

BETHEL EDUCATION ASSOCIATION
PROPOSAL #12
6/24/09

ARTICLE 12 PLANNING TIME

A-3 Section 1 – General

Planning time is for the employee to prepare, plan, and confer with students, parents/guardians, administration, or staff. Regularly scheduled meetings shall not be mandated during planning time.

The 30 minutes immediately before and the 30 minutes immediately after the student day and the 30-minute duty-free lunch are not to be considered as part of secondary or elementary planning time.

A process will be developed at the building level to provide volunteers for class coverage. In the event volunteers are not available, mandatory class coverage will be assigned. The District will make every effort to assign on an equitable basis based on the needs of the building.

Counselors, librarians, building specialists, and ESA's will have equivalent planning time scheduled during the workweek. They will confer with respective building principals/program director to mutually develop work schedules including planning time and travel time.

In the event the administration requires counselors, librarians, building specialists, and ESAs to cover a class during their scheduled planning time, an opportunity to make up the lost planning period shall be offered within two (2) weeks; however, in lieu of makeup time, the employee may choose to be paid at the rate of ~~eighteen dollars (\$18)~~ nineteen (\$19) per half hour or a portion thereof for such coverage. This rate will increase by one (1) dollar each year of this agreement. If the employee chooses the payment option he/she must so inform the administration within two (2) days of the coverage.

A-4 Section 2 – Secondary Employees

Secondary employees shall have one (1) class period per day (minimum 45 minutes) for instructional planning except for assigned supervisory duties and meetings of faculty members. Schools opting for non-traditional schedules that may restrict the daily minimum planning time allocation of 45 minutes must file and receive an Association waiver. ~~For the 2007-2008 school year only, current schedules will proceed while the Association waiver process is undertaken for the first semester.~~

In the event that the administration requires an employee in a secondary school to cover a class during their normal planning period, an opportunity to make up the lost planning period shall be offered within two (2) weeks; however, in lieu of make-up time, the employee may choose to be paid at the rate of ~~eighteen dollars~~ nineteen dollars

~~(\$18 19)~~ per half hour or a portion thereof for such coverage. This rate will increase by one (1) dollar each year of this agreement. If the employee chooses the payment option he/she must so inform the administration within two (2) days of the coverage.

An employee who ~~volunteers and is assigned~~ selected to teach a regularly assigned class during his/her planning period will be issued a supplemental contract and shall receive compensation based on the relationship between the planning period(s) bought out and the total number of class periods offered at that school each day. Compensation shall be determined based on a percentage of the employee's annual salary; i.e., one (1) planning period bought out in a six (6) period day for one school year equals 1/6th (one-sixth) of his/her annual salary. Compensation is to be prorated based on the number of days of such assignment. All positions to be filled with a buyout of planning time shall be posted within the building and emailed to all building employees five (5) business days prior to interviewing for the position. A building administrator will meet with each interested staff member prior to filling the plan period buyout.

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A-5 *Section 3 – Elementary Employees*

All elementary employees shall have not less than 150 minutes of planning time per week. This may be averaged over a two-week period. **Every effort shall be made to provide** scheduled planning time of thirty continuous minutes within the student day. Classroom teachers assigned to split classes will be given priority consideration for additional planning time which may be available within each school's allocation.

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Additionally, each employee will have 25 minutes of daily, uninterrupted planning time before or after school. Attendance at staff meetings and/or supervisory duties, during planning time shall be optional, except that once per week, a staff meeting that either extends the day or that uses the 25-minute planning time, can be required.

The principal will, in collaboration with teachers, schedule passing time to and from specialist classrooms as needed to ensure contracted planning time.

In the event that the administration requires an employee in an elementary school to cover a class during his/her normal planning period, an opportunity to make up the lost planning period shall be offered within two (2) weeks; however, in lieu of make-up time, the employee may choose to be paid at the rate of ~~eighteen~~ nineteen (~~\$18~~ 19) per half hour or a portion thereof for such coverage. This rate will increase by one (1) dollar each year of this agreement. If the employee chooses the payment option, he/she must so inform the administration within two (2) days of the coverage.

If students from an uncovered classroom are distributed to two or more employees, the employee sharing the load will divide the hourly rate of ~~\$36~~ 38 per hour for the time covered, up to an entire day of ~~\$246~~ 228 for six students contact hours. This hourly rate will increase by two dollars each year of this agreement. This daily rate will increase by twelve dollars each year of this agreement.

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Each year of the agreement, ~~ninety-six thousand (\$90,000)~~ \$96,000, will be pro-rated between Bethel School District elementary schools, based on FTE, to implement a site designed model approved by a majority of the site's certificated staff to provide additional supervision/planning time. An additional \$6,000 will be added to this fund for each year of the agreement.

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Remainder of Article CCL.

ARTICLE 18 WORKING PERIODS

Sections 1 and 2 - CCL

A-6 *Section 3 – IEP Compensation*

Employees who are responsible for writing IEPs have the option to either access release time or compensation if the IEP is on time and meets compliance. Requests for compensation must be submitted monthly, prior to the 10th, for payment to occur the following month.

The following conditions apply:

One hour release time per IEP per year, for the purpose of writing IEPs, scheduling students, meetings, and fulfilling other IEP paperwork responsibilities. The employee's release time will occur at the building site or a mutually agreed upon alternate location.

OR

Be paid at the rate of \$24.00 per IEP per year. The rate will increase by ~~\$2.00~~ \$1.00 per IEP per year for each year of the agreement.

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In the event a re-evaluation warrants development of an entirely new IEP within a year, the case manager will inform the Executive Director of Special Services and may request approval for IEP compensation.

Sections 4 and 5 - CCL

Article 23 – Assignment and Transfer

Sections 1,2 and 3 - CCL

A-14 *Section 4 – Reassignment at Current School or Work Site*

A written request for a change in assignment must be submitted to the building principal and/or program manager by March 1st of each year.

Employees requesting reassignment at their current school or work site shall be given first consideration before new hires, and voluntary and involuntary transfers, so long as the following qualifications are met:

- (A) Appropriate teaching certificate and endorsement(s) or equivalent.
- (B) Prior successful experience in an assignment directly related to the open position or evidence of educational background that would reasonably qualify the employee for the open position.

Employees who received an "unsatisfactory" during the current or previous year or are on a plan of improvement, provisional status, probation or on a Professional Assistance Track are not eligible for a voluntary transfer or reassignment except by mutual agreement.

The District or designee shall give tentative notice by the close of school to employees of assignments and changes in assignments for the following school year. After the close of school, the District or designee shall give written notice to employees of changes in assignments as soon as class schedules are determined.

In determining reassignments, building administrators shall first seek qualified volunteers within the building. **Due consideration of employee experience shall be given. The building administrator may reassign based on the educational needs of the building.** Any employee involuntarily reassigned or not reassigned to a desired position shall receive, at the employee's request, a written explanation of the reassignment decision.

For any employee involuntarily reassigned more than two (2) grade levels or to a new subject area, building administration will work proactively to support the employee in his/her new position. This may include classes, materials, mentoring or any other resource needed to assist the employee's successful transition.

Sections 5 and 6 - CCL

A-15 Section 7 – Involuntary Transfer

An employee is subject to assignment, reassignment, or transfer to duties for which the employee is qualified through appropriate certification/endorsement. Any employee being involuntarily transferred shall have the right to a conference with the building administrator.

Seniority (i.e. the least senior in District experience) shall be considered in deciding involuntary transfers.

For any employee involuntarily transferred during a school year, he/she shall receive at least five (5) school days notice before reporting to a new building. The employee, at his/her option, may waive this provision.

Upon their request, employees transferred involuntarily will receive assistance from the District in moving instructional materials.

At least two (2) days of release time shall be given the affected employee in order to complete the move and become oriented to the new building if the involuntary transfer occurs within ten (10) days before the school year starts or during the school year.

In the event that building staff reduction is deemed necessary due to building enrollment adjustments, the District shall seek qualified volunteers. If no qualified volunteer is available within the appropriate department or grade level (K-6) within that building, involuntary transfers shall be done on a seniority basis such that the employee(s) to be transferred shall be the least senior in a department or grade level (K-6) within a building. When an employee is involuntarily transferred, such employee shall have the opportunity to make known to the appropriate administrators his or her wishes regarding a new assignment. An employee who is involuntarily transferred shall be transferred to an assignment for which he/she is qualified prior to the placement of employees seeking voluntary transfers or applicants from outside the district.

For any employee involuntarily transferred more than two (2) grade levels or to a new subject area, building administration will work proactively to support the employee in his/her new position. This may include classes, materials, mentoring or any other resource needed to assist the employee's successful transition.

Employees who are involuntarily transferred will be given every consideration in returning to their previous assignment during the two years immediately following transfer if openings at their previous assignment and for which they are qualified become available.

A-16 ARTICLE 29 HEALTH CARE FUNDING ABOVE STATE FUNDING

The District will pay the health care carve out for all employees. The District will contribute \$210,000 in 2007-08 and \$230,000 in 2008-09 \$270,000. ~~This funding is contingent upon full M & O levy funding.~~

ARTICLE 44 WORKLOAD

Within the physical and budgetary limitations of the District and the best interests of students involved, the District shall make good faith effort to equalize class sizes for the same course or grade levels by building.

A-20 Section 1 – Elementary Class Size Provision

After October 1 and any time thereafter, when an elementary class enrollment exceeds 25 students in kindergarten, 26 in grades one to four, or 29 in grades five to six, the employee and the principal shall confer and develop a plan of action within five (5) working days. The parties will initiate the plan of action within five working days of said

conference. PROVIDED: Staff in elementary schools operating on a non-traditional schedule are exempt from this provision.

Options to consider for a plan of action may include:

- One day substitute per month to provide for planning
- An extra period per week of specialist time
- Instructional support for the classroom
- Pay to the employee the equivalent to the cost of one day substitute time per month

Section 2 – Secondary Class Size Provision

After October 1 and any time thereafter, † if a secondary teacher's class enrollment in the core subjects (language arts, social studies, science, mathematics, and world languages) exceeds thirty-three (33) or ~~forty-five (45)~~ **forty (40)** for physical education classes the employee and the principal shall confer and develop a plan of action within five (5) working days. The parties will initiate the plan of action within five (5) working days of said conference. PROVIDED: Staff in secondary schools operating on a non-traditional schedule are exempt from this provision.

Options to consider for a plan of action may include:

- One day substitute per month to provide for planning
- Instructional support for the classroom
- Pay to the employee the equivalent to the cost of one day substitute time per month

A-21 *Section 3 – Special Education Student Assignments*

The District shall make every effort to assign special education students to regular classes on an equitable basis.

The District shall offer training for all teachers assigned mainstreamed special education students. For the purposes of determining class size, mainstreamed students will be counted as are all other students based on their FTE in the regular classroom.

A-22 *Section 4 – ESA/Special Education Caseloads and Class Size*

~~Occupational Therapists, Physical Therapists, and Speech-Language Pathologists Itinerants (Occupational, Physical, and Speech-Language Therapists), Case Managers, Health Care Providers, Special Education Teachers, Counselors, Social Workers, and School Psychologists.~~

Prior to the start of school ~~OTs/PTs/SLPs~~ **ESAs and special education employees** will be provided caseload lists. Every effort will be made to provide ~~OTs/PTs/SLPs~~ **ESAs and special education employees** access to their buildings prior to the start of school.

Caseload size will be monitored on a monthly basis by the first school day of the month starting in October. The students for each ~~therapist~~ **employee** will be totaled inclusive

of those students who have current IEPs. For the purpose of this agreement, "caseload," relates to current IEPs only.

After October 1 and anytime thereafter, when a resource class enrollment exceeds 18 students or 10 students in self-contained classes, the remedies and timelines outlined in section 5 shall be followed.

Section 5 – ESA/Special Education Caseload and Class Size Provisions

~~In the event of unbalanced caseloads and/or impacting factors, the employee(s) requesting assistance will meet with the special services administrators to discuss and make adjustments as possible by accessing the special education set aside funding. Funds will be set aside in the amount of \$50,000 for the 2007-08 and \$100,000 for the 2008-09 school years.~~

Options to consider for a plan of action are:

- ~~• Assistance from other therapists with low caseload~~
- ~~• Assistance from SLP-A, PTA, or COTA~~
- ~~• Recruitment incentives~~
- ~~• Any other mutually agreed upon solution.~~
- ~~•~~

The following procedure shall be followed when an employee believes his or her caseload/class size is excessive:

1. The certificated employee expresses a concern about his/her caseload/class size to their assigned supervisor.
2. The certificated employee and the administrator shall try to reach a mutually agreeable solution. It may be necessary to confer with other administrators, or the executive director of special services.

The parties shall confer and develop a plan of action within five (5) working days. The parties shall initiate the plan of action within six (6) working days of said conference.

Options to consider for a plan of action may include but are not limited to:

- One day substitute per month for planning
- Pay to the employee the equivalent to the cost of one day substitute time per month
- Instruction support for the classroom
- Provide additional equipment, supplies, and materials or funds to support individual professional development
- Other mutually agreed upon solution(s)

The district will make a good faith effort to equalize workload considerations of caseload/class size numbers.

D-1 **Section 6 – On-line Grading, Report Cards and Classroom Web Sites**

We can agree to a two year phase in of grade book programs that are compatible with the district's grade program provided that the following conditions are met:

1. Grading programs that allow grades to be entered or changed off-line, off-site, and are up-loadable. Copy of grade program(s) provided to all employees.
2. All grade book programs selected must be compatible with all forms of grading.
3. Every teacher shall have access to an appropriate high speed computer.
4. Employees shall be permitted to check out laptops for grading purposes.
5. Employees shall use their professional judgment when entering grades during the workday.

A-24 ***New Section – Workload Committee***

A joint Workload Committee shall be developed to study and address the workload impact of any existing or proposed program, potential pilot program, technology changes, or any other program that may significantly affect employee workload. Proposed changes will be reviewed by the committee and result in a committee recommendation. The recommendation of the committee will be forwarded to the Association and the District for ratification.

ABCI – Until the Association and the District agree to workload language, participation in this program is entirely at the discretion of the employee.

PLCs – Until the Association and the District agree to workload language, participation in this program is entirely at the discretion of the employee.

RTI – Until the Association and the District agree to workload language, participation in this program is entirely at the discretion of the employee.

Advisory – Until the Association and the District agree to workload language, the following conditions apply:

By May 31st of every year each building shall decide whether or not to have advisory for the following school year. This decision shall be decided by a secret ballot of the staff and conducted by one administrator and one BEA representative. If advisory is chosen for the following year, every certificated employee shall be required to have an advisory.

Employees who teach Advisory shall not be required to perform extra duties that increase workload such as lesson planning, grading, evaluating student work, portfolios, student improvement plans, etc.

Advisory shall occur no more than once a week for thirty (30) minutes.

Employees with existing caseloads shall have their advisory students drawn from their caseload list.

A-28 ARTICLE 45 CALENDARS

School year calendars will contain the following provisions:

- (A) Early dismissal on last student school day for employees for closing out school year.
- (B) In the event of school closure prior to January 1st, the Friday holiday in February will be utilized as a school makeup day. If schools are closed due to inclement weather prior to the second Friday in February the closure day will be made up on the Friday prior to Memorial Day in May. Makeup of additional closure days will be mutually agreed upon between the District and the Association. The scheduled end of first semester shall not be changed unless there are more than 3 closure days to make up from first semester.
- (C) One Learning Improvement Day will occur prior to the start of school. The first Waiver Day will be attached to the Veteran's Day holiday. The second Waiver Day will be attached to the President's Day holiday. The second Learning Improvement Day will be attached to the Memorial Day holiday. Continuation of these days is contingent on state funding and/or an approval of a waiver of the 180-day student school year requirement and/or appropriate program hour requirements.
- (D) Winter break will consist of a minimum of ten (10) school days.

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- (E) Mid-winter break consisting of one (1) day will occur on Friday in February prior to the Presidents' Day holiday on Monday (four-day weekend).
- (F) Spring break will consist of five (5) consecutive days, the majority being in the first week of April.
- (G) Three one-half days early dismissal at elementary and four one-half days early dismissal at secondary for parent reporting preparations.
- (H) Two full supplemental days (State Learning Improvement Days) are added to the calendar for activities related to meeting essential academic learning requirements (EALRs).
- (I) The two full supplemental days (waiver days) are included in the one hundred eighty (180) day calendar for activities related to meeting essential academic learning requirements (EALRs). These days will follow the same guidelines outlined in Article 18 (Section 5 Learning Improvement Days).

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School year calendar parameters shall be set forth as follows:

- (a) Calendar options for the following year will be prepared by the District and presented to the Association President no later than January 10th of each school year for Association input recommendation.
- (b) The Association input recommendation is due to the District by the last school day in February of each school year.
- (c) The calendar for the following school year will be announced by March 15th of each school year.

Except in the case of extraordinary circumstances, which the District will communicate in advance to the Association, the board will accept the Association calendar recommendation.

If the Association fails to provide timely input ratify by the last day of February, the District will arrive at a school year calendar by the second Board meeting in March.

A-29 ARTICLE 50 SUBSTITUTES

"Represented substitutes" refers to certificated employees. Unless otherwise mutually agreed, the hiring and retention of substitute teachers shall be as follows:

Substitutes who have been employed for twenty (20) consecutive days in the same position shall on the twenty-first (21) day in said position and thereafter while in said

position be paid based on the certificated salary schedule appropriate to their education and experience.

Substitute teachers who have been employed for thirty (30) consecutive days in an open position will receive per diem and benefits limited to medical and dental coverage until the position is filled. If the substitute teacher is absent from their assignment due to illness, emergency or bereavement, it shall not be considered a break in his/her consecutive days of employment.

The substitute teacher's daily rate of pay will not be less than \$~~125~~ 130 per day. ~~This rate will increase \$5 per day per year thereafter.~~

The District will supply the Association with a substitute teacher work list upon request. In return, the Association will recommend those substitute teachers whom the Association feels have qualified as represented substitute teachers.

The District will not use scheduling to prevent a substitute teacher from achieving represented status. Failure to employ or not to re-employ a substitute teacher by the District is not subject to the provisions of this contract; shall not be considered a disciplinary action and is not grievable.

The District will not require student teachers to substitute during their student teaching.

A-31 APPENDIX D-1 2009-10 BETHEL SALARY SCHEDULE

Accept District's Article 18, Section 5 6/24/09 proposal regarding 2nd LID day.

A-32 APPENDIX D-2 2009-10 TRI SCHEDULE

Association will withdraw proposal if the District accepts A-16 and A-31

SUPPLEMENTAL STIPEND SCHEDULE

The index factor for the Supplemental Stipend Schedule is 0.02497. This index factor is applied to the stipend cell of the Bethel School District Salary Schedule (BSD Salary Schedule). The salary schedule code for the stipend cell is 010805 which is BA degree, step 8, BA + 90 credits.

ACTIVITIES STIPENDS

| HIGH SCHOOL | JUNIOR HIGH | ELEMENTARY | OTHER |
|------------------------------|------------------------------|------------------------|---------------------|
| Athletic Coordinator | Athletic Coordinator | Dance | Curriculum Chair |
| Video Production Coordinator | Av Coordinator | Music Choral | CTSO Advisor 9-12 |
| Class Advisor | Video Production Coordinator | Music Instrumental | SPED Self-Contained |
| ASB Coordinator | Coordinator | School Leadership Team | ** Special Olympics |
| Dance | ASB Coordinator | <u>Drama</u> | Head Coach |
| Debate Assistant | Dance | | |
| Debate Head | Jr. High Dept. Head | | |
| Sr. High Dept. Head | Drama | | |
| Drama | Journalism | | |
| Journalism | Music Choral | | |
| Music Choral | Music Instrumental | | |
| Music Instrumental | Yearbook | | |
| Photography | | | |
| Yearbook | | | |
| Challenger Stipends | | | |

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There will be a minimum of six (6) department heads/curriculum leaders at each Senior High and four (4) at each Junior High School. Challenger Secondary School will have a minimum of three (3) instructional lead stipends. Each elementary school will have a minimum of three (3) School Leadership Team members.

EXTENDED SEASON – Debate coaches whose teams participate in extended seasons because of the sanctioned post-season activities will be compensated in the following manner:

- (A) Coaches will be paid at the per diem rate based on the coaching stipend and the length of the season.
- (B) To receive the per diem rate, the coach must have a minimum of five team members participating the extended season. Any number of members less than five shall be calculated on a fractional amount of the per diem rate, i.e., two team members equals 2/5 times the per diem rate.
- (C) Extended season compensation will be paid for practice on school days, if such practice occurs beyond the normal workday and is in addition to practices normally held for the activity, and for event days only.
- (D) Teams whose post-season activities are not continuous with the regular season will be compensated for one week of practice prior to the event.

Band directors will receive similar extended season compensation when their bands accompany an athletic team participating in an extended season

Career and Technical Student Organization (CTSO) advisors may receive, in addition to their stipend, \$100 per day up to a total of \$500 per contracted year (Example: September 1 - August 31) to accompany qualified student(s) to state and national competitions that require overnight stays on non-contracted days.

| ACTIVITY | 2007-08 | 2008-09 |
|--|---|---------------|
| District approved curriculum projects. | \$30 per hour | \$30 per hour |
| Other committee work/projects/ACT | \$28 per hour | \$28 per hour |
| Summer School/Extended Day Learning Support/Credit Retrieval | \$32 per hour | \$32 per hour |
| Trainers from outside the building (or in excess of training hours). | See Guidelines for Certificated Professional Development Instructor Compensation Rates. (\$60 per hour) | |