notification to administration. HVAC systems may not be operational during**  
11 **non-business hours due to centralized programming and efforts to conserve**  
12 **energy usage.** Appropriate lighting for staff parking areas will be supplied. Staff  
13 needing access outside of these hours should inform the site administrator in  
14 advance.

15 c) A work area containing equipment and supplies to aid in the preparation of  
16 instructional materials.

17 d) A furnished room to be used as a staff lounge to include and a refrigerator; one  
18 microwave for each elementary and middle, and two for each senior high  
19 school site.

20 e) Well-lighted, heated, and clean restrooms for exclusive use of staff. If the  
21 restroom provides for wheelchair access, students confined to wheelchairs may  
22 use the staff facility if student restrooms are not available.

23 f) In cases where a unit member does not have a classroom or office space that is  
24 private, a telephone in a location that allows for privacy will be identified by  
25 the site administrator. It will be made available to be used for local calls during  
26 scheduled lunch periods and scheduled breaks, and at such other times that do

1 not interfere with the instructional program, the employee's assigned duties, or  
2 the normal operation of the school;

3 g) Facilities for instructional specialists who are assigned in several locations  
4 throughout the District; and

5 h) An intercom will be provided for each classroom that is used for instruction.

6 7.2 The Superintendent, Business Services, or designee, and the Association President will meet in  
7 September to establish an operational calendar (minimum of three meetings annually) for the  
8 Classroom Facility Review Committee, which consists of three (3) District and three (3) unit  
9 members and will be an on-going committee to review classroom related health complaints  
10 within the financial capabilities of the district.

11 7.2.1 The committee will meet as required in an attempt to seek mutual resolution of  
12 classroom related health complaints.

13 7.2.2 The committee will make recommendations for improvement, if applicable, as well as  
14 be assigned other mutually agreed upon duties.  
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1 Article 8:        SAFETY

2            8.1        School District Responsibility to **Provide Safe Working Conditions and Follow Applicable and**  
3                            **Relevant State and Federal Laws.**

4            8.1.1        **The District acknowledges that all students and staff of public primary, elementary,**  
5                            **secondary schools have the right to attend campuses which are safe, secure and**  
6                            **peaceful. The District hereby commits to acting in compliance with its legal**  
7                            **responsibilities pursuant to** all health, safety and sanitation requirements imposed by  
8                            local, state, or federal law or regulations adopted under local, state, or federal law,  
9                            including but not limited to any and all guidelines or mandates issued by local, state, or  
10                            federal public health authorities or by Cal/OSHA.

11           8.1.2        **The District shall furnish employment and a place of employment which are safe and**  
12                            **healthful for all bargaining unit members. Bargaining Unit members shall collaborate**  
13                            **with management in maintaining safety practices in all facilities.**

14           8.1.2.1       **The District shall furnish and use safety devices and safeguards, and adopt**  
15                            **and use practices, means, methods, operations and processes which are**  
16                            **reasonably adequate to render such employment and place of employment**  
17                            **safe and healthful.**

18           8.1.2.1.1     The District shall provide each classroom and major work area with  
19                            first aid kits **with emergency supplies, including but not limited to,**  
20                            **rubber gloves, flashlight, emergency toileting supplies, and any other**  
21                            **items which may be reasonably necessary and unique to a work**  
22                            **location.**

23           8.1.2.1.2     Each classroom and major work area shall have communication  
24                            **devices (telephone, and walkie talkie)** for use during the workday.

25           8.1.2.2       **The District shall make every effort to protect the life, safety, and health of**  
26                            **bargaining unit members and students. Additionally, the District shall take**  
27                            **adequate and reasonable security precautions to protect bargaining unit**

1 members and students. Bargaining unit members shall work with the district  
2 to help protect the life, safety and health of students.

3 8.1.2.3 The District shall make every effort to keep all school grounds and facilities  
4 free of unwanted rodents, pests, and insects such as ants, roaches, and fleas.  
5 The District will follow the Board adopted Integrated Pest Management  
6 Policy.

7 8.2 Safe Working Conditions

8 The District will provide a procedure for reporting alleged unsafe and unhealthy  
9 conditions to management. The District will investigate such reports and take  
10 appropriate actions to correct these conditions found to be unsafe or unhealthy.

11 8.2.1 Pursuant to Government Code, the California Emergency Services Act of 2013, and the  
12 California Code of Regulations, in the event of a declared natural disaster, manmade  
13 or war-caused emergencies which result in conditions of disaster or extreme peril to  
14 life, property and resources, Bargaining Unit Members may be subject to disaster  
15 services activities that are assigned to them by their supervisor if activated by an  
16 accredited disaster council.

17 8.2.2 In the event of a closure of District facilities, including but not limited to natural  
18 disaster, quarantine, pandemic, poor air quality, safety threat (e.g. bomb threat,  
19 shooting threat, etc.), or government order, bargaining unit members shall receive  
20 their daily rate of pay and benefits. If make-up days are required by law, the District  
21 shall instate the make-up day(s) negotiated in the instructional calendar and negotiate  
22 any additional make-up days as necessary. Bargaining Unit Members will work the  
23 replacement day(s) not to exceed the combined negotiated number of days and  
24 professional hours.

25 8.2.3 Under Education Code 49079, the District shall inform the teacher of each student who  
26 has engaged in, or is reasonably suspected to have engaged in, any of the acts described  
27 in any of the subdivisions, except subdivision (h), of Education Code Section 48900 or in

1 Section 48900.2, 48900.3, 48900.4, or 48900.7 that the student engaged in, or is  
2 reasonably suspected to have engaged in, those acts. The District shall provide the  
3 information to the teacher based upon any records that the District maintains in its  
4 ordinary course of business, or received from a law enforcement agency, regarding a  
5 student described in this section.

6 **8.3 Enforcement of Safe Working Conditions**

7 **All bargaining unit members are expected to use safe work practices and, if reasonably safe to**  
8 **do so, correct any unsafe conditions which may occur. If a bargaining unit member is unable to**  
9 **correct an unsafe condition, they shall report the unsafe condition to their immediate**  
10 **supervisor or designee in a timely manner.**

11 8.3.1 Upon notification, the District shall **address the reported** unsafe or hazardous working  
12 conditions, **and if deemed unsafe or hazardous, will remediate the conditions.**

13 **8.4 District Safety Committee**

14 8.4.1 **The District and the Association agree to include bargaining unit members as**  
15 **representatives on the District Safety Committee.**

16 **8.4.1.1 The Association President or designee may appoint up to four (4) bargaining**  
17 **unit members to serve as representatives on the District Safety Committee,**  
18 **to include one (1) representative from elementary school, one (1)**  
19 **representative from middle school, one (1) representative from high school,**  
20 **and one (1) representative from a charter school.**

21 **8.4.1.2 Association representatives to the District Safety Committee shall receive**  
22 **release time or their extended day rate of pay for committee work.**

23 8.4.2 **The District Safety Committee shall provide information to bargaining unit members**  
24 **on Education Code, Board Policy, and any local/state/federal regulations that govern**  
25 **the creation and implementation of district and comprehensive school safety plans**  
26 **(CSSP), to include an Injury and Illness Prevention Program (Cal/OSHA IIPP), district**  
27 **Emergency Operations Plan (EOP), and Workplace Violence Prevention Plan (WVPP).**

1 **8.4.2.1 It is the responsibility of this committee to do the following:**

- 2 1. Provide guidance to school sites on the development and update of
- 3 Comprehensive School Safety Plan (CCSP);
- 4 2. Review and recommend updates to the District's Injury and Illness
- 5 Prevention Program (IIPP);
- 6 3. Review and recommend updates to the District's Emergency Operation
- 7 Plan (EOP);
- 8 4. Review and recommend updates the District's Workplace Violence
- 9 Prevention Plan (WVPP);
- 10 5. Uphold the expectations and compliance within each specific plan and
- 11 provide guidance on implementation.
- 12 6. Receive quarterly reports on any data collection and actions taken.
- 13 7. Gather and analyze data related to student misconduct, positive behavior
- 14 interventions, and discipline issues;
- 15 8. Assist schools and worksites in developing site safety plans and school
- 16 site discipline policies;
- 17 9. Monitor and evaluate the effectiveness of school and worksite safety
- 18 plans and school discipline policies;

19 **8.4.3 This committee shall determine their meeting schedule and shall meet at least six (6)**

20 **times per year with the first meeting held within the first four (4) weeks of each**

21 **school year.**

22 **8.5 School Safety Planning Committees**

23 **8.5.1 The District and school sites will comply with Education code ARTICLE 5 School Safety**

24 **Plans [32280-32289.5]. The School Site Council (SSC) must write and develop the**

25 **Comprehensive School Safety Plan (CSSP) or may delegate this responsibility to a**

26 **safety committee (EC Section 32281(b)(2)).**

27 **8.6 All Staff must be trained on the CSSP EC Section 32280.**



1 school; and pupils attending the school, selected by pupils who are  
2 attending the school. The number of persons selected pursuant to  
3 this subparagraph shall equal the number of persons selected  
4 pursuant to subparagraph (A).

5 **8.7.1.2** An employee of a school who is also a parent or guardian of a pupil who  
6 attends a school other than the school of the parent's or guardian's  
7 employment is not disqualified by this employment from serving as a parent  
8 representative on the school site council established for the school that his or  
9 her child or ward attends.

10 **8.7.1.3** The school site council may delegate this responsibility to a school safety  
11 planning committee made up of the following members:

- 12 A. The principal or principal's designee
- 13 B. At least One teacher who is a representative of the recognized  
14 certificated employee organization.
- 15 C. At least One parent whose child attends the school.
- 16 D. At least One classified employee who is a representative of the  
17 recognized classified employee organization.
- 18 E. Other members, if desired.

19 **8.7.1.4** The school site council/safety committee shall consult with a representative  
20 from a law enforcement agency, a fire department, and other first responder  
21 entities in the writing and development of the comprehensive school safety  
22 plan. The comprehensive school safety plan and any updates to the plan shall  
23 be shared with the law enforcement agency, the fire department, and the  
24 other first responder entities.

25 **8.7.2** Prior to adopting the site Safety Plan, the Safety Planning Committee at each school or  
26 worksite shall hold a public hearing at the school site. The committee shall solicit the  
27 views of parents, teachers, school administrators, school security personnel, and

1 junior and high school students. The site Safety Plan shall be reviewed and updated by  
2 March 1 each year. (Ed Code 32288 and 32286).

3 **8.7.3** In addition to creating a safety plan as described above, the site Safety Planning  
4 Committee shall also:

- 5 **1. Monitor and analyze the effectiveness of the site safety plan and the school**  
6 **discipline and intervention plans and policies;**
- 7 **2. Receive input from and inform the entire staff regarding the site safety, discipline,**  
8 **and intervention plans and policies;**
- 9 **3. Develop a plan that will establish a safe classroom and school-wide environment**  
10 **for all students and employees at the school or worksite.**

11 **8.7.4** Students, parents, and employees shall receive written notice of the school discipline  
12 policy at the beginning of each school year (5 CCR Section 5553).

13 **8.8** Classroom Suspension By Teacher (Ed Code 48910)

14 **8.8.1** A unit member may temporarily suspend a student from their classroom for any acts  
15 enumerated in Education Code 48900 for the day of the suspension and the **subsequent**  
16 day.

17 **8.8.2** A unit member may exercise the use of a classroom suspension under Ed Code 48910  
18 without providing alternative means of correction prior to the suspension.

19 **8.8.3** The unit member shall immediately report the suspension to the principal or designee  
20 and send the student to the administrator or designee for appropriate action.

21 **8.8.3.1** The student shall not be placed in another regular class during the period of  
22 suspension. If the student is assigned to more than one class per day, the  
23 suspension shall apply only to other regular classes scheduled at the same  
24 time as the class from which the student was suspended.

25 **8.8.3.2** The student shall not be returned to the class from which they were  
26 suspended, during the period of the suspension, without the concurrence of  
27 the teacher of the class and the principal.





1                                    **leaves for the following five (5) school days. This section shall also apply to a unit**  
2                                    **member who personally witnessed a traumatic event, as defined by mutual**  
3                                    **agreement between the Association President or designee and the District**  
4                                    **Superintendent or designee.**

5                    8.10.5    Reported cases of assault or battery shall become a matter of District record as soon as  
6                                    possible and shall be dealt with under the terms of the Education Code.

7                    8.10.6    **The district shall provide a list of resources offered to members who experience**  
8                                    **assault, battery or who are witness to a traumatic event which occurs during the**  
9                                    **course and scope of employment, including legal, mental health and other assistance.**  
10                                    **The District will fund an Employee Assistance Program through a provider determined**  
11                                    **by the District.**

12            **8.11**    Unit members may call 911 in extreme cases, such as imminent threat of death or grievous  
13                                    bodily harm. In such a case, the unit member calling 911 shall inform the principal or designee or  
14                                    other immediate supervisor as soon as possible. The District and the Association recognize that  
15                                    anyone who believes that they are the victim of a crime has the right to call 911 on their own  
16                                    behalf. The District shall not impose any sanctions against a unit member for reporting a crime to  
17                                    the police.

18            **8.12**    **Unit members and other employees shall be provided with proper safety equipment when**  
19                                    **working with students with severe medical or behavioral needs as outlined by the student's**  
20                                    **IEP team.**

21            **8.13**    **The District will take all reasonable steps necessary to provide each school site with dedicated**  
22                                    **safety/supervisory personnel.**

23            **8.14**    **The District shall provide professional development on a voluntary basis to unit members**  
24                                    **wishing training on how to de-escalate assaultive students, break up fights between students,**  
25                                    **and to use conflict intervention skills.**



1                   **8.20.3** Effective January 1, 2025, a unit member shall be notified by either the District or the  
2                   Association, prior to filing a petition for a temporary restraining order by either party,  
3                   to provide the unit member the opportunity to decline to be named in the temporary  
4                   restraining order. If a unit member declines to be named, the District or the  
5                   Association are not prohibited from seeking a temporary restraining order on behalf  
6                   of other unit members.

7                   **8.21**    **Indoor Air Quality**

8                   **8.21.1** The Parties agree that ensuring schools are ventilated and have good indoor air  
9                   quality is critical to protecting and supporting the health and well-being of students  
10                  and school staff. Indoor and outdoor pollutants inside classrooms impact the health  
11                  and well-being of students and staff.

12                  **8.21.2** The Parties agree that both ventilation and filtration are essential to improve indoor  
13                  air quality in schools and, as such, the following standards for ventilation and filtration  
14                  of spaces occupied by students and staff will be met. "Occupied spaces" are defined as  
15                  each District classroom, auditorium, gymnasium, nurses' office, cafeteria, or other  
16                  occupied areas in which students are present or bargaining unit members are required  
17                  to report to work.

18                  **8.21.3** The District shall provide safe and healthful indoor air quality by conforming to laws,  
19                  guidelines, regulations and/or policies issued by federal, state, and local regulatory  
20                  agencies such as OSHA, Cal/OSHA, the EPA, and GSA, etc.

21                  **8.21.4** If a classroom CO2 concentration exceeds 1,100 ppm more than five (5) times in a  
22                  week as observed by classroom staff or facilities staff and the classroom or other  
23                  occupied space has a mechanical ventilation system, the ventilation rate shall be  
24                  inspected and adjusted as appropriate by district personnel.

25                  **8.21.5** If existing mechanical and/or natural ventilation with windows cannot maintain CO2  
26                  concentrations below 1,100 ppm, the mechanical ventilation system will be improved  
27                  to meet current California building code requirements. A plan to achieve these

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improvements that includes a timeline for completing the work will be provided to the Chapter by the District within 30 days. A temporary measure to lower CO2 levels while mechanical ventilation improvements are in process is to use portable fans oriented to exhaust air to the outside through open doors and windows.

**8.22 Asbestos Removal**

**8.22.1** The District agrees to continue to comply or immediately comply with all Federal, State, and local requirements regarding asbestos, including, but not limited to, the Federal asbestos hazard emergency response act (AHERA), which are currently applicable and/or those which may become applicable or be enacted during the term of this Agreement.

1 Article 9:        EVALUATION:

2        **Option 1:**

- 3        • Professional Goals (Sections 1-3)                    (OPTION 1-A)
- 4        • Certificated Observation Report                        (OPTION 1-B)
- 5        • Permanent Certificated Evaluation Form                (OPTION 1-C)

6        **Option 2:**

- 7        • Growth Plan    (OPTION 2-A)
- 8        • Mid-Year Progress Report                                (OPTION 2-B)
- 9        • End-of-Year Assessment Report                        (OPTION 2-C)
- 10       • Alternative Evaluation Record                         (OPTION 2-D)

11                                The Santa Rosa City School District evaluation process is a growth mindset model  
12                                designed to assist the unit member in improving their performance and to acknowledge individual  
13                                strengths as they relate to the California Standards for the Teaching Profession and applicable  
14                                state/and or national standards of all other bargaining unit designations (school psychologists,  
15                                speech language pathologists, counselors, nurses, unit members on special assignment, etc.) Two  
16                                different options for evaluation are available within the District.

17        **Option 1 Bargaining** unit member **will receive** formal observations and ongoing informal visits to  
18        provide acknowledgement, feedback, and suggestions to the **bargaining** unit member in a  
19        supportive, professional atmosphere. Administrators work collaboratively to support **bargaining**  
20        unit members in their professional development.

21        **Option 2** is based on the premise that **bargaining unit member** performance will improve through  
22        self-directed professional development linked to student instruction, success, and achievement.  
23        This Option is designed to encourage experienced, tenured **bargaining** unit members to continue  
24        their professional development and personal growth. The program encourages **bargaining** unit  
25        members to grow in self-chosen areas of interest and need, while strengthening relationships and  
26        collegiality between and among **bargaining** unit members and administrators. Option 2 is offered  
27        as an alternative to the traditional **bargaining** unit member evaluation process. The objective of

1 Option 2 is to **encourage bargaining** unit members to focus on those aspects of their professional  
2 development which most directly impact student instruction, success, and learning.

3 9.1 Evaluation Process and Procedures - A formal evaluation of all unit members shall be done by the  
4 unit member's designated administrator, shall be objective and adhere to the following schedule:

5 9.1.1 Temporary- each school year

6 9.1.2 Probationary- each school year

7 9.1.3 Beginning the first year of permanent status, and then every other school year if  
8 evaluated as "meeting or exceeding standards" (Level I). Unit members receiving a Level  
9 II, III, or ("does not meet standards") evaluation will be evaluated annually.

10 9.1.4 Nothing in this section shall preclude the designated administrator from making  
11 observations, communicating concerns, and making recommendations up to and  
12 including voluntary participation in the PAR program or other CTC and/or SCOE approved  
13 programs.

14 9.1.5 A unit member shall be evaluated no later than the fifth year following the last formal  
15 evaluation. Participation in the five-year evaluation cycle can only occur if the evaluator  
16 and certificated unit member mutually agree and the unit member meets the following  
17 Ed Code 44644 criteria:

- 18 1. has permanent status;
- 19 2. **has been formally evaluated in the previous 5 years.**
- 20 3. has been employed by the District for at least ten (10) years as a  
21 permanent certificated employee;
- 22 4. is highly qualified as defined in 20 U.S.C. Section 7801; and
- 23 5. whose previous evaluation rated the unit member as meeting or  
24 exceeding standards
- 25 6. The unit member or evaluator may withdraw from the agreement no later than  
26 October 1 of any school year in which case the unit member shall be evaluated that  
27 year.

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7. 9.1.5.1 A unit member who meets the criteria for a 5-year evaluation may request either Option 1 or Option 2 evaluation process.

8. The unit member shall be formally evaluated at the end of a 5-year evaluation cycle. **After the successful completion of a regular formal evaluation,** the unit member shall be eligible for an additional five-year evaluation cycle with the approval of the administrator. **No employee may participate in back-to-back 5-year evaluation cycles without the successful completion of a regular formal evaluation cycle in between.**

For example, the 5-year cycle would look like:

Year	Effective Evaluation	Not Effective Evaluation
5 2022-2023	Evaluation Year (Option 1 or 2)	Evaluation Year (Option 1 or 2)
6 2023-2024	No Evaluation	No Evaluation
7 2024-2025	Request 5 year approved	Request 5 year; not approved, Option 1
8 2025-2026	No evaluation	No evaluation
9 2026-2027	No evaluation	No evaluation
10 2027-2028	Evaluation Option 1 or 2	No evaluation
11 2028-2029	No evaluation	No evaluation
12 2029-2030	Request 5 year	Option 1

1 9.1.6 Annually, by October 1, upon request of either party to participate in Article 9.1.5, the  
2 permanent unit member and the evaluator will have a scheduled pre-conference to  
3 discuss the review of permanent unit member's performance prior to any consideration  
4 being given the extended evaluation period, as defined in Article 9.1.4.

5 9.1.7 If there is mutual agreement between the permanent unit member and the evaluator to  
6 participate in the five- year evaluation procedure, as identified in Article 9.1.5, the five-  
7 year period would commence with the succeeding school year of the last formal  
8 evaluation that is compliant with Article 9.1.5.

9 9.1.8 Any permanent unit member who has received a Level II or Level III formal evaluation  
10 summary shall be referred to the PAR Program or other CTE and/or SCOE approved  
11 professional improvement programs and shall be evaluated annually.

12 9.1.9 Other unscheduled classroom observations shall occur during the year and the data from  
13 such may be used to evaluate the performance of the unit member.

14 9.1.10 The evaluation of unit members shall not include or be based upon the following:

15 9.1.10.1 Standardized achievement tests except as authorized in Education Code  
16 Section 44662 which may require the use of state adopted criterion  
17 referenced assessments related to state and Board adopted content  
18 standards.

19 9.1.10.2 Results of any test utilized for the purpose of a school improvement plan.

20 9.1.10.3 Achievement of objectives stated in Individualized Education Program  
21 (IEP's) of special education pupils.

22 9.1.10.4 The success, or lack thereof, of an instructional or clerical aide in the  
23 performance of tasks assigned by the unit member.

24 9.1.10.5 If the unit member being evaluated is participating in a co-teaching model,  
25 the unit member will be evaluated individually and independently from the  
26 performance or evaluation of the co-unit member.

1 9.1.11 If the evaluator notices any deficiency which might lead to an overall evaluation of Level  
2 II or III, the evaluator shall inform the unit member in writing and make specific  
3 recommendations for improvement and endeavor to assist in improving the unit  
4 member's performance. If requested, the unit member or evaluator shall be entitled to  
5 an additional classroom observation with pre- and post-observation conferences.

6 9.1.12 In areas of the evaluation process which are not part of the regular classroom  
7 observation, the evaluator shall inform the unit member of any deficiency which is  
8 observed and/or verified by the evaluator. If the deficiency is serious in nature or is of a  
9 pattern sufficient to cause an overall Level II or III summary evaluation, the evaluator shall  
10 notify the unit member in writing of such a fact within 10 workdays of the final event  
11 which gave rise to the pattern of deficiency. The evaluator shall make specific written  
12 recommendations for improvement and shall endeavor to assist in improving the unit  
13 member's performance.

14 9.1.13 In the case of a Level II or III evaluation summary, the evaluator shall provide access to  
15 supports to assist the unit member in correcting any cited deficiencies including the  
16 preparation of an improvement plan for the unit member. If the unit member is to receive  
17 an overall Level II or III formal evaluation summary, the evaluator shall hold a conference  
18 with the unit member prior to the issuance of the formal evaluation summary. Within  
19 fifteen (15) work days, the unit member shall have the right to initiate a written reaction  
20 or response to the formal evaluation summary and such response shall become a  
21 permanent attachment to the unit member's personnel file.

22 9.1.14 The formal evaluation summary made pursuant to this Article shall be in written and  
23 electronic format and a copy thereof shall be transmitted to the unit member thirty (30)  
24 work days prior to the last school day on the school calendar in which the evaluation takes  
25 place (per Education Code 44663). The unit member shall have the right to initiate a  
26 written reaction of response within 10 work days to the formal evaluation summary and

1 such response shall become a permanent attachment to the unit member's personnel  
2 file.

3 9.1.14.1 Unit members classified as temporary whose assignment terminates prior to the  
4 end of the school year shall receive the formal evaluation summary prior to the  
5 completion of their employment period.

6 9.1.14.2 Unit members shall not be required to participate in the evaluation of other unit  
7 members.

8 **9.1.15 In the event that an administrator fails to comply with the evaluation timelines state in**  
9 **this Article, the bargaining unit member's evaluation will, at the bargaining unit**  
10 **member's request, be voided for the current evaluation year. In the event that a**  
11 **bargaining unit member fails to meet the evaluation timelines in this Article, the**  
12 **bargaining unit member's evaluation shall proceed in the current school year, unless it**  
13 **is mutually agreed upon by the bargaining unit member and the evaluator to void the**  
14 **evaluation for the current evaluation year. Any bargaining unit member who has an**  
15 **evaluation voided under this section shall be evaluated in the subsequent school year.**

16 9.2 Option 1 Evaluation Procedures

17 9.2.1 The standard evaluation form to be used shall be prepared by the District after  
18 consultation with the Association and shall be based on the California Standards for the  
19 Teaching Profession (CSTP) and applicable state content and performance standards of  
20 all other bargaining unit designations (counselors, nurses, etc.).

21 9.2.2 The unit members being evaluated, and the evaluator shall meet to discuss the evaluation  
22 process no later than October 10. **The Bargaining** Unit member to be evaluated will  
23 submit three proposed goals on which they choose to be evaluated. Goals may address,  
24 but not be limited to, curriculum planning and development, instructional methodology,  
25 parent communication, assessment of student learning, etc. Proposed goals should align  
26 with and support CSTP and/or state content and performance standards, the District  
27 Theory of Action and Single Site Plans for Student Achievement and or WASC goals. The

1 goals shall include specific objectives, timelines, and evidence. There shall be one district  
2 goal, one administrator goal, and one unit member goal. By mutual agreement, the unit  
3 member and administrator may choose the same goal.

4 9.2.3 Unit Members who are to be evaluated are to be furnished with a copy of the evaluation  
5 procedure and advised on the criteria upon which the evaluation is to be based no later  
6 than September 25.

7 9.2.4 Scheduled classroom observations shall be made known to the unit member at least three  
8 work days prior to their occurrence. Within 10 work days after each classroom  
9 observation, the evaluator will hold a conference with the unit member in order to discuss  
10 the observation(s); Observation feedback will be centered on but not limited to identified  
11 goals so that feedback is meaningful. The administrator will offer support, methods  
12 and/or ideas as needed. Informal classroom visits shall occur throughout the school year  
13 and are encouraged in order to foster dialogue and support. Information from informal  
14 observations, visits, and formal collaboration time can also be used to inform an  
15 evaluation related to identified goals.

16 9.2.4.1 The evaluator will inform the unit member of the evaluation procedure and  
17 schedule a pre-observation conference.

18 9.2.4.2 The formal evaluation process shall include at least two scheduled observations  
19 for both permanent and temporary unit members and preferably last the length  
20 of the designated instructional period and or scheduled event (e.g. a counselor  
21 might have an academic conference with a student observed) by the unit  
22 member.

23 9.2.4.3 Post observation conferences will take place between the unit member and the  
24 administrator no later than 10 workdays after each observation.

25 9.2.4.4 A post conference summary of the observation and post conference meeting will  
26 be provided within 10 workdays after each scheduled observation.

27 9.3 Option 2: Alternative Evaluation Process for Permanent Certificated Employees

1 9.3.1 The Alternative Evaluation Process shall be based on the California Standards for the  
2 Teaching Profession (CSTP) and applicable state content and performance standards of  
3 all other bargaining unit designations (counselors, nurses, etc.).

4 This evaluation program is designed to encourage experienced, permanent unit members  
5 to continue their professional development and personal growth. It is offered as an  
6 alternative to the traditional unit member evaluation process. The objective is to  
7 encourage unit members to focus on those aspects of their professional development  
8 which most directly impact student instruction, success, and achievement. The program  
9 encourages unit members to grow in self-chosen areas of interest and need, while  
10 strengthening relationships and collegiality between and among unit members and  
11 administrators. The program is based on the premise that teaching performance will  
12 improve through individual, self-directed professional development linked to student  
13 instruction, success, and achievement.

14 9.3.2 Unit member notifies their administrator of intention to use Option 2 no later than  
15 October 1.

16 9.3.2.1 Unit member will draft a growth plan and schedule a meeting with administrator  
17 to be held no later than October 15<sup>th</sup>.

18 9.3.2.2 By October 10, the unit member will submit a written and electronic plan to the  
19 administrator for review prior to the initial Goal Setting conference which  
20 includes the following:

21 a. Description of the expected outcome, written in clear, understandable  
22 behavioral terms - i.e., "Unit member will learn to divide classes into small  
23 groups for collaborative problem solving activities," or "Unit member will  
24 master three strategies engaging low-achieving students in day-to-day  
25 instruction."

26 b. Description of the process the unit member will use to learn the new skill  
27 or improve their performance - i.e., "Work with a mentor unit member, a

1 colleague, an administrator," or "Seek continuous student feedback," or  
2 "Conduct visitations, observations, peer observations," or "Use video,  
3 parent feedback."

4 c. Statement of desired support - i.e., Release periods, mentor assistance,  
5 materials, conference funds, etc. These will be provided through existing  
6 site funding as available.

7 d. Description of how the unit member will determine whether or not they  
8 have been successful in learning/developing a new skill or attribute - i.e.,  
9 peer feedback, student feedback, self-assessment, video documentary,  
10 portfolio or journals.

11 9.3.2.3 No later than October 15th, the unit member and administrator meet to review  
12 and discuss the unit member's Growth Plan (Form: OPTION 2-A). The  
13 Administrator shall provide collegial feedback, support, and suggestions, so that  
14 the plan can be mutually agreed upon. Within three workdays of the conference,  
15 the unit member shall submit their final Plan to the administrator for mutual  
16 approval. The administrator shall sign the Plan, indicating that it is complete,  
17 return a signed copy to the unit member.

18 Shown below is a list of possible methods that may be used as part of developing  
19 a plan in Option 2. These methods may be used by certificated employee to  
20 demonstrate that they have met the standards regarding the effective  
21 implementation of District curriculum, the utilization of instructional materials,  
22 student assessment practices and other important activities related to teaching.  
23 Upon completion of the evaluation, and if the unit member has met the  
24 standards, the District shall return all media used in the evaluation to the unit  
25 member. Any media, which was created during work time, and/or with District  
26 material, which is returned to the unit member shall not subsequently be used  
27 by the unit member for commercial purposes.

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1. Video or audio recording feedback. This method refers to the recording by the unit member of an actual, live classroom episode on video or audio. The focus could be on the unit member's behavior or students' reaction to the improvements to classroom instruction. Such recordings are powerful in that they allow the unit member to see themselves from the students' perspective. The unit member's review of the recordings can involve the use of some data collection or observation instrument. For example, the unit member could chart frequencies of specified behaviors.
2. Unit member-maintained journal. Maintaining a journal of thoughts, reactions, progress, etc. focusing on a particular student, class, or one's teaching in general can be a valuable tool for self-reflection and professional growth. The focus of the journal entries should be decided in advance.
3. Progress through self-study materials. This method involves using some existing programmed materials for reviewing one's teaching style or to investigate alternative teaching techniques and materials. The materials typically would involve some general introduction and then a set of modules to work through which require some kind of response from the unit member.
4. Observation and modeling of another unit member. The use of this method involves the observation by the unit member of examples of high-quality teaching. Such observation, either in a class setting or on videotape allows the unit member to compare their teaching with that of the expert. The observation may be structured, in that the unit member knows prior to the observation that they are looking at a specific dimension of teaching, or unstructured, in that the unit member may be open to what they may discover.
5. Unit member-maintained portfolios. Portfolios of lesson plans, instructional materials developed, student assessments used, or any other category of

1 teaching products can be kept in a file and reviewed by the unit member as a  
2 way of constantly improving on what has been done or used. The purpose  
3 and criteria for including pieces in the portfolio can be maintained primarily  
4 for the self-reflective value to the unit member, a peer review of the content  
5 could also lead to some valuable insights.

6 6. Student and/or parent feedback (i.e. exit slips, teacher generated surveys,  
7 etc.)

8 7. Other methods as agreed to by the unit member and evaluator.

9 9.3.3 No later than February 15 the unit member and the supervisor shall meet to review the  
10 year's Mid-Year Progress Report. The Mid-Year Progress Report shall be completed and  
11 submitted no later than February 10 by the unit member and include a brief written mid-  
12 year progress report to the administrator, indicating what was accomplished to date and  
13 identifying any procedural problems or support needs. (Form: OPTION 2-B).and become  
14 part of the unit member's personnel file.

15 9.3.3.1 Five work days prior to the End of the Year Conference, for each goal, the unit  
16 member must submit a brief Assessment Report to the administrator. The report  
17 must include the following:

18 (Form Option 2-C)

- 19 a. Factual description of what was done
- 20 b. Self-Assessment of what was accomplished
- 21 c. Unit member's recommendation for continued professional development  
22 during the next, non-evaluation year

23 9.3.3.2 The unit member completes the End-of-the-year Assessment (Form Option 2-C)  
24 Report. The report may be supported by video, survey results from students,  
25 comments from peers.

26 9.3.3.3 The unit member and the administrator shall schedule a conference to be held  
27 no later than (30) thirty calendar work days prior to the last day of the school on

1 the school calendar. The purpose of the conference is for the unit member and  
2 administrator to:

- 3 a. Conduct an open and honest collegial conversation regarding the unit  
4 member's professional development effort
- 5 b. Assess what worked and did not work
- 6 c. Identify what the unit member might want to do the following year for  
7 his/her continued professional development

8 9.3.3.4 Upon completing the conference, using form Option 2-D, the administrator shall  
9 provide written comments, validations, and recommendations as appropriate  
10 and shall affirm, through signature, the unit member having met the procedural  
11 requirements of the evaluation process.

12 9.3.3.5 The administrator may not alter or reject the unit member's report (Form Option  
13 2- C).

14 9.3.3.6 The form shall be returned to the unit member who may add his/her comments.  
15 The unit member's signature will indicate his/her having received and read it.

16 9.3.3.7 Copies of all forms shall be placed in the unit member's personnel file at the  
17 District Office.

18 9.3.3.8 If the administrator determines that the unit member did not meet the good  
19 faith procedural requirements of the evaluation process, the unit member shall  
20 be obligated to complete the formal evaluation process the following school  
21 year.

22 9.4 In the event any part of Article 9 is determined to preclude the District from qualifying for State  
23 and/or Federal funds, then the parties agree to renegotiate the Article in Question.

24 9.5 Personnel Files

25 9.5.1 There shall be a single personnel file for each unit member. Personnel files shall be kept  
26 in the central administrative office of the District.

1 9.5.2 All materials placed in a unit member's personnel file shall be dated and signed by the  
2 Administrator who caused the material to be prepared.

3 9.5.3 Materials in personnel files of unit members, which may serve as a basis for affecting the  
4 status of their employment through the evaluation process, are to be made available for  
5 the inspection of the person involved, except items which are excluded by the Education  
6 Code.

7 9.5.4 Every unit member shall have the right to inspect such materials upon request, provided  
8 that the request is made at a time when such person is not actually required to render  
9 services to the District.

10 9.5.5 Information of a derogatory nature, except as provided by law, shall not be entered or  
11 filed unless and until the unit member is given notice and an opportunity to review and  
12 comment thereon. A unit member has the right to review their personnel file. Such review  
13 shall take place during the normal business hours, and the employee shall be released  
14 from duty for this purpose without salary reduction.

15 9.6 Public Complaints

16 9.6.1 The District shall not utilize a complaint in any manner which might affect the evaluation  
17 of a unit member without first providing the following rights:

18 a) the complaint must be reduced to writing and given to the affected unit member  
19 within 10 work days of receipt of the complaint by the evaluator;

20 b) the unit member has the right to meet with the complainant;

21 c) the unit member has the right of Association representation in such meeting with the  
22 complainant;

23 d) the unit member has a right to respond both orally and in writing to the complaint;  
24 and

25 e) the unit member has the right to challenge the complaint on the basis of just cause  
26 by means of the grievance procedure, except that any appeal beyond Level II will be  
27 submitted to the Board of Education for final resolution.

1 f) when a letter of complaint is received during the summer months from a parent  
2 or guardian, it is understood that the ten-day period for noticing the unit  
3 member begins when the administrator actually receives such letter.

4 g) complaints which are shown to be false or are not substantiated shall neither be  
5 placed in the unit member's personnel file not utilized in any evaluation,  
6 assignment, or dismissal action against the unit member.

7 h) all information or proceedings regarding any complaint shall be kept confidential  
8 by the District.

9 9.7 Evaluation Categories

10 9.7.1 In each standard the evaluator will indicate whether the employee meets the standard,  
11 partially meets the standard, or does not meet the standard.

SANTA ROSA CITY SCHOOLS

OPTION 1-A  
PROFESSIONAL GOAL

*(To be completed by the Unit Member by October 10th)*

NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

GRADE-LEVEL/SUBJECT \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE \_\_\_\_\_

Directions: Prior to attending the Initial Evaluation Conference, complete Section 1 below. Selection of specific areas to focus your Professional Development is based on a self-analysis of your current teaching practice. You are highly encouraged to select areas that are meaningful to your growth as a Unit Member. Bring this form, unsigned, to your Initial Evaluation Conference.

**Section 1: Unit Member Developed Goal**

California Standard: \_\_\_\_\_

Guiding Questions

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Statement of goal, including specific objectives and how the goal and objectives relate to the identified California Standard and Guiding Questions.

**SANTA ROSA CITY SCHOOLS**

**OPTION 1-A  
EVALUATION  
PROFESSIONAL GOALS**

*(To be completed by the Unit Member by October 10th)*

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**Section 3: Administrator Developed Goal**

California Standard: \_\_\_\_\_

Guiding Questions:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Statement of goal, including specific objectives and how the goal and objectives relate to the identified California Standard and key elements.

\_\_\_\_\_  
Employee's Signature (Date)

\_\_\_\_\_  
Administrator's Signature (Date)

**SANTA ROSA CITY SCHOOLS**

**OPTION 1-B EVALUATION CERTIFICATED  
OBSERVATION REPORT**

Unit Member: \_\_\_\_\_

Time Observed: \_\_\_\_\_

Observation Date: \_\_\_\_\_

Conference Date: \_\_\_\_\_

Subject and Professional Goal(s) of Observed Lesson: \_\_\_\_\_

California Standards for Teaching Profession Observed:

- \_\_\_\_\_ Standard 1: Engages and Supports All Students in Learning
- \_\_\_\_\_ Standard 2: Creates and Maintains Effective Environments for Student Learning
- \_\_\_\_\_ Standard 3: Understands and Organizes Subject Matter for Student Learning
- \_\_\_\_\_ Standard 4: Plans Instruction and Designs Learning Experiences for All Students
- \_\_\_\_\_ Standard 5: Assess Student Learning
- \_\_\_\_\_ Standard 6: Develops as a Professional Educator

Description of Observed Lesson, including Recommendations and Commendations:

Signature acknowledges receipt of this document and does not necessarily indicate any agreement with the conclusion of the evaluator. Employee has a right to attach comments to this document and have them placed in employee's personnel file.

\_\_\_\_\_  
Employee's Signature (Date)

\_\_\_\_\_  
Administrator's Signature (Date)

**SANTA ROSA CITY SCHOOLS  
OPTION 1-C EVALUATION  
PERMANENT CERTIFICATED EVALUATION FORM**

**NAME** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**GRADE-LEVEL/SUBJECT** \_\_\_\_\_ **SCHOOL YEAR** \_\_\_\_\_

**ADMINISTRATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**UNIT MEMBER'S GOAL, INCLUDING STANDARD:**

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**RECOMMENDATIONS AND COMMENDATIONS:**

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**Meets standard**       **Partially meets standard**       **Does not meet standard**

**DISTRICT'S GOAL, INCLUDING STANDARD:**

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**RECOMMENDATIONS AND COMMENDATIONS:**

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- Meets standard       Partially meets standard       Does not meet standard

**ADMINISTRATOR'S GOAL, INCLUDING STANDARD:**

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**RECOMMENDATIONS AND COMMENDATIONS:**

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- Meets standard       Partially meets standard       Does not meet standard

**OVERALL EVALUATION** (In accordance with Article 9 of the Collective Bargaining Agreement):

_____ Level I:	Meets or exceeds standards	Continue employment without Reservation
_____ Level II:	Needs improvement in one or more standards	Improvement plan to be developed and implemented at the school site <b>to address the standard(s) needing improvement.</b>
_____ Level III:	Does not meet standards	Continue employment with an improvement plan which specifically addresses all standards which are not fully met. The unit member must participate in the District Peer Assistance and Review Program as defined in Article 10.4 of the collective bargaining agreement if it is available, or any other district identified assistance program that may provide support for the unit member to improve their performance to meet the identified standards for the position in which they were evaluated.
_____ Level IV:	Unsatisfactory	Referred to Assistant Superintendent, Human Resources, for appropriate Personnel action(s). The unit member must participate in the District Peer Assistance and Review Program as defined in Article 10.4 of the collective bargaining agreement if it is available, or any other district identified assistance program that may provide support for the unit member to improve their performance to meet the identified standards for the position in which they were evaluated.

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**UNIT MEMBER'S SIGNATURE:**

**Unit Member's signature acknowledges receipt of the evaluation document and the District's compliance with Article 9.6 of the collective bargaining agreement. Acknowledgement of receipt shall not necessarily be construed as agreement with the content of the evaluation. The Unit Member shall have the right to initiate a written reaction or response to the formal evaluation summary and such response shall become a permanent attachment to the Unit Member's personnel file.**

\_\_\_\_\_  
Unit Member's Signature (Date)

**ADMINISTRATOR'S SIGNATURE:**

**In addition to your signature, please identify the date of the next annual evaluation.**

\_\_\_\_\_  
Administrator's Signature (Date)

**DATE OF NEXT ANNUAL EVALUATION:** \_\_\_\_\_

**SANTA ROSA CITY SCHOOLS**

**OPTION 2-A  
EVALUATION GROWTH  
PLAN**

*(To be completed by the Unit Member by October 10th)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

I. Professional Goal(s) and guiding questions related to the CSTP

II. Plan

III. Support Needed

IV. Expected Outcomes

V. Evidence

**SANTA ROSA CITY SCHOOLS**

**OPTION 2-B EVALUATION MID-YEAR  
PROGRESS REPORT**

*(To be completed by the Unit Member by February 10<sup>th</sup>)*

UNIT MEMBER'S NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
*(Please Print)*

Administrator's Name: \_\_\_\_\_  
*(Please Print)*

Assignment: \_\_\_\_\_

(Use space provided below or attach additional sheet if necessary)

1. Reflect on what you said you would do in your Growth Plan. Are you on target for completing your identified goal(s)? Identify any procedural problems or support needs you might have.
  
2. How has this process influenced your teaching and student learning? What adjustments, if any, have you made in your goal(s) as a result of this process?

*Date of Conference:* \_\_\_\_\_

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*Administrator's Signature*      *Date*                      *Unit Member's Signature*      *Date*

A copy of the mid-year report shall be submitted to Unit Member's principal by February 15th.

**SANTA ROSA CITY SCHOOLS**  
**OPTION 2-C EVALUATION**  
**END-OF-YEAR ASSESSMENT REPORT**  
*(To be completed by the Unit Member)*

I. Evidence and Description of Goal Completion:

II. Self-Assessment Including Recommendation for Continued Professional Development:

III. Comments:

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Unit Member's Signature

Date

Administrator's Signature

Date

**SANTA ROSA CITY SCHOOLS**  
**OPTION 2-D**  
**ALTERNATIVE EVALUATION RECORD**

Administrator submits the original, signed copy of the Alternative Evaluation Record to Human Resources.

1. Unit Member's Name: \_\_\_\_\_

2. School: \_\_\_\_\_

3. Administrator's Name: \_\_\_\_\_

4. End of Year Unit Member Assessment Report, submitted to Administrator, including:

- factual description of what was done
- self-assessment of what was accomplished
- Unit Member's recommendation for continued professional development during the next, non-evaluation year

Date Report Received by Administrator: \_\_\_\_\_

5. End of Year Conference with Administrator to:

- hold an open and honest collegial conversation regarding the Unit Member's professional development effort
- assess what worked and what did not
- identify what the Unit Member might want to do the following year for his/her continued professional development

Date of Conference: \_\_\_\_\_

6. Administrator shall provide written comments, validations and recommendations, as appropriate (*use space provided below or attach additional sheet if necessary*).

Administrator's Signature (*please initial either A or B*):

\_\_\_\_\_ A.

Affirms the Unit Member's meeting the good faith procedural requirements of the evaluation process.

OR

\_\_\_\_\_ B.

Indicates the Unit Member did not meet the good faith procedural requirements of the evaluation process (explanation and substantiation required). The Unit Member is required to complete the formal evaluation next year.

\_\_\_\_\_  
*Administrator's Signature*

\_\_\_\_\_  
*Date*

8. Unit Member's comments may be added (use space provided below or attach hereto).

9. Unit Member's signature indicates the report has been received and read.

\_\_\_\_\_  
*Unit Member's Signature*

\_\_\_\_\_  
*Date*

**FIVE-YEAR CERTIFICATED EVALUATION PLAN**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Employee Name (Print) Position

FROM: \_\_\_\_\_  
Administrator Name (Print) School Site or District Dept.

SUBJECT: **Five-Year Certificated Evaluation**  
*Your next evaluation is tentatively scheduled for **three years from** \_\_\_\_\_, **(Date)** subject to the provisions of Article 9.1.5 of the collective bargaining agreement:*

- 9.1.5 A unit member shall be evaluated no later than the fifth year following the last formal evaluation. Participation in the five-year evaluation cycle can only occur if the evaluator and certificated unit member mutually agree and the unit member meets the following Ed Code 44644 criteria:
1. has permanent status;
  2. has been employed by the District for at least (10) ten years as a permanent certificated employee;
  3. is highly qualified as defined in 20 U.S.C. Section 7801;
  4. whose previous evaluation rated the unit member as meeting or exceeding standards;
  5. The unit member or evaluator may withdraw from the agreement no later than October 1 of any school year in which case the unit member shall be evaluated that year;
  6. 9.1.5 A unit member who meets the criteria for 5-year evaluation may request either Option 1 or Option 2 evaluation process;
  7. The unit member shall be formally evaluated at the end of a 5-year evaluation cycle, and assuming they meet the criteria, the unit member shall be eligible for an additional 5-year evaluation cycle with the approval of the administrator and superintendent or designee after the successful completion of a regular formal evaluation cycle

\_\_\_\_\_  
Administrator's Signature Date

\_\_\_\_\_  
Employee's Signature Date

Cc: Human Resources Technician Personnel File

Five-Year Evaluation Plan

**Santa Rosa City School**  
**Option 1-A Evaluation**  
Counselor Professional Goals

Directions: Prior to attending the Initial Evaluation Conference, complete Section 1 Below. This section is a specific area to focus your Professional Development based on self-analysis of your current counseling practice. You are highly encouraged to select a Standard (#3-7) that is meaningful to your growth as a Unit Member. **Bring this form unsigned, to your initial Evaluation Conference.**

---

**Name**

**Location**

**School Year**

**Evaluator**

**Date**

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**Section 1: Unit Member Developed Goal** (Choose one standard #3-7)

**California Counseling Standard:** (Found in the back of this document)

**Guiding Questions:** (example: How do I.... Why do I....found below each Standard)

**Statement of goal, including specific objectives and how the goal and objectives relate to the identified California and American School Counselor Association Standards.**

**Santa Rosa City Schools**

**Option 1-A Evaluation  
Professional Goals**

**(To be completed by the Unit Member by October 10th)**

**Name:**

**Date:**

**Section 2: District Developed Goal:**

**Provide a coherent, rigorous and relevant counseling program using ASCA (American School Counseling Association) Standards.**

**California Standard: Standard 1: Engaging and Supporting All Students in Learning**

**STANDARD 1: ENGAGE, ADVOCATE FOR AND SUPPORT ALL STUDENTS IN LEARNING**

- 1.1 Ensure all students are engaged in a system of support designed for learning and academic success
- 1.2 Advocate for educational opportunity, equity and access for all students
- 1.3 Advocate for the learning and academic success of all students
- 1.4 Identify student problems in their earliest stages and implement intervention strategies
- 1.5 Connect students' academic background, life experience, and interest with future learning and life goals.
- 1.6 Use a variety of strategies and resources to respond to students' diverse needs.
- 1.7 Facilitate autonomy, interaction, and choice through counselor/student interaction.
- 1.8 Engage students in problem solving, critical thinking, and other activities that make learning and decision making meaningful.
- 1.9 Utilize data, historical knowledge and experience to create preventive measures
- 1.10 Demonstrate basic knowledge and respect of differences in customs, communication, traditions values and other traits amongst students based on race, religion, ethnicity, nationality, sexual orientation, gender identity, physical or intellectual ability and other factors.
- 1.11 Advocate responsibility for school board policy and local, state and federal statutory requirements in students' best interests.
- 1.12 Use student, school and district data to identify achievement, attendance and discipline issues to be addressed through instruction.

**Statement of goal, including specific objectives and how the goal and objectives relate to the identified California and American School Counselor Association Standards.**

**Santa Rosa City Schools**

**Option 1A Evaluation  
Professional Goals**

**(To be completed by the Unit Member by October 10th)**

**Name:**

**Date:**

**Section 3: Administrator Developed Goal**

**ASCA Standard: Standard Two: Creating and Maintaining Effective Environments For Student Learning.**

**STANDARD 2: CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING**

- 2.1 Counsel students in campus programs for school engagement.
- 2.2 Develop outcome-based programs
- 2.3 Coach students in “self advocacy” and leadership
- 2.4 Demonstrate leadership in program development
- 2.5 Create a physical environment that encourages and supports all students.
- 2.6 Support a school climate that promotes fairness and respect.
- 2.7 Promote social development and group responsibility.
- 2.8 Support standards for student behavior.
- 2.9 Plan and implement procedures and routines that support student learning
- 2.10 Use counseling time effectively to address students’ academic, personal, behavioral, social and career preparation needs.
- 2.11 Use current trends in technology to promote student success.

**Statement of goal, including specific objectives and how the goal and objectives relate to the identified California and American School Counselor Association Standards.**

**EVALUATEE'S SIGNATURE:**

Evaluatee's signature acknowledges receipt of the evaluation document and the District's compliance with Article 9.6 of the collective bargaining agreement. Acknowledgment of receipt shall not necessarily be construed as agreement with the content of the evaluation. The evaluatee shall have the right to initiate a written reaction or response to the formal evaluation summary and such response shall become a permanent attachment to the evaluatee's personnel file.

**EVALUATEE'S SIGNATURE**

**DATE**

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**EVALUATOR'S SIGNATURE**

**DATE**

In addition to your signature, please identify the date of the next annual evaluation.

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**DATE OF NEXT ANNUAL EVALUATION:**

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**STANDARD 3: UNDERSTANDING AND ORGANIZING SOURCES OF INFORMATION TO PRESENT, EDUCATE, AND MONITOR STUDENT PROGRESS TOWARD GRADUATION/COLLEGE/CAREER**

- 3.1 Assess student characteristics and utilize the information to plan for individual student growth and achievement
- 3.2 Interpret and use student assessment data with students and parents/guardians in developing personal, academic, and career plans
- 3.3 Monitor student personal, academic, and career progress
- 3.4 Demonstrate knowledge of school counseling issues, student development, and current legal requirements.
- 3.5 Organize counseling information to support student achievement and personal success.
- 3.6 Interrelate ideas and information to support student, parent, and school-wide needs.
- 3.7 Develop student understanding through strategies that are age-appropriate
- 3.8 Use materials, resources, and technologies to make counseling information accessible to students.
- 3.9 Present slides, handouts or other documents from parents and/or teachers regarding the school counselor's role.
- 3.10 School counselors prepared information sheets or infographics developed for dissemination to other stakeholders.
- 3.11 Create and update 4 year graduation plans for individual students.
- 3.12 Attend local, state, or federal conferences to stay up to date on counseling related information.

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**STANDARD 4: PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS**

- 4.1 Build and maintain student support teams for student achievement
- 4.2 Provide consultation and education for teachers, parents, and district staff.
- 4.3 Develop working relationships within the district that include school staff members parents, and community members
- 4.4 Coordinate support from community agencies
- 4.5 Draw on and value students' backgrounds, interests, developmental progress, and learning needs.
- 4.6 Establish and articulate goals for student learning and success in conjunction with students, parents, and staff.
- 4.7 Develop activities and materials for classroom, small group, and parent presentations.
- 4.8 Design integrated and effective counseling plans to foster student achievement and success, including appropriate referrals.
- 4.9 Modify schedules and support plans to adjust for student needs including working collaboratively within SST/IEP/504 Meetings.
- 4.10 Use principles of multi-tiered systems of support within a school counseling program.

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**STANDARD 5: PROMOTE, MAINTAIN, AND ASSESS A SAFE LEARNING ENVIRONMENT FOR ALL STUDENTS**

- 5.1 Promote a positive, safe, and supportive learning environment
- 5.2 Develop and implement programs that address the personal and social risk factors of students
- 5.3 Develop and implement programs that reduce the incidence of school site violence
- 5.4 Incorporate models of systemic school safety that address elements of prevention, intervention, and treatment into the school system
- 5.5 Lead/promote school wide clubs that are inclusive of all students.
- 5.6 Promote/lead students and staff on the site Safety/Disaster Committee Plan
- 5.7 Use principles of Multi-Tiered systems of support within a school counseling program.
- 5.8 Communicate with students, families, and other audiences about student progress.

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**STANDARD 6: DEVELOP AS A PROFESSIONAL SCHOOL COUNSELOR**

- 6.1 Establish professional goals and pursue opportunities to improve
  - 6.2 Model effective practices and continuous progress in school counseling
  - 6.3 Adhere to professional codes of ethics, legal mandates, and district policies
  - 6.4 Reflect on counseling practice and planning professional development
  - 6.5 Establish professional goals and pursuing opportunities to grow professionally
  - 6.6 Work with communities to improve professional practice, including referrals to other agencies when appropriate.
  - 6.7 Engage in continual professional development to inform and guide ethical and legal work.
  - 6.8 Work with families to improve professional practice, including parental response.
  - 6.9 Work with colleagues to improve professional practice.
  - 6.0 Use personal reflection, consultation and supervision to promote professional growth and development.
- 

**STANDARD 7: OTHER PROFESSIONAL RESPONSIBILITIES**

- 7.1 Participate in development and implementation of site and district decisions and programs
- 7.2 Develop and maintain accurate and confidential records and documents, and adhere to deadlines
- 7.3 Participate in student activities, such as club, student government, and co-curricular events.
- 7.4 Stay current with school counseling research and best practices.
- 7.5 Practice in accordance with the ASCA Ethical Standards for School Counselors
- 7.6 Adhere to the ethical and statutory limits of confidentiality.
- 7.7 Stay current with school counseling research and best practices.
- 7.8 Demonstrate professional and personal qualities and skills of effective leaders.
- 7.9 Serve as a leader in the school and community to promote and support student success.

**SPEECH LANGUAGE PATHOLOGIST—FORMAL EVALUATION**

Unit Members Name: \_\_\_\_\_  
 School Sites: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_  
 Evaluation Period: \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_  
 Total number of observations: \_\_\_\_\_

Directions: Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below.

EVALUATION STANDARDS	Meets or Exceeds Standards	Needs improvement in no more than two standards	Does not Meet Standards	Unsatisfactory	COMMENTS/EVIDENCE/FEEDBACK  Please comment if the standard is marked unsatisfactory/not meeting standard
<b>1. PERFORMING PROFESSIONAL RESPONSIBILITIES</b>					
1.1 Consults with and supports classroom teachers and school staff regarding student in the Speech and Language, Hearing Program					
1.2 Demonstrates knowledge and skills in Speech-Language Pathology and related areas					

EVALUATION STANDARDS	Meets or Exceeds Standards	Needs improvement in no more than two standards	Does not Meet Standards	Unsatisfactory	COMMENTS/EVIDENCE/FEEDBACK  Please comment if the standard is marked unsatisfactory/not meeting standard
1.3 Provides culturally and educationally appropriate services that are effective, engage students, reflect evidence-based practices and are in accordance with student IEP requirements.					
1.4 Demonstrates Has knowledge of current education law that impacts area of responsibility					
<b>2. COMMUNICATING EFFECTIVELY WITH SCHOOL AND COMMUNITY</b>					
2.1 Communicates effectively in speaking and writing					
2.2 Communicates effective speech an/or language goals and monitors progress toward these goals					
2.3 Keeps supervisor apprised of potential problems and important details					

EVALUATION STANDARDS	Meets or Exceeds Standards	Needs improvement in no more than two standards	Does not Meet Standards	Unsatisfactory	COMMENTS/EVIDENCE/FEEDBACK  Please comment if the standard is marked unsatisfactory/not meeting standard
2.4 Communicates with parents and other adult care-givers in the development and implementation of programs to facilitate the learning and growth of the child					
2.5 Demonstrates effective communication with people from a variety of education and socio-cultural backgrounds.					
2.6 Demonstrates skill in working effectively in a variety of team settings.					
2.7 Responds to written communications in a timely manner					
<b>3. ASSESSING STUDENT NEEDS</b>					
3.1 Gathers relevant information to answer referral questions including, but not limited to: record review, parent/staff interviews, classroom observations, etc.					

EVALUATION STANDARDS	Meets or Exceeds Standards	Needs improvement in no more than two standards	Does not Meet Standards	Unsatisfactory	COMMENTS/EVIDENCE/FEEDBACK  Please comment if the standard is marked unsatisfactory/not meeting standard
3.2 Uses assessments appropriate to student's needs.					
3.3 Administers tests in a clinically accurate and appropriate manner.					
3.4 Uses program eligibility criterion appropriately to make educational recommendations Follows state and federal eligibility criterion appropriately, as well as program criterion, to make educational recommendations					
3.5 Offers a detailed and accurate interpretation of assessment data					
3.6 Follows legally mandated assessment time frames and federal and state requirements and, when applicable, SELPA guidelines					

4. MANAGING INTERVENTIONS EFFECTIVELY

EVALUATION STANDARDS	Meets or Exceeds Standards	Needs improvement in no more than two standards	Does not Meet Standards	Unsatisfactory	COMMENTS/EVIDENCE/FEEDBACK  Please comment if the standard is marked unsatisfactory/not meeting standard
4.1 Applies knowledge of strategies, including de-escalation techniques, to address concerns					
4.2 Consults with educational staff, administration, and parents; offers intervention strategies					
4.3 Assists in decisions about Special Education placement and student movement between programs					
4.4 Collaborates with parents and staff to develop appropriate SLP services					
4.5 Collaborates with community agencies, as well as with school site and district staff					
<b>5. MAINTAINING APPROPRIATE RECORDS</b>					
5.1 Completes necessary documents within legally required timelines					

EVALUATION STANDARDS	Meets or Exceeds Standards	Needs improvement in no more than two standards	Does not Meet Standards	Unsatisfactory	COMMENTS/EVIDENCE/FEEDBACK  Please comment if the standard is marked unsatisfactory/not meeting standard
5.2 Maintains appropriate records and tracks necessary information including any compensatory requirements					
5.3 Observes legally mandated rules of confidentiality regarding student information					
<b>6. DEVELOPING AS A SPEECH-LANGUAGE PATHOLOGIST</b>					
6.1 SLP reflects on professional practice					
6.2 SLP establishes professional learning goals					
6.3 SLP collaborates with community agencies					
6.4 SLP collaborates with students and families					
6.5 SLP collaborates with colleagues					
6.6 SLP actively participates in appropriate professional development activities					

**OVERALL EVALUATION** (In accordance with Article 9 of the Collective Bargaining Agreement):

_____ Level I:	Meets or exceeds standards	Continue employment without Reservation
_____ Level II:	Needs improvement in one or more standards	Improvement plan to be developed and implemented at the school site <b>to address the standard(s) needing improvement.</b>
_____ Level III:	Does not meet standards	Continue employment with an improvement plan which specifically addresses all standards which are not fully met. The unit member must participate in the District Peer Assistance and Review Program as defined in Article 10.4 of the collective bargaining agreement if it is available, or any other district identified assistance program that may provide support for the unit member to improve their performance to meet the identified standards for the position in which they were evaluated.
_____ Level IV:	Unsatisfactory	Referred to Assistant Superintendent, Human Resources, for appropriate Personnel action(s). The unit member must participate in the District Peer Assistance and Review Program as defined in Article 10.4 of the collective bargaining agreement if it is available, or any other district identified assistance program that may provide support for the unit member to improve their performance to meet the identified standards for the position in which they were evaluated.

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**UNIT MEMBER'S SIGNATURE:**

**Unit Member's signature acknowledges receipt of the evaluation document and the District's compliance with Article 9.6 of the collective bargaining agreement. Acknowledgement of receipt shall not necessarily be construed as agreement with the content of the evaluation. The Unit Member shall have the right to initiate a written reaction or response to the formal evaluation summary and such response shall become a permanent attachment to the Unit Member's personnel file.**

\_\_\_\_\_  
Unit Member's Signature (Date)

**ADMINISTRATOR'S SIGNATURE:**

**In addition to your signature, please identify the date of the next annual evaluation.**

\_\_\_\_\_  
Administrator's Signature (Date)

**DATE OF NEXT ANNUAL EVALUATION:** \_\_\_\_\_



**Santa Rosa City Schools District  
Certificated Evaluation Form – School Nurse**

	Preliminary				Summary			
<b>4. Liaison</b>	<b>EE</b>	<b>S</b>	<b>NI</b>	<b>U</b>	<b>EE</b>	<b>S</b>	<b>NI</b>	<b>U</b>
<i>Elements</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Functions as a resource to the classroom teacher for specific health lesson plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Works with colleagues to improve professional practice consistent with current trends in nursing theories and techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Works to reduce barriers to health care. Has knowledge of and access to a network of resources for appropriate referral on-site, in the District and community regarding health issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Provides effective staff development as needed regarding health issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Organization and Documentation</b>	<b>EE</b>	<b>S</b>	<b>NI</b>	<b>U</b>	<b>EE</b>	<b>S</b>	<b>NI</b>	<b>U</b>
<i>Elements</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 Maintains accurate documentation and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Uses District-provided technology to enhance communication and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Advocates for a health office environment that meets the needs of the students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Professional Duties and Responsibilities</b>	<b>EE</b>	<b>S</b>	<b>NI</b>	<b>U</b>	<b>EE</b>	<b>S</b>	<b>NI</b>	<b>U</b>
<i>Elements</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1 Attends required professional meetings and assumes share of staff responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Communicates in an effective, cooperative, and timely manner with staff and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Adheres to District and school policies and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Submits required records and reports in an accurate and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Takes responsibility for assigned District property and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Develops, follows, and communicates a schedule that maximizes services to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Plans work throughout the year to meet required timelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Performance Rating</b>	Preliminary				Summary			
	<b>EE</b>	<b>S</b>	<b>NI*</b>	<b>U*</b>	<b>EE</b>	<b>S</b>	<b>NI*</b>	<b>U*</b>

*(Based on the column with the most marks. Please indicate the total number of marks for each rating)*

*\*Submit a Certificated Evaluation Narrative Form to explain any Needs Improvement or Unsatisfactory marks.*





Santa Rosa City Schools  
**Certificated Evaluation Form – School Psychologist**

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**4. Collaboration and Consultation**

*Elements*

- 4.1 Engages in communication for the purpose of consultation and collaboration with teachers, teams of school personnel, community professionals, agencies and families.
- 4.2 Demonstrates ability to clearly present and exchange information in a variety of contexts, related to assessment and consultation, with diverse audiences, including but not limited to, families, teachers, school boards, policy makers, business leaders, and fellow school pupil service providers.
- 4.3 Demonstrate the ability to listen, adapt, deal with ambiguity, and be patient in difficult situations.

EE	S	NI	U	EE	S	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: \_\_\_\_\_

Preliminary

Summary

**5. Wellness Promotion, Crisis Prevention and Counseling**

*Elements*

- 5.1 Knowledge of academic, behavioral and serious personality difficulties.
- 5.2 Demonstrates necessary skills in working with school personnel, pupils, parents and the general community during and after any crisis situation.

EE	S	NI	U	EE	S	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary

Summary

**Overall Performance Rating**

EE	S	NI*	U*	EE	S	NI*	U*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*(Based on the column with the most marks. Please indicate the total number of marks for each rating)*

*\*Submit a Certificated Evaluation Narrative Form to explain any Needs Improvement or Unsatisfactory marks.*

Santa Rosa City Schools  
**Certificated Evaluation Form – School Psychologist**

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Name: \_\_\_\_\_

**Initial Conference**

\_\_\_\_\_  
Unit Member Signature\*      Date

\_\_\_\_\_  
Prime Evaluator Signature      Date

**Preliminary Conference**

\_\_\_\_\_  
Unit Member Signature\*      Date

\_\_\_\_\_  
Prime Evaluator Signature      Date

**Summary Conference**

\_\_\_\_\_  
Unit Member Signature\*      Date

\_\_\_\_\_  
Prime Evaluator Signature      Date

\* *The unit member's signature does not constitute an endorsement of the evaluator's notations but is an acknowledgement that the document has been received. The unit member has the right to submit an additional written response for inclusion in this report.*

1 Article 10 PEER ASSISTANCE AND REVIEW PROGRAM

2 The Peer Assistance and Review Program is defined as follows:

3 The Santa Rosa Teachers Association and the Santa Rosa City Schools District are continuously  
4 striving to provide the highest possible quality of education. In order for students to succeed in  
5 learning, teachers must succeed in teaching. Therefore, the parties agree to cooperate in the  
6 design and implementation of programs to improve the quality of instruction through expanded  
7 and improved professional development and peer assistance. Teachers referred to the program  
8 are viewed as valuable professionals who deserve to have the best resources available provided  
9 to them in the interest of improving performance to a successful standard.

10 10.1 Governance Structure of the Peer Assistance and Review Program (hereinafter referred to as PAR)  
11 is the Joint Panel, which will consist of five (5) members of which three (3) will be current unit  
12 members and two (2) will be district/site administrators.

13 10.1.1 The unit members will be appointed by the unit Executive Board to a four (4) school year  
14 term, which may be renewed as required.

15 10.1.2 The District/Site Administrators will be appointed by the Superintendent to a four (4)  
16 school year term which may be renewed as required.

17 10.1.3 If any unit or district/site administrator does not complete his/her term, a replacement  
18 Panel member will be appointed by the unit member's Executive Board, if it is a unit  
19 member, or the Superintendent, if it is a district/site administrator.

20 10.1.4 The unit members who are appointed to the Joint Panel will be paid \$100 per meeting  
21 which is paid as a supplemental STRS contribution.

22 10.1.5 The Joint Panel will select a chairperson on an annual basis by a vote of at least four (4)  
23 out of five (5) Joint Panel members. The Joint Panel will establish its own rules and  
24 procedures, including designating a chairperson in the absence of four (4) votes. The rules  
25 and procedures require approval by four (4) out of five (5) of the Joint Panel membership.

26 10.1.6 The unit members who are appointed to the Joint Panel will have a release day as  
27 necessary to complete their duties.

1 10.1.7 The Joint Panel will determine the time and place for the Joint Panel meetings at the  
2 District office and appropriate district secretarial support will be provided during the  
3 Joint Panel meetings.

4 10.1.8 If the Joint Panel by unanimous vote wants to establish a part-time Coordinator, the  
5 Joint Panel will recommend a part-time Coordinator, in accordance with Board of  
6 Education Policy 4139, who will supervise the Consulting Teachers, provide necessary  
7 training and provide other PAR coordination support as defined by the Joint Panel.

8 10.1.9 Annually, the Joint Panel, in consultation with the Superintendent if he/she is not on the  
9 Joint Panel, and the Assistant Superintendents of Curriculum and Instruction, will  
10 establish the PAR budget, both for required permanent certificated teacher's program  
11 as well as the District's Beginning Teacher Support and Assessment Program. The  
12 proposed annual PAR budget is subject to approval of the Superintendent and the Board  
13 of Education on an annual basis, and all expenditures shall be in accordance with the  
14 parameters of the PAR Program.

15 10.2 The Joint Panel responsibilities, in addition to the above, include the following:

16 10.2.1 Developing a job description defining responsibilities of the Consulting Teacher and the  
17 required training program of the Consulting Teacher prior to the delivery of services, as  
18 well as their duties in the District's Beginning Teacher Support and Assessment Program.

19 10.2.2 Recommending the number of Consulting Teachers needed for the required permanent  
20 certificated teachers participating in the PAR Program, as well as the Consulting  
21 Teachers participating in the District's Beginning Teacher Support and Assessment  
22 Program.

23 10.2.3 Establishing the procedures and forms to be utilized by Consulting Teachers in providing  
24 support to permanent certificated teachers participating in the PAR Program, as follows:

25 10.2.3.1 Written notification to required permanent certificated teachers to be  
26 enrolled in the PAR Program.

1 10.2.3.2 Preparing a template to be utilized by Consulting Teachers identifying  
2 specific qualifications, including grade and subject level experience to assist  
3 the Joint Panel in assigning Consulting Teachers.

4 10.2.3.3 Assigning required permanent certificated teachers to Consulting Teachers.

5 10.2.3.4 Providing access for staff development activities for the permanent  
6 certificated teacher required to participate in the PAR Program.

7 10.2.3.5 In accordance with Education Code section 44500, forwarding the Consulting  
8 Teacher's recommendation and final report of the required permanent  
9 certificated teacher's participation in the PAR Program that is made available  
10 for the required certificated teacher's personnel file to the Joint Panel and  
11 the Board of Education.

12 10.2.3.6 Preparing an annual evaluation of the PAR Program to be presented to the  
13 Board of Education.

14 10.3 Consulting Teachers

15 10.3.1 District permanent classroom teachers may apply for a consulting teaching position by  
16 submitting an application.

17 10.3.1.1 The application must include three (3) letters of reference, of which one (1)  
18 must be from a principal, one (1) letter from a classroom teacher at his/her  
19 present teaching site, and (1) letter from an existing classroom teacher or  
20 administrator.

21 10.3.1.2 The classroom teacher(s) selected to be interviewed by the Joint Panel must  
22 meet all qualifications as required in Education Code section 44501, including:

23 10.3.1.2.1 Credentialed classroom teacher with permanent status.

24 10.3.1.2.2 Substantial recent experience in classroom instruction.

25 10.3.1.2.3 Demonstration of exemplary teaching ability, as well as effective  
26 communication skills and subject matter knowledge and mastery

1 of a range of teaching strategies necessary to meet the needs of  
2 pupils in different contexts.

3 10.3.1.3 The recruitment, selection process and the maintenance of records in Human  
4 Resources will be confidential and in accordance with Board of Education  
5 Policy 4112.6.

6 10.3.1.4 The selection of a Consulting Teacher will be by unanimous vote of the Joint  
7 Panel. District permanent certificated teachers who apply, but are not  
8 accepted as Consulting Teachers, will be notified in writing by Human  
9 Resources.

10 10.3.1.5 The permanent certificated teacher who is on a .40 FTE leave of absence  
11 from the classroom to serve as a Consulting Teacher will have a caseload of  
12 one to two, meaning the Consulting Teacher will have up to two (2)  
13 permanent certificated teachers who are required to participate in the  
14 program. The Consulting Teacher/required permanent teacher participant  
15 ratio is as follows:

Consulting Teacher	Maximum Required Permanent Teachers
.40 FTE	2
.60 FTE	3

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19 If the Joint Panel, by unanimous vote, determines the PAR  
20 Program can be best served utilizing a full-time (1.00 FTE) Consulting  
21 Teacher, the Joint Panel reserves the right to determine the number of  
22 required permanent certificated teachers assigned to said Consulting  
23 Teacher, which would also be by unanimous vote.

24 10.3.1.6 Consulting Teachers may be assigned duties by the Joint Panel in the  
25 district's Beginning Teacher Support and Assistance Program.

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10.3.1.7 In the event a Consulting Teacher is not assigned a required permanent certificated teacher who has an unsatisfactory evaluation, the Joint Panel will assign, in coordination with the Assistant Superintendents of Curriculum and Instruction, the Consulting Teacher to the District's Beginning Teacher Support and Assessment Program for that period of time he/she does not have other PAR responsibilities.

10.3.1.8 Consulting Teachers who travel from one school to another during the same day shall be reimbursed from their first assignment to their next assignment for that given day in accordance with Articles 16.12.1 and 16.12.2 (page 75, lines 11-19) of the collective bargaining agreement.

10.3.1.9 The Joint Panel rules and procedures will include, by a vote of at least four (4) out of five (5) annually, determining the PAR funds allocated for instructional materials for each Consulting Teacher.

10.3.1.10 The Joint Panel will authorize extended day pay for Consulting Teachers outside of their normal professional workday as required and approved by the Joint Panel by at least a four (4) out of five (5) vote.

10.3.1.11 The District shall defend and hold harmless individual Joint Panel members and Consulting Teachers from any lawsuit or claim arising out of the performance of their duties in the PAR Program to the same extent and in the same manner as other District employees.

10.3.1.12 Permanent certificated teachers who take a part-time/full-time leave of absence to serve as a Consulting Teacher will be evaluated annually by the Joint Panel, subject to the Consulting Teacher's continuation in the program. The recommendation by the Joint Panel for the Consulting Teacher to continue requires a unanimous vote of said Panel.

1 10.3.2 The Consulting Teacher duties are defined by the Joint Panel and must include the  
2 requirements set forth in Education Code sections 44500 and 44501 of the California  
3 Peer Assistance and Review Program for Teachers, as referenced in Articles 10.3.3  
4 through 10.3.6.11.

5 10.3.3 The Consulting Teacher(s) will meet with the Joint Panel to review job-related  
6 requirements prior to his/her assignment.

7 10.3.4 The Consulting Teacher will initially interview the required PAR participant who must  
8 participate in the PAR Program. A copy of the evaluation and Plan for Improvement as  
9 outlined in 10.4.1 will be shared at this meeting in accordance with Education Code  
10 sections 44500, 44662, and 44664 (a) & (b).

11 10.3.5 The Consulting Teacher also interviews the evaluating administrator of the required PAR  
12 participant in regards to the recommended areas of improvement outlined by the  
13 evaluating administrator in the Plan for Improvement and the types of assistance that  
14 may be provided by the Consulting Teacher.

15 10.3.6 Upon completion of the initial interviews (Articles 10.3.4 and 10.3.5) the Consulting  
16 Teacher meets with the required PAR participant who will share his/her annual  
17 evaluation summary and Plan for Improvement in accordance with Education Code  
18 sections 44500, 44662 and 44664(a) & (b).

19 The Consulting Teacher will:

20 10.3.6.1 Review the PAR Program requirements and procedures.

21 10.3.6.2 Meet with the required PAR participant to establish mutually agreed upon  
22 performance goals and develop the Assistance Plan for determining  
23 successful completion of the PAR Program in accordance with Education  
24 Code section 44662.

25 10.3.6.3 Provide the appropriate resources as defined in Article 10.3.3 through  
26 10.3.6.11 with the understanding that the PAR participating teacher is

1 ultimately responsible for improving his/her professional skills as defined in  
2 the District's PAR Program.

3 10.3.6.4 Develop the PAR participation and the Assistance Plan for the required PAR  
4 participant, which will be presented to the Joint Panel for their review and  
5 approval. The approval requires four (4) out of five (5) Joint Panel members'  
6 agreement to the Plan for Improvement.

7 10.3.6.5 Conduct multiple observations of the required PAR participant during  
8 classroom instruction and provide specific, timely feedback after each visit.

9 10.3.6.6 Prepare progress reports for the Joint Panel in intervals of not more than  
10 three (3) months and appear before the Joint Panel to discuss the progress of  
11 the PAR participant, as scheduled by the Joint Panel.

12 10.3.6.7 Continue to provide assistance to the required PAR participant:

13 a) until the Consulting Teacher and the Joint Panel conclude that the  
14 teaching performance of the PAR has met the goals of the Assistance  
15 Plan.

16 b) that further assistance will not be productive. The final decision of  
17 continuing or not continuing to provide assistance will be determined  
18 by a vote of at least four (4) out of five (5) Joint Panel Members.

19 10.3.6.8 Review and discuss with the required PAR participant the Consulting  
20 Teacher's final report of the PAR participant's participation and assistance no  
21 later than fifty (50) calendar days prior to the last day of instruction for that  
22 given school year. The PAR participant will apply his/her signature to the  
23 report for the purpose of acknowledging receipt of the document.

24 10.3.6.9 Submit the Consulting Teacher's final report of the PAR participant's  
25 participation and assistance, as stipulated in 10.3.6.8 above, to the Joint  
26 Panel in accordance with the designated timeline.

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10.3.6.10 Include in writing the following statement:

After the required PAR participant is in receipt of his/her final report of his/her participation in the PAR Program, as stipulated in Article 10.3.6.8, within ten (10) calendar days of that date, the PAR participant has the right to request one (1) meeting with the Joint Panel and to be represented at this meeting by the Association representative of his/her choice.

10.3.6.11 The consulting teacher and evaluating administrator shall meet no fewer than three and no more than six times during the school year to share the results of the observations made by the evaluator and the progress observed by the consulting teacher. The consulting teacher, evaluating administrator and PAR participant shall meet at least three, but no more than six times to review the progress on the Improvement Plan observed by the consulting teacher and in meeting the objectives contained in the Improvement Plan, and to update the Assistance Plan, as needed. At the discretion of the participants, these meetings may be combined.

10.3.6.12 Make available the Consulting Teacher’s final report of the permanent PAR participant’s participation and assistance in the PAR Program for his/her District personnel file, in accordance with Education Code section 44662(d).

10.4 Any permanent certificated teacher who receives the following evaluation summary shall be required to participate in the District’s Peer Assistance and Review Program:

_____Level I:	Meets or exceeds standards	Continue employment without Reservation
_____Level II:	Needs improvement in one or more standards	Improvement plan to be developed and implemented at the school site <b>to address the standard(s) needing improvement.</b>
_____Level III:	Does not meet standards	Continue employment with an improvement plan which specifically addresses all standards which are not fully met. The unit member must participate in the District Peer Assistance and Review Program as defined in Article 10.4 of the collective bargaining agreement if it is available, or any other district identified assistance program that may provide support for the unit member to improve their performance to meet the identified standards for the position in which they were evaluated.
_____Level IV:	Unsatisfactory	Referred to Assistant Superintendent, Human Resources, for appropriate Personnel action(s). The unit member must participate in the District Peer Assistance and Review Program as defined in Article 10.4 of the collective bargaining agreement if it is available, or any other district identified assistance program that may provide support for the unit member to improve their performance to meet the identified standards for the position in which they were evaluated.

1 10.4.1 The permanent certificated teacher who is required to participate will receive from  
2 his/her primary evaluator a Plan for Improvement in writing consistent with the  
3 provisions specified in Education Code section 44662, including:

- 4 ■ performance goals for a participating certificated teacher with a formal  
5 evaluation summary shall be:
  - 6 ✓ in writing
  - 7 ✓ clearly stated
  - 8 ✓ aligned with pupil learning and the California Standards for the Teaching  
9 Profession
  - 10 ✓ in accordance with Education Code section 44664(a)(b).

11 10.4.2 The Joint Panel will receive a copy of the Plan for Improvement Plan that is given to the  
12 permanent PAR participant by his/her evaluating administrator. The Joint Panel will  
13 assign an appropriate Consulting Teacher for the implementation of the PAR Program.

14 10.4.3 If the permanent certificated teacher has a conflict with the individual who is the  
15 Consulting Teacher assigned to him/her, the permanent certificated teacher has the  
16 right to appeal and request an alternative Consulting Teacher. The Joint Panel will make  
17 the final decision in assigning Consulting Teachers by a vote of at least four (4) out of  
18 five (5) Joint Panel members.

19 10.4.4 The evaluating administrator and the PAR participant may also be called to meet with  
20 the Joint Panel to provide a written assessment of the PAR participant's progress.

21 10.4.5 All written progress reports shall be on forms approved by the Joint Panel and shall  
22 include an assessment as to whether the PAR participant is making satisfactory progress  
23 and whether continued assistance is necessary. These reports will remain confidential in  
24 accordance with the provisions of the PAR Program.

1 10.4.6 For PAR participants who are required to participate in the PAR Program, the Consulting  
2 Teacher shall prepare a final report that will detail the progress and in meeting the  
3 Assistance Plan, as defined in Article 10.3.6.8.

4 10.4.7 The PAR participant who is required to participate in the PAR Program does have a right  
5 to one (1) appeal of the Joint Panel if he/she does not feel the PAR Program is being  
6 implemented in accordance with Article 10 of the collective bargaining agreement.

7 10.4.8 The PAR participant shall have the right to reply to all progress reports, as well as the  
8 final report of the PAR participant's participation and assistance and said reply shall be  
9 appended to the report. The report shall be placed in the PAR participant's personnel  
10 file.

11 10.5 Miscellaneous PAR Provisions

12 10.5.1 A PAR participant in the required PAR Program will not have access to the grievance  
13 process (Article 4, Grievance Procedures of the District/SRTA/CTA/NEA collective  
14 bargaining agreement) in connection with this Article (Peer Assistance and Review  
15 Program). The PAR participant may, however, file a response to the content of the  
16 reports, evaluations or decisions of the Joint Panel, which shall become part of his/her  
17 District personnel file, as defined in Article 10.4.8, and the opportunity to meet with the  
18 Joint Panel (Article 10.3.6.10).

19 10.5.2 Any certificated teacher who has an evaluation (Level II), who has significant concern  
20 about his/her performance, may petition the Joint Panel for consideration to participate  
21 in the PAR Program. The final decision of the Joint Panel would include a review of the  
22 applicant's concerns, and the availability of PAR resources.

23 10.5.3 The expenditures of the PAR Program shall not exceed revenues received from BTSA  
24 funds and funds made available through Education Code section 44500 (et. seq.)  
25 (A.B.1x.1999 Villariagosa or successor legislation).

26 10.6 Beginning Teacher Support and Assessment Program (BTSA)

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Effective with the 2000-2001 school year, the District will begin implementation of its own Beginning Teacher Support and Assessment Program or participate in the Sonoma County Office of Education (SCOE) BTSA Program, The North Coast Beginning Teacher Project, if the District's program is not operational during the 2000-2001 school year.

10.6.1 The administrative cost will not exceed 5% of the funding of Education Code section 44500 ( et.seq.).

1 Article 11: LEAVE OF ABSENCE PROVISIONS

2 11.1 General Provisions

3 11.1.1 All absences from regularly assigned duties shall be approved by the Board of Education,  
4 Superintendent, or other management personnel designated by the Superintendent. All  
5 absences shall be approved in advance, through the unit member contacting the current  
6 District Absence Reporting System, unless otherwise specified in this contract.

7 11.1.2 Absences taken without approval shall be considered as absences without leave.

8 Unit members taking absences without leave shall be subject to written reprimand and  
9 loss of pay. Repeated abuses of absence without leave shall subject the unit member to  
10 loss of pay, reprimand, and/or dismissal, except for absences clearly beyond the control  
11 of the unit member.

12 11.1.3 Any unit member returning from a paid leave of one (1) year or less shall return to the  
13 same position and school site that the unit member held prior to the leave, provided  
14 that such right of return shall not be construed to afford the returnee with rights  
15 superior to those rights the returnee would have enjoyed if not on leave.

16 11.1.4 The benefits which are expressly provided by this section are the sole benefits which are  
17 part of this collective Agreement, and it is agreed that other statutory or regulatory  
18 leave benefits are not incorporated, either directly or implicitly, into this Agreement,  
19 nor are such other benefits subject to the grievance procedure, Article 4.

20 11.2 Personal Illness/Injury/Necessity Leave

21 11.2.1 Full-time regular certificated unit members, shall be entitled to ten (10) days leave with  
22 full pay for each school year for purposes of personal illness/injury/necessity. Regular  
23 certificated unit members, who work less than full-time, shall be entitled to that portion  
24 of the ten (10) days leave as the number of hours per week of scheduled duty relates to  
25 the number of hours for a full-time member in a comparable position. Regular



1 day shall be deducted from accumulated leave. One-half day shall be defined as one-half  
2 of the length of the unit members' contract day, as defined in Article 6.1.

3 11.2.8 Unit members shall be notified of their accumulated leave by no later than October 15  
4 of each school year.

5 11.2.9 The District shall maintain a Sick Leave Bank for use by regular certificated unit  
6 members who have exhausted all paid leave entitlements due to a serious long-term  
7 illness or injury.

8 Each year, the District shall credit the sick leave bank with one day of non-  
9 cumulative sick leave for each member using less than five (5) days of personal  
10 necessity/illness/injury leave in the previous school year.

11 The sick leave bank shall be jointly administered by the President of the  
12 Association and the Superintendent or Assistant Superintendent of the District. They  
13 shall operate under mutually agreed upon administrative regulations which shall include  
14 a 100-day limit on any award.

15 **11.2.10 Regular certificated unit members, may earn one bonus day as follows:**

16 **a) A unit member who does not use any of his or her annual personal**  
17 **illness/injury/necessity leave during the current fiscal year shall earn one (1)**  
18 **bonus days which may be used during the following year.**

19 **b) Any bonus day may only be used during the fiscal year following the fiscal**  
20 **year in which it is earned. Bonus days are not cumulative and may not be**  
21 **carried over. If not used, the bonus day is lost. No explanation is required**  
22 **when a bonus day is used.**

23 11.3 Bereavement Leave

24 11.3.1 A unit member shall be granted a leave of absence, not to exceed four (4) days, or five  
25 (5) days if travel in excess of a 300-mile radius from the District is required, without loss  
26 of salary on account of death of any member of **their** immediate family.

1 11.3.1.1. No deduction shall be made from the salary of such employee nor shall such  
2 leave be deducted from leave granted by other sections of this code or  
3 provided by the governing board of the District (Education Code 44985).

4 11.3.2 For purposes of bereavement leave, members of the immediate family shall be limited  
5 to the unit member's or the unit member's spouse's or registered domestic partner's:  
6 mother, father, stepmother, stepfather, foster parent, grandmother, grandfather,  
7 stepchild, foster child, or grandchild, and the spouse, son, son-in-law, daughter,  
8 daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member, or  
9 any relative or close personal friend living in the immediate household of the unit  
10 member.

11 11.4 Maternity Leave of Absence Without Pay

12 11.4.1 Maternity leave of absence without pay or benefits shall be granted upon request to  
13 non-disabled probationary and permanent female unit members for that period of time  
14 necessary for the unit member to prepare for and recover from the effects of childbirth.

15 11.4.2 Maternity leave shall be granted when the following conditions have been met:

16 a) The unit member shall notify her immediate supervisor in writing, accompanied  
17 by her physician's certificate of pregnancy, as soon as possible after pregnancy  
18 has definitely been determined but no later than thirty (30) days prior to the  
19 tentative date on which the leave is to begin and end.

20 b) Within thirty (30) days of the beginning of the maternity leave, the unit  
21 member shall submit to the Assistant Superintendent of Human Resources the  
22 specific date she intends to begin the leave, accompanied by her physician's  
23 written statement attesting to the unit member's ability to continue  
24 performing the full schedule of her duties and responsibilities. She shall  
25 continue on active duty until the specific date, provided she does perform the

1 full duties and responsibilities of her position and furnish additional health  
2 statements from her physician upon reasonable request.

3 c) Prior to the establishment of a specific date for return to duty, the unit  
4 member shall submit to the Assistant Superintendent, Human Resources, a  
5 notice of intention to return to duty, accompanied by her physician's statement  
6 certifying that the unit member is medically qualified to assume full-time duties  
7 and responsibilities.

8 d) The Superintendent or his designee, in consultation with the unit member, may  
9 designate the specific beginning and ending dates to meet the needs of the unit  
10 member and the District.

11 11.4.3 The unit member on leave shall be returned to her former position or, if not available,  
12 an equivalent position within her field of competency.

13 11.4.4 A maternity leave, absent physical disability, is granted without pay for the duration of  
14 the leave. The unit member may elect to continue medical, dental, vision, and employee  
15 life insurance coverage during this leave at her own expense.

16 11.4.5 A unit member returning from maternity leave shall be placed on the salary schedule at  
17 the same position held at the commencement of the leave. The unit member shall be  
18 eligible for a salary-schedule increment step if she is in active employment in her  
19 position for seventy-five (75) percent of the days in her normal work year. With the  
20 above language, both parties intend to be in full compliance with applicable law.

21 11.5 Leave for Pregnancy Disability

22 11.5.1 Unit members who are working are entitled to use personal illness and injury leave for  
23 disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery  
24 there from on the same terms and conditions governing leaves of absence for other  
25 illness or medical disability. Such leave shall not be used for child care, child rearing, or  
26 preparation for child bearing, but shall be limited to those disabilities as set forth above.

1 The length of such disability leave, including the date on which the leave shall  
2 commence and the date on which the duties are to resume, shall be determined by the  
3 unit member and the unit member's physician; however, the District management may  
4 require a verification of the extent of disability through a physical examination of the  
5 unit member by a physician appointed by the District at District expense.

6 11.5.2 Unit members are entitled to leave without pay or other benefits for disabilities because  
7 of pregnancy, miscarriage, childbirth, or recovery there from when sick leave has been  
8 exhausted. The date on which the unit member shall resume duties shall be determined  
9 by the unit member on leave and the unit member's physician; however, the District  
10 management may require a verification of the extent of disability through a physical  
11 examination of the unit member by a physician appointed by the District.

12 11.5.3 The unit member on leave for pregnancy disability shall be entitled to return to a  
13 position comparable to that held at the time the leave commenced. With the above  
14 language, both parties intend to be in full compliance with applicable law.

15 11.6 FMLA/CFRA/PDL

16 11.6.1 a) The California Family Rights Act (CFRA) (Gov. Code § 12945.2) establishes, among  
17 other rights, that employers must grant leave of up to twelve (12) weeks leave for  
18 purpose of child bonding/care after the birth of a child of the employee (birth or  
19 non-birth parent), the "placement of a child with an employee in connection with  
20 the adoption or foster care of the child by the employee" (Gov. Code § 44977.2  
21 (3)(A)).

22 b) Leave granted under CFRA is separate and distinct from Pregnancy Disability Leave  
23 (PDL), which is a medically certified disability.

24 c) PDL has been and will continue to be managed according to Article 11.5 Leave for  
25 Pregnancy Disability.

- 1 d) For non-birth parents, CFRA leave for the purpose of caring for a child as a result of  
2 birth, adoption, or foster placement shall begin upon birth or acceptance of an  
3 adopted or foster child.
- 4 d) For birth parents, CFRA leave for these purposes shall begin upon medical release  
5 by a physician for mothers who give birth, or upon acceptance of an adopted or  
6 foster child.
- 7 e) A unit member shall be granted up to 12 non-consecutive weeks per maternity,  
8 paternity, adoption, or foster placement in accordance with CFRA. However, the 12  
9 non-consecutive weeks must be taken within one year of the birth or placement of  
10 the child. This provision supersedes Article 11.11.3 Duration of Leave.
- 11 f) Upon commencement of a CFRA leave for the purpose of caring for a child as a  
12 result of birth, adoption, or foster placement, the unit member shall use all  
13 remaining accumulated sick leave. The remainder of the 12-week leave shall be paid  
14 by differential pay (Article 11.2.3 Personal Illness/Injury/Necessity Leave).
- 15 g) All other aspects of Article 11 Leave of Absence Provisions shall remain in full force  
16 and effect as written until altered by the negotiation of a successor agreement,  
17 including Article 11.4 Maternity Leave of Absence Without Pay.
- 18 h) Title 2 of California Code of Regulations section 11090(d) provides CFRA leaves do  
19 not have to be taken in one continuous period of time. The basic minimum duration  
20 of the leave shall be two weeks. However, the District shall grant a request for a  
21 CFRA leave of less than two weeks' duration on any two occasions and may grant  
22 requests for additional occasions of leave lasting less than two weeks.

23 **11.7 Reproductive Loss Leave**

24 **11.7.1 Unit members may take up to five days of Reproductive Loss leave following a**  
25 **reproductive loss event as defined by Government Code section 12945.6. Such leave**  
26 **shall be unpaid; however, a unit member may use any accrued personal**

1 illness/injury/necessity leave. Within a 12-month period, Reproductive Loss leave  
2 shall not exceed 20 days if a unit member experiences more than one reproductive  
3 loss event. Reproductive Loss leave may be taken on nonconsecutive days.

4 **11.7.2 Reproductive Loss leave shall be completed within three months of the reproductive**  
5 **loss event, except that if a unit member takes PDL, CFRA or FMLA leave, or any other**  
6 **leave entitlement under state or federal law, the Reproductive Loss leave shall be**  
7 **completed within three months of the end date of the other leave.**

8 11.8 Industrial Accident Leave

9 11.8.1 Unit members will be entitled to industrial accident leave for personal injury which has  
10 qualified for workers' compensation under the provisions of the Workers' Compensation  
11 Insurance Act.

12 11.8.2 Such leave shall not exceed sixty (60) days during which the schools of the District are  
13 required to be in session or when the unit member would otherwise have been  
14 performing work for the District in any one fiscal year for the same industrial accident.

15 11.8.3 The District has the right to have the unit member examined by a physician designated  
16 by the District to assist in determining the length of time during which the unit member  
17 will be temporarily unable to perform assigned duties and the degree to which a  
18 disability is attributable to the injury involved. When the District requires a unit member  
19 to be examined by a physician designated by the District, the cost of that medical  
20 examination will be paid by the District.

21 11.8.4 For any days of absence from duty as a result of the same industrial accident, the unit  
22 member shall endorse to the District any wage-loss benefit checks from the workers'  
23 compensation carrier which would make the total compensation from both sources  
24 exceed 100 percent of the amount the unit member would have received as salary had  
25 there been no industrial accident or illness.

1 11.8.5 If the unit member fails to endorse to the District any wage-loss disability indemnity  
2 check received on account of the industrial accident or illness provided above, the  
3 District shall deduct from the unit member's salary warrant the amount of such  
4 disability indemnity actually paid to and retained by the unit member.

5 11.9 Judicial Leave

6 11.9.1 Unit members will be provided leave for regularly called jury duty and to appear as a  
7 witness in court, other than as a litigant, for reasons not brought about through the  
8 connivance or misconduct of the unit member. Except in cases of emergency, the unit  
9 member shall submit a written request for an approved absence at least ten (10) days  
10 prior to the beginning date of the leave. In the event of an emergency, the request may  
11 be submitted no less than one (1) day prior to the commencing of the leave.

12 11.9.2 If subpoenaed as a witness for District-related business or while serving jury duty, the  
13 unit member shall receive his/her regular earnings and shall assign to the District all  
14 remuneration received for jury duty except for that part received for travel-expense  
15 reimbursement.

16 11.10 Sabbatical Leave

17 11.10.1 The District may grant a sabbatical leave subject to the following conditions:

18 11.10.2 Definition

19 11.10.2.1 Qualified unit members may be granted the privilege of sabbatical leave  
20 for a period not to exceed one (1) year for the purpose of permitting study  
21 or travel which will benefit the school and the pupils of the District.

22 11.10.2.2 The sabbatical leave may consist primarily of study in residence at a  
23 university or college, or study on a special project(s), or research  
24 problem(s). The special project(s) could be achieved through the medium  
25 of purposeful travel or college attendance. If college attendance is for the

1 purpose of obtaining an advanced college degree, it will be granted only if  
2 work could not be taken during the summer.

3 11.10.3 Eligibility

4 11.10.3.1 Sabbatical leaves must be preceded by at least seven (7) consecutive years  
5 of paid full-time certificated service, all of which have been served as a  
6 regular full-time employee in the Santa Rosa City Schools system. [Seventy-  
7 five (75) percent of the teaching days in each year counts as a full school  
8 year.]

9 11.10.3.2 No leave of absence, including maternity leave, shall be considered a break  
10 in the continuity of service for the required seven (7) consecutive years'  
11 service, but time spent on leave of absence shall not be counted toward  
12 fulfillment of the seven (7) years' service requirement.

13 11.10.4 Extent and Distribution

14 11.10.4.1 Sabbatical leaves will be granted for not more than one (1) year.

15 11.10.4.2 Sabbatical leaves shall coincide with the school year or the school  
16 semester.

17 11.10.4.3 The applicant for a sabbatical leave will be guaranteed the same position  
18 on the unit member's return. This means that the unit member will return  
19 to the same school and to a comparable status in his/her department.

20 11.10.4.4 The number of unit members approved for sabbatical leave shall not  
21 exceed one (1) percent of the certificated employees in the unit.

22 11.10.5 Compensation While on Sabbatical

23 11.10.5.1 Compensation while on sabbatical leave shall be in accordance with the  
24 provisions of the District's salary schedule in effect during the period of the  
25 leave.

1 11.10.5.2 Compensation during a full-year sabbatical leave shall be fifty (50) percent  
2 of the salary for which the applicant would have been eligible during the  
3 year of his/her leave.

4 11.10.5.3 Compensation during a half-year sabbatical leave shall be one hundred  
5 (100) percent of the salary for which the applicant would be eligible during  
6 the half year of his/her leave.

7 11.10.5.4 While on sabbatical leave, the District shall continue to pay the unit  
8 member's costs for health, vision, and dental programs in the same  
9 manner as it does for all unit members.

10 11.10.5.5 Compensation shall be paid to the unit member while on this leave of  
11 absence in the same manner as if the unit member was actively employed  
12 in the District. Prior to receiving any compensation, including benefits  
13 coverage, a unit member qualifying for sabbatical leave shall execute a  
14 contract with the District establishing the terms and conditions required of  
15 both parties. If injury, illness, or death prevent the unit member from  
16 fulfilling his/her agreement, no repayment is required.

17 11.10.5.6 The unit member may accept a fellowship or grant in aid designed to assist  
18 accomplishment of the purpose of the leave.

19 11.10.6 The applicant's proposed program should be within the following areas:

20 11.10.6.1 Sabbatical leaves for study: The applicant must have the proposed plan for  
21 study and the extent of the study approved by the Superintendent and the  
22 Board.

23 11.10.6.2 Sabbatical leaves for special projects: The applicant must submit a detailed  
24 outline of his/her proposed project. This must meet the approval of the  
25 Superintendent and the Board.

1 11.10.6.3 Sabbatical leaves for travel: Applicant must submit a statement of the  
2 objectives and a detailed description of the itinerary. This must meet the  
3 approval of the Superintendent and the Board.

4 11.10.6.4 Sabbatical leaves for fellowships and grants: The applicant must submit an  
5 account of the provisions of the grant and a detailed plan of the study to  
6 be accomplished.

7 11.10.7 Final Report Upon Return

8 11.10.7.1 Within sixty (60) days of the unit member's return to duty, a final report  
9 shall be filed with the Superintendent for his consideration. Upon approval  
10 by the Superintendent, the report shall be duplicated and submitted to the  
11 Board.

12 11.10.8 Effect Upon Salary and Retirement

13 11.10.8.1 Effect of leave on salary increment: Sabbatical leave shall constitute a  
14 year's service for salary increment purposes.

15 11.10.8.2 Group hospitalization, vision, and dental premiums shall be continued  
16 during the life of the leave.

17 11.10.8.3 The unit member will not be covered by the District's workers'  
18 compensation.

19 11.10.8.4 Sick leave will neither accumulate to the unit member nor be charged  
20 against him/her. In case an illness prevents a unit member on leave from  
21 meeting the conditions of his/her leave, the unit member would have to  
22 reach a separate understanding with the Superintendent.

23 11.10.8.5 Compensation paid during sabbatical leave is subject to retirement  
24 deductions and will earn service time in the proportion that the  
25 compensation paid bears to the compensation earnable for full-time  
26 service.

1 11.10.8.6 College credits earned during sabbatical leave may be utilized to meet the  
2 requirements for a growth hurdle on the salary schedule.

3 11.10.8.7 Those who have had full-year sabbaticals may, at their option, pay into the  
4 State Teachers' Retirement System an amount that they would ordinarily  
5 have contributed in order to receive full-time service credit.

6 11.11 Other Leaves of Absence

7 Upon recommendation of the Superintendent and approval by the Board of Education, leave  
8 without compensation, benefits, increment, seniority, or tenure credit, may be granted to a unit  
9 member in permanent status for a period of up to two (2) school years for purposes of service in  
10 the Peace Corps or service in an elected public office and for a period of one (1) school year for  
11 care of a member of the immediate family who is ill, for long-term illness of a unit member, or  
12 for professional study or research, and for other reasons deemed appropriate by the Board.

13 A unit member may elect to continue medical, dental, vision, and employee life  
14 insurance coverage at his/her own expense as long as the unit member adheres to appropriate  
15 district procedures for payment of the aforementioned health benefits.

16 11.11.1 No unpaid full leaves of absence may be granted for more than one (1) year and may  
17 only be extended at the discretion of the District on an annual basis up to a maximum of  
18 five (5) years.

19 11.11.2 No unpaid partial leaves of absence may be granted for more than one (1) year and may  
20 only be extended at the discretion of the District on an annual basis up to a maximum of  
21 five (5) years.

22 11.11.3 The applications for and granting of such leaves of absence shall be made in writing  
23 prior to April 15 of the year preceding the leave. A unit member may revoke any request  
24 made for a leave of absence up to the point where District reliance on the application  
25 for leave would work to the District's detriment. In addition, a unit member on a full-  
26 year or semester II leave shall notify the District Human Resources Office by February 1

1 of the school year as to an intent to return to employment in the District, and a unit  
2 member on a semester I leave shall notify the District Human Resources Office by  
3 November 1 as to an intent to return to employment in the District. Failure to so notify  
4 will be considered an abandonment of position.

5 11.11.4 For those permanent certificated unit members who have a Board-approved Fulbright  
6 leave of absence, at the conclusion of the Board-approved Fulbright leave, they will,  
7 absent extraordinary circumstances such as program reorganization or staff reductions,  
8 return to the same school site and be assigned based on their credentialing and  
9 qualifications.

10 11.12 Family Medical Leave (See 11.6 FMLA and CFRA)

11 It is the intent of this section to make available to employees leave under the Federal Family  
12 Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA) (Government Code  
13 Section 12945.2). This section shall be applied and interpreted in accordance with the state and  
14 federal law and regulations.

15 11.12.1 Eligibility

16 An employee with one year of continuous service employed for at least 1,250 (1.00 FTE)  
17 hours during the previous 12 months is eligible for the leaves described below. Full time  
18 certificated employees are deemed eligible under FMLA.

19 11.12.2 Purposes for Which Leave May be Taken

- 20 a) To care for the employee's child after birth, or placement for adoption or  
21 foster care.
- 22 b) For incapacity due to pregnancy, prenatal medical care or child birth.
- 23 c) To care for the employee's spouse, son or daughter, or parent who has a  
24 serious health condition as defined by the U.S. Department of Labor.
- 25 d) For a serious health condition that makes the employee unable to do the  
26 employee's job.

1 e) Eligible employees with a spouse, son, daughter, or parent on active duty or  
2 called to active duty status with the National Guard or Reserves in support of a  
3 contingency operation may use their 12-week leave entitlement to address  
4 certain qualifying exigencies.

5 f) FMLA also includes a special leave entitlement that permits eligible employees  
6 to take up to 26 weeks of leave during a single 12-month period, to care for a  
7 covered service member who has a serious injury or illness incurred in the line  
8 of duty.

9 11.12.3 Duration of Leave

10 11.12.3.1 All leave is unpaid; however, employees may be required to use accrued  
11 illness leave before taking FMLA. With the exception of 11.12.2.6, leave  
12 may be taken for a total of 12 work weeks in a 12-month period.

13 11.12.3.2 Leave is pro-rated for eligible, based on criteria established in 11.12.1,  
14 part-time employees.

15 11.12.3.3 Intermittent leave in the form of reduced work days or work weeks may be  
16 taken.

17 11.12.3.4 Intermittent leaves may be scheduled, to the extent possible, to minimize  
18 disruption to the District

19 11.12.4 Time for Commencement of Leave

20 11.12.4.1 Leave for birth or adoption of a child must commence within one year of  
21 the birth or adoption. Leave need not all be taken at one time.

22 11.12.4.2 The employee shall be required to first use accrued vacation,  
23 compensatory time off and other available paid leave, but not sick leave  
24 unless the leave is taken because of the employees own illness or the  
25 employer agrees to the use of sick leave.

1 11.12.4.3 Pregnancy disability leave is treated separately under CFRA [See  
2 Government Code Section 12945(b)].

3 11.12.5 Employee Notice

4 If the need for leave is foreseeable, the employee shall provide the District with  
5 reasonable (at least 30 days) written notice.

6 11.12.6 Continuation of Benefits

7 11.12.6.1 The District will continue to pay the employee's health benefits to the  
8 same extent the District would have paid for such benefits if the employee  
9 would have continued working.

10 11.12.6.2 If the employee does not return at the end of the leave, the District may  
11 collect the amount expended for benefits unless the failure to return is  
12 because of disability or other reasons beyond the control of the employee.

13 11.12.6.3 To the extent the District continues to pay for other benefits for  
14 employees on unpaid leaves, it must do so for employees under FMLA and  
15 CFRA. If the District does not pay such benefits, it must permit the  
16 employee to pay for them. Benefits include, but are not limited to,  
17 disability and life insurance and retirement contribution. Education Code  
18 Sections 22901 and 22902 authorize members of the State Teachers  
19 Retirement System to purchase service credit for time spent on family care  
20 leave.

21 11.12.7 Status While on Leave

22 Leave does not constitute a break in service for purposes of seniority or longevity.

23 11.12.8 Verification

24 11.12.8.1 The employee shall provide verification of the need for leave to care for a  
25 spouse, parent or child or for the employee's own serious health condition.

1 11.12.8.2 Verification may be provided by a physician, osteopath or other health  
2 care provider designated by the Secretary of Labor.

3 11.12.8.3 The District may, at its expense, require additional medical evaluation of  
4 the employee's own health condition (but not of the employee's spouse,  
5 parent or child).

6 11.12.9 Serious Health Condition

7 A serious health condition is an illness, injury, impairment, or physical or mental  
8 condition involving in-patient care, continuing treatment, or supervision of a health care  
9 provider.

10 11.12.10 Right to Reinstatement

11 An employee is entitled to reinstatement to the same or a comparable position except  
12 that a salaried employee who is among the highest paid ten percent of the District's  
13 employees may be denied reinstatement if reinstatement would cause substantial  
14 economic injury to the District. The District must notify the employee of the intent to  
15 deny reinstatement as soon as that decision is made. If the notice is given after  
16 commencement of the leave, the employee has the right to return to work following  
17 receipt of the notice.

18 11.13 Catastrophic Leave Bank

19 The intent of the Catastrophic Leave Bank (CLB) is to provide support for any active unit member  
20 when a member of their family suffers from a catastrophic illness or injury. "Catastrophic illness"  
21 or "injury" is a life-threatening or critical event which incapacitates a family member and requires  
22 the unit member to take time off from work.

23 11.13.1 For the purpose of this article, "family member" is defined as spouse, domestic partner,  
24 child, step child, foster child, parent or stepparent.

25 11.13.2 The unit member must have exhausted all qualifying paid leave in order to draw from  
26 the CLB.

1 11.13.3 All bargaining unit members may become members of the CLB by voluntarily  
2 contributing one (1) Personal illness/Personal Necessity day for the establishment and  
3 maintenance of the Bank. Only contributors will be allowed to withdraw from the CLB.  
4 All donations of eligible leave credits are irrevocable.

5 11.13.3.1 Contributions to the CLB may be made during the District's certificated  
6 benefit open enrollment period. The Association will notify unit members  
7 of the open enrollment period and the District will provide a CLB  
8 Membership Enrollment form for unit members.

9 11.13.3.2 Employees who elect NOT to join the CLB during the open enrollment  
10 period or within 30 days of being hired, will become eligible for  
11 membership in the following open enrollment period.

12 11.13.3.3 Unit members must have a minimum of nine (9) days of Personal illness  
13 leave after contribution of one (1) day has taken place.

14 11.13.3.4 At the beginning of a school year, newly hired unit members or unit  
15 members returning from a leave of absence shall be granted a thirty (30)  
16 day window in which to contribute a day to the CLB.

17 11.13.3.5 Cancellation occurs automatically whenever a unit member fails to make  
18 their necessary contribution during the open enrollment period or during  
19 the annual assessment. The unit member will not be able to withdraw  
20 from the CLB as of the effective date of cancellation.

21 11.13.4 Days in the CLB will accumulate from year to year, up to four hundred (400) days.

22 11.13.4.1 During an open enrollment period where the CLB's total days are four  
23 hundred (400) days, the CLB yearly contributions shall be suspended until  
24 which time the next enrollment period falls below four hundred (400)  
25 days. Current CLB members continue as members the following year. New  
26 CLB members will be enrolled under 11.12.3.

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11.13.4.2 During any period of the year in which the total CLB falls below fifty (50) days all CLB members shall contribute one (1) additional day.

11.13.4.3 Any CLB member who has fewer than nine (9) Personal illness/Personal Necessity Days remaining and does not wish to contribute an additional day to the CLB may withdraw from the CLB for the remainder of that year.

11.13.5 The Catastrophic Leave bank will be administered by a panel of two (2) members, the Santa Rosa Teachers Association President or designee and the Santa Rosa City School District's Superintendent or designee.

11.13.5.1 The Panel is responsible for validating that recipient eligibility criteria have been met, verifying that:

- a) All qualifying paid leave has been exhausted.
- b) The District has received a Certification of Healthcare Provider form which will note the nature of the catastrophic illness or injury, reason unit member is needed for care and the estimated length of time the family member will need for recovery.

11.13.5.2 Within ten (10) work days the CLB Panel will notify the applicant, in writing, of the Panel's decision. The Panel may either deny the application or grant initial leave of up to twenty (20) days based on the criteria of 11.12.4.1 only.

11.13.5.3 The unit member may request one (1) extension beyond the initial request of up to twenty (20) days.

11.13.5.3.1 The Panel may approve or deny the extension based on the needs of the Unit Member and/or the District.

11.13.5.4 Approved withdrawals shall become effective immediately upon the exhaustion of sick leave.

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11.13.5.5. In any school year, no more than 185 total days may be utilized by all CLB members.

11.13.6 Accounting for The Catastrophic Leave Bank shall be the responsibility of the Human Resources Department. The District shall provide a CLB Membership Enrollment form and shall maintain the records of the CLB.

11.13.6.1 Upon request the District shall notify the Association of:

- a) The total number of accumulated days in the CLB as of May 31 of the prior year.
- b) The number of days contributed by unit members for the current year.
- c) The names of the current contributing members.
- d) The total number of days available in the CLB.

11.13.7 The CLB Withdrawal Form will be available on the District Website, SRTA Website, or can be obtained from the Association representative at the site.

11.13.8 If the Catastrophic Leave Bank is terminated for any reason, the days remaining in the CLB shall be placed into the District Sick Leave Bank.

11.13.9 Unit members who are retiring or leaving the employ of the District may contribute any unused sick leave to the Catastrophic Leave Bank.

11.13.10 CLB shall be drawn concurrent with any qualifying unpaid leave, including but not limited to FMLA/CFRA leave.

1 Article 12: Elementary Job Sharing

2 12.1 Job sharing may be established when two (2) unit members at the elementary level jointly apply  
3 for partial contracts for the purpose of sharing one (1) full-time assignment.

4 12.2 Joint Application Requirements

5 12.2.1 The option of job sharing in any given school year will be considered by the District only  
6 after a joint application has been made by two (2) District elementary unit members  
7 who have mutually agreed in writing to share one (1) full-time assignment during that  
8 year. The District has no obligation whatsoever under these provisions to search for,  
9 locate, or assign a unit member to share an assignment.

10 12.2.2 If the permanent/probationary certificated employee requesting to job share the  
11 following school year cannot find a partner within the district's existing  
12 permanent/probationary certificated staff that is agreeable to both the employee and  
13 the District, and if there is mutual agreement by both the employee and the District, the  
14 remaining part of the district's permanent/probationary certificated employee's FTE to  
15 be vacated by the proposed job share will be advertised as a temporary certificated  
16 position subject to:

17 (a) District established recruiting procedures and exclusive of independent  
18 recruiting that is in conflict with these procedures.

19 (b) Selection of temporary certificated personnel must be agreeable to the District  
20 and unit member or else the job share will not be honored utilizing temporary  
21 certificated personnel.

22 12.2.3 A joint application to share a full-time assignment must be made in writing to the  
23 District through each applicant's principal or to the principal with authority over the full-  
24 time position for which the joint application is being made.

25 12.2.4 The joint application shall specify the number and placement of hours per day, days per  
26 week, weeks per month, and months per year which each unit member

1 has agreed to work. The application shall also specify the respective duties which will be  
2 performed by each applicant. Such designated duties shall include but not be limited to:  
3 attendance at faculty meetings, parent conferences, "Back-to-School Night," in-service  
4 activities, and other events at which attendance by bargaining unit members is required  
5 in accordance with this Agreement; responsibility for student grades, report cards, daily  
6 student attendance reporting, and co-curricular activities, special events, or other  
7 curricular activities which are included within the responsibilities of the full-time  
8 position for which the joint application is being made.

9 12.2.5 The joint application, or proposal to continue job sharing, shall be submitted as early as  
10 possible but no later than March 1 of the school year preceding the year in which the  
11 applicants propose to share a position.

12 12.3 All joint applications to share a full-time position or changes in the job-sharing contract resulting  
13 in a change in work year for a unit member are subject to approval by the District. The decision  
14 to approve or disapprove a job-sharing application is discretionary and shall not be subject to the  
15 grievance procedure.

16 12.4 The particular plan proposed in the joint application shall be subject to modification by the  
17 District in accordance with District needs.

18 12.5 Job Sharing Requirements

19 All part-time contracts established pursuant to the requirements of this Article shall be subject to  
20 the following conditions:

21 12.5.1 There shall be no increase in cost to the District for salary or benefits beyond the cost  
22 that would be incurred for a single employee.

23 12.5.2 Salaries shall be prorated for part-time contracts in proportion to the amount that the  
24 approved portion of employment bears to full-time employment.

25 12.5.3 Fringe benefits shall be prorated in accordance with Article 16.2.  
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12.5.4 Step advancement shall be in accordance with time actually worked [e.g., a unit member working half-time shall be eligible for a step advancement every two (2) years].

12.5.5 Unit members on approved job-sharing contracts shall request and be granted unpaid leave for the portion of their regular assignment not worked.

12.5.6 Contracts which are granted can be rescinded only with the mutual consent of the District and the unit member.

12.5.7 In the event either of the bargaining unit members who has entered into a job-sharing contract, as provided in this Article, is unwilling or unable to fulfill any of the responsibilities which were agreed to and undertaken, it shall be the responsibility of the remaining unit member to find a replacement for his/her partner. If the unit member is unable to find a replacement, he/she will assume all duties up to and including a full-time position in that assignment for the duration of the school year. The replacement is subject to approval in accordance with Section 11.3 of the Article.

12.6 A unit member may return to that portion of the position from which he or she has taken leave upon the expiration of the job-sharing contract.

12.7 In accordance with the provisions defined in Article 12.3 herein, job sharing shall not continue for more than five (5) consecutive years.



1 13.2.1 A member of the unit may request, in writing, a transfer from one work site to another.

2 These transfer requests may be submitted at any time and shall remain active until  
3 August 1 of each school year. It will be the responsibility of the Unit member to be  
4 informed of the available open positions in the District which will be posted on line at  
5 the District website and through EdJoin.

6 13.2.2 The request for transfer will be sent to the Human Resources Office with a copy to the  
7 appropriate administrator at the unit member's work site. A conference shall be held at  
8 the request of the member of the unit or the Human Resources Office in order to  
9 discuss the request.

10 13.2.3 A position which is declared vacant for the coming year will be posted on the District  
11 website and EdJoin by the Human Resources Office within a week of being declared  
12 vacant

13 13.2.4 Notice of a vacant position shall be posted for at least five (5) calendar days, except  
14 during the months of June & July when vacant positions shall be posted for ten (10)  
15 calendar days. The District shall not fill a vacancy before the closing date set forth in the  
16 notice, provided, however, that the District may, in its discretion, extend the closing  
17 date.

18 13.2.4.1 Permanent certificated unit members who have satisfactory evaluations will be  
19 interviewed either at the close of the first advertisement or if the  
20 advertisement is extended for a period of time, they would be interviewed at  
21 the closure of the advertisement.

22 13.2.5 For purposes of selection between two (2) or more interviewees, the District shall  
23 consider the training, major and minor fields of study, credentials, experience,  
24 competence, length of service in the school and in the District, past evaluations and  
25 attitude of each interviewee.

1 13.2.6 When the District has considered two (2) or more interviewees to be equal on the basis  
2 of training, major and minor fields of study, credentials, experience, competence,  
3 length of service in the school and in the District, and past evaluations for each  
4 interviewee, who is determined to be the best candidate with input from the site hiring  
5 committee shall be selected for the vacant position.

6 13.2.7 Unit members interviewed shall be notified within five (5) workdays of the decision.

7 13.3 Involuntary Transfers

8 13.3.1 Involuntary transfers shall be identified by the Superintendent or designee and shall be  
9 based on the following:

10 (a) declining enrollment;

11 (b) filling a vacancy(s);

12 (c) accommodating the special staffing needs and/or requirements of any school(s) or  
13 department(s);

14 (d) reduction or termination of a program(s);

15 (e) initiation or expansion of a program(s);

16 (f) staffing shortages or surpluses within schools and/or departments;

17 (g) closing of schools;

18 (h) shall be made only for good reasons, which shall not be arbitrary or capricious.

19 13.3.2 Except for transfers pursuant to Section 13.3.1(h) herein, the unit member with least  
20 District-wide seniority shall be transferred from among those employees who are  
21 deemed to be equally qualified for the positions at the site where the transfers were  
22 initiated and for the positions at the site where the transferees are to be placed.

23 13.3.2.1 Teachers on Special Assignment (TOSA) who work exclusively at one site and  
24 are funded by site based monies, shall be included in any involuntary transfer  
25 process related to that site.

1 13.3.2.2 TOSAs who are assigned the District Office as their site and/or are funded by  
2 district based monies, shall not be included in the involuntary transfer process  
3 at any individual school site.

4 13.3.3 Except for transfer initiated under Section 13.3.1(h) herein, a member of the unit who  
5 is to be involuntarily transferred shall have the right to indicate preferences from a list  
6 of vacant positions for which the unit member is qualified.

7 13.3.4 The Association and any member of the unit who is involved in a Section 13.3.1(h)  
8 transfer shall be informed by the Superintendent or designee of the reason(s) for the  
9 transfer. If the unit member requests, a conference shall be held with the  
10 Superintendent or designee.

11 13.3.5 To the extent administratively practicable and within the limits as set forth in Section  
12 13.3.2 above, the District will not involuntarily transfer a unit member more than once  
13 in a two-school-year period.

14 13.3.6 An involuntary transfer shall not reduce the unit member's salary rate, eligibility for  
15 benefits, or accumulated illness leave.

16 13.3.7 Unit members involuntarily transferred to another site due to declining enrollment,  
17 staff shortages and/or the reduction or termination of a program shall have the right of  
18 first consideration to return to their previous site in the event that there is a vacant  
19 position for which the unit member is qualified during the next calendar year.

20 13.4 Reassignment

21 13.4.1 Voluntary

22 13.4.2 A member of the unit may request, in writing, a reassignment from one grade level or  
23 content area to another. Reassignment requests may address the following criteria:

24 (a) declining enrollment;

25 (b) filling a vacancy(s);

- (c) accommodating the special staffing needs and/or requirements of any school(s) or department(s);
- (d) reduction or termination of a grade level section and/or program(s);
- (e) initiation or expansion of a grade level section and/or program(s);
- (f) staffing shortages or surpluses within grade levels, content areas in schools and/or district programs;
- (g) an interest by the bargaining unit member to explore a different grade level and or content as a result of new learning and/or certifications

13.4.3 The request for reassignment will be sent to the appropriate administrator at the unit member's work site. A conference shall be held at the request of the member of the unit or the site administrator in order to discuss the request pursuant to the criteria for reassignment.

13.4.4 A reassignment which is declared vacant for the coming year shall be advertised for at least five (5) working days within the site and on the school's website prior to filling the vacancy from the outside, provided that the vacancy occurs prior to the start of the school year.

13.4.4.1 All unit members shall be notified of any vacancies which occur after the start of the school year begins for possible reassignment and shall have two (2) working days to notify the site administrator regarding interest in reassignment.

13.4.4.2 After the start of the school year, unit members may request a reassignment when either a vacancy for reassignment occurs or when they feel a different reassignment may best serve the instructional needs of the school and or district.

1 13.4.5 Consideration for reassignments shall be given to unit members who have been  
2 teaching in the same and/or similar assignment for multiple years and have requested  
3 voluntary reassignment.

4 13.4.5.1 Permanent certificated unit members who have satisfactory evaluations shall  
5 be afforded priority consideration for voluntary reassignment.

6 13.4.5.2 For purposes of selection between two (2) or more interviewees, the District  
7 shall consider the training, major and minor fields of study, credentials,  
8 experience, competence, length of service in the school and in the District,  
9 past evaluations and attitude of each interviewee.

10 13.4.6 When the District has considered two (2) or more interviewees to be equal on the basis  
11 of training, major and minor fields of study, credentials, experience, competence,  
12 length of service in the school and in the District, and past evaluations for each  
13 interviewee, the unit member with the most District-wide seniority shall be selected  
14 for the vacant position.

15 13.4.7 The criteria for voluntary reassignment shall be equitable and shall be based upon the  
16 following:

- 17 a) Site and or program learning and instructional needs
- 18 b) appropriate credential/qualifications/certifications
- 19 c) appropriate and relevant experience to perform the job
- 20 d) demonstrated commitment to and evidence of professional growth and  
21 collaboration
- 22 e) effective evaluations and job performance

23 13.4.8 Unit members interviewed shall be notified within three (3) workdays of the decision.

24 13.5 Involuntary reassignment

1 13.5.1 Involuntary reassignment is not disciplinary and/or punitive. In the event that  
2 no unit member volunteers for a reassignment within a grade level, content  
3 area and/or district program, then an involuntary reassignment process will  
4 be initiated to fill the needed vacancy. Involuntary reassignment shall be  
5 identified and decided by the Superintendent or site/program administrator  
6 and shall be based on the following:

- 7 a) declining enrollment;
- 8 b) filling a vacancy(s);
- 9 c) accommodating the special staffing needs and/or requirements of any  
10 school(s) or department(s);
- 11 d) reduction or termination of a grade level section and/or program(s);
- 12 e) initiation or expansion of a grade level section and/or program(s);
- 13 f) staffing shortages or surpluses within grade levels, content areas in  
14 schools and/or district programs;
- 15 g) closing of schools;
- 16 h) shall be made only for good reasons, which shall not be arbitrary or  
17 capricious.

18 13.5.2 The unit member with least District-wide seniority shall be reassigned from among  
19 those employees who are deemed to be equally qualified for the positions at the site  
20 where the reassignment occurs.

21 13.5.2.1 Teachers on Special Assignment (TOSA) who work exclusively at one site  
22 and are funded by site based monies, shall be included in any involuntary  
23 reassignment process related to that site.

24 13.5.2.2 TOSAs who are assigned the District Office as their site and/or are funded  
25 by district based monies, shall not be included in the involuntary  
26 reassignment process at any individual school site.

1 13.5.3 A unit member who is to be involuntarily reassigned shall have the right to indicate  
2 preferences from a list of vacant positions for which the unit member is qualified and  
3 for which there is a reassignment vacancy.

4 13.5.4 In no case shall a reassignment be initiated without informing the unit member to be  
5 reassigned of the intent to reassign. The Association and any member of the unit who  
6 is involved in a reassignment process shall be informed by the Superintendent or  
7 designee of the reason(s) for the reassignment. If the unit member requests, a  
8 conference shall be held with the Superintendent or designee.

9 13.5.4.1 The unit member shall be informed upon their request that a meeting will  
10 be arranged within (3) work days after receipt of the notification of intent  
11 to reassign. The purpose of the meeting is to discuss the reason and  
12 rationale for reassignment based on the established criteria.

13 13.5.4.2 The unit member shall have the choice of having a representative at the  
14 meeting and a written record of the meeting will be transcribed and  
15 shared with the unit member within (5) working days of the decision to  
16 re-assign. The memorandum will include the reasons and rationale for the  
17 reassignment and any rationale of the unit member opposing the  
18 reassignment.

19 13.5.5 The person to be reassigned will be notified of such reassignment within (3) three  
20 working days of the decision.

21 13.5.6 Unit members involuntarily reassigned due to declining enrollment, staff shortages  
22 and/or the reduction or termination of a program shall have the right of first  
23 consideration to return to their previous assignment in the event that there is a vacant  
24 position for which the unit member is qualified during the next calendar year.

25 13.5.7 To the extent administratively practicable the District will not involuntarily reassign a  
26 unit member more than once in a two-school-year period. For example:

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Year 1: Re-assigned in December for remainder of year. Equals one-half year.

Year 2: Stays in re-assignment. Or applies for posted vacancy. Equals 1 ½ years.

Year 3: Stays in re-assignment. Or applies for posted vacancy. Equals 2 years.

Year 4: Could be re-assigned.

OR

Year 1: Re-assigned prior to December. Equals one year.

Year 2: Stays in re-assignment. Or applies for posted vacancy. Equals 2 years.

Year 3: Stays in re-assignment. Or applies for posted vacancy. Could be re-assigned.

1 Article 14: CLASS SIZE

2 14.1 To ensure flexibility for programs to meet changing educational needs, constraints on class sizes  
3 shall be limited. District management shall provide the Association with data on class sizes and,  
4 where major discrepancies are identified, will provide the Board of Education with  
5 recommendations for reducing discrepancies. Team teaching, co-teaching equalization of class  
6 sizes, number of preparations, and other alternatives shall be explored when major  
7 discrepancies are identified. The Association shall recognize that differences will exist among  
8 grade levels, subjects taught, course objectives, and number of students with learning problems  
9 when reasonable class sizes are established.

10 14.2 Prior to the establishment of class schedules at the secondary level and the grade level  
11 compositions at the elementary level, the site administrator will consult with the department  
12 chairpersons or elementary representatives selected by the elementary staff members. Such  
13 consultation shall involve reviewing means by which the class sizes can be made equitable.

14 14.3 Any member of the **bargaining** unit having a teaching load which is disproportionate to teaching  
15 loads and responsibilities of other teachers of the same type or grade level, may request that a  
16 standing committee investigate the situation and make recommendations to the  
17 Superintendent **or designee in an attempt to** resolve the problem. **Such a committee** shall be  
18 composed of three (3) members appointed by the Association and three (3) members  
19 appointed by the Superintendent or designee.

20 14.4 **When an elementary teacher has a student placed in their classroom, who is not on their**  
21 **roster, for any portion of the school day, the elementary teacher will be provided the**  
22 **opportunity to review the reason for the placement, the needs of the pupil and the proposed**  
23 **duration of the placement with the principal and other appropriate parties.**

24 14.5 Class Size Limits

25 14.5.1 The District shall observe the following class-size and caseload limits based upon  
26 enrollment:

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- a) Kindergarten - **26**
- b) Grades 1 through 6 – **32**

**Grades 1 through 3 - 24 for combo classes**

**Grades 4-6 - 28 for combo classes**

Elementary Physical Education and Elementary Music teachers: no more than **32** students per teaching period, with a daily engagement cap of 185 students. Unit members who exceed the teaching period or daily cap have the right to overages as defined in 14.5.5. Unit members may request larger class sizes to accommodate instructional needs.

- c) Grades 7 through 12 - 165 per teaching day for classes other than physical education, and 185 per teaching day in physical education classes, provided, however, that physical education teachers and coaches may request larger class sizes to accommodate coaching and instructional needs, in which case the 185 pupil limit shall not apply.

- **14.5.1.c.i Class sizes reduced to assist with A-G implementation in 9th Grade Math 1, 10th -12th Grade Math 1 Grade Math 1, English 1P, and 9th Grade Science (Living Earth and Earth Science). 28:1 class size, includes all students enrolled in the class regardless of grade level.**
- **The daily cap (see 14.5.1 (c)) for teachers assigned to these classes will be prorated based on the number of level 1 classes they teach. For example, a teacher with 2 sections of Math 1P and three sections of Math 4P shall have an adjusted daily cap of 155.**
- **The district will pay overages for every student over 28 if it is unable to fill the required positions.**

- d) **Elementary** Special Education - The District will staff Special Education at:

- RSP (Educational Specialist) caseload: 28:1

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- SDC caseloads: 15:1
- **When students are listed as “pending” on the bargaining unit member’s caseloads:**
  - **And caseload maximums are met, all bargaining unit members included in the pending initial assessment plan will be compensated to complete needed assessments.**
  - **Compensation will be at the per diem rate for all bargaining unit members included in the assessment plan for hours worked beyond the regular work day not to exceed 5 hours without prior approval.**
- **ESN (Moderate to Severe) caseloads: 12:1**
- **CEP caseloads: 12:1**
- **Pre K-1 SH (Mild/Moderate and Moderate/Severe) caseload: 10:1 with minimum adult to student ratio of 1:2**
- **SLP (Speech/Language) elementary caseloads at 55:1, and Preschool SLP caseload at 40:1**
- **APE 45:1**
- **Hybrid/mixed caseloads shall not exist at the elementary level.**
- **RSP at the elementary level shall be defined as: Students who require SAI services, accommodations and services commensurate with and who are accessing grade level curriculum via support in small group instruction.**
- **SDC at the elementary level shall be defined as: Students who require receiving SAI minutes, modifications and services commensurate with and who are accessing modified curriculum via support in a self-contained classroom.**  
**Education Specialists at the elementary level shall create and direct their schedule. Schedules shall include time during contract hours to hold IEP meetings and complete work necessary to case management and maintaining**

1 IEP caseloads such as but not limited to: complete necessary paperwork,  
2 complete academic assessments, write reports, communicate with IEP team  
3 members, and schedule IEPs, etc. As long as the schedule meets the  
4 minimum Annual SAI minutes in the students' IEP.

5 Alternative Programs

- 6 • Home and Hospital 5:1
- 7 • Independent Study program: 25:1

8 (e) **Secondary** Special Education - The District will staff Special Education at:

9 **Educational Specialist caseload: 28:1**

- 10 ○ **An RSP student is a student with a mild to moderate disability who is**  
11 **out of the general education setting for less than 50% of their day, -**
- 12 ○ **An SDC student is a student with a mild to moderate disability who is**  
13 **out of the general education setting 50% or more of their day, and**  
14 **each shall reduce caseload count by 1.**
- 15 ○ **A case load consisting of only SDC students will be 15:1**
- 16 ○ **ESN (Moderate to Severe) caseloads: 12:1**
- 17 ○ **CEP caseloads: 12:1**
- 18 ○ **SLP (Speech/Language) secondary caseload at 55:1**
- 19 ○ **APE 45:1**

20 Alternative Programs

- 21 • Home and Hospital 5:1
- 22 • Independent Study program: 25:1

23 f) The district will staff **Academic Language** Development courses in which the majority  
24 of students enrolled are designated ELD at 25:1 at Middle and High School and the  
25 district will staff Newcomer Courses at 16:1

1 14.5.2 In **middle and high** school science lab **classes** or CTE classes that require the use of  
2 potentially dangerous machinery or equipment (**including but not limited to** Culinary  
3 Arts, automotive technology, manufacturing, and construction technology) exceeding 33  
4 students per instructional period, **qualifies for overages per** Article 14.5.5.

5 **14.5.3 Co-Teaching**

6 **A:**

- 7 • **The Co-Teaching team will consist of a general education teacher and an**  
8 **Educational Specialist teacher.**
- 9 • **General education and Education Specialists will participate on no more**  
10 **than two (2) Co-teaching teams.**
- 11 • **The Co-Teaching team will collaborate a minimum time equal to two (2)**  
12 **teaching periods or the equivalent in a block schedule per week to the**  
13 **best of the bargaining unit member's ability, irrespective of the number**  
14 **of Co-teaching sections.**
- 15 • **Co-Teaching partners shall share a Collaboration prep period as the**  
16 **master schedule allows.**
- 17 • **General Education teachers and Education Specialists who Co-teach**  
18 **agree to collaborate with their assigned partner(s) as noted in #2 above**  
19 **shall receive an annual stipend of \$3000 each.**
- 20 • **Educational Specialists may work with small group breakouts after**  
21 **instruction with both Special Education and non-special education**  
22 **students as needed. This can be in the same classroom or pulled into the**  
23 **Educational Specialist's classroom.**
- 24 • **Co-Teaching partners develop a co-teaching model where the**  
25 **Educational Specialist shares in lesson planning and lesson delivery.**
- 26 • **Co-Taught lessons will be determined by the Co-Teaching partners.**

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- Each Co-Taught class will be composed of between one-fourth and one-third students having IEPs with SAI minutes to the greatest extent possible but shall not exceed one-half. The maximum number of students with SAI minutes will not exceed 14 students per class. Beginning with the 15th student, or a class that exceeds the 50% threshold of students with an IEP, overages per 14.5.5 will apply to both members of the co-teaching team.
- The General Educational Co-Teaching partner will attend the IEPs as one of the General Ed teachers for those students in their class unless there is a professional conflict or a lack of coverage.
- The General Educational Co-Teaching partner shall work with the Educational specialist for Co-Grading.
- The Collaboration period is unlike a “prep” period and is not considered “Duty Free.” It cannot be “directed” by the administrator. Appendix “A” shall be the guiding document for how collaboration periods shall be utilized.
- The courses available for Co-Teaching are: RSP SDC Math 7 Math 8 English 7 English 8 Math 1P Math 2P English 1P English 2P English 3P English 4P World History 7 US History 8 Science 7 Science 8 World History P US History P Earth Science P Biology P Economics P US Government P, or as otherwise mutually agreed upon by SRCS and The Association before the start of the school year.
- Assignments to Co-Teaching for both General Education Teachers and Education Specialists will be voluntary. Case managers shall monitor that SAI minutes are being met per student’s IEP.

- When hiring for a new position, Co-Teaching may be advertised only as an option.

**B:**

- Five (5) SDC students enrolled in one class period and attending regularly will qualify as a co-taught class. Those students will count towards the maximum of 14 students with IEPs in a class.

**C:**

- Provide adequate and level-appropriate training for all Co-teachers: at least 2 full days before the start of the school year (including time for Co-teachers to build relationships, plan, and learn about effective Co-teaching) and optionally during the professional development days in the fall and spring semesters. In addition, 15 hours of pay per semester at the extended day rate is available during the summer or during the school year for both partners that “Co-Teach”. Additionally, up to two (2) days of release time will be provided to each team of Co-teachers to do observation rounds to see Co-teaching in action at various sites.
  - Training before the start of the school year is required for new co-teaching teams, and optional for all previously trained co-teaching teams, and will be paid at a per diem rate.
  - Teachers who are not able to attend the training dates before the start of the school year are expected to attend 6 days of 2 hour trainings after school, to be paid at the per diem rate.
  - Additional training throughout the year may be arranged and coordinated by the unit members in the co teaching relationship and will be approved and paid by the school site administrator as

1 outlined in their Site Plan at the extended day rate. 2) Training  
2 opportunities may include SRCS teachers-training-teachers for at  
3 least part of the session (could be Co-teaching partners, individuals,  
4 or groups).

5 D:

- 6 • If both Co-teachers decide to stop Co-Teaching, these changes can  
7 only be made at the Semester and any Co-Teaching stipends are  
8 discontinued at the beginning of the following semester.

9 **14.5.4 For the following certificated staff, the District shall assign duties based on the**  
10 **following overall population ratios:**

- 11 • **Comprehensive Counselors 400:1**

12 14.5.5 The above limits shall apply after the first fifteen (15) school days of the school year and  
13 the first five (5) days of the second semester at the secondary level.

14 14.5.6 Band and Music classes shall be specifically excluded from the above limits.

15 If the above limits are exceeded; the bargaining unit member shall be compensated at  
16 the rate of \$15.00 per pupil per day in excess of the above limits. If a bargaining unit  
17 member is voluntarily requesting a larger class size than the class size limits identified in  
18 Article 14.5, they must do so in writing by completing the Class Size Waiver form  
19 (Appendix J), thereby waiving provisions defined in Article 14.5.5.

20 14.5.7 The District and Association will meet and confer regarding any statute or credential  
21 requirements that may require changes in class size requirements.



1 16.2.2 The cost of dental and life insurance will be negotiated on an annual basis.

2 16.2.2.1 For part-time employees, who are qualified and are enrolled in the district's  
3 dental and/or life insurance programs, the District shall pay the carrier a  
4 fractional amount equal to the fraction of hours worked to full-time  
5 employment, only if the part-time employee contributes by payroll deduction  
6 an amount equal to the balance.

7 16.2.3 Change in marital status and/or eligible dependents shall be reported to the Human  
8 Resources Office on the appropriate forms in a timely manner. Overpayment of benefit  
9 entitlements, as defined in Articles 16.2.2 and 16.2.2.1, shall be the unit member's  
10 responsibility and shall be payable to the District within thirty (30) days.

11 16.2.4 The Board shall not reduce the dollar support for dental and employee life insurance  
12 coverage during the term of this Agreement.

13 16.2.5 Employee/Employer Health Benefit Programs Advisory Committee will hold scheduled  
14 meetings when needed as agendized by the Advisory Committee for the purpose  
15 outlined herein.

16 16.2.5.1 The purpose of the Employee/Employer Health Benefit Programs Advisory  
17 Committee shall be to:

- 18 a) Monitor the implementation of health benefit programs.
- 19 b) Assess the representative/non-representative employees' satisfaction with  
20 existing health benefit programs.
- 21 c) Review existing, as well as other possible health benefit program options.
- 22 d) As required, Committee representatives will provide information and/or  
23 recommendations to their representative/non-representative employee  
24 organizations for consideration during their scheduled negotiations or  
25 meet-and-confer process.

26 16.3 Salary Schedule Regulations

1 16.3.1 Initial Placement on schedule of bargaining unit members new to the District shall  
2 be according to the following guidelines:

3 Step Placement (Experience)

- 4 1. All new teachers holding a valid credential shall be placed at Class I, Step 1  
5 until such time as the Human Resources Office receives all official  
6 transcripts, evidence of prior applicable training and experience  
7 verifications. Experience Verification Forms must be filed with the Human  
8 Resources Office within 30 days of the first day of work. If received after  
9 30 days, any salary changes will be effective at the beginning of the next  
10 semester.
- 11 2. Credit for outside experience (Public, Private, Secular, Post-Secondary) is  
12 granted for each year of properly verified experience under contract while  
13 holding a valid regular teaching credential in grades TK-post secondary.
- 14 a. To receive a year's credit, 75% of the number of days in a school year  
15 must be worked while under contract.
- 16 b. Foreign transcripts must be audited through the same organizations  
17 utilized by CTC. (<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf> –  
18 List of accepted agencies.)
- 19 3. Fully credentialed Speech Therapists, School Psychologists, and Nurses  
20 with verifiable experience that is not related to public education may be  
21 credited year for year experience.
- 22 4. Credit for outside work experience that is not related to public education  
23 may be credited year for year of non-certificated experience (e.g., four  
24 years (4) private sector experience as a chef would count as a four (4) year  
25 credit for Step Placement in a CTE Culinary position).

1 a. To receive a year's credit, 75% of the number of days in a scheduled work  
2 year must be worked in the position.

3 5. Substitute teaching may be counted only if it was in the immediately  
4 preceding service under contract and for a majority [75%] of the school  
5 year.

6 6. Credit under an emergency permit is limited to two (2) years

7 7. Military experience will be granted year-for-year of active service not to  
8 exceed ten (10) years.

9 8. Peace Corps experience will be granted for year-for-year service not to  
10 exceed ten (10) years.

11 **Column Placement (Training and Education)**

12 1. Placement is based upon upper division or graduate semester units earned after  
13 receiving a Bachelor's, Master's, or Doctorate degree from an accredited four-year  
14 college or university.

15 2. Units taken in the fifth year (or its equivalent) concurrent with the bachelor's  
16 degree requirements may be counted as subsequent to graduation if these units  
17 are clearly upper division or graduate work and are certified by the college  
18 registrar or by transcripts as being in excess of the total units required for the  
19 degree and in excess of undergraduate requirements for the bachelor's degree.

20 3. Units taken at the North Coast School of Education's (NCSOE) or other California  
21 County Office of Education that has an accredited Teacher Preparation or  
22 Administrative Credentialing preparation program qualify for advancement on the  
23 salary schedule. This does not apply to credits taken before entry into the North  
24 Coast Program unless they fall into item #1.

25 4. Credit awarded for Masters/Doctorate Stipends can only be awarded for one  
26 master's and one Doctorate degree from an accredited college/university.

1                   5.   **Credits for lower division courses may be granted if the course is pertinent to the**  
2                                   **teaching position and the course is not duplicative of previous training for which**  
3                                   **credit was granted, at the District's discretion.**

4                   6.   **Credit will be given for units earned for degrees or certificates for other**  
5                                   **professions, e.g. law, medicine, theology.**

6                   **The salary schedule is administered in terms of semester units. A quarter unit is equal**  
7                                   **to 2/3 of a semester unit and a CEU (Continuing Education Unit) from a regionally**  
8                                   **accredited university or college is equal to 1/3 of a semester unit.**

9                   **Bargaining Unit members shall qualify for salary-schedule class advancement when**  
10                                   **the bargaining unit member earns the applicable number of salary units and/or**  
11                                   **advanced degree. The unit member's salary shall not be adjusted to reflect any class**  
12                                   **advancement until they have filed official transcripts or other acceptable**  
13                                   **documentation with the Human Resources Office. Documentation must be received**  
14                                   **by August 1st for salary schedule advancement starting with the first semester, and by**  
15                                   **December 1st for Salary schedule advancement to begin the second semester.**

16                                   **In order for units for lower division courses to be used for salary schedule**  
17                                   **advancement, lower division courses must be directly related to the bargaining unit**  
18                                   **member's assignment. Course work must result in an accredited college level**  
19                                   **transcript.**

20                   16.3.2   **Bargaining** Unit members shall qualify for salary-schedule class advancement when the  
21                                   unit member earns the applicable number of salary units and/or advanced degree in  
22                                   accordance with the Professional Growth Guidelines. The unit member's salary shall not  
23                                   be adjusted to reflect any class advancement until they have filed with the Human  
24                                   Resources Office official transcripts or other acceptable documentation that the salary  
25                                   units and/or degree were earned by June 30<sup>th</sup> for advancement in the first semester.  
26                                   Such documentation must be received by August 1<sup>st</sup> of the year of class advancement.  
27                                   Documents received after August 1<sup>st</sup> will be held for advancement in the second

1 semester window period. The second semester window period will cover units and/or  
2 degrees earned by September 30<sup>th</sup> with all documentation due by December 1<sup>st</sup>. Salary  
3 schedule advancement will begin with the second semester.

4 16.3.3 Any unit member who receives two (2) successive overall unsatisfactory evaluations  
5 may, at the unit member's sole discretion, submit his or her most recent evaluation to  
6 the Superintendent or the Superintendent's designee for final review. The  
7 Superintendent shall not designate any person who participated in the evaluation of the  
8 unit member as the reviewer.

9 16.3.4 Acceptable salary units must relate to the unit member's assignment and shall be taken  
10 to improve skills and/or performance. If a unit member wishes to pursue a program of  
11 studies that would lead to the development of expertise related to areas normally  
12 required of positions with this District, a program of studies shall be approved by the  
13 Professional Growth Committee prior to the beginning of the study. All courses offered  
14 by schools or departments of education need not require prior approval.

15 16.3.5 Members of the unit may qualify for step advancement only if they have been employed  
16 by the District for 75% or more of the day's schools are in session.

17 16.3.6 Unit members who do not have thirty (30) units beyond the bachelor's degree are  
18 placed at Class 1 Step 1. These unit members shall be held at Class 1 Step 1 until they  
19 have attained thirty (30) units beyond the bachelor's degree following the Salary  
20 Placement Guidelines.

21 16.3.7 During the month of September, the District will provide a general explanation to unit  
22 members of general voluntary and involuntary deductions that are known to the district  
23 at that time.

24 16.4 Retirement Incentive Programs

25 Unit members who choose to retire early may elect to participate in one of the following  
26 retirement incentive programs:

1 16.4.1 Upon request, the District will allow a unit member to reduce his/her workload from  
2 full-time to part-time duties subject to review and approval by the Board pursuant to  
3 the following regulations:

- 4 a) The unit member must have reached the age of 55 prior to reduction in workload.
- 5 b) The unit member must have been employed in the District full-time in a position  
6 requiring certification for at least ten (10) years of which the immediately preceding  
7 five (5) years were full-time employment. A leave of absence is not a break in  
8 service as that term is defined by the State Teachers' Retirement System.
- 9 c) The option of part-time employment must be exercised at the request of the unit  
10 member and can be revoked only with the mutual consent of the District and the  
11 unit member.
- 12 d) The unit member shall be paid a salary which is the pro rata share of the salary the  
13 unit member would be earning had the unit member not elected to exercise the  
14 option of part-time employment but shall retain all other rights and benefits for  
15 which the unit member makes payments that would be required if remaining in full-  
16 time employment. The unit member shall receive health benefits as provided in the  
17 Government Code in the same manner as a full-time employee, as well as other  
18 benefits that full time employees are entitled to.
- 19 e) **The reduced workload shall be equal to at least one-half of the time the employer**  
20 **requires for full-time employment in that position.**

21 16.5 Upon request, the District will allow a unit member to retire early and continue to participate in  
22 the District health benefit programs subject to review and approval by the Board pursuant to the  
23 following regulations:

- 24 a) The unit member must have reached the age of 55 prior to retirement.
- 25 b) The unit member must have been employed in the Santa Rosa City Schools District  
26 full-time in a position requiring certification for at least fifteen (15) cumulative years.

1 Regularly employed unit members working part-time must work enough years to  
2 equal fifteen years at full-time service in order to qualify for retiree benefits. For  
3 example, a unit member who worked 0.8 FTE would need to work 18.75 years to  
4 qualify for a District contribution for health benefits.

- 5 c) The unit member must have retired from the District and be a participant in the State  
6 Teachers' Retirement System.
- 7 d) The unit member must have been enrolled for the five (5) years immediately prior to  
8 retirement in the District's medical, dental and/or vision group, or alternative applicable  
9 group benefit plan(s) sponsored by another employer.
- 10 e) The District will contribute a portion of the health premium cost until age 65 for qualifying  
11 unit members as follows:

12 The contribution paid by the District at the time of retirement shall remain constant  
13 thereafter until the unit member becomes eligible for Medicare, secures employment  
14 elsewhere where insurance coverage is provided, reaches age 65, or upon the death of  
15 the employee, whichever occurs first. At that time, the District contributions toward  
16 health benefits shall cease.

#### 17 Medical Plan

- 18 1. For those unit members submitting their retirement notice on or before June 30, 2013 and  
19 starting the District Retiree Medical Benefit plan on or before July 1, 2013, the District paid  
20 contribution will be equal to the single rate of the plan selected by the unit member. The  
21 District will pay that amount until age 65, except as noted above. The unit member will be  
22 responsible to pay for any increase in the premiums each year thereafter.
- 23 2. For those unit members starting on the District Retiree Medical Benefit plan on or after July  
24 2, 2013, the constant contribution paid for by the District will be set at the single rate of the  
25 plan selected by the unit member not to exceed \$866.07. This maximum amount shall be  
26 adjusted annually by the average percentage change in retiree benefit rates for all single  
27 retirement plans offered by the District. The first annual adjustment shall be for retirements

1 effective as of July 1, 2014. The adjustment will be calculated annually by the District to be  
2 effective July 1, and such calculation shall be shared with the Association. The maximum  
3 District contribution will be effective for all retirees retiring in that plan year. The District  
4 contribution shall remain constant and the unit member will be responsible to pay any cost  
5 of the premium that exceeds the constant amount determined at retirement.

- 6 3. For those unit members starting on the District Retiree Medical Benefit plan on or after July  
7 1, 2021, the constant contribution paid for by the District will be set at the single rate of the  
8 CalPERS Kaiser plan for that calendar year and following the rate increases set by CalPERS  
9 annually. The maximum District contribution will be effective for all retirees retiring in that  
10 plan year. The unit member shall be allowed to choose from any available CalPERS plan. The  
11 District contribution shall remain constant and the unit member will be responsible to pay  
12 any cost of the premium that exceeds the constant amount determined at retirement.

13 Dental Plan

- 14 1. The District will pay the same percentage of the single dental premium as the contract  
15 provides for active employees from the time of retirement until age 65, the unit member  
16 secures employment elsewhere and insurance coverage is provided, or upon death,  
17 whichever occurs first. This is for the employee only. The Retiree is responsible for  
18 dependent coverage.

19 Vision Plan

- 20 1. The District will pay the percentage of the vision care premium for single coverage according  
21 to the regular FTE of the unit member from retirement until age 65, the unit member  
22 secures employment elsewhere and insurance coverage is provided, or upon death,  
23 whichever occurs first. This is for employee only. Retiree is responsible for dependent  
24 coverage.
- 25 2. A retired unit member receiving retiree health benefits who returns to District employment  
26 shall waive the pro-rata position of his or her retiree health benefits attributable to medical  
27 and vision coverage based on the percentage of a full-time position worked. The portion of

1 retiree health benefits waived shall be restored upon leaving District service provided that  
2 the Unit member is still eligible for such benefits. For example, a retired unit member who  
3 returns to teach one period a day would be required to waive 20% of his or her retiree  
4 benefits attributable to medical and vision coverage.

5 16.6 Extra Duty Pay

6 16.6.1 Certain duties related to student activities and conducted on a regular basis after  
7 regular working hours shall be assigned by the District. Except for coaching positions,  
8 principals may appoint members of the unit to these extra-duties pay positions  
9 approved by the District. Currently approved positions are listed on the Extra-Duty Pay  
10 Schedule (Appendix G).

11 16.6.1.1 Extra-duty compensation shall be determined as a percentage of **Class I, Step 4**  
12 adjusted annually, in those years of increase, by the same percentage adjustment  
13 applied to the Certificated Salary Schedule.

14 16.6.2 Extra-duty coaching assignments shall be paid upon completion of the duty. Other extra-  
15 duty assignments shall be paid in two (2) equal installments, December and May of the  
16 school year in which the service is performed, in accordance with the pay schedule for  
17 extra-duty assignments.

18 16.6.3 Elementary Lead Teacher Program

19 The Elementary Lead Teacher Program is designed to provide site administrators with  
20 assistance in non-evaluative school-support areas and to give elementary teachers who  
21 aspire to become administrators a venue in which to gain practical experience. The  
22 positions will be considered voluntary. The site members may opt to recommend to the  
23 principal a unit member to serve as Lead Teacher by a vote of the staff members. The  
24 school Principal will make the final selection.

25 16.6.3.1 Job duties of the Elementary Lead Teacher position are outlined in (Appendix  
26 I).

1 16.6.3.2 The annual compensation for the Lead Teacher position will be 10% of Class 1  
2 Step 4 of the Certificated Salary Schedule for work before and after the school  
3 day.

4 16.6.3.3 Although release days are not provided, if the site administrator feels there are  
5 extenuating circumstances, they may request such time through the Assistant  
6 Superintendent of Human Resources.

7 16.6.4 One unit member serving as Elementary Music Districtwide team leader and One  
8 Elementary Physical Education Districtwide team leader shall receive an annual stipend  
9 in the amount of \$1200 and will be reflected in the revised Appendix E.

10 16.6.5 Outdoor Education (Elementary)  
11 Classroom teachers who participate in the elementary schools' Outdoor Education  
12 Camp Program shall receive a stipend of fifty dollars (\$50) for each overnight stay at  
13 camp and mileage, if authorized by the District.

14 16.6.6 Substituting During Regularly Scheduled Preparation Period  
15 If the District determines there are not adequate half-day or full-day substitute  
16 teachers, as related to Articles 11.1 through 11.4.2, and 11.8 through 11.9.2, principals  
17 can request if any credentialed bargaining unit members are interested in substituting  
18 during their regularly scheduled preparation period to assist in covering teaching  
19 vacancies as defined in the aforementioned articles of the collective agreement  
20 between the District and Association. For any teacher volunteering to substitute, they  
21 will be paid at the extended day rate per secondary class period. One-half of the amount  
22 of the extended day rate shall apply to elementary 30-minute class periods. Payments  
23 will be made consistent with the supplemental payroll requirements and monthly  
24 timelines.

25 **16.6.7 Certificated members at the elementary level will be compensated two (2) hours at**  
26 **the Extended-day pay rate per grading period for completion of report cards**

27 16.7 Counselor's Pay

1 16.7.1 Elementary counselors' work year shall be one hundred ninety (190) days, and  
2 elementary counselors shall be paid according to the SRTA Elementary Counselor (190  
3 Day) Salary Schedule.

4 16.7.2 Secondary counselors' work year shall be one hundred ninety-five (195) days, and  
5 secondary counselors shall be paid according to the SRTA Secondary Counselor (195  
6 Day) Salary Schedule.

7 16.7.3 **The comprehensive counselor ratio shall not exceed 1: 400**

8 16.7.4 **Counselors selected to work during summer school shall be paid up to one additional  
9 day (6.5 hours) to schedule students for summer school after contract hour at their  
10 per diem rate.**

11 16.8 Department Chairpersons' Pay

12 16.8.1 Department Chairperson positions will be considered voluntary. The site members may  
13 opt to recommend to the principal a unit member to serve as Department Chair by a  
14 vote of the Department members. The school Principal will make the final selection.

15 16.8.2 Members of the unit who are appointed to serve as department chairpersons shall  
16 receive compensation in addition to their regular teacher's salary.

17 16.8.3 Compensation shall be determined as a percent of Class I, Step 4, of the Certificated  
18 Salary Schedule in accordance with the following schedule:

19

No. of Class Sections Exclusive of Department Chairperson	Annual Advancement		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
1 – 9	5.0%	5.3%	5.7%
10 - 24	6.1%	6.5%	6.9%
25 - 39	7.3%	7.7%	8.1%
40+	8.5%	8.9%	9.4%

20 16.9 Psychologists' Pay / Speech and Language Pathologist's and Nurses' Pay: Salaries for School

21 Psychologists, Speech-Language Pathologists, and School Nurses shall be established based on  
22 the SRTA School Psychologists, Speech-Language Pathologists, and School Nurse Salary Schedule.

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- 16.9.1 The work year of School Psychologist, Speech-Language Pathologist, and School Nurse shall be 195 days, at the level 2 position the work year is 200 days.
- 16.9.2 The work year of these unit members shall be the same as defined in Article 6.1.
- 16.9.3 For initial salary placement, one (1) year of credentialed or private practice experience shall equate to one (1) step.
- 16.9.4 The School Psychologist, Speech-Language Pathologist, and School Nurse shall increase at the same rate negotiated on the certificated salary schedule.
- 16.9.5 **School Psychologists at Level 2 agree to serve as LEA Representatives at IEPs, at the district's discretion.**
  - 16.9.5.1 **If a School psychologist believes their assignment is unbalanced compared to other Comprehensive (not associated with Special Programs e.g. Rise, CEP, ESN, Transition) school psychologists' assignments, they may make an appeal per Article 14.4.**
- 16.9.6 **School psychologists shall not be case managers for IEPs. For initial IEPs, the Educational Specialist or Speech Language Pathologist shall be designated as "Case Manager" while eligibility is being determined.**
- 16.9.7 **School nurses who complete duties of an LVN or health tech duties may submit extended day pay for any duties they have to perform after hours.**
- 16.9.8 **Comprehensive (not associated with Special Programs e.g. Rise, CEP, ESN, Transition) School psychologists shall be responsible for no more than 6 ERMHS cases in a school year. School psychologists may agree to provide ERMHS services beyond 6 cases, at their per diem hourly rate for any duties they have to perform after hours.**
- 16.9.9 Nurses working to clear the School Nurse Credential will receive \$6,000 or the equivalent to the amount the District pays for new teachers working to clear their credential through BTSA, for the purpose of tuition reimbursement.
- 16.10 Library Media Teachers' Pay

1 Salaries for Library Media Teachers shall be by placement on the Certificated Salary  
2 Schedule. Library Media Teachers shall, at the discretion of the site administrator, work  
3 up to an additional five (5) days per year at either the beginning or end of the school  
4 year, which shall be mandatory (i.e., at the sole discretion of the site administrator). The  
5 District shall give Library Media Teachers reasonable advance notice of such  
6 assignments. Compensation for additional days worked shall be prorated at the Library  
7 Media Teacher's annual rate of pay.

8 **16.11 Bargaining unit member Travel**

9 16.11.1 Members of the unit who are authorized to use their automobiles in the  
10 performance of their duties or for out-of-district approved conferences shall be  
11 reimbursed for actual mileage traveled, exclusive of home-to-school travel, and  
12 the approved rate per mile shall be the approved Internal Revenue Service rate  
13 in effect at the time of the trip.

14 16.11.2 Bargaining unit members who are required to travel between schools on a  
15 regular daily schedule will be compensated at the Certificated Extended-Day  
16 rate on the basis of thirty (30) minutes for each one-way trip. The purpose of  
17 such pay is to compensate for loss of time for rest breaks, or preparation  
18 period.

19 16.11.3 Home and Hospital teacher's mileage shall be computed using the Home and  
20 Hospital Office as a daily starting point.

21 **16.12 Recess/Brunch Assigned Duties**

22 **Bargaining Unit Members excluding counselors, school psychologists, nurses and**  
23 **SLPs who volunteer, and if no volunteers exist, are assigned to morning and afternoon**  
24 **recess duty, or who volunteer for brunch or lunch duty, will be compensated at the pro-**  
25 **rated extended day rate.** Before and after school assigned supervision duties within the  
26 contract day are not compensated.

1 The elementary schools will have a master recess schedule and **bargaining unit**  
2 **members** for the aforementioned duties will maintain their own time cards and submit  
3 them to the principal at the end of each month work is performed. If a time card is not  
4 submitted, the compensation is forfeited. If a **bargaining unit member** opts to take  
5 another **bargaining unit member's** duty at the beginning of each semester, they will  
6 receive the compensation for time actually worked; but if they are absent, the  
7 substitute **bargaining unit member** could perform the duty without extra pay. If no  
8 substitute **Bargaining unit member** is available, the **bargaining unit member** on the  
9 assigned schedule will complete the duty and be compensated.

10 16.12.1 Human Resources will request that elementary and middle school principals  
11 establish the duty schedules and, at that time, poll which **bargaining unit**  
12 **members** would be interested in doing paid brunch duty on an ongoing basis  
13 with the understanding that if those **bargaining unit members** who step  
14 forward are absent, the duty would revert back to the **bargaining unit**  
15 **members** assigned on the master duty schedule.

16 16.13 Authorized district extended day pay, as well as authorized summer school pay (Grades  
17 K-12) shall be calculated as .0007975 of Class 1, Step 4 of the base Certificated Salary  
18 Schedule and, in those years of increase, increase by the same percentage as the  
19 adjustment applied to the Certificated Salary Schedule.

20 16.13.1 Any unit member who successfully completed the National Board for  
21 Professional Teaching Standards Certification Program (NBPTS) shall receive for  
22 the period of time certified with NBPTS an additional annual salary payment of  
23 \$2,500 and, subject to the approval of the State Teachers Retirement System as  
24 defined in the Employer Directive 00-01 of March 3, 2000, page 2, which states:

25 *Although there may be other national boards awarding such*

1 *certifications, currently we are only aware of such a certification being*  
2 *awarded from the National Board for Professional Teaching Standards*  
3 *(NBPTS). This certification is granted for the completion of rigorous*  
4 *criteria established by NBPTS.*

5 does become part of the unit member's annual salary.

6 16.13.2 Certificated Extended-day pay rate shall be used for voluntary committee  
7 meetings, training, professional development, and other meetings held beyond  
8 the contract day that are attended by a **Bargaining** unit member.

9 **16.13.2.1 For members who volunteer to lead professional development**  
10 **sessions for the District, members will be paid 3 hours at the extended day**  
11 **rate for preparation, and 1 hour at the extended day rate for each session**  
12 **led.**

13 16.13.3 For **Bargaining** unit members who have completed certification and while they  
14 are certified by the American Speech-Language-Hearing Association, or the  
15 National Association of School Psychologists, they will receive an additional  
16 \$2,500 annually on their salary.

17 **16.13.3.1 School Psychologists who are currently in a Tier 1 status at the time**  
18 **of the ratification of this CBA and anyone who is subsequently hired**  
19 **may choose to move to the Tier 2 level, provided that:**

- 20 **1. Become a member and maintain their membership in the**  
21 **National Association of School Psychologists (NASP) at their own**  
22 **expense, and**
- 23 **2. Continue to maintain their Continuing Professional**  
24 **Development (CPD) units and hours as if they were certified as a**  
25 **Nationally Certified School Psychologist. Failure to show**  
26 **evidence of continuation with one (1) and two (2) above will**

1 result in the unit member being placed at Tier 1 on the salary  
2 schedule until such a time they show evidence of the  
3 appropriate hours or re-certification.

4 Employees may choose not to participate in the requirement  
5 outlined in this agreement for Tier 2 status and will return to  
6 Tier 1 status.

7 16.14 On occasion, a full-time (1.00 FTE) secondary classroom teacher may volunteer to  
8 assume an additional instructional period on the master schedule for which the  
9 students are assigned to the unit member, and the procedure for payment is stipulated  
10 in Article 16.14.1.

11 16.14.1 If the Superintendent recommends and the unit member accepts and the  
12 Board approves a semester or a full year regular scheduled teaching  
13 assignment ("zero" period, 7th period or during regular scheduled prep period),  
14 the unit member will receive a supplementary stipend of 0.2 FTE their base  
15 salary for the semester/school year that they have been assigned.

16 16.14.2 Both parties agree that the extra-duty assignment is temporary and not subject  
17 to the assignment/transfer articles (Articles 13 – 13.2.7) of the collective  
18 bargaining agreement.

19 16.15 Unit members will receive three (3) days of release time for packing and unpacking for  
20 an involuntary transfer from one classroom to another on the same school site, or to  
21 another school site. If the transfer is made during the non-work year, unit members will  
22 receive eighteen (18) hours paid time, paid at the extended day rate. Physical moving of  
23 materials in both voluntary and involuntary transfers shall be done by appropriate staff.  
24 Voluntary transfers made at the request or preference of the unit member will not be  
25 compensated.

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16.16 **Bargaining** Unit members who have earned a MA/MS shall receive an annual stipend of \$1200. **Bargaining** Unit members who have earned a Ph.D. or Ed. D. shall receive an additional annual stipend \$1200.

16.17 **Bargaining** Unit members who have earned a BCLAD/Bilingual Authorization shall receive an annual stipend of \$1200.

16.18 All annual supplemental stipends (i.e. those traditionally paid on the 10th) will be paid on December 10 and May 10 of each school year.

16 Salary Schedule

Each individual cell of the SRTA certificated contract salary schedule will increase by \$4,750 starting July 1, 2024. Negotiations regarding the certificated contract salary schedule for 2025/2026 and 2026/2027 will resume in January 2025.

1 Article 17: UNIT MEMBER DISCIPLINE

2 17.1 General Provisions

3 17.1.1 No unit member shall be disciplined without just cause, due process, and the utilization  
4 of the principles of progressive discipline. The levels of progressive discipline may be  
5 skipped when the nature of the offense or the possible consequences of repetition  
6 require immediate action by the District. Grounds for disciplinary action shall be those  
7 listed in Education Code Section 44932 and 44933. Discipline shall follow the procedures  
8 outlined in 17.2.

9 17.1.2 The progressive discipline procedure will begin within 15 school days after an  
10 administrator obtains knowledge of the alleged violation giving rise to the discipline.

11 17.1.3 Unit members are entitled to representation by a Santa Rosa Teachers Association  
12 representative or an individual of their choosing at each step of the progressive discipline  
13 procedure.

14 17.1.4 Parent/guardian or student complaints will be investigated by the District and if  
15 warranted, the levels of progressive discipline outlined in 17.2 shall be followed.

16 17.1.5 All information and or proceedings regarding any actual or proposed disciplinary action  
17 shall be kept confidential by the District to the extent permitted by law.

18 17.1.6 Only procedural violations of this article will be subject to the grievance process.

19 17.1.7 In the event of a suspension or paid or unpaid administrative leave, the District will  
20 investigate a complaint against a unit member. The District will communicate in writing  
21 with the unit member on a monthly basis during the course of the investigation.

22 17.2 Levels of Progressive Discipline:

23 17.2.1 Informal Level: Subject to 17.1.1, after completing a thorough investigation, as  
24 determined by the District, if warranted, the administrator will issue an informal oral  
25 warning within 5 working days to the unit member which indicates the nature of the  
26 problem or violation and the consequences of further violations. A written post  
27 conference memorandum will be provided to the unit member and will not be placed in

1 the unit member's personnel file. The District will keep confidential and then destroy  
2 any record of the verbal warning after 36 months provided there has been no repetition  
3 of a similar kind of violation.

4 17.2.2 Written Warning: Subject to 17.1.1, if the same or similar violation occurs, the unit  
5 member will receive a written warning. This written warning will not be placed in the  
6 unit member's personnel file except as it pertains to Articles 9.3 and 9.4 of the  
7 negotiated contract.

8 17.2.3 Written Reprimand: Subject to 17.1.1, if the same or similar (third) violation occurs, the  
9 unit member will receive a written reprimand. Documentation from 17.2.1 and 17.2.2  
10 will be attached to the written reprimand. The unit member will sign the written  
11 reprimand to acknowledge receipt and a copy shall be placed in the unit member's  
12 personnel file. The unit member may attach a rebuttal statement that will be  
13 permanently attached to the reprimand. Written reprimands will conform to the  
14 provisions of the Education Code 44031.

15 17.2.4 Suspension and hearing procedures will follow Education Codes 44932 – 44948.3, as  
16 well as other applicable statutes excepting the following:

17 17.2.4.1 A written notice of the proposed suspension will be provided to the unit  
18 member in person or by registered mail to the last known address at least 15  
19 working days prior to the date when the suspension may be imposed.

20 17.2.4.2 The written notice must include the specific acts or omissions upon which the  
21 action is based and the proposed penalty, as well as the opportunity for unit  
22 member to request a hearing provided a written request has been made to the  
23 Superintendent or his/her designee within 10 working days after receipt of the  
24 suspension notification.

1 Article 18 MISCELLANEOUS PROVISIONS

2 18.1 Savings Provision

3 18.1.1 If any provisions of this Agreement are held to be contrary to law by a court of  
4 competent jurisdiction, such provisions will not be deemed valid and subsisting except  
5 to the extent permitted by law, but all other provisions will continue in full force and  
6 effect.

7 18.2 Concerted Activities

8 18.2.1 The District and the Association agree that there will be no strike, lockout, work-  
9 stoppage, slowdown, withholding of services in whole or in part, or other interference  
10 with the operations of the District by the Association or by its officers, agents, or  
11 members during the term of this Agreement.

12 18.2.2 The Association and the District recognize the duty and obligation of their  
13 representatives to comply with the provisions of this Agreement and to make every  
14 effort toward inducing all employees to do so. In the event of a strike, work-stoppage,  
15 slow-down, withholding of services in whole or in part, or other interference with the  
16 operations of the District by employees who are represented by the Association, the  
17 Association agrees to advise and direct those employees to cease such action.

18 18.2.3 In the event the parties reach an impasse in their negotiations over the reopened terms  
19 of this Agreement, Sections 18.2.1 and 18.2.2 shall not apply upon completion of the  
20 mandatory impasse procedures of the Rodda Act. Further, Article 4 (Grievance  
21 Procedure) shall not apply to grievances arising from any concerted activity in which the  
22 Association or unit members may engage.

23 18.3 Non-Discrimination

24 The District shall not discriminate against any unit member on the basis of race, sex, color, creed,  
25 national origin, age, marital status, or physical handicap. Alleged violations of this section shall  
26 not be subject to arbitration provisions of Article 4. If the grievant is not satisfied with the

1 decision at Level III of the grievance procedure, the grievant may appeal the decision to the  
2 Board of Education or the appropriate State or federal agency.

3 18.4 Effect of Agreement

4 18.4.1 In the event a conflict exists between the specific provisions contained in this  
5 Agreement and District practices, procedures, and State laws to the extent permitted by  
6 State law, the provisions of the Agreement prevail; and, in the absence of such specific  
7 provisions of this Agreement, the practices and procedures are discretionary on the part  
8 of the employer and shall be covered by Article 3 herein.

9 18.5 Completion of Meet and Negotiation

10 18.5.1 Except as provided otherwise in this Agreement, the Association and the District during  
11 the term of this Agreement expressly waive and relinquish the right to meet and  
12 negotiate and agree that the District shall not be obligated to meet and negotiate with  
13 respect to any subject or matter whether referred to or covered in this Agreement or  
14 not, even though such subject or matter may not have been within the knowledge or  
15 contemplation of either or both the District or the Association at the time they met and  
16 negotiated on and executed this Agreement, and even though such subjects or matters  
17 were proposed and later withdrawn.

18 18.6 Term

19 18.6.1 This Agreement shall remain in full force and effect up to and including June 30, 2024,  
20 unless one of the parties notifies the other in writing no later than March 15 of its  
21 request to modify, amend, or terminate the Agreement.

22 18.6.2 Reopening Negotiations

23 **For the period beginning July 1, 2024, except as specifically provided in the**  
24 **Agreement or as mutual agreed by the parties, the following will be reopened on**  
25 **January 17, 2025:**

- 26 • **Appendix G - Certificated Extra Duty Title & Classes**
- 27 • **Appendix H - Department Chair/Team Leader Job Description**

1  
2  
3  
4  
5  
6  
7  
8

- **Appendix I - Elementary Lead Teacher Program**
- **Appendix K - SRTA/98-9#21.MOU-Preparation Period**
- **Appendix L - Unit Member Evaluation Matrix**
- **Unit Member Job Descriptions**
- **Review Agreed Upon Definitions of RSP and SDC in Article 14**

**There shall be no other reopeners.**

18.6.3 The terms of this Agreement shall be effective upon the signing of this Agreement except as otherwise provided.

SANTA ROSA TEACHERS ASSOCIATION

SANTA ROSA CITY SCHOOLS

\_\_\_\_\_

Ian Myers, Chief Negotiator

\_\_\_\_\_

Dr. Vicki Zands, Assistant Superintendent  
Human Resources

\_\_\_\_\_

Kathryn Howell, President

\_\_\_\_\_

Lisa August, Associate Superintendent, Business Services

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Board Approved: \_\_\_\_\_

Ratified by SRTA: \_\_\_\_\_

APPENDIX

SRTA Certificated Contract Salary Schedule.....Appendix A

SRTA Certificated Psychologist - Speech Language Pathologist - Nurse Contract Salary  
Schedule..... Appendix B

SRTA Certificated Agriculture Teacher Contract Salary Schedule ..... Appendix C

SRTA Elementary Counselor (190 Day) Salary Schedule ..... Appendix D-1

SRTA Secondary Counselor (195 Day) Salary Schedule ..... Appendix D-2

Certificated Extended-Day Hourly Salary Schedule..... Appendix E

Department Chairperson Index..... Appendix F

Extra Duty Title and Classes .....Appendix G

Department Chair/Team Leader... .....Appendix H

Elementary Lead Teacher Program.....Appendix I

Class Size Waiver Form..... Appendix J

SRTA 98-9#21 MOU (April 16, 1999) addresses Article 6.3.2 Preparation  
Period..... Appendix K

Unit Member Evaluation Matrix.....Appendix L

**SANTA ROSA CITY SCHOOLS**  
**SRTA CERTIFICATED CONTRACT SALARY SCHEDULE**

Total work days: 185

2024-2025 **DRAFT**

STEP	CLASS 0	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	CLASS VIII
	BA/BS	BA/BS + 30	BA/BS+30+ MA/MS	BA/BS + 45	BA/BS+ 45+MA/MS	BA/BS + 60	BA/BS+60+ MA/MS	BA/BS + 75	BA/BS+75+ MA/MS
1	64,813.00	<b>74,151.00</b>	75,351	<b>74,824.00</b>	76,024	<b>75,966.00</b>	77,166	<b>77,483.00</b>	78,683
2	65,920.00	<b>74,824.00</b>	76,024	<b>75,966.00</b>	77,166	<b>77,483.00</b>	78,683	<b>79,301.00</b>	80,501
3	67,030.00	<b>75,481.00</b>	76,681	<b>77,121.00</b>	78,321	<b>79,002.00</b>	80,202	<b>81,113.00</b>	82,313
4	68,128.00	<b>76,149.00</b>	77,349	<b>78,276.00</b>	79,476	<b>80,526.00</b>	81,726	<b>82,934.00</b>	84,134
5	69,233.00	<b>76,804.00</b>	78,004	<b>79,417.00</b>	80,617	<b>82,039.00</b>	83,239	<b>84,745.00</b>	85,945
6		<b>79,272.00</b>	80,472	<b>81,873.00</b>	83,073	<b>84,473.00</b>	85,673	<b>87,190.00</b>	88,390
7		<b>81,624.00</b>	82,824	<b>84,277.00</b>	85,477	<b>86,905.00</b>	88,105	<b>89,624.00</b>	90,824
8		<b>84,144.00</b>	85,344	<b>86,675.00</b>	87,875	<b>89,318.00</b>	90,518	<b>92,058.00</b>	93,258
9		<b>86,552.00</b>	87,752	<b>89,180.00</b>	90,380	<b>91,808.00</b>	93,008	<b>94,516.00</b>	95,716
10		<b>88,986.00</b>	90,186	<b>91,622.00</b>	92,822	<b>94,205.00</b>	95,405	<b>96,839.00</b>	98,039
11		<b>91,444.00</b>	92,644	<b>94,046.00</b>	95,246	<b>96,636.00</b>	97,836	<b>99,310.00</b>	100,510
12				<b>96,499.00</b>	97,699	<b>99,164.00</b>	100,364	<b>101,883.00</b>	103,083
13				<b>98,907.00</b>	100,107	<b>101,502.00</b>	102,702	<b>104,208.00</b>	105,408
14						<b>103,976.00</b>	105,176	<b>106,725.00</b>	107,925
*16						<b>106,423.00</b>	107,623	<b>109,269.00</b>	110,469
*19						<b>108,849.00</b>	110,049	<b>111,763.00</b>	112,963
*22						<b>111,304.00</b>	112,504	<b>114,302.00</b>	115,502
*25						<b>113,739.00</b>	114,939	<b>116,811.00</b>	118,011

\*Career Increments at Steps 16, 19, 22 & 25

Classes II, IV, VI, and VIII include \$1200 for M.A./M.S., Additional \$1200 for Ph.D. or Ed.D., BCLAD/Bilingual Authorization include \$1200

For unit members who have completed certification and while they are certified by the National Board for Professional Teaching Standards (NBPTS) or American Speech-Language-Hearing Association, they will receive an additional \$2,500 annually on their salary, as defined in Article 16.14.1 of the collective bargaining agreement.

**Board approved: June 26, 2024**

YSP/HR

**\$4750 Increase to each cell Effective Date: July 1, 2024**

**SANTA ROSA CITY SCHOOLS**  
**CERTIFICATED PSYCHOLOGIST - SPEECH LANGUAGE PATHOLOGIST - NURSE**  
**2024-2025 DRAFT**

**Appendix B**

Total work days: 195

Level 2 Total work days: 200

STEP	Intern/SLP Assistant	Level 1	Level 2
1	71,774.00	99,240.00	106,690.00
2	73,010.00	104,981.00	117,019.00
3	74,246.00	110,722.00	122,760.00
4	75,472.00	113,954.00	125,991.00
5	76,707.00	117,184.00	129,221.00
6	77,942.00	120,417.00	132,453.00
7		123,647.00	135,683.00
8		126,877.00	138,914.00
<b>Credential License Certification</b>			
	PPS Intern Credential or Speech Language Pathologist Assistant	Psychologist: Credential Speech Language Pathologist: Credential Initial Credential	Psychologist: National Certification Speech Language Pathologist: National Certification and State License School Nurse: Clear Credential

\$1200 for M.A./M.S. Additional \$1200 for Ph.D. or Ed.D. \$2500 for NBPTS or NASP

Board approved: **June 26, 2024**

\$4750 per cell Increase Effective Date: July 1, 2024

YSP/HR

Total  
work  
days:  
221.5

**SANTA ROSA CITY SCHOOLS**  
**CERTIFICATED AGRICULTURE TEACHER CONTRACT SALARY SCHEDULE 2024-2025 DRAFT**

**Appendix C**

STEP	CLASS 0	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	CLASS VIII
	BA/BS	BA/BS + 30	BA/BS+30 +MA/MS	BA/BS + 45	BA/BS+45+ MA/MS	BA/BS + 60	BA/BS+ 60+MA/MS	BA/BS + 75	BA/BS +75+MA/MS
1	76,697.00	87,886.00	89,086	88,686.00	89,886	90,055.00	91,255	91,873.00	93,073
2	78,024.00	88,686.00	89,886	90,055.00	91,255	91,873.00	93,073	94,052.00	95,252
3	79,348.00	89,477.00	90,677	91,441.00	92,641	93,694.00	94,894	96,222.00	97,422
4	80,668.00	90,271.00	91,471	92,823.00	94,023	95,517.00	96,717	98,400.00	99,600
5	81,993.00	91,061.00	92,261	94,189.00	95,389	97,331.00	98,531	100,572.00	101,772
6		94,016.00	95,216	97,132.00	98,332	100,252.00	101,452	103,494.00	104,694
7		96,834.00	98,034	100,010.00	101,210	103,158.00	104,358	106,415.00	107,615
8		99,850.00	101,050	102,885.00	104,085	106,049.00	107,249	109,330.00	110,530
9		102,735.00	103,935	105,885.00	107,085	109,032.00	110,232	112,272.00	113,472
10		105,653.00	106,853	108,809.00	110,009	111,900.00	113,100	115,058.00	116,258
11		108,595.00	109,795	111,710.00	112,910	114,818.00	116,018	118,017.00	119,217
12				118,017.00	119,217	117,843.00	119,043	121,097.00	122,297
13				117,534.00	118,734	120,643.00	121,843	123,884.00	125,084
14						123,610.00	124,810	126,900.00	128,100
*16						126,537.00	127,737	129,949.00	131,149
*19						129,445.00	130,645	132,935.00	134,135
*22						132,387.00	133,587	135,975.00	137,175
*25						135,303.00	136,503	138,984.00	140,184

\*Career Increments at Steps 16, 19, 22 & 25

Classes II, IV, VI, and VIII include \$1200 for M.A./M.S., Additional \$1200 for Ph.D. or Ed.D., BCLAD/Bilingual Authorization include \$1200

For unit members who have completed certification and while they are certified by the National Board for Professional Teaching Standards (NBPTS) or American Speech-Language-Hearing Association, they will receive an additional \$2,500 annually on their salary, as defined in Article 16.14.1 of the collective bargaining agreement.

Board approved: **June 26, 2024**

YPS/HR

\$4,750 Increase per cell Effective Date: July 1, 2024

**SANTA ROSA CITY SCHOOLS**  
**ELEMENTARY COUNSELOR SALARY SCHEDULE**  
**2024-2025 DRAFT**

**Appendix D-1**

Total work days: 190

STEP	CLASS 0	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	CLASS VIII
	BA/BS	BA/BS + 30	BA/BS+30+ MA/MS	BA/BS + 45	BA/BS+ 45+MA/M S	BA/BS + 60	BA/BS+60+ MA/MS	BA/BS + 75	BA/BS+75+ MA/MS
1	69,617.00	79,704.00	80,904	80,430.00	81,630	81,663.00	82,863	83,300.00	84,500
2	70,815.00	80,430.00	81,630	81,663.00	82,863	83,300.00	84,500	85,265.00	86,465
3	72,011.00	81,140.00	82,340	82,911.00	84,111	84,941.00	86,141	87,223.00	88,423
4	73,199.00	81,860.00	83,060	84,159.00	85,359	86,589.00	87,789	89,188.00	90,388
5	74,392.00	82,568.00	83,768	85,392.00	86,592	88,223.00	89,423	91,145.00	92,345
6		85,234.00	86,434	88,044.00	89,244	90,851.00	92,051	93,785.00	94,985
7		87,775.00	88,975	90,639.00	91,839	93,477.00	94,677	96,414.00	97,614
8		90,494.00	91,694	93,230.00	94,430	96,083.00	97,283	99,041.00	100,241
9		93,095.00	94,295	95,935.00	97,135	98,774.00	99,974	101,696.00	102,896
10		95,726.00	96,926	98,571.00	99,771	101,362.00	102,562	104,205.00	105,405
11		98,379.00	99,579	101,188.00	102,388	103,985.00	105,185	106,876.00	108,076
12				103,840.00	105,040	106,716.00	107,916	109,652.00	110,852
13				106,440.00	107,640	109,243.00	110,443	112,165.00	113,365
14						111,915.00	113,115	114,885.00	116,085
*16						114,557.00	115,757	117,630.00	118,830
*19						117,177.00	118,377	120,323.00	121,523
*22						119,830.00	121,030	123,065.00	124,265
*25						122,458.00	123,658	125,777.00	126,977

\*Career Increments at Steps 16, 19, 22 & 25

Additional \$1200 for Ph.D. or Ed.D.

Classes II, IV, VI, and VIII include \$1200 for M.A./M.S., Additional \$1200 for Ph.D. or E BCLAD/Bilingual Authorization include \$1200

For unit members who have completed certification and while they are certified by the National Board for Professional Teaching Standards (NBPTS) or American Speech-Language-Hearing Association, they will receive an additional \$2,500 annually on their salary, as defined in Article 16.14.1 of the collective bargaining agreement.

**Board approved: June 26, 2024**

YPS/HR

**\$4,750 Increase per cell Effective Date: July 1, 2024**

**SANTA ROSA CITY SCHOOLS**  
**SECONDARY COUNSELOR SALARY SCHEDULE**  
**2024-2025 DRAFT**

**Appendix D-2**

Total work days: 195

STEP	CLASS 0	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	CLASS VIII
	BA/BS	BA/BS + 30	BA/BS+30+ MA/MS	BA/BS + 45	BA/BS+ 45+MA/MS	BA/BS + 60	BA/BS+60+ MA/MS	BA/BS + 75	BA/BS+75+ MA/MS
1	71,240.00	81,578.00	82,778	82,321.00	83,521	83,586.00	84,786	85,264.00	86,464
2	72,466.00	82,321.00	83,521	83,586.00	84,786	85,264.00	86,464	87,278.00	88,478
3	73,693.00	83,049.00	84,249	84,866.00	86,066	86,948.00	88,148	89,284.00	90,484
4	74,910.00	83,788.00	84,988	86,144.00	87,344	88,634.00	89,834	91,298.00	92,498
5	76,134.00	84,513.00	85,713	87,407.00	88,607	90,309.00	91,509	93,304.00	94,504
6		87,246.00	88,446	90,123.00	91,323	93,003.00	94,203	96,012.00	97,212
7		89,850.00	91,050	92,786.00	93,986	95,694.00	96,894	98,705.00	99,905
8		92,639.00	93,839	95,441.00	96,641	98,365.00	99,565	101,400.00	102,600
9		95,303.00	96,503	98,215.00	99,415	101,124.00	102,324	104,118.00	105,318
10		98,001.00	99,201	100,917.00	102,117	103,777.00	104,977	106,691.00	107,891
11		100,719.00	101,919	103,600.00	104,800	106,467.00	107,667	109,430.00	110,630
12				106,317.00	107,517	109,265.00	110,465	112,274.00	113,474
13				108,982.00	110,182	111,855.00	113,055	114,849.00	116,049
14						114,594.00	115,794	117,637.00	118,837
*16						117,303.00	118,503	120,452.00	121,652
*19						119,988.00	121,188	123,213.00	124,413
*22						122,704.00	123,904	126,025.00	127,225
*25						125,403.00	126,603	128,803.00	130,003

\*Career Increments at Steps 16, 19, 22 & 25

Additional \$1200 for Ph.D. or Ed.D.

Classes II, IV, VI, and VIII include \$1200 for M.A./M.S., Additional \$1200 for Ph.D. or Ed.D., BCL BCLAD/Bilingual Authorization include \$1200

For unit members who have completed certification and while they are certified by the National Board for Professional Teaching Standards (NBPTS) or American Speech-Language-Hearing Association, they will receive an additional \$2,500 annually on their salary, as defined in Article 16.14.1 of the collective bargaining agreement.

Board approved: **June 26, 2024**

YSP/HR

\$4,750 Increase per cell Effective Date: July 1, 2024

**SANTA ROSA CITY SCHOOL DISTRICTS      Appendix E**  
**CERTIFICATED EXTENDED-DAY HOURLY SALARY SCHEDULE**  
**2024-2025 DRAFT**

Area	Hourly Rate	Contract Language
1. Substitute Teaching During their Preparation Period for Contract Unit Members excluding Designated Hourly and Miscellaneous Salary Schedule Employees: Elementary (\$30.37 for 30-minute class period) Secondary Senior High Block/2 Periods	 \$60.73 \$60.73 \$121.46	 Article 16.6.6 of SRTA Contract
2. Elementary Lead Teacher Program (The following annual stipend is paid in two supplemental pay periods and is calculated at 10% if Class 1, Step 4 of the Certificated Salary Schedule):	\$7,614.90 (\$3,807.45 each semester)	Article 16.6.3.2 of SRTA Contract
3. Certificated Extended-Day Pay (Calculated as .0007975 of Class 1, Step 4 of the Certificated Salary Schedule)	\$60.73	Article 16.13 of SRTA Contract
4. Summer School Hourly Pay (Grades K – 12) (Calculated as .0007975 of Class 1, Step 4 of the Certificated Salary Schedule)	\$60.73	Article 16.13 of SRTA Contract
5. BCLAD/Bilingual Authorization	\$1,200	Article 16.17 of SRTA Contract
6. Elementary Music Districtwide Team Leader	\$1,200	Article 16.6.4 of SRTA Contract
7. Elementary Physical Education Districtwide Team Leader	\$1,200	Article 16.6.4 of SRTA Contract

Board Approved: **June 26, 2024**  
 Effective Date: July 1, 2024  
 YSP/HR

**SANTA ROSA CITY SCHOOLS CERTIFICATED DEPARTMENT CHAIRPERSON INDEX**  
 2024-2025 **DRAFT**

**BASE AMOUNT: \$ 76,149 (Class I, Step 4 of the SRTA Salary Schedule)**

# of Sections	Step 1	Step 2	Step 3
<b>1 - 9</b>	<b>\$ 3,807.45</b> 5.00%	<b>\$ 4,035.90</b> 5.30%	<b>\$ 4,340.49</b> 5.70%
<b>10 - 24</b>	<b>\$ 4,645.09</b> 6.10%	<b>\$ 4,949.69</b> 6.50%	<b>\$ 5,254.28</b> 6.90%
<b>25 - 39</b>	<b>\$ 5,558.88</b> 7.30%	<b>\$ 5,863.47</b> 7.70%	<b>\$ 6,168.07</b> 8.10%
<b>40 +</b>	<b>\$ 6,472.67</b> 8.50%	<b>\$ 6,777.26</b> 8.90%	<b>\$ 7,158.01</b> 9.40%

Board approved: **June 26, 2024**  
 Increase Effective Date: **July 1, 2024**

YSP/HR

**SANTA ROSA CITY SCHOOL DISTRICTS  
CERTIFICATED EXTRA DUTY TITLE AND CLASSES  
2024-2025 DRAFT**

Class 1, Step 4 Based on percentage of:				\$76,149	per SRTA Contract Article 16.6.1.1					
	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10
1st Year	\$1,599.13 2.10%	\$2,436.77 3.20%	\$3,274.41 4.30%	\$4,112.05 5.40%	\$4,949.69 6.50%	\$5,787.32 7.60%	\$6,624.96 8.70%	\$7,462.60 9.80%	\$8,300.24 10.90%	\$9,137.88 12.00%
2nd Year	\$1,751.43 2.30%	\$2,627.14 3.45%	\$3,502.85 4.60%	\$4,378.57 5.75%	\$5,254.28 6.90%	\$6,129.99 8.05%	\$7,005.71 9.20%	\$7,881.42 10.35%	\$8,757.14 11.50%	\$9,632.85 12.65%
3rd Year	\$1,903.73 2.50%	\$2,817.51 3.70%	\$3,731.30 4.90%	\$4,645.09 6.10%	\$5,558.88 7.30%	\$6,472.67 8.50%	\$7,386.45 9.70%	\$8,300.24 10.90%	\$9,214.03 12.10%	\$10,127.82 13.30%

Duty No.	Miscellaneous	Middle Schools	Sr. High Schools
		Class	Class
2	Academic Awards	3	4
3	Academic Decathlon Coach		5
4	Athletic Director	6	10
6	Audio-Visual Director	3	
8	Band	4	6
10	Cheerleader Sponsor	4	4
12	Winter & Spring Programs		
	a. Dance		3
	b. Chorus	4	6
16	Drill & Flag Team or JV Cheerleader	1	2
20	Intramural Activities	3	
22	Orchestra	1	1
24	Performing Arts Coordinator		4
26	School Newspaper	1	3
28	School Plays	5	6
30	School Yearbook	5	3
32	Speech and Debate		5
34	Stage and Lighting	1	2
35	Culinary		5
36	Student Activities Director	8	8
37	WASC Coordination, Full Review		10
38	WASC Coordination, Mid-Cycle Review		6
39	WASC Coordination, Non-Review		2

Duty No.	Sports Programs	Middle Schools	Sr. High Schools
		Class	Class
40	Badminton, Head Coach, Women		5
40a	Badminton, Assistant Coach		4
42	Baseball, Hd Coach, Jr. Varsity, Men		5
44	Baseball, Head Coach, Varsity, Men		6
46	Basketball, 7th Grade, Men	4	
47	Basketball, 8th Grade, Men	4	
48	Basketball, 7th Grade, Women	4	
49	Basketball, 8th Grade, Women	4	
52	Basketball, Hd Coach, Frosh, Men		6
53	Basketball, Hd Coach, Jr. Varsity, Men		6
54	Basketball, Hd Coach, Frosh, Women		6
55	Basketball, Hd Coach, Jr. Varsity, Women		6
56	Basketball, Hd Coach, Varsity, Men		7
57	Basketball, Hd Coach, Varsity, Women		7
58	Cross Country, Hd Coach, Men/Women	4	4
59	Cross Country, Assistant Coaches	3	3
60	Football, Assistant Coaches		5
62	Football, Head Coach, Junior Varsity		6
64	Football, Head Coach, Varsity		8
66	Golf, Head Coach, Men		4
67	Golf, Head Coach, Women		4
71	Ridgway Sports Program, Men/Women		4
72	Soccer, Hd Coach, Jr. Varsity, Men		5
73	Soccer, Hd Coach, Jr. Varsity, Women		5
74	Soccer, Head Coach, Men		6
75	Soccer, Head Coach, Women		6
75a	Soccer, Assistant Coach (after 40 players)		5
76	Softball, Hd Coach, Jr. Varsity, Women		5
78	Softball, Head Coach, Varsity, Women		6
79	Swimming, Diving Coach		7
80	Swimming, Head Coach		7
81	Swimming, Assistant Coaches		6
82	Tennis, Head Coach, Men		5
84	Tennis, Head Coach, Women		5
86	Track, Assistant Coaches	4	6
88	Track, Head Coach, Men	5	7
90	Track, Head Coach, Women	5	7
91	Volleyball, Hd Coach, 7th Grade, Women	4	
92	Volleyball, Hd Coach, Jr. Varsity, Women		5
93	Volleyball, Hd Coach, 8th Grade, Women	4	
94	Volleyball, Hd Coach, Varsity, Women	4	6
96	Wrestling, Assistant Coaches, Men	4	5
98	Wrestling, Head Coach, Men	5	7

Board Approved: June 26, 2024  
Increase Effective Date: July 1, 2024  
YSP/HR

## APPENDIX H

Santa Rosa City Schools

### **DEPARTMENT CHAIR/TEAM LEADER PRIMARY FUNCTION**

A Department Chair/Team Leader who is selected by the principal\* annually will provide active support and professional leadership on behalf of the Board, district and site by carrying out the duties and responsibilities below.

### **DIRECTLY RESPONSIBLE TO**

Middle School/Senior High School Principals

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Act as a liaison between:
  - the school administration and the department/team by attending monthly or bi-monthly Principal's Advisory Committee/School Governance/School Leadership meetings;
  - the department/team and school review programs (i.e. WASC, PQR, CCR, etc.) as well as other appropriate committees/events where the department/team's perspective is needed;
  - the school and the district by attending quarterly district-wide subject area Steering Committee meetings and, with mutual agreement, other meetings as may be deemed necessary by principal.
2. Organize and conduct monthly department/team meetings (including a written report following the meeting to be submitted to the principal and all of the department members).
3. Coordinate the development, renewal and implementation of curriculum, particularly with regard to standards, assessment and accountability, to ensure its rigor, relevance and importance. This coordination will require both vertical and horizontal articulation.
4. Disseminate all information from site and district meetings relevant to the team/department's subject area(s).
5. Advise in the development of the department/team's schedule as part of the school's master schedule.
6. Coordinate requests for instructional texts, materials, supplies, equipment and other resources for adoption and/or purchase.
7. Prepare and monitor department/team budget as well as approve expenditures.
8. Assist in the interview of department/team staff and assist new department/team members (including long-term substitutes) once hired.
9. Identify, promote and participate in professional growth.
10. Participate in up to four (4) required in service activity days each school year, as determined by the Assistant Superintendent of Curriculum and Instruction (7-12).

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At a specific school, the department members may opt to recommend to the principal a unit member to serve as Department Chair/Team Leader with the understanding that the final decision on the Department Chair/Team Leader position rests with the principal.

## **ELEMENTARY LEAD TEACHER PRIMARY FUNCTION**

The Elementary Lead Teacher, who is selected by the principal\* annually, will provide active support and professional leadership on behalf of the Board, district and site by carrying out the duties and responsibilities below.

### **DIRECTLY RESPONSIBLE TO**

Elementary Principals

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Act as a liaison between: the school administration and the school faculty by attending monthly or twice monthly Principal's Advisory Committee/School Governance/School Leadership meetings outside of the regular staff meeting.
2. In the absence of the Principal, coordinate with school staff with regard to emergencies. The Lead Teacher will decide when to contact administrative support.
3. In the absence of the principal, handle student discipline, and supervise students as needed.
4. Oversee the development of the Adjunct Duty schedule, Prep Schedule and Yard Duty Schedule, and the School's Emergency Preparedness Plan.
5. Assist in the interview of staff and assist new staff members (including long-term substitutes) once hired.
6. Identify, promote and participate in professional growth. Participate in up to four (4) required in service activity days each school year, as determined by the Assistant Superintendent of Curriculum and Instruction (K-6).
7. Other duties as assigned.

Job Duties ELEMENTARY LEAD TEACHER (3)

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\*At a specific school, the staff members may opt to recommend to the principal a unit member to serve as Elementary Lead Teacher with the understanding that the final decision on the Elementary Lead Teacher position rests with the principal.

SANTA ROSA CITY SCHOOLS  
**CLASS SIZE WAIVER**

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Name of Unit Member

Subject

School

**Class Size Limits (Article 14.6.1) ...**

1. The Class Size Limits for unit members are:
  - a. Grades 7 through 12                      165 students per teaching day
  - b. Grades 7 through 12                      185 students per teaching day in physical education classes\*

\*Provided, however, that physical education teachers and coaches may request larger class sizes to accommodate coaching and instructional needs, in which case the 185-pupil limit shall not apply.

Specifically excluded from the above limits are band, typing, music and study hall.

**Revised Contract Article relating to Class Size Limits ...**

2. Article 14.6.3 of the collective bargaining agreement provides:
  - a. If the above limits are exceeded, the individual classroom teacher shall be compensated at the rate of \$10.00 per pupil per day in excess of the above limits.
  - b. If a teacher is voluntarily requesting a larger class size than the class size limits identified in Article 14.6, he/she must do so in writing, thereby waiving provisions defined in Article 14.6.3.**

**Voluntary Request to Exceed Class Size Limits (Article 14.6.1) ...**

3. I am **VOLUNTARILY** requesting for the \_\_\_\_\_ school year to exceed the appropriate class size limit (Article 14.6.1) and forfeit the class size penalty compensation (Article 14.6.3).

It is understood this waiver must be voluntary and the sole decision of the unit member.

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Unit Member Signature

Date

MEMORANDUM OF UNDERSTANDING

April 16, 1999

The Santa Rosa Teachers Association (Association) and the Santa Rosa City School Districts (District), having met and negotiated and agree:

6.3.2 Preparation Period

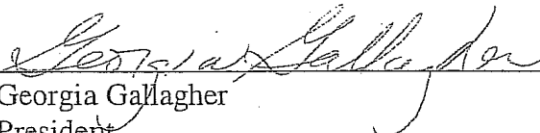
It is understood that Kindergarten teachers have two (2) hours of unassigned periods, and the contract will be modified accordingly. This change cannot affect any additional personnel costs to the District.

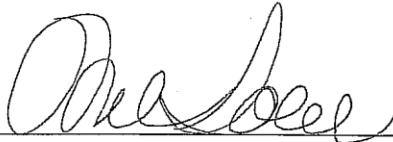
SANTA ROSA TEACHERS ASSOCIATION

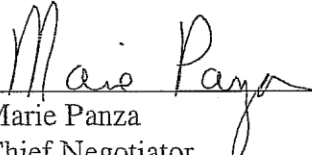
SANTA ROSA CITY SCHOOLS

Date: April 16, 1999

Date: April 16, 1999

  
\_\_\_\_\_  
Georgia Gallagher  
President

  
\_\_\_\_\_  
Mel Solie  
Deputy Superintendent, Human Services

  
\_\_\_\_\_  
Marie Panza  
Chief Negotiator

**SANTA ROSA CITY SCHOOLS**

**UNIT MEMBER EVALUATION MATRIX**

**APPENDIX L**

	WHICH OPTION IS AVAILABLE FOR EACH UNIT MEMBER	OPTION 1 OPTION2 5 YEAR NOTIFICATION OF EVALUATION		OPTION 1 PROFESSIONAL GOALS OPTION 2 OR GROWTH PLAN		OPTION 1 CERTIFICATED OBSERVATION REPORT OPTION 2 MID-YEAR PROGRESS REPORT		INFORMAL OBSERVATION NOTES (OPTION 1 & OPTION 2)	OPTION 1 PERMANENT CERTIFICATED EVALUATION FORM		OPTION 2 END OF YEAR ASSESSMENT REPORT		OPTION 2 ALTERNATIVE EVALUATION RECORD		
		Required	Deadline	Required	Deadline	Required	Deadline		Required	Deadline	Required	Deadline	Required	Deadline	
<b>OPTION 1</b>	Temps, Probs, Perms with less than 4-years experience, Perms who have received a Level II, III, or IV evaluation the previous year.	Unit members notified if an evaluation year and provided with procedures, timelines, criteria, forms to be used	No later than September 25 <b>(9.2.3)</b>	Yes	No later than October 10 <b>(9.2.3)</b> 6th week of assignment for newly assigned staff	No	N/A	Yes, at least 2 formal observations and informal observations. Including a post observation conference, no later than 10 work days after each observation. <b>(9.2.4.2) &amp; (9.2.4.3)</b>	Yes	No later than 30 calendar days prior to the last school day on the school calendar <b>(9.2.14)</b>	N/A	N/A	N/A	N/A	
<b>OPTION 2</b>	Unit member's choice if permanent and minimum of 4 preceding years of meeting or exceeding standards	Unit members notified if an evaluation year and provided with procedures, timelines, criteria, forms to be used no later than October 1 <b>(9.3.2)</b>	No later than September 25 <b>(9.2.3)</b>	Yes	No later than October 1: unit member notifies intent to use Option 2 <b>(9.3.2)</b> No later than October 10: unit member provides written proposal for Option 2 <b>(9.3.2.2)</b> Meeting held by October 15 <b>(9.3.2.3)</b>	Yes	No later than February 15: Unit member submits Mid-Year Progress Report No later than February 10: provide brief written mid-year progress report to admin <b>(9.3.3)</b>	Yes, minimum of 2 interactive meetings	No	N/A	Yes	Turn in no later than 35 calendar days prior to the last day on the school calendar <b>(9.3.3.1)</b> (or nearest workday) Meet no later than 30 calendar days prior to the last school day on the school calendar <b>(9.3.3.3)</b> 5 work days prior to conference, unit member submits EOY Assessment to admin <b>(9.3.3.1)</b>	N/A	N/A	
<b>5-YEAR EVALUATION 9.1.5</b>	Administrator's approval required if permanent unit member meets criteria: deemed "highly qualified" employed 10 years, meets or exceed standards in previous evaluation.	Unit members notified if an evaluation year and provided with procedures, timelines, criteria, forms to be used	No later than September 25 <b>(9.2.3)</b>	Yes	No later than October 10: Unit member notifies administrator of request for 5-year Evaluation <b>(9.1.6)</b>	No	No later than February 15: Option 2 Mid-year Progress Report meeting <b>(9.3.3)</b>	Not required but is OK	No		Only if informal observation written feedback and conferences show unit member is not meeting standards	May 1	Yes		
SEND FORM TO HR AT END OF YEAR:				Yes		No		No		Yes		Yes		Yes	

**NOTE:**

1. The timeline for the "Evaluation Goal Setting Conference" may be extended by the evaluator, as dictated by program need, but in no case shall the goals be submitted later than 6 weeks after the unit member has begun.
  2. All forms are available on the district's intranet web site at "Employee Forms & Publications" under Human Resources.
  3. Copies of all forms should be kept by administrator in the unit member's site file.
- Only the Option 1 Permanent Certificated Evaluation Form and Option 2 the End of the Year Assessment Report should be sent to Site HR Tech for assigned school.

Unit Member Evaluation Matrix Revisions 9-19-19RJ