



AGREEMENT BETWEEN

LAKESIDE BOARD OF TRUSTEES

AND

LAKESIDE TEACHERS ASSOCIATION

FOR 2018-2021

Approved by the Lakeside Board of Trustees: May 8, 2019

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ARTICLE 1

AGREEMENT

- 1.1 The articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Board of Trustees of the Lakeside Joint School District ("Board") and the Lakeside Teacher's Association, an affiliate of the California Teachers Association and the National Teachers Association (“Association”).
- 1.2 This agreement is entered into pursuant to the Educational Employment Relations Act (Sections 3540-3549.3 of the Government Code) (“EERA”).
- 1.3 This Agreement shall remain in full force and effect July 1, 2018 until June 30, 2021 as permitted by State Law (see Article 7.1)
- 1.4 Article 19, Salaries, plus one Article of choice for the Association and one Article of choice for the District, shall be reopened during each contract year. Notification of re- openers by the Association shall occur by notice to the Board and submission of an initial proposal no later than the first regularly scheduled Board meeting in January of each year.

ARTICLE 2

RECOGNITION

- 2.1 The Board will recognize the Association as the exclusive representative of certified employees of the District, which includes all regular classroom teachers, excluding substitutes, contract service employees, and administrative personnel, for the purpose of meeting and negotiating.
- 2.2 All persons who provide certificated services to the District shall hold the necessary State Certifications to provide those services.

ARTICLE 3

DEFINITIONS

- 3.1 “Teacher” refers to any certificated employee who is included in the Lakeside Teachers' Association as defined in Article 2 and therefore covered by the terms and provisions of this agreement.
- 3.2 “Days” means calendar days unless defined differently in the specific articles.

- 3.3 “Duty Days” means days during which teachers are required to render service to the District.
- 3.4 “Daily Rate of Pay” means the teacher’s annual salary divided by the number of duty days required by the Agreement.
- 3.5 “Paid Leave of Absence” means that a teacher shall be entitled to (a) receive wages and all fringe benefits, including, but not limited to, insurance and retirement benefits; (b) be considered for return to the same assignment which he/she enjoyed immediately preceding commencement of the leave; and (c) receive credit for annual salary increments approved during his/her leave, as stipulated on the appropriate salary schedule.
- 3.6 “Unpaid Leave of Absence” means that a teacher shall be entitled to return to an assignment within the District for which the teacher is credentialed, but while on leave the teacher will not receive wages or other fringe benefits specified in Section 3.5 as accorded teachers who are on paid leave. Discretionary unpaid leaves of absence require the prior approval of the Board.

ARTICLE 4

NEGOTIATIONS PROCEDURE

- 4.1 No later than the first regularly scheduled Board meeting in January of the calendar year in which this Agreement expires, the Association shall submit its initial proposal for a successor Agreement to the Lakeside Board.
- 4.2 The parties shall meet and negotiate in good faith on negotiable items on a successor Agreement beginning no later than fourteen (14) calendar days after the first regularly scheduled Board meeting in February of the calendar year in which this agreement expires. Any agreement reached between the parties shall be reduced to writing and signed by them.
- 4.3 Within thirty (30) calendar days of ratification of the Agreement by both parties herein, the Board shall have copies prepared and delivered to the Association for distribution.
- 4.4 Negotiations will take place at a mutually agreed upon time. No more than twice in any school year, with the approval of the Superintendent/Principal, bargaining may take place during professional development time, as referenced in Article 15.3.2. Additional sessions may take place during professional development time upon mutual agreement of the parties.

ARTICLE 5

MAINTENANCE/APPLICATION OF STANDARDS

- 5.1 The Board shall not reduce or eliminate any paid benefits that were enjoyed by Association members as of the effective date of this Agreement.
- 5.2 This Agreement shall supersede any rules, regulations, or practices of the Board, which are or may be contrary to or inconsistent with its terms.
- 5.3 The District has the right to declare emergencies and, in the interest of the school District, the Teachers shall comply with emergency procedures. However, the declaration of an emergency shall not suspend any paid or unpaid benefits of this Agreement unless just cause is proven by the District.

ARTICLE 6

NON DISCRIMINATION

- 6.1 Neither the Board nor the Association shall discriminate or harass against any teacher on the basis of race, color, religion, age, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, political affiliation, domicile, marital status, physical or mental disability, medical condition, genetic information, military and veteran status, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the California Penal Code. This prohibition against unlawful discrimination extends to any person who is perceived to have any of the above characteristics or who is associated with someone who has, or who is perceived to have, any of those characteristics.
- 6.2 Application forms and oral interview procedures shall not refer to membership in or preference for employee organizations. Applicants shall not be required to provide any information identified in 6.1.

ARTICLE 7

SAVINGS

- 7.1 If any provision of this Agreement or application of this Agreement to any employee or group of employees is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

- 7.2 It is further agreed that within twenty-one (21) calendar days of receipt of notification by the District of the court's decision, negotiations shall commence regarding any matter related to such a provision.

ARTICLE 8

STATUTORY CHANGES

- 8.1 Improvement, reduction, or elimination of benefits, which are brought about by the amendment or repeal of statutory guarantees incorporated into this Agreement shall automatically include the Article(s) affected in the next regularly scheduled negotiations. Should these negotiations be for re-openers only, the affected Article(s) shall be negotiated in addition to any articles of choice and Article 19, as described in Section 1.4.

ARTICLE 9

MISCELLANEOUS PROVISIONS

- 9.1 Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of the Agreement.
- 9.2 The District shall be financially responsible for providing substitutes for teacher absences under Article 17 - Leaves.

ARTICLE 10

GRIEVANCE PROCEDURES

- 10.1 Definitions
- 10.1.1 A "grievance" is a claim that the aggrieved party has been adversely affected by a violation, misinterpretation, misapplication, or omission of a specific provision of this Agreement.
- 10.1.2 The "aggrieved party" is the association or the teacher or members making the claim.
- 10.1.3 A "party in interest" is any person who might be required to take action, or against whom action may be taken in order to resolve the claim.
- 10.1.4 A "duty day" is any day in which a teacher is required to render service to the District.

10.2 Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may, from time to time, arise affecting the welfare or working conditions of teachers under the terms of this Agreement. Both parties agree these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

10.3 Procedure

Level 1: Informal

Within fifteen (15) duty days of the event or within fifteen (15) duty days of when the aggrieved party could reasonably be expected to know of the event which gives rise to the grievance, the aggrieved party shall meet informally with his or her immediate supervisor and tell the supervisor that the meeting is an informal grievance meeting pursuant to this Article. Any person named in the grievance shall be notified and shall have the option of meeting with the aggrieved party and the aggrieved party's supervisor. As soon as Level 1 is initiated, the aggrieved party shall notify the Association in writing that a grievance has been started.

Level 2

If the aggrieved party is not satisfied at Level 1, within five (5) duty days he or she may present the grievance in writing to the Superintendent/Principal or designee using the grievance form. The Superintendent/Principal or designee shall meet with the aggrieved party and designated Association representative, if desired, within ten (10) duty days of the receipt of written grievance. The Superintendent/Principal or designee shall provide a written disposition of the grievance, including the reasons thereof to all parties of interest within ten (10) duty days of such a meeting.

If the aggrieved party is not satisfied with the disposition of the grievance or if no disposition has occurred within ten (10) duty days of such meeting or ten (10) duty days from the date of presentation of the grievance if no meeting was held, the grievance may be appealed to Level 3 with a copy simultaneously provided to the Lakeside Teachers Association Representative.

Level 3

The Board or its designee shall meet with the aggrieved party and the designated Association representative if desired, within five (5) duty days of receipt of the grievance appeal and shall provide a written disposition of the grievance, including the reasons therefore, to all parties of interest within five (5) duty days of such meeting.

If the aggrieved party is not satisfied with the disposition of the grievance or if no disposition has occurred within five (5) duty days of such meeting, the Association may submit the grievance to mediation.

Level 4

If the Association proceeds to mediation, it shall notify the Board in writing within five (5) duty days of the disposition at Level 3. Within ten (10) duty days of such

notification, representatives of the District and the Association shall contact the Public Employment Relations Board (PERB) and request assignment of a mediator. In the event that a mediator from PERB is not available, the parties shall attempt to agree upon an unbiased third party to serve as mediator. The selection of the mediator and the mediation proceedings shall be conducted under the California State Mediation and Conciliation Service Rules.

If the aggrieved party is not satisfied with the disposition of the grievance or if no disposition has occurred within five (5) duty days of such meeting, if mediation does not result in resolution of the grievance, the Association may submit the grievance to arbitration.

Level 5

If the Association proceeds to advisory arbitration, it shall notify the Board in writing within five (5) duty days following the mediation session. Within ten (10) duty days of such notification, the parties will attempt to agree upon the selection of an arbitrator. If the parties are unable to agree upon an arbitrator, the Association shall request a list of arbitrators from the California State Mediation and Conciliation Service and the parties will alternately strike one name from that list until one name remains who shall serve as arbitrator. The arbitration proceedings will be controlled by the arbitrator but shall be governed by informal rules rather than formal rules of Civil Procedure.

All costs for the services of the arbitrator, including, but not limited to, per diem expenses, his/her travel and subsistence expenses, and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs, except for released time for the aggrieved party, will be borne by the party incurring them.

10.4 Time Limits

Time limits provided for at each level shall begin the day following receipt of the grievance, grievance appeal, or written decision.

Since it is important that a grievance be processed as rapidly as possible, the time limits specified at each level should be considered to be maximums, and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following year, the resolution of the grievance shall continue into the next year.

10.5 Rights of Representation

A teacher alleging a grievance may be accompanied at all stages of the grievance procedure, by his/her selected representative.

10.6 No Reprisals

No reprisals of any kind will be taken by the Superintendent/Principal or by any member or representative of the administration or the Board against any aggrieved party, any party in interest, any teacher, or any other participant in the grievance procedure by reason of such participation.

10.7 Miscellaneous

If a grievance arises from the action or inaction on the part of a member of the administration, the aggrieved party may submit such grievance in writing directly to the Board, with the processing of such grievance to commence at Level 3.

Any teacher who is requested to appear in grievance investigations meetings or hearings as a witness may be released without loss of pay.

All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent/Principal and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the District.

Upon mutual agreement of the Association, the Superintendent/Principal, and the Board, a grievance may be taken directly to the Board before mediation.

GRIEVANCE REPORT

LAKESIDE JOINT SCHOOL DISTRICT

Grievance No. _____ Date _____
Name of Aggrieved Party _____

LEVEL II

Date that Cause of Grievance Occurred _____
Statement of Grievance _____

Relief Sought _____

Signature _____ Date _____

Disposition by Superintendent/Principal _____

Signature _____ Date _____

Position of Aggrieved Party _____

Signature _____ Date _____

(If additional space is needed, attach an additional sheet).

LEVEL III

Date Received by Board _____

Disposition of Board _____

Signature _____ Date _____

Position of Aggrieved Party and Association _____

Signature _____ Date _____

LEVEL IV

Date submitted to Mediator _____

Date of Mediation: _____

Resolution, if any:

LEVEL V

Date submitted to Arbitrator _____

RECOMMENDED DECISION OF ARBITRATOR ATTACHED

_____ Date _____

Signature _____ Date _____

ARTICLE 11

ASSOCIATION RIGHTS

11.1 Mail Facilities

The Association shall have the right to use the District mail service and teacher mailboxes for communications to teachers without interference, censorship, or examination of such communications by the District.

11.2 Bulletin Boards

The Association shall have the right to post notices of activities and matters of Association concern in the main school building in an area frequented by teachers.

11.3 Use of Buildings and Equipment

The Association shall have the right, upon prior approval of the Superintendent/Principal, to use the school facilities and equipment during all reasonable hours for meetings and other Association activities.

11.4 Transaction of Association Business

Authorized representatives of the Association shall have the right to transact official Association business on school property and utilize District facilities at all reasonable times. Such activities shall not occur during Professional Hours, as defined in Article 15, or when teachers are considered on duty. Official Association business may take place during teachers' duty free time.

11.5 Furnishing of Information

The Board, upon request by the Association, agrees to respond to the Association's requests for information in accordance with the law. For information that is readily available to the District, the District shall furnish the information to the Association within ten (10) duty days. Such readily available information should include: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings and all attachments thereto, census and membership data, salaries paid thereto. If the District is unable to produce information believed to be readily available within ten (10) duty days, the District shall notify the Association of the delay, the reasons for the delay, and the District's anticipated timeline for furnishing the requested documents.

11.6 Service on Committees

The Association may select teacher representatives to serve on any committee established under the Education Code for which teachers are specified as being members.

11.7 Participation in the Association

The District and the Association recognize the right of the employees to form, join, and participate in lawful activities of employee organizations, as defined by law, and the equally alternative right to refuse to form, join or participate in employee

organization activities. Neither the District nor the Association will interfere with, restrain or coerce unit members because of their exercise of rights guaranteed by law.

11.8 New Hire Information and Access

The District shall provide the Association with at least five (5) days' notice of a new employee orientation session, unless there is an urgent need, critical to the District's operations, that was not reasonably foreseeable, in which case shorter notice may be provided.

The District shall provide the Association with a new employee's name; home address; and personal phone numbers, within 30 days of hire or by the first pay period of the month following the hire, whichever is later. However, upon the request of a new employee to maintain the confidentiality of his/her personal information, the District shall exclude that information from disclosure.

The same information shall be provided by the District to the Association for all bargaining unit members by no later than September 1 of each school year. However, upon the request of a unit member to maintain the confidentiality of his/her personal information, the District shall exclude that information from disclosure.

The Association will be given no more than 15 minutes to address new hires during the District's orientation. The District shall choose the time during the orientation it will provide access to the Association.

ARTICLE 12

DISTRICT RIGHTS

12.1 The exercise of the powers, rights, authority, duties, and responsibilities by the District as set forth below, and the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with law.

12.2 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the schedule and hours of operation; determine the kinds and levels of services to be provided and the methods and means of providing them; establish its educational policies goals, and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; determine the curriculum, build, move or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; contract out work; hire, classify, assign, evaluate, promote, terminate and discipline employees according to law; and take

action on any matter in the event of an emergency. An emergency is defined as any act of God or other unforeseen casualties that may have a significant impact on the education process.

ARTICLE 13

REASSIGNMENTS

13.1 Reassignment

A reassignment is the movement of a teacher from one subject area to another area or one grade level to another.

Involuntary reassignments shall be made only to accommodate the best interests of students as determined by the Superintendent/Principal. Seniority and staff input shall be considered in this decision. The District shall seek volunteers prior to making any involuntary reassignment.

Teachers who are reassigned during the school year shall be allowed two (2) duty days of released time for moving prior to the effective date of the reassignment. The District shall provide assistance in the moving of the teacher's materials and supplies whenever a teacher is reassigned.

Teachers who are reassigned during the school year shall be allowed two (2) duty days of academic preparation for a change in grade level.

13.2 Notification of Assignment

Every effort shall be made to give written notice of the next year's assignment by July 1st, subject to change based on enrollment. Such notice shall specify the classroom, grade level(s) and subject area to which the teacher will be assigned. In addition, such notice shall explain the nature of special problems, which may be experienced by pupils assigned to the teacher.

ARTICLE 14

EVALUATIONS

14.1 Philosophy: Evaluations must be an open ended, ongoing, positive process. It should result in the continuous professional growth of the evaluatee and the evaluator. The evaluator shall be the Superintendent/Principal.

The aim of the evaluation process is to assist personnel in the identification of strengths and weaknesses and to plan utilization of resources and the implementation of California Standards for the Teaching Profession, which will lead to the improvement of instruction.

14.2 Procedures for Evaluation and Assessment: The District shall evaluate and assess teacher performance as it relates to each of the following:

The progress of students toward the standards of expected student achievement at each grade level in each area of study.

The instructional techniques and strategies used by the teacher. The teacher's adherence to curricular objectives.

The establishment and maintenance of a suitable learning environment within the scope of the teacher's responsibilities.

The objective standards by which teacher performance shall be assessed are the following or the current California Standards for the Teaching Profession (CSTP) standards, whichever are most recent:

CSTP Standard 1: Engaging and Supporting All Students in Learning

CSTP Standard 2: Creating and Maintaining Effective Environments for Student Learning

CSTP Standard 3: Understanding and Organizing Subject Matter for Student Learning

CSTP Standard 4: Planning Instruction and Designing Learning Experiences for All Students

CSTP Standard 5: Assessing Students for Learning

CSTP Standard 6: Developing as a Professional Educator

Additional evaluation and assessment guidelines or criteria related to a teacher's assignment, job description, adjunct duties or job responsibilities such as punctuality, attendance, professional activities, and the like.

The evaluation and assessment of teacher performance shall not include the use of publisher's norms established by standardized tests.

Prior to October 15 of each year, the evaluator shall meet with each teacher, for whom he/she has evaluation responsibility for that year, for the purpose of establishing the employee's goals, objectives, and assessment methods. The evaluator and the teacher shall attempt to agree mutually upon the goals, objectives, and assessment methods for the teacher. If the teacher disagrees with the decision of the evaluator, each party shall make a good faith effort to resolve his/her differences.

Observation of a teacher's performance shall include formal (both scheduled and unscheduled) and informal classroom visitations. The formal visitations shall be followed by a conference and a written observation report. The teacher may request additional classroom visitations. Typically, the evaluator's observation will be under forty-five (45) minutes per observation.

The annual evaluation and assessment conducted pursuant to this procedure shall be in writing, and a copy shall be given to the teacher not later than thirty (30) days before the last school day scheduled on the school calendar adopted by the Board for the school year in which the evaluation takes place. The teacher shall have the right to initiate a written response to the evaluation. Such response shall become a permanent attachment to the evaluation and shall be retained in the employee's personnel file. Before the last school day scheduled on the school calendar, a meeting shall be held between the teacher and the evaluator to discuss the evaluation.

The District shall evaluate probationary and temporary teachers every year and permanent employees every other year, subject to the provisions of Remediation below.

14.3 Remediation

If the teacher is evaluated as unsatisfactory in any respect, he/she will be evaluated the following year. In addition, at any time during the school year the evaluator may notify a teacher in writing that his/her job performance is unsatisfactory and/or needs improvement. In this event, the evaluator and the teacher shall meet as necessary to discuss specific recommendations for improvement of the teacher's performance. The evaluator may require a teacher, who has received written notice of unsatisfactory performance or needed improvement; to participate in a program designed to improve appropriate areas of the teacher's performance and to further pupil achievement and the instructional objectives of the District.

14.4 Teacher Association Representation at Evaluation Meetings

A teacher may, upon request, obtain Association representation at any evaluation meeting or conference.

14.5 Derogatory Information

The evaluator will not base an evaluation of a teacher on derogatory information regarding the employee from parents, students, other employees, or members of the public unless or until the teacher has been informed of the nature of the complaint and given an opportunity to comment thereon. The written information provided to the teacher will include notice of the teacher's right to comments. The written information and the teacher's comments, if any, may be placed in the teacher's personnel file. Materials in each unit member's personnel file are to be made available for inspection, as required by Education Code section 44031.

14.6 Evaluation Forms

The District retains the right to prepare, modify, and utilize evaluation forms and other forms relating to the evaluation and assessment of the job performance of each teacher. Prior to the adoption of any forms relating to the evaluation procedure, the District shall afford the Association notice and an opportunity to consult regarding the forms. If any changes are made to the existing evaluation form, the new form shall not be used until the following academic year.

ARTICLE 15

TEACHING HOURS/ADJUNCT DUTIES/PERMANENT EMPLOYMENT

15.1 Work Year

Teachers shall provide instruction for one hundred and eighty (180) days per year. In addition, teachers shall render service for an additional four (4) days, as defined in 15.5, below.

The current school year calendar listing all instructional days, non-instructional days, vacations and holidays is included as Appendix A.

15.2 Length of Workday

The workday for teachers will consist of two components:

1. Professional Hours – The 30 minutes prior to the start of the "Instructional Hours" and the 30 minutes after the completion of the "Instructional Hours" are "Professional Hours."
 - a. Teachers may adjust Professional Hours as needed, with notification to the Superintendent/Principal or administrator designee. Teachers will ensure they are on duty or there is adequate teacher presence during "Professional Hours." If there is a concern regarding the adjustment of Professional Hours, the Superintendent/Principal or designee shall meet with the individual member to discuss a plan to remedy.
 - b. On occasion, time on campus beyond Professional Hours may be necessary to fulfill professional responsibilities. If there is a concern regarding the time required, the individual member shall meet with the Superintendent/Principal to discuss the concern.
2. Instructional Hours – Instructional Hours shall be 8:20 a.m. to 2:40 p.m.
 - a. During "Instructional Hours" all teachers are expected to be present at school or covered by a substitute teacher. Teachers will attempt to find a substitute. If a substitute cannot be found, the teacher will notify the Superintendent/Principal.
 - b. Teachers shall be provided a duty-free lunch period of not less than thirty (30) consecutive minutes.

All teachers are responsible for performing reasonable school functions, as may be equitably assigned by the Superintendent/Principal, and each teacher is expected to assume his/her fair share of the duty work load.

15.3 Preparation and Planning Time, Mandatory Professional Development, Staff Meetings and Other Professional Responsibilities

1. Teachers shall have a planning period of at least thirty-five (35) minutes each week for preparation and planning during Instructional Hours. Teachers will have an additional planning period of forty five (45) minutes each week, subject to the District having funding and staffing for an enrichment program taught by a certificated teacher. Teachers shall have preparation and planning time on Wednesday Minimum Days, as detailed below. Teachers shall also have an additional workday, unencumbered by other District-defined activities, preceding the first day of school, as detailed below in Article 15.5. Teachers shall not be required to substitute their preparation and planning time.
2. Each week teachers shall have 1 hour and 55 minutes on Wednesdays after the release bell for professional development, staff meetings, preparation and planning, and/or other professional responsibilities. The Superintendent/Principal shall publish monthly a schedule of all known professional development and staff meetings. A minimum of 15 of these Wednesdays per year shall be available for teacher directed planning, preparation, and collaboration and shall be scheduled in consultation with the Association.
3. Teachers have the opportunity to participate on District committees on a voluntary basis. The District shall determine the committees based on the needs of the District.

15.4 Professional Development and Preparation Days

There shall be two (2) preparation days immediately preceding the first day of school in the fall, as part of the teachers' contracted work year of 184 days. One of these days will be a District day. The second one will be an unencumbered teacher classroom workday.

There shall be two (2) professional development days, to be developed in consultation with the Association. They shall be scheduled during the development of the annual school calendar.

In addition, at the District's discretion, there shall be up to three (3) non-contract staff development days. If implemented, these non-contract staff development days will be paid at the Daily Rate of Pay. The non-contract staff development days will be scheduled during the development of the annual school calendar.

In-service education meetings for teachers shall occur during the normal workday whenever possible.

Subject to prior approval, costs relating to participation in in-service programs shall be borne by the District.

15.5 Permanent Employment

Teachers, after two (2) complete consecutive years of full-time employment as a probationary teacher, shall be automatically granted tenure unless notified by the Board to non-re-elect by March 15 of the second full year of probationary employment (pursuant to Education Code Section 44929.21).

Teachers, after two (2) complete consecutive years of part time employment of at least .5 FTE and at least 135 teaching days per year as a probationary teacher, shall be automatically granted tenure for the same FTE as he/she has performed service unless notified by the Board to non-re-elect by March 15 of the second full year of probationary employment. (pursuant to Education Code Section 44929.21).

ARTICLE 16

SAFETY

16.1 Safe Working Conditions

Teachers shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety or wellbeing. Teachers shall promptly report to the Superintendent/Principal all unsafe conditions that come to their attention.

Upon notification, the District shall, if warranted by investigation, eliminate or correct any unsafe or hazardous condition.

The District shall comply with the provisions of the California Occupational Safety and Health Act, as amended (California Labor Code 6300, et. seq.) and regulations relating thereto (California Administrative Code Section 330, et. seq.). In the event that a Cal OSHA Compliance Inspection Engineer comes to the District as a result of the implementation of the California Occupational Safety and Health Act, as amended, and/or regulations relating thereto, the District shall, within two (2) duty days, provide to the Association a copy of any correspondence between the District and Cal OSHA.

The teachers shall have the right to be informed of all investigations involving Cal OSHA and shall have the right to meet directly with the Cal OSHA Compliance Inspection Engineer without loss of pay.

16.2 Student Discipline

A teacher may suspend a student from his/her class for two (2) days (the day of suspension and the day following) for any of the acts enumerated in Education Code Section 48900.

The teacher shall send the student to the Superintendent/Principal for appropriate action. (Ed. Code 48910).

A written description of the rights and duties of teachers with respect to student discipline and the right to suspend students shall be presented to each teacher in writing on or before the first day of each school year.

Teachers, acting within the scope of their duties and responsibilities, may exercise the amount of physical control reasonably necessary to protect themselves, maintain order, protect property, or protect the health and safety of pupils. (Ed. Code 44807).

16.3 Assault

Teachers shall immediately report cases of assault suffered by them in connection with their employment to the Superintendent/Principal, who shall immediately report the incident to the Sheriff's Department. The Superintendent/Principal shall comply with any reasonable request from the teacher for information in the possession of the District relating to the incident or persons involved, and shall act in appropriate ways as liaison between the teacher, Sheriff's Department, and the courts.

The District shall reimburse teachers for any and all costs incurred as a result of work-related assault, including repairing or replacing personal property which has been damaged or destroyed, and for all related medical costs not covered under insurance benefits and provided the District is given notice of the assault.

In the event that civil charges are brought against teachers in the connection with an assault which is employment-related, the District shall either provide legal counsel to act in the teacher's defense or shall reimburse the teacher for legal fees incurred in securing his/her own defense after the Board determines the teacher was acting within the scope of his or her employment and provided the District is given notice of the assault.

When absence or disability arises out of or from assault, teachers shall be entitled to available benefits as set forth in this agreement.

16.4 Personal Property Protection and Liability Coverage

Teachers shall request written permission in advance to maintain items of personal property in his/her classroom. The Superintendent/Principal must approve the request.

The District shall reimburse teachers the full cost of replacing or repairing approved clothing, valuables (including money), or other personal property which may be damaged, destroyed, lost or stolen while the teacher is acting in the proper discharge of duties. Such indemnification shall also extend to losses incurred as a result of vandalism or burglary. (Ed. Code §35213)

16.5 Field Trips

A teacher shall obtain written permission from the Superintendent/Principal to take students on a field trip and to transport such students in his/her personal vehicle. Written permission shall mean that the trip is a school sponsored activity with the

District liable for any personal injuries, deaths, or damage to personal or real property arising during the course of such a trip.

16.6 Specialized Health Care

The District shall, upon request, provide in-service training to each teacher who is or may be required to provide specialized health care.

No teacher shall be required to provide specialized health care service if in his/her opinion the task exceeds the teacher's training or experience.

The District shall comply with all Educational Code and Title V provisions so that the teacher may provide specialized health care in a safe, appropriate environment.

The District shall indemnify and hold harmless from liability any teacher who performs specialized health care services.

Teachers shall not be required to perform specialized health care services without the expressed authorization from the District, except in an emergency.

The District shall provide liability insurance for teachers. Such insurance shall cover the rendering of or failure to render specialized health care services, medical treatment, or the furnishing or dispensing of drugs or medication.

ARTICLE 17

LEAVES

17.1 Leave Rights

The benefits in this Article are benefits which are in addition to statutory leave benefits, and it is understood and agreed that all statutory leave benefits are incorporated into this Agreement by reference as if fully set forth herein.

Teachers on a paid leave of absence shall continue to receive wages, health and welfare benefits, and retirement credit in the same amounts as if they were not on leave. Those teachers who go on an unpaid leave of absence for six months or more during the school year may, with Board approval, receive their health and benefits for the period of the leave. Thereafter, they shall be allowed continued benefits at their own expense. Teachers eligible for unpaid family or medical leave (FMLA/CFRA leave) are entitled to continue to receive health and welfare benefits for the duration of the approved leave.

A teacher returning from any type of leave shall be entitled to consideration for return to the same position and assignment he/she had prior to the leave.

17.2 Illness/Injury Leave

Newly appointed teachers must request entitlement to all accumulated unused illness/injury leave from another school District within one (1) year of employment with the District.

The District will provide each teacher with an accounting of the number of days of illness/injury leave he/she has accumulated, plus the number of days to which the teacher is entitled for the current school year. An accounting of such days shall be provided to teachers by November 1 of each year.

Upon exhaustion of all illness/injury leave credit, a teacher who continues to be absent under the provision of this article may receive, for up to 100 days, the difference between his/her pay and the amount actually paid a substitute, or if no substitute has been employed, the amount that would have been paid the substitute, or fifty percent (50%) pay, whichever is greater.

Certificated personnel are allowed one (1) day per work month sick leave annually. For ten-month employees these 10 days are made available at the beginning of the school year.

There is no limit to the number of sick leave days that may be accumulated. If a certificated person is employed late or on a part-time basis, the days are prorated.

An employee will receive full pay for those days of absence covered by accumulated sick leave.

Whenever possible, all employees shall give notice of this impending absence to the Superintendent/Principal or the school secretary during the working day preceding the absence.

17.3 Pregnancy Disability Leave

A teacher shall have the right to utilize illness/injury leave provided for in this Article, and the benefits provided for in Section 44965 of the Education Code for absences necessitated by pregnancy, miscarriage, childbirth and recovery therefrom. The length of such disability leave, including the date on which the leave is to begin and the date on which the duties are to resume, shall be determined by the teacher and her physician.

17.4 Family and Medical Leave

Teachers shall be entitled to family and medical leave pursuant to the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA.") These laws shall govern leave under this section except where otherwise specified herein.

Eligibility: In order to be eligible for leave under this section, a teacher must have been employed by the District for at least 12 months and have actually worked 1,250 hours of service in the previous 12-month period or been employed as a full-time teacher.

Family and medical leave may be taken for the following reasons:

1. Because of the birth of the teacher's child, and in order to care for the child.
2. Because of the placement of a child with the teacher for foster care or in connection with the teacher's adoption of the child.
3. To care for the teacher's child, parent or spouse with a serious health condition.
4. Because of the teacher's own serious health condition that makes the teacher unable to perform the functions of his/her position.

A "serious health condition" under this section is an illness, impairment, or physical or mental condition, which involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment or supervision by a physician or psychiatrist.

A "child" under this section means a biological, adopted or foster child, a stepchild, a legal ward.

A "parent" under this section means a biological, adoptive or foster parent, a step parent, or legal guardian.

Duration

An eligible teacher shall be entitled to 12 work weeks of unpaid leave per year. For purpose of this section, a "year" shall be measured 12 months from the date the teacher began the family or medical leave. The 12 workweeks of family and medical leave shall run concurrently with other paid leaves from the date of the District's notice that the employee has qualified for such leave, except that the 12 workweeks of family and medical leave shall run consecutively to any leave taken because of disability on account of pregnancy, childbirth, or related medical conditions.

Notice and Verification

If the teacher's need for leave is foreseeable, the teacher shall provide 30 days notice of intention to take leave. If the leave is not foreseeable, the teacher must provide notice as soon as practical.

The District may require verification from a physician or psychiatrist of the need for leave under this section.

Benefit Protection and Reinstatement

During leave of absence under this section, the District shall maintain health benefit coverage for a teacher who otherwise receives health benefits. The District may

recover premiums paid for maintaining coverage if the teacher does not return from leave, unless the failure to return was caused by the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee. A teacher returning from leave under this section will be restored to his/her previous position. This leave shall not constitute a break in service for purposes of longevity or seniority under this bargaining agreement.

17.5 Personal Leave and Personal Necessity Leave

A teacher shall be granted up to two (2) days of leave with pay per year without deduction from other leave benefits. This leave may be taken by providing advance notification and without having to state any reasons for such leave.

A teacher may use, at his/her election, not more than seven (7) days per year of accumulated illness/injury leave for the purpose of personal necessity leave. Teachers shall submit notification for personal necessity leave to the Superintendent/Principal at least one (1) day prior to the beginning date of the leave, except where extenuating circumstances make this impossible. Such leave may be used at the discretion of the teacher who shall not be required to explain the reason. (Ed. Code 44981).

17.6 Bereavement Leave

A teacher shall be granted leave of absence for the death of any member of the immediate family without loss of pay or deduction from other leave benefits found in this Article. This leave shall be for a maximum of three (3) days or five (5) days if out-of-state travel is required. Additional time for extraordinary travel situations may be granted at the discretion of the Superintendent/Principal. (Ed. Code 44985).

Immediate family shall include the following: mother, stepmother, mother in law, father, stepfather, father in law, husband, wife, son, stepson, daughter, stepdaughter, brother, sister, grandparent, legal guardian, foster child, grandchild, of the teacher or spouse, registered domestic partner, or any relative, significant other, or housemate in the immediate household of the teacher.

17.7 Jury Duty/Witness Leave

Teachers shall be granted leave, without loss of pay, to appear in court as a witness, other than as a litigant, or to respond to an official order from duly authorized government agencies, or to serve as a juror.

Any compensation, other than mileage expenses, received as appearance as a witness or from serving as a juror under this section shall be endorsed over to the District so that the teacher's compensation for any days of absence for the above purposes shall not be in excess of, or less than, his/her regular pay.

17.8 Industrial Accident and Illness Leave

Section 44984 of the Education Code shall be supplemented as follows:

An industrial accident or illness, as used in this paragraph, means any injury or illness whose cause can be traced to performance of services for the District.

The total of the teacher's temporary disability indemnity and the portion of salary due him/her during his/her absence shall equal his/her full salary.

A teacher shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as he/she and his/her physician agree that there has been such a recovery.

A teacher shall be entitled to such leave for not more than sixty (60) days.

The District's report of an industrial accident or illness shall be kept on file in the business office.

The benefits provided in this paragraph are in addition to illness/injury leave benefits. Accordingly, the District shall not deduct accumulated illness/injury leave from the illness/injury leave allotment of a teacher who is absent as the result of an industrial accident or illness.

17.9 Personal Leave Without Pay

A teacher may apply for and be granted an unpaid health leave of absence for the remainder of the current school year and up to one (1) additional school year. The teacher shall furnish the District, upon request, a physician's verification of his/her need for such health leave. Such leave may be extended for an additional twelve (12) months.

The District may grant a teacher, upon request, an unpaid leave of absence for up to one (1) school year to pursue personal endeavors such as, but not limited to, study, exchange teaching, Peace Corps, Vista, or other personal interests.

17.10 Disability Applicant Leave

The District shall grant a leave of absence to any teacher who has applied for a disability allowance from the State Teacher's Retirement System (SIRS). This leave shall extend thirty (30) days beyond the final determination of the disability allowance. If the teacher is determined to be eligible for the disability allowance by SIRS, such leave shall be extended for the term of the disability, but not for more than thirty nine (39) months from the date of approval of the disability, and not for more than thirty nine (39) months from the date of notification of the determination. (Ed. Code 44986).

ARTICLE 18

HEALTH AND WELFARE BENEFITS

18. Health Insurance

18.1 The District shall make available to all full-time unit members, and their eligible dependents, a health insurance plan. As detailed in 18.2 below, the unit member may choose the carrier and level of coverage from the options offered. Unit members will have the option to move from one plan to the other during the yearly open enrollment period, or after a qualified life event, as defined by the carrier.

18.2 Medical, Dental, and Vision Insurance Benefits

18.2.a. The District shall pay the insurance carrier(s) the total cost of the plans, up to the maximum of \$9,900, for employees who select employee-only health insurance coverage.

18.2.b. The District shall pay the insurance carrier(s) the total cost of the plans, up to a maximum of \$12,500, for employees who select employee + 1 health insurance coverage.

18.2.c. The District shall pay the insurance carrier(s) the total cost of the plans, up to a maximum of \$15,000, for employees who select employee + family health insurance coverage.

18.2.d. Any cost of benefits above the District's maximum contribution will be paid by the employee through payroll deductions. The District's contribution to benefits will be prorated for employees who are not employed by the District for the entire school year.

18.2.e. Effective 2018-2019 school year, employees hired and having worked in the District prior to the end of the 2018-2019 school year who decline medical coverage will be eligible for a cash-in-lieu benefit, which shall remain at the \$9,900 contribution level and be subject to statutory deductions.

18.3 Eligible employees who do not participate in the District's medical plan must annually show evidence of medical coverage.

ARTICLE 19

SALARIES

19.1 Salary Schedule Increase

The District shall adopt the salary schedule as set forth in Appendix B.

The District shall pay the Association a one-time off the salary schedule payment of 3% for the 2018-2019 school year.

Teachers who serve less than the required number of duty days set forth in this agreement may receive a salary which is not less than that which bears the same ratio to the established annual salary as determined by their salary position as the number of days they serve bears to the number of working days required by this agreement. Notwithstanding the above, teachers who serve for one (1) full semester shall receive not less than one half (1/2) the annual salary applicable to their class and step.

The salary schedule will reflect awards of salary credit every 5 units to a maximum of 150 units.

19.2 Salary Schedule Implementation

The annual salaries set forth in this agreement shall be paid in ten (10) or twelve (12) equal installments, payable on the last working day of each month with appropriate deductions. Salary payments for services in addition to the teacher's regular assignment shall be made not later than the tenth (10th) day of the month following the payroll period in which the service was performed.

Credit for services outside the District shall be allowed on the salary schedule at the rate of one (1) year of full time service, up to a maximum of five (5) increments. In an emergency situation where no qualified teacher with five or fewer years of experience is available for hiring, the credit-for-service rate may be determined at the Board's discretion. Private school experience for step increment on the salary schedule may be accepted, providing the private school was State accredited and the teacher in question held a valid credential at the time of teaching, and at the discretion of the Superintendent/Principal.

Courses, which are deemed by a college or university to be applicable to a graduate degree, that were completed prior to completion of and were not included in the attainment of the Bachelor's Degree shall be considered for salary placement as though they had been completed subsequent to the granting of the Bachelor's Degree. Such conditions must be verified through official transcripts or other suitable proof.

Teachers who resign from the District and are subsequently re-employed within 39 months by the District shall be granted full experience credit.

All full time teachers shall advance one (I) vertical step on the salary schedule for each year of service, except those whose placement is at the maximum step for their class. A certificated employee must teach 70% of regular full time days that school is in session in order to have the year count as a year of service and be eligible for a year of experience on the salary schedule. Any service less than 70% shall be credited at the discretion of the Superintendent/Principal and with the approval of the Board.

Course credit for salary placement and movement shall be given for post graduate, upper division, or graduate course work completed at four year colleges, universities, or graduate schools which are accredited by a regional accrediting commission. With prior approval of the Superintendent/Principal, credit may also be given for other courses of study by recognized educational organizations.

Semester hours (units) as defined by the particular accredited college or university will be acceptable for placement on the salary schedule. Quarter hours shall be converted to semester hours by multiplying the total of such hours by two thirds (2/3's).

Teachers requesting reclassification to another horizontal step must file such request with the Superintendent/Principal no later than June 1 of any year. Supporting records or transcripts verifying post graduate units of study that are to apply towards such a reclassification must be filed with the Superintendent/Principal no later than October 1 of the ensuing school year.

If by October 1 the teacher is unable to submit such supporting records or transcripts, official notices in the form of a grade card or letter from the college or university can be temporarily submitted. Such temporary verification shall be sufficient evidence to meet the above requirement. The teacher shall provide the official transcript or affidavit document to the District as soon as it becomes available.

Prior to beginning a course, which the teacher intends to submit for unit payment, the teacher shall request approval of such units from the Superintendent/Principal. Such units shall be approved if directly related to the subjects or grade level taught by the teacher or related to the goals of the District. If approval of the units is denied by the Superintendent/Principal, the teacher may appeal such denial to the Board of Trustees.

19.3 Hourly Rate of Pay

Teachers shall be entitled to compensatory time, as appropriate, for work performed over and above regular work hours as described in Sections 15.1 and 15.2 of this agreement. Compensatory time will only be given if it was approved in advanced by the Superintendent/Principal.

19.4 Other Compensation

District-Sanctioned Camps or Educational Programs

Teachers attending any district-sanctioned camp or educational program will receive one day of compensatory time for every one 24-hour day/night for their extra responsibility in such environment.

Mileage Rate

The District agrees to pay teachers the current rate currently allowed by the Internal Revenue Service per mile for the use of personal vehicles in the performance of work assignment or other employer related business, when prior approval has been obtained from the Superintendent/Principal.

ARTICLE 20

CLASS SIZE

- 20.1 Every effort shall be made to limit class size to a maximum of thirty (30) students in one (1) grade level and twenty-five (25) students in any combination of two (2) or more grade levels. In the event that these maximums are exceeded, priority shall be given to the affected teacher in the way of paid aides, additional services, etc.
- 20.2 The District shall attempt to equalize the teaching load for all classroom teachers within similar disciplines and responsibility levels. Consideration shall be given to individual students with exceptional needs when setting up classes and when equalizing the teaching load.
- 20.3 Any teacher having a teaching load, which is disproportionate to teaching loads and responsibilities of other teachers of similar disciplines, may request the Superintendent/Principal to investigate the situation. If resolution is not made by the Superintendent/Principal, the situation may be appealed to the Board, which will make recommendations to the Superintendent/Principal in an attempt to resolve the problem.

ARTICLE 21

CONSULTATION

- 21.1 A primary objective of District/Association working relations shall be to provide a cooperative environment whereby both parties consult with each other in an open and participative manner in planning and implementing Instructional Strategies for meeting District Goals and Philosophies.

ARTICLE 22

CONTRACT CLAUSES

- 22.1 It is the intent of the Board and the Association that resolutions, rules, and regulations enacted pursuant to this Agreement, as well as all provisions contained herein, shall be administered and observed in good faith.
- 22.2 This Agreement sets forth the full and entire understanding between the Board and Association regarding the matters set forth herein, and any and all prior or existing understandings and agreements, whether formal or informal, are hereby superseded and terminated in their entirety.
- 22.3 Notwithstanding the provisions of Section 22.2, existing benefits, working conditions, procedures, traditions, and past practices not specifically addressed in this Agreement shall be continued without change during the term of this Agreement.
- 22.4 Although nothing in this Agreement shall preclude the Board and the Association from mutually agreeing to meet and confer or negotiate on any subject within the scope of representation during the term of this Agreement, it is understood and agreed that neither the Board nor the Association may require the other to meet and confer or negotiate on any subject within the scope of representation, whether the subject is addressed in this Agreement or not.
- 22.5 The Board and Association agree that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without constraint, coercion, intimidation, or other limitation, the right and opportunity to make demands and proposals or counter proposals with respect to any matter not reserved by policy or law from compromise through negotiations, and that the understandings and agreements arrived at after the exercise of that right and opportunity are set forth herein.

ARTICLE 23

COMPLAINT PROCEDURES

- 23.1 For purposes of this Article, “complaint” is defined as a signed, written complaint filed against a unit member by a member of the public or employee of the District.
- 23.2 The unit member shall have the right to respond to any complaint brought forth against him/her that is being investigated by the District or otherwise used for disciplinary purposes. The unit member may also be directed to verbally respond to questions posed by the District, as part of the District’s investigation into the underlying complaint.
- 23.3 The unit member who is the subject of the complaint shall be entitled to Association representation during any meetings regarding the complaint.

- 23.4 Complaints which are not sustained through the District's investigation or other disciplinary procedures shall not be placed in the unit member's personnel file or used in any disciplinary actions against the unit member. However, these complaints may be retained by the District and kept in a separate file as required by law.
- 23.5 A good faith effort shall be made to resolve the complaint at the lowest level. The lowest level shall mean resolution with the Superintendent/Principal.
- 23.6 If the complaint about the unit member may be used against the unit member, it shall be reported to the unit member within five (5) business days or as soon as is practical following receipt of the complaint.
- 23.7 If complaint is investigated in accordance with this article, any investigation findings used against a unit member for purposes of discipline shall be made based on the preponderance of the evidence standard and shall not be based solely on hearsay.

ARTICLE 24

DISCIPLINE PROCEDURES

24.1 Discipline for Cause

The District and the Association agree that the relationship between unit members and the District shall be based on principles of equity and due process.

A unit member may be disciplined by the District only for reasonable cause. The District shall discipline unit members in accordance with the principals of progressive discipline. However, the District shall have the right to deviate from progressive discipline based on the severity of the offense.

24.2 Progressive Discipline

Progressive discipline shall be followed by the District, except when the Superintendent/Principal or designee determines that the conduct justifies the skipping of steps. Progressive discipline steps may include: an oral warning, a letter of reprimand, suspension without pay, and or dismissal.

24.2.1 Oral Warning

An oral warning may be followed by a written conference summary that is given to the employee but not placed in the personnel file, unless used to establish progressive discipline.

24.2.2 Letter of Reprimand

A letter of reprimand shall be given to the employee and placed in the employee's personnel file, and the employee shall have the right to prepare a response to be attached to the letter of reprimand in the personnel file.

24.3 Suspension Without Pay

Pursuant to this Article, unit members may be suspended without pay for a period of up to fifteen (15) days.

24.3.1 Service of Notice: Prior to imposing the suspension, the District shall provide written notice to the unit member. The notice of suspension (“Notice of Suspension”) will be made in writing and shall be served on the unit member in person or by certified mail.

24.3.2 Contents of Notice: The contents of the Notice of Suspension will include the following:

- a. A statement of the specific acts or omissions upon which the disciplinary action is based;
- b. If applicable, the Education Code section or other applicable provision of law, policy, or regulation violated;
- c. A statement of the proposed duration of the suspension not to exceed fifteen (15) days;
- d. A statement that the unit member has the right to participate in the pre-suspension conference (the “Skelly meeting”) with the Superintendent/Principal or designee. The District will specify the date, time, and place for the Skelly meeting in consultation with the unit member and/or the Association representative;
- e. A statement that if the unit member waives the Skelly meeting, the District will impose the suspension as noticed.

24.3.3 Skelly meeting. Prior to imposing the suspension without pay, the Superintendent/Principal or designee shall conduct the Skelly meeting, unless waived by the unit member. The unit member may request the presence of an Association representative at the Skelly meeting. At the Skelly meeting, the unit member shall be provided with an opportunity to respond to the Notice of Suspension. Within three (3) days after the Skelly meeting, the Superintendent/Principal or designee shall inform the unit member in writing of the decision regarding the proposed suspension.

24.4 Non-Exclusivity

Nothing in this Article shall limit the District’s right to institute dismissal, suspension of more than fifteen (15) days using procedures in the Education Code, non-reelection and/or immediate suspension and mandatory leave of absence proceedings as set forth in the Education Code. The discipline under this Article shall not be regarded as precondition to any proceedings under the Education Code.

APPENDIX A
SCHOOL CALENDAR

APPENDIX B
SALARY SCHEDULE

APPENDIX C
HEALTH AND WELFARE BENEFITS

APPENDIX D

AGREEMENT APPROVALS

The Agreement between the Lakeside Board of Trustees and the Lakeside teachers is hereby accepted by:

BOARD:

_____ Les Niles, President	_____ Date
_____ Michael Kopcsak, Clerk	_____ Date
_____ Theresa Bond	_____ Date
_____ Linda Kelley	_____ Date
_____ Matt Price	_____ Date
_____ Sean Joyce, Superintendent/Principal	_____ Date

ASSOCIATION:

_____	_____ Date
_____	_____ Date