

AGREEMENT

FOR THE

2025 – 2026 & 2026-2027

SCHOOL YEARS BETWEEN

CORNING INDEPENDENT TEACHERS’ ASSOCIATION

AND

THE BOARD OF EDUCATION

OF THE

CORNING UNION HIGH SCHOOL DISTRICT

EFFECTIVE DATES:  
July 1, 2025 through June 30, 2028

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## AGREEMENT

### ARTICLE I

1. The articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board and the Corning Independent Teachers’ Association, an employee organization.
2. This agreement is entered into pursuant to the Collective Bargaining Law Sections 3540-3549 of the Government Code (“ACT”).
3. This agreement shall remain in full force and effect from the date of adoption until June, 2027.

## RECOGNITION

### ARTICLE II

1. The Board recognizes the Association as the exclusive representative of all certificated employees of the Board who are members of the bargaining unit—excluding management, confidential, and supervisory employees, as defined in the Act—for the purpose of meeting and negotiation.

## NON-DISCRIMINATION

### ARTICLE III

1. The Board shall not discriminate against any unit member on the basis of Race, Color, Creed, Age, Sex, National Origin, Marriage Status, Physical Handicap, Place of Residence, Membership in an Organization and/or Participation in the Organization, Political Affiliation, or Religious Denomination.

## NEGOTIATION PROCEDURES

### ARTICLE IV

1. No later than the first Board meeting in May of the calendar year in which this Agreement expires, the Association and the District shall present its proposal to the Board in written form. At the next regular meeting of the Board of Trustees, the Board will conduct a Public Hearing on the Association and District's proposals. This time-line for presentation and public hearings for proposals may be modified by mutual agreement between the parties. Any agreement reached between the parties shall be reduced to writing, and signed by them, after ratification by the Association and Governing Board.
2. Either party may utilize the services of outside consultants to assist in the negotiations. If a consultant is to be present during negotiations, a five (5) day notice shall be given to the other party.
3. The Board and Association may discharge their respective duties required by this Agreement by means of authorized officers, individual, representatives, or committees.
4. Negotiations shall take place at mutually agreeable times and places.
5. The Board shall furnish the Association with a copy of all public information, which shall include the adopted budget, -J200 (Revenue and expense form), the audits, financial statement of the previous year, and current teachers' salaries, as well as other public information relative and relevant to negotiations for the duration of the contract.
6. The Board and the Association shall agree on the number of members involved in the negotiation of a contract.
7. Any item in the Agreement is subject to re-negotiation by the mutual consent of both parties.

# EVALUATION PROCEDURE

## ARTICLE V

1. The performance of each employee within the bargaining unit shall be evaluated in writing by an administrator in accordance with Education Code Sections 44662 through 44664. All evaluations shall be written on Standard District Forms.
2. The employee being evaluated and the person designated as evaluator by the District shall meet by November, or as soon as reasonably possible thereafter, in a conference for the purpose of developing a mutually agreeable set of criteria for the evaluation based upon (a) credentialed job description of duties and responsibilities. If mutually agreeable criteria cannot be developed, the evaluator may proceed with the evaluation as outlined.
3. Evaluation terms:
  - 3.1 At least once each school year for probationary personnel.
  - 3.2 At least every other year for personnel with permanent status.
  - 3.3 At least every five years for personnel with permanent status who have been employed at least 10 years with the school district, are highly qualified, as defined in 20 U.S.C. Sec. 7801, whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.
4. The employee being evaluated and the person designated as evaluator by the District shall meet by November, or as soon as reasonably possible, for the purpose of reviewing and discussing the evaluation process. District instructional priorities, individual professional goals for the staff member being evaluated, and/or the California Standards for the Teaching/Counseling Profession may be used as criteria for the evaluation. At the end of the evaluation process, both the employee and the evaluator will sign the evaluation signifying their review of the content of the evaluation.
5. A minimum of two (2) observations reasonably spaced will be made during the evaluation period. A record of all formal observations, walk throughs, emails, and conferences will be made and all necessary supporting material will be collected for use in preparing the final evaluation form.

6. The final evaluation form shall be completed by the evaluator and discussed with the teacher prior to June 1. The employee may make written comments or state disagreements to the evaluator's final evaluation.
7. The parties agree to use the current evaluation form that has been developed by the District and is entitled "CORNING UNION HIGH SCHOOL DISTRICT CERTIFICATED EMPLOYEES EVALUATION." The evaluation of certificated instructors will be based on the California Standards for the Teaching Profession and/or current instructional practices. The evaluation of certificated counselors will be based on the California Standards for the School Counseling Profession.

Final evaluations will be done on this form and become part of the employee's personnel file.

#### PERSONNEL FILES

8. Materials in personnel files of employees that may serve as a basis for affecting the status of their employment are to be made available for the inspection of the person involved. Such material is not to include ratings reports, or records that (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination. Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such person is not actually required to render services to the employing district. Information of a derogatory nature, except material as described in 1), 2), or 3) above shall not be entered or filed unless and until an employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, his own comments thereon. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.
9. Upon written authorization by the employee, a representative of the Association shall be permitted to examine and/or obtain copies of materials in such teacher's personnel file.
10. Other access to personnel files shall be limited to the members of the District administration on a need-to-know basis. Board of Education members may request the review of an employee's file at a personnel session of the Board. The contents of all personnel files shall be kept in the strictest confidence.

## ASSOCIATION RIGHT

### ARTICLE VI

1. Representatives of the Association may use a School classroom up to one-half hour before school starts and after school closes when cleared by the District Superintendent or designee for the purpose of conducting Association business.
2. The Association may post notice of activities and matters of Association concern on District Bulletin Boards. The Association may use teacher mailboxes for communications to teachers.
3. Authorized representative of the Association shall be permitted to transact official Association business on School property during non-duty time as long as the activity does not interfere with the educational process.
4. The Association shall have five (5) days per annum available for attendance during the regular working day at conferences, conventions, training workshops, etc. without loss of pay. The Association shall provide seven (7) working-days' notice to the Superintendent or designee of the unit member(s) intent to utilize leave.
5. The Association shall have five (5) days for each of four (7) designated members of the bargaining team to meet and negotiate with the District during the regular working day. Such leave may be utilized in hourly segments not to exceed a maximum of fifteen (15) days of release time for the whole team during each year.
6. An Association representative shall have the right to release time to attend Board of Education meetings that are scheduled during the regular working day.
7. The Association shall have all other rights and privileges guaranteed to the bargaining unit under the Collective Bargaining Law.
8. The district shall provide, upon written request of a Certificated Employee, access to copies of the following documents for inspection or study:
  1. Board Policy Copies
  2. State Code Copies
  3. Current Contract
  4. Adopted Budget
  5. Board Minute
  6. Monthly expenditure sheets Overnight Check-Out by Executive Board Members of the Association Only.



## MAINTENANCE OF STANDARDS

### ARTICLE VII

1. The Board shall not reduce or eliminate any current provisions of the Board Policy of Rules and Regulations within the scope of representation provided teachers, effective as of the Agreement, unless otherwise provided by the expressed terms of this Agreement without providing notice and an opportunity to bargain with the Association.

## GRIEVANCE PROCEDURE

### ARTICLE VIII

#### 1. DEFINITIONS

- 1.1 A “grievance” is an allegation by a grievant that there has been a misinterpretation, misapplication, or violation of a specific provision of the Agreement.
- 1.2 A “grievant” is a Certificated Employee or the Association.
- 1.3 A “day” is any in which the employee is required to be on the job.
  - 1.3.1 If the grievance has a direct effect upon hiring or assignments, the definition of a “day” during the summer vacation is any day in which the District Administrative office is open.

#### 2. PURPOSE

- 2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems that may from time to time arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 2.2 Nothing contained herein will be construed as limiting the right of any Certificated Employee having a grievance to discuss the matter informally with the appropriate member of the administration and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with the terms of this

Agreement and that the Association has been given an opportunity to be present at such adjustment and to state its views.

- 2.3 Since it is important that grievances 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.
- 2.4 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 school year, would result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as is practical.

### 3. PROCEDURE

#### Informal Level

- 3.1 Within twenty (20) days after the occurrence of the act or omission giving rise to the grievance, or when the grievant should have reasonably known of the occurrence of the act or omission, the grievant shall attempt to resolve it by an informal conference with the immediate supervisor.

#### Formal Level

- 3.2 Level I: Within ten (10) days after the informal conference, if there is no satisfactory settlement of the grievance, the grievant must present the grievance in writing to the immediate supervisor on the District Grievance form.

The immediate supervisor shall communicate a decision to the grievant in writing within ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next level.

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

- a. Level II: Within ten (10) days after the decision at Level I, the grievant may file a written appeal with the Superintendent or designee. The appeal shall include a copy of the Level I decision. The immediate

supervisor will provide a copy of the Level I decision to the Superintendent or designee if not previously furnished.

The Superintendent or designee shall communicate a decision to the grievant in writing within ten (10) days after receiving the grievance. If the Superintendent or designee fails to respond within the time limits, the grievant may appeal to the next level. With the above time limits, either party may request a personal conference.

- 3.4 Level III: Mediation In the event the grievance is not adjusted at Level II, the Association may submit a written request within ten (10) working days to the Superintendent or designee for mediation.

The District and the Association shall jointly submit a request for the services of a mediator from the California State Mediation and Conciliation Service.

During the pendency of mediation, the timelines for further processing of the grievance shall be stayed.

- 3.5 Level IV: Binding Arbitration In the event the grievance is not adjusted at Level III, the Association may submit a written request within ten (10) working days to the Superintendent or designee for arbitration.

The District and the Association shall attempt to select a mutually acceptable arbitrator. If a mutually acceptable arbitrator cannot be selected, the parties shall request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service who are experienced in hearing grievances in California public school district. The selection of the arbitrator from the list shall be made by the alternate striking method. The first strike shall be determined by a toss of a coin.

In each dispute, the arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted and the documentation submitted by the parties. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance and the answers thereto at each step.

After the hearing and after both parties have been given an opportunity to make written arguments, the arbitrator shall submit findings and

award to the Association and the District.

The arbitrator shall have no power to add to, subtract from, or modify the terms of this Agreement, nor shall the arbitrator be empowered to render a decision contrary to law, on issue(s) not before the arbitrator, nor on facts not supported by the evidence. The arbitrator's authority to award back pay is limited to the first of the fiscal year in which the grievance was filed.

Any costs of a hearing room and the fees and expenses of the arbitrator shall be borne equally by both parties. Concerning transcripts, the cost shall be borne equally by the parties if the transcript is requested by only one (1) party, that party shall incur the expense. All other expenses shall be borne by the party incurring them.

The findings and decision of the arbitrator shall be final and binding on all parties subject to established right of judicial review.

### 3.6 Miscellaneous Provision

3.6.1 A grievant shall be entitled to representation at each step of the grievance procedure by a person designated by the Association.

3.6.2 All documents resulting from a grievance shall be filed in a separate grievance file and shall not be kept in an employee's personnel file.

3.6.3 Timeline in this procedure may be extended by written mutual agreement between the parties.

3.6.4 A decision rendered at any step in these procedures becomes final unless appealed within the time limits specified.

3.6.5 Any employee may present grievances in accordance with this Article without the intervention of the Association, as long as the adjustment is not inconsistent with the terms and conditions of this Agreement, and further provided that the District shall not agree to a resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

3.6.6 If the same complaint or substantially the same complaint is made by more than one employee against one party, only one employee on behalf of himself/herself and the other complainants may process the grievance or complaint through the grievance procedure. Names of all aggrieved parties shall appear on all documents related to the grievance. All parties concerned may waive this provision.

- 3.6.7 During the pendency of any proceeding, and until a final determination has been reached, all proceedings shall be private and any preliminary disposition shall not be made public without the written agreement of all parties.
- 3.6.8 An employee grievance shall in no way interfere with the right of the District to proceed in carrying out its management responsibilities subject to final decision of the grievance. In the event the alleged grievance involved in order, requirement, etc., the aggrieved shall fulfill or carry out such order or requirement, etc., pending the decision of the grievance.

#### 4. Rights of Teachers to Representation

- 4.1 No reprisals of any kind will be taken by the Superintendent or any member or representative of the administration or the Board against any aggrieved person, any party in interest, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
- 4.2 A Certificated Employee may be represented at all stages of the grievance procedure by him/herself, or, at his/her option, by a representative selected by the Association. If a teacher is not represented by the Association or its representative, the Association shall have the right to be present and state its views at all stages of the grievance procedure.

#### 5. Miscellaneous

- 5.1 If any grievance arises from action or inaction on the part of a member of administration at the level above the principal or immediate superior, the aggrieved person shall submit such a grievance in writing to the Superintendent and the Association directly and the processing of such grievance will be commenced at Level II. The Association may process such a grievance through all levels of the grievance procedure even though the individual aggrieved person does not wish to do so.
- 5.2 Decisions rendered at Levels I and II, when handled by the Association, of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the President of the Association. Time limits for appeal provided in each Level shall begin the day following receipt of

written decision by the parties in interest.

- 5.3 When it is necessary for a representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the day, he/she will, upon notice of his/her principal or immediate superior by the President of the Association, be released without loss of pay in order to permit participation in the foregoing activities. Any Certificated Employee who is requested to appear in such investigations, meeting, or hearings as a witness will be accorded the same right.
- 5.4 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.
- 5.5 Forms for filing grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the Board.

## PROFESSIONAL DUES, FEES, CONTRIBUTIONS, AND PAYROLL DEDUCTIONS

### ARTICLE IX

Philosophy: The Corning Independent Teachers' Association exists for the benefit of its members in their efforts to improve their economic and professional well-being as well as that of education at the local, county, state, and national level.

1. Any Certificated Employee who is a member of the Association (local, county, state, and national), or who has or wished to apply for membership may sign and deliver to the Board an assignment authorizing deduction of unified membership dues. Such authorization shall continue in effect from year to year unless revoked in writing. Pursuant to such authorization, the Board shall deduct one-tenth of such dues from the regular salary warrant of the teacher for ten (10) months. Deductions for teachers who sign authorization after the commencement of the school year shall be appropriately pro-rated to complete full payment by the end of the August warrant. The Association shall notify the District on or before October 1 of

each year the annual dues schedule of the Association.

2. With respect to all sums deducted by the Board pursuant to the authorization of the employee, the Board agrees to remit such monies to the Corning Independent Teachers' Association, accompanied by an alphabetical list of unit members. The Association agrees to furnish any information needed by the Board to fulfill the provisions of this Article.

Upon appropriate written authorization from the Certificated Employee the Board shall deduct from the salary warrant of any teacher and make appropriate remittance for annuities, credit union, saving bonds, charitable donations, or any other plans or programs jointly approved by the Association and the Board.

## MAINTENANCE OF SERVICE

### ARTICLE X

1. There shall be no strike, work stoppage, slow down, or other interference with operations of the District or any of their individual school, or sanction thereof by employees, official agents, or member of the recognized teachers' association for the duration of this Agreement.
2. The Board agrees that no lockout against any or all of the employees represented by the recognized teachers' association shall take place for the duration of this Agreement.

## ARTICLE XI COMPENSATION

### 1. Wages

Certificated Employees shall be paid wages as provided in the attached Appendix "A" and Appendix "B" (attached).

### 2. Health Benefits

The District shall contribute the monthly premium insurance benefit payment as negotiated for full-time Certificated Employees.

#### 2.1 Eligibility

A full time Certificated Employee is eligible for the maximum District contribution toward group insurance plans. A unit member who works (50%) or more is eligible for a pro rata District contribution as the position relates to the percentage of a full-time employee.

#### 2.2 District Contribution/Employee Costs

Each Certificated Employee shall pay any difference between the total monthly cost for benefits selected and the maximum monthly District contribution.

2.3 The District maintains an I.R.C. 125 Plan for voluntary participation by Certificated Employees. Unit members may authorize pre-tax payments for costs of health insurance over the maximum District contribution; out-of-pocket health and welfare benefit expenses by payroll deduction subject to the specific request of the Plan.

2.4 The Association agrees to the provision of a contract with an insurance group that requires the District to stay with that group for a period of time.

2.5 It is agreed that the Association may choose to select another plan offered by an insurance group.

2.6 It is agreed that the district and the Association will abide by all of the rules and contracts made with a designated insurance group. The District will not be responsible for changes in coverage that are necessitated by the actions of the governing body of the insurance group.

### 3. Automobile Mileage Expense Reimbursement

A unit member who is authorized in advance to use his/her personal automobile in the performance of duties shall be reimbursed at the current



federal government rate .To be eligible for such mileage reimbursement, an employee must follow District approval and claim procedures.

4. Expense Reimbursement

A unit member who has received the prior authorization of the District shall be reimbursed for the normal and reasonable costs of meals and lodging incurred in the performance of duties subject to District regulations.

5. Payroll Errors

5.1 Any salary or benefit payment error resulting in an underpayment to a Certificated Employee and made within the three (3) years preceding the claim and confirmed by the District shall be repaid in full without interest within the next thirty (30) days.

5.2 Any salary or benefit payment error resulting in an overpayment to a Certificated Employee will, after meeting with the unit member and verifying the overpayment, be corrected by the District through deduction of the overpayment without interest from the next paycheck (after discovery of the overpayment). If the amount to be repaid exceeds \$200, the parties will work out an arrangement for installment payments. If no arrangement is agreed upon, the District may deduct a maximum of ten (10%) of the debt from any monthly payment without interest. If the Certificated Employee should try to resign, retire or her/his employment be terminated in any way, the full amount of the overpayment shall be due and deducted from the final warrant.

6. Salary Schedule Provisions

6.1 In placing a new employee, credit for public school certificated experience prior to employment by the District will be recognized on a year- for-year basis up to a maximum of ten (10) years for experience during the preceding ten (10) years. The length of service specified in No. 2 below, shall apply to crediting such prior service.

6.2 Subsequent vertical experience step movement on the salary schedule shall require district employment in a paid status under regular certificated contract for a minimum of one hundred thirty-five (135) teaching days during the preceding school year.

6.3 Units allowed for salary schedule placement and advancement shall be limited to upper division and graduate level courses (except as described in

3.2.2 below) successfully completed from an institution accredited organization, after receipt of the Bachelor's Degree. Such units must also be related to the employee's certificated assignment, as determined by the Professional Growth Committee and the Superintendent. No units for which the employee receives any District monetary contribution (including, but not limited to, paid release time, substitute costs registration fees, or expense reimbursement) shall be allowed for salary placement. An exception to this will be made for up to 15 units, provided the employee purchases units from an accredited institution. BTSA or other professional development opportunity support providers have the option of choosing a District Stipend or purchasing professional growth units for application to the salary schedule.

Advancement on the basic salary schedule shall be determined as follows:

- a. All units granted on the salary schedule must be pre-approved by the "Professional Growth Committee" and the Superintendent.
  - i. The "Professional Growth Committee" will be composed of two teachers, selected by the unit, and two administrators, selected by the Superintendent. Each committee member will have one (1) vote. A majority vote is necessary for a committee recommendation. The committee will meet once per month as needed to discuss and vote on requests from Certificated Employees.
  - ii. The deadline for any advancement on the salary schedule during the current fiscal year will be September 1<sup>st</sup> of that year. All requests for approval of units and needed documentation (transcripts, etc.) must be submitted in a timely fashion.
    - If final transcripts are not available by September 1<sup>st</sup>, a verification form from the course instructor shall be submitted. All units must be verified by transcripts by November 1<sup>st</sup> of that year.
  - iii. The employee is responsible for submitting requests for approval of units not later than two weeks before the end of the school for summer courses to allow the committee to meet and make a recommendation to

the Superintendent. The Superintendent will make a final decision within seven days of receiving the committee's recommendation.

IV. The Professional Growth committee will be responsible for developing written procedures and forms for submitting and approval of units.

Procedures for requesting a lateral move on the salary schedule:

- When an employee anticipates completing enough units before the next school year to qualify to move over on the salary schedule, it is his/her responsibility to sign the appropriate form that is provided by the District Business Person. This form should be signed before the end of the previous school year. The Superintendent will also sign the form after it is returned to the Businessperson.
- When the course work is completed. The employee is responsible for presenting the evidence to the Superintendent in a timely fashion (see #8).
- The employee must then sign the form that has been kept by the Business Person. The signature will indicate that the work has been completed.
- The Superintendent will then sign the form indicating that he has checked the records and agrees that the employee has qualified to move on the salary schedule (see #8).
- The Business Person will then move the employee to the appropriate placement on the salary schedule.
- The employee is responsible to check and make sure the adjustment in salary has been made on his/her check.

b. College and University course work will be approved as follows:

- i. Any upper division or graduate college course taught as a regular university class, as an extension course, or as a correspondence course shall be accepted for credit provided it is in the employee's major or minor field, or is in the field of professional education, or is in the subject area in which the employee is currently assigned, or is part of the required preparation for an advanced degree in professional education, or is directly related to an additional credential authorized by the California Commission on Teacher Credentialing.
- ii. A lower division course shall be accepted for credit when such course is required for a California credential program, is required for an advanced degree in the employee's major or minor or in a subject area in which the employee is currently assigned, is in the employee's major or minor field but

has not been previously taken (generally, survey courses will not be considered in this category), is a course in a relevant educational area or in a field of relevant rapid technological change.

C. Certificated Employees who attend approved workshops or conferences, summer institute, or independent study course which award college credit may have these units applied for advancement on their salary schedule under the following conditions:

- i. The Workshop/conference, summer institute, or independent study course is pre-approved by the Professional Growth committee and the Superintendent.
- ii. The Certificated Employee is awarded the units offered and provides proof of such to the District Superintendent.
- iii. The staff member pays all expenses involved in attending the workshop, summer institute, or independent study course (except for as provided in 6.3).
- iv. Staff who attend such a workshop, summer institute, or independent study course on a regular teaching day can receive credit if they pay the costs and elect to use a personal leave day to cover their absence.
- v. The criteria in “3.2.1” and “3.2.2” apply to these units.
- vi. When using workshop, independent study, qualifying lower division courses, or Summer Institute hours for salary schedule advancement, an employee is required to accumulate an equal number of regular university upper division or graduate units, as defined in 6.3.2.1, in order to qualify to move over on the salary schedule.

D. Approval of these courses will be subject to the prescribed process.

- 6.4. Placement and advancement on the certificated salary schedule shall be based upon semester units. For the purpose of converting quarter units to semester units. Each quarter unit shall constitute two-thirds ( $2/3$ ) of one (1) semester unit. Each semester unit shall require a minimum of fifteen (15) hours of class work.
- 6.5. Salary schedule credit may be granted for certain workshops in vocational education, or physical education only when college units are not available, that meet established criteria as determined by the Professional Growth Committee and the Superintendent:

- i. Teaches skills and technology that is directly related to the subject area taught by the instructor.
- ii. The staff member pays all expenses involved in attending the workshop. Staff who attends such a workshop on a regular teaching day can receive credit if they pay the costs and elect to use a personal leave day to cover their absence.
- iii. Credit for such a workshop will be granted on the basis of hours of participation:
 

	<u>Semester Units</u>
12-23 class hours	1 unit
24-35 class hours	2 units
36-47 class hours	3 units
48-59 class hours	4 units
- iv. A maximum of four (4) semester units of workshop credit may be applied to the salary schedule until an equal amount of college units have been taken as a balance.
  - For activity classes (such as “Aerobics” for P.E. or “Welding” for vocational) that do not grant regular college or university units, a total of four units will be allowed for salary schedule advancement during each fifteen units required for advancement on the schedule.
  - Only two units of salary schedule advancement will be allowed during each fifteen units for any one particular activity class that does not grant regular college or university credit.
- v. These credits must be approved by the Professional Growth committee and the Superintendent before they are taken. The employee is then responsible for the verification of the above requirements.

6.6. Units for travel will be granted upon the following conditions:

- i. All travel units must be granted by the School Board after a positive recommendation from the Professional Growth Committee and the Superintendent.
- ii. The instructor must demonstrate how the travel would directly increase his/her effectiveness as a teacher in the Corning Union High School District.

- iii. The person is to submit a preliminary report to the Professional Growth Committee thirty (30) days preceding the trip. The report should describe the trip in general and list the benefits expected from the experience.
  - iv. The person must return from the trip with some sort of visual or informational material (slides, snapshots, typed report, etc.) to be used in the classroom. The person should also indicate a willingness to share travel experiences and visual aids with other classes and staff members.
  - v. Travel must be at least one-week (seven days a week) duration for one unit. Maximum of three units per travel project per school year.
  - vi. In order to maintain a balance, at least three units of college course work should be completed before any additional travel units would be approved.
    - A Certificated Employee may earn no more than ten (10) total units for travel while employed in the District.
- 6.7. Any teacher who possesses an authorization to teach a subject not named on their credential and who is assigned to teach that subject will receive a stipend of \$250 for each year that they have such an assignment. (One stipend for each authorization).
- 6.8 It is the Certificated Employee's responsibility to notify the Superintendent that they have met the requirements to advance on the salary schedule. Documentation showing unit accumulation and a written statement of qualification shall be submitted by the teacher no later than September 1<sup>st</sup> of that year.
- 6.9. Masters Stipend: When a Certificated Employee receives a master's degree from an accredited institution, he/she will receive a stipend of 5% of Step 1, Class commencing with the next school year after providing verification to the school district of the receipt of the degree. The verification of receiving the degree must be provided to the District Superintendent or designee by the employee by September 1<sup>st</sup> in order for the master's stipend and or column movement to apply to the current year. Only one Master's Degree Stipend is available regardless of quantity of Master Degree's held.

## AVAILABILITY OF AGREEMENT

## ARTICLE XII

1. After tentative agreement has been reached by the Association and the Board, copies of this Agreement shall be printed and distributed to each person covered by the same. The Board and the Association shall share this expense.
2. All new certificated employees shall receive a copy of the Agreement upon acceptance of employment.
3. The Board and Association representatives shall share the responsibility to insure the accuracy of the proofed copy of the Agreement prior to final printing.
4. A one-hour period during the annual orientation session for a Certificated Employee shall be set aside for a discussion of the ratification vote on the proposed contract.

## ARTICLE XIII

### TEACHING RIGHTS AND RESPONSIBILITIES

1. The length of the school year shall not exceed 182 days. There shall be 180 days devoted to the instruction of pupils with the remaining days to be utilized for in-service training and other duties as assigned by the District administration.
2. The Certificated Employee's work day including duty-free lunch, relief periods, and time before and after school shall be from 7:55 a.m. to 3:25 p.m., The administration may extend the teaching day for the purpose of required faculty meetings or emergency situations. (Appendix A-5)  
Certificated staff are also expected to attend and participate in Parent Teacher Conferences as scheduled by the administration or counseling staff. These meetings will be scheduled during the contract day whenever feasible (such as during AST), but it is understood that in order to accommodate parent/guardian schedules, these meetings may take place before or after the contract day. Teachers will make a reasonable effort to attend meetings outside of the contract day, but if unable to attend, they will notify the Principal and provide counselor with written feedback on the student prior to the meeting.
3. Teachers shall be in their classrooms by 7:55 a.m. and available to assist students who may need help with their assignments.

4.1 The teacher's work day shall include 6 (6) instructional periods. Each Corning High School teacher will be assigned six (6) classes to teach. The seven-period schedule will rotate through the schedule with six (6) of the seven (7) being taught each day. One of the seven (7) class periods will be assigned to a teacher as a utility period. If a unit member is requested by the District and agrees to teach a 7th period, they shall be compensated an additional 1/7th of their current placement on the salary schedule.

On Mondays, CUHS students will be released at 1:11 pm. CUHS teachers are expected to attend staff meetings and minimum-day collaboration meetings (currently on Mondays).

4.2 Centennial teachers will teach 6 periods each day. On Tuesday, Wednesday, Thursday, and Friday; students will be released at 1:28 pm and teachers are required to provide an enrichment activity option for students until 2:20 pm. Teachers will do preparation work from 2:20 pm until 3:25 pm on these days. A teacher who supervises transportation students between the end of enrichment at 2:20 pm and when the bus arrives at 2:50 pm will receive utility credit.

On Mondays, students will be released at 1:00 pm. Centennial teachers are expected to attend staff meetings and minimum-day collaboration meetings (currently on Mondays) just as the CUHS certificated staff.

5. A unit member who is required to supervise students (covering another class or otherwise) during his/her utility period will be allowed to accumulate one period credit for each hour and/or period covered. The accumulated credit may be used by the unit member in the event he or she should be absent from his or her classes for reasons other than illness. Certificated staff that have utility credits left over at the end of each school year will have the following options:
  - i. Carry over a portion or all of their utility credits to bank for personal days in the following academic year. No certificated staff member shall begin any school year with more than 5 total personal days. Any utility credits that would put a staff member above 5 personal days to begin the year must be paid out according to item 2 below.
  - ii. Be paid \$50 per period coverage for the first 10 coverages, and \$80 per coverage for each coverage thereafter. Employees choosing to be paid for their coverages (rather than use them for leave as outlined below), may elect to be paid for their coverages (rather than use them for leave as outlined below),



may elect to be paid out in December payroll, or in June payroll (or both). Staff requesting to receive payment for coverages in December payroll must notify the business office by December 1<sup>st</sup>. Any remaining coverages will be paid out as part of June payroll unless a staff member requests to have the coverage rolled over as personal time, as outlined above. When a staff member is paid for his/her coverages in December, this does *not* reset the count on their total coverages done for the school year, as it relates to determining whether a coverage is paid at the lower or higher rates listed above.

All classes covered must be assigned and approved by the Superintendent or his designee. The District will strive to give at least a two-day notice for period substitutions. The teachers will use good judgement in exercising “best practices” for requesting period coverage.

5.1 Teachers at Centennial High School will have four utility periods per week. These will be on Tuesday, Wednesday, Thursday, and Friday afternoons from 2:20 pm to 3:25 pm.

5.2 Teachers at Centennial High School supervising students for another teacher will be allowed to accumulate one period credit for each hour and/or period covered. Only one teacher shall receive credit per class supervised. The accumulated credit may be used by the teacher in the event he or she should be absent from his or her classes for reasons other than illness. At the end of the school year, teachers who have a balance of hours will receive remuneration at the rate of 1/6th of the current daily substitute pay per hour and/or period covered to supervise classes for another teacher. All classes covered must be assigned and approved by the Superintendent or his designee. The District will strive to give at least a two-day notice for period substitutions.

The District will attempt to assign coverages equally through a rotational assignment process. Employees who wish to accumulate more coverages than the rotational assignment process would allow, may request with the Principal or designee to be assigned coverages more frequently (rather than a rotational basis). However, all certificated staff members with a shared utility period will be assigned enough coverages to equal one day personal leave prior to any such request being considered (see below for determining how many period coverages is equivalent to one day of personal leave).

Each Certificated Employee may be assigned a maximum of twelve (12) period substitutions. Further period substitutions must be agreed upon by the Certificated Employee and the Superintendent or his designee.

Unit members may use the accumulated period substitution credit for personal leave if the activity qualifies in the same manner as regular "Personal Leave". If this period substitution credit is used for any type of leave, then the unit member loses the corresponding credit towards the maximum limit of twelve (12) period substitutions as well as credit for compensation." Staff will earn one full day of personal leave when they cover one fewer period than a regular school day (example: if there are 6 periods in a regular school day, 5 period coverages equates to one personal day). The number of periods covered to earn a full day off may vary between school sites.

5.3 If a teacher or sub is not available to cover a period, a counselor may be assigned that duty.

5.4 Teachers at Centennial High School will have one long utility period per week. This will be on Wednesday afternoons.

5.5 Teachers at Centennial High School supervising students for another teacher who is off campus for health related or school related business will be allowed to accumulate one period credit for each hour and/or period covered. Only one teacher shall receive credit per class supervised. The accumulated credit may be used by the teacher in the event he or she should be absent from his or her classes for reasons other than illness. At the end of the school year, teachers who have a balance of hours will receive remuneration at the rate of  $\frac{1}{6}^{\text{th}}$  of the current daily substitute pay per hour and/or period covered to supervise classes for another teacher. All classes covered must be assigned and approved by the Superintendent or his designee. The District will strive to give at least a two-day notice for period substitutions.

5.6 Teachers at Centennial High School may use the accumulated period supervision credit for personal leave if the activity qualifies in the same manner as regular "Personal Leave". If this period substitution credit is used for any type of leave, then the employee loses the corresponding credit for compensation. Six (6) period substitutions equal one day of leave (for a seven period day). If a staff member requests a day off in lieu of payment, the duty must be covered by a previously arranged substitute teacher, not Centennial staff.

5.7 Centennial teaching staff who use their duty free lunch for campus supervision will receive .5 utility credit for each use of their time. This time will be assigned on a rotating basis to each of the teachers. Each teacher who completes this supervision is responsible for turning in the applicable paperwork

to the campus secretary within 5 business days or they will forfeit their opportunity to acquire utility credit.

6. Certificated Employees shall not be permitted to leave the campus during their utility period or at any other time during the instructional day unless granted permission by the Superintendent or designee.

6.1 With pre-approval, unit members may be allowed to use a utility period for sick or personal business as outlined in the contract 5 times per year without a reduction in their leave banks. These periods may attach to other sick and personal necessity requests for no more than 3 consecutive periods. Unit members who do not have a utility period may be allowed to use any period for sick or personal business as outlined in the contract 5 times per year without a reduction in their leave banks. These periods may attach to other sick and personal necessity requests for no more than 3 consecutive periods.

7. The District will provide adequate time to complete mandated training during the school day. This will not be during a teacher's utility period.
8. All transfers and assignments shall be based exclusively on the legitimate educational related needs of the District. No transfers and/or reassignments of certificated personnel shall take place without the employee having the opportunity to provide input regarding the transfer and/or reassignment decision. Openings shall be advertised to the staff during the school year by posting and during vacations by mailings to personnel with appropriate credentials.

a. "Reassignment" is defined as a change in teaching assignment from one subject department to another in which the teacher has not been teaching (e.g. English to Social Science) or a partial assignment from one department to another (e.g. two periods of Physical Education from a full-time Mathematics position).

b. "Input" shall be defined as an opportunity for discussion of a possible reassignment between the teacher and the Superintendent or designee. After the District has determined the educational related needs of the District and before a final decision concerning a reassignment has been made, they will provide the teacher(s) who are affected by the decision the opportunity for input. During this discussion, the District shall explain the reasons for the possible reassignment, the nature of the possible new assignment, and any other discussion, the employee shall have the opportunity to express his/her views and preferences concerning the possible reassignment and any available options indicated by the District, as well as suggesting any alternative approaches. The District will

consider the teacher(s) input in good faith.

9. Teachers will be notified of their teaching assignments for the following school year, if possible, prior to the last day of the present school term. If not possible, then as soon as practical. All teaching and administrative openings shall be advertised to the current staff. Any certificated employee wishing to apply for the vacancy must submit a letter requesting an interview. Within ten (10) school days of receiving a request, the employee shall be notified of a time and place of interview for each vacancy for which he/she has been considered. Those not interviewed shall be notified in writing.
10. It shall be the intent to have class loads assigned on the following basis:
  - a. Shop and lab classes, enrollment of 24
  - b. Lecture classes, enrollment of 30
  - c. Physical Education classes, enrollment of 60
11. Project Supervision Period: A period assigned to the FFA advisor(s) for the purpose of student project supervision. This period shall run concurrent with their utility period if it is practical to do so.
12. Complaints against Certificated Employees from the public: when a complaint is received against a Certificated Employee from the public or other source, the board policy regarding handling of “Complaints Concerning School Personnel” (Board Policy 1312.1) will be followed. If the Certificated Employee desires representation by the unit, he/she may request such. Further procedural developments will be to the mutual satisfaction of the district and bargaining unit.
13. For unit members present for the duration of the last instructional period of a full-length school day, unit members may be excused from AST (20-minute academic student time after school) with pre-approval from their supervisors 5 times during the school year without a reduction in their leave banks.
14. ISP Teacher Caseload  
The caseload for Corning Independent High School Caseload/A-G ISP shall be determined as follows:

The caseload maximum for non-computer-based ISP students will be 25. In the event that a teacher has less than 25 non-computer-based ISP students, they may be assigned up to 2 computer-based ISP students for each student vacancy (below 25) until they reach a maximum of 40 students in both computer based and non-

computer based ISP programs combined.

### Certificated Summer School/ Anytime School Policy for Corning Union High School District

The District will notify Certificated staff each year by district email about Summer School Vacancies.

Summer school positions will be filled with current certificated staff members. Returning Summer School staff have priority.

If the number of interested staff exceeds the available positions, priority will be given to the most senior, qualified, and certificated employee. In cases where multiple staff members have equal seniority, selection will be based on district needs. The district reserves the right to make final decisions based on contractual agreements and educational priorities.

## MANAGEMENT RIGHTS AND DISTRICT POWERS

### ARTICLE XIV

1. It is understood and agreed that the District retains all of its power and authority to direct and control to the full extent of the law. Included in but not limited to those duties and powers are the rights to: direct the work of its employees; determine the method, means, and services to be provided; establish the educational philosophy and the goals and objectives; insure the rights and educational opportunities of students; determine the staffing patterns; determine the number and kinds of personnel required; determine the classification of positions; maintain the efficiency of the District operation; determine the curriculum; build, move, or modify the facilities; develop a budget; develop and implement budget procedures; determine the methods of raising revenue; and contract out work.
2. In addition, the Board retains the right to hire, assign, evaluate, promote, terminate, and discipline employees, and to take action on any matter in the event of an emergency.
3. The exercise of the foregoing powers, rights authority, duties, and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in

connection therewith, 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 the laws of the State of California.

4. The Board may amend its written policies and procedures and take such other action by resolution or otherwise as may be necessary to give full force and effect to the provisions of this Agreement.

## LEAVES

### ARTICLE XV

#### 1. **Sick Leave:**

1.1 All certificated employees shall be entitled to ten (10) days sick leave per school year at the beginning of the year.

1.1.1 Sick leave is accumulated year by year and shall be transferred from district to district, within the state of California.

1.1.2 Employees shall be notified in writing, upon request, of their total number of accumulated sick leave.

1.1.3 See Ed. Code 44977 Salary deductions due to absence from duties; exhaustion of available sick leave and Ed Code 44978.1 Certificated employee; salary deductions due to absence from duties; reemployment list.

1.1.3 (a) Differential pay for 5 (five) school months, paid to substitute or amount that would have been paid to substitute.

1.1.3 (b) Still unable to work, employee will be placed on 24 (twenty-four) month reemployment list if a probationary and 39 (thirty-nine) months reemployment if permanent status.

1.1.3 (b) 1

Illness or accident leave will be consecutive with exhaustion of accumulated leave.

1.1.4 The amount at which a replacement shall be paid, in section (1.1.3) shall be based upon the regular daily substitute rate of pay

except when a long term substitute is required. The rate paid will then be determined by the District as the amount needed to provide for a quality long-term substitute.

1.1.5 A Certificated Employee is absent three (3) consecutive days or more or where there is reason for the District to suspect that sick leave has been abused, the District may require a doctor's statement stating the nature of the illness and the date the unit member is able to return to work.

In cases where the leave seems excessive to the District, they may require the employee to see a doctor that is mutually acceptable to both parties (at District expense). The decision of that Doctor will be final. If an agreement on a doctor is difficult, the District will provide five names and employee will have twenty-four hours to select one of the five. This process will apply to all types of sick leave.

1.1.6 A Certificated Employee shall be entitled to not more than one five (5) school month period for the same illness or accident as determined by a doctor. The unit member may take the balance of the five (5) school month period for the same illness or accident in a subsequent school year.

1.1.7 A Certificated Employee returning from an extended sick leave or industrial injury may be required to submit to an independent medical examination by a physician selected by the District to evaluate his/her capacity to perform the work of his/her assigned position. This requirement shall apply whenever the District provides written notice of its belief that a unit member may not be able to perform his/her normal work duties due to illness or injury. The District shall bear all expenses for the exam. The unit member may also supply his/her own medical evaluations to the District for consideration.

1.2 Employees may use accumulated sick leave benefits because of a disability from pregnancy, miscarriage, childbirth and recovery there from.

1.2.1 The length of the leave of absence including the date on which the leave shall begin and the date on which the employee shall resume duties shall be determined by the employee and the employee's doctor with concurrence of the Superintendent/designee.

1.2.1.1 A statement from the doctor must be furnished by the employee giving the date where, in the doctor's judgement, maternity leave should begin.

1.2.1.2 Following childbirth, a second statement from the attending physician must be submitted indicating the date when the employee may return to work.

1.2.2 Leave taken as specified in (1.2) shall be considered as regular sick leave and as such will be with pay. The employee may elect to take all or part of available sick leave without pay in order to save sick leave.

1.2.3 Should the employee wish to extend the leave beyond the date the doctor gives permission for the employee to return to work, the employee shall commence Family Care Leave.

1.2.4 Should the employee use all sick leave and circumstances concerning the newborn's health arise to extend the leave beyond the date the doctor gives permission to return to work, upon medical verification of the newborn's condition, the employee shall receive the difference between the employee's salary and the substitute's salary for a period up to four months.

2. **Family Care Leave:** The District will grant FMLA/CFRA Leave to eligible employees in accordance with current state and federal law. Reference: <http://www.calchamber.com/california-employment-law/pages/fmla-crfa-overview.aspx> for terms and conditions.

2.1 The length of the Family Care Leave will be inclusive of school holidays unless school is out of session for a week or more.

2.2 Depending on the purpose of the employee's leave request, the Certificated Employee may choose, or the District may require the employer to use the accrued paid leave (utility, personal and sick leave), concurrently with some or all of FMLA/CFRA leave. In order to substitute paid leave for FMLA/CFRA leave, an eligible employee must comply with the District's normal procedures for the applicable paid- leave policy (e.g., call-in procedures, advance notice etc.).

2.3 After an employee uses all previously accumulated leave (utility, personal and/or sick) the District will pay the employee the difference between the teacher's daily wage and the amount paid for the substitute teacher.



3. **Personal Necessity Leave:**

3.1 Certificated Employees may use accumulated Sick Leave in any school year for Personal Necessity Leave for the following purposes:

3.1.1 Death of a member of the immediate family when additional leave beyond that provided by Bereavement Leave is required.

3.1.2 Accident involving the person or property of the employee, or the person or property of a member of the immediate family, when the personal presence of the employee is required during the working day.

3.1.3 Serious illness of a member of the immediate family which requires care and the presence of the employee during the working day.

3.1.4 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction. This provision shall not apply in the event of the connivance or misconduct of the employee.

3.1.5 Other personal necessities (not to exceed two (2) days per year) which cannot reasonably be expected to be disregarded by the employee and which necessitate his/her personal attention during assigned duty hours, as determined by the Superintendent or designee. The supervisor and the Superintendent or the designee shall respect the confidentiality of the request.

3.1.6 At the discretion of the Superintendent or Designee and where unusual circumstances exist, Personal Necessity leave may be granted.

3.2 The amount of accumulated Sick Leave which may be so used in any school year for Personal Necessity Leave shall not exceed seven (7) days or the number of days specified by Education Code Section 44981 whichever is greater.

3.3 “Immediate family” is defined in Bereavement Leave.

3.4 The employee shall be required to secure advance permission from his/her principal for all other reasons for taking personal necessity leave. These will not be granted after the employee has used seven (7) days between “2.1” and “2.3”.

- 3.5 The employee taking Personal Necessity Leave must notify the Superintendent or designee as far in advance as possible, and must complete a District absence reporting form upon return to work. However, advance permission is not required for leave taken in the event of death or serious illness of a member of the immediate family, accident involving the person or property of the employee, or of a member of the immediate family.
- 3.6 Up to three (3) days of leave under this section may be used to care for a newly adopted or newborn child.

4. **Personal Leave:**

- 4.1 If an employee has not used a total of seven (7) days of “Personal Necessity” leave from 2.1 and 2.4, he/she may take up to two (2) days of paid “Personal Leave” per school year. Such leave shall not be charged to Sick Leave, and unused days may accumulate up to a total of five (5) days at the beginning of any school year. These days will not be granted if the total number of days taken during the school year in all three categories exceeds seven (7) days. This leave will be granted provided it does not cause an undue hardship on the District. The employee will be required to give reasonable notification to the employer (Superintendent or designee).

\*Note: This agreement limits the total number of days of Personal Necessity and Personal Days to seven, but allows two days each year (accumulate to 5) that could be used for any reason as long as it does not produce a hardship on the District.

5. **Leave Without Pay:**

Unpaid leave may be approved at the discretion of the District for reasons not covered under other leave provisions of this Agreement. The Board shall develop and publish guidelines for such leaves without pay. Advance approval is required.

Requests are to be made in writing. Leaves of ten (10) working days or less may be approved by the Superintendent or designee. Leaves of greater than ten (10) working days may be approved by the Governing Board.

A unit member on an unpaid leave of absence may continue existing District insurance coverage, subject to the approval of the carriers and consistent with District procedures, at his/her own expense. Each unit member on an unpaid leave of absence shall confirm to the Superintendent or designee his/her intended return no later than one hundred (100) days prior to the expiration of the leave. A unit member returning from an unpaid leave of absence shall be entitled to return to a position

within his/her certification.

6. **Bereavement Leave**

**Bereavement Leave**

A certificated employee is entitled to up to 4 days of bereavement leave in the event of the death of any member of his/her immediate family (parent/spouse/child/child's spouse/sibling/sibling's spouse/grandparent/ aunt/uncle/niece/ nephew/ grandchild of the employee/any relative living in the immediate household of the employee). Or a reproductive loss event, such as a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The first 4 days taken will not reduce any of the employees leave banks. The employee may take up to 7 additional days to be deducted from their personal necessity leave bank. At the discretion of the Superintendent and where unusual circumstances exist, bereavement leave may be granted for a period longer than 10 days or because of the death of some other person than covered in the foregoing definition. A written request shall be made by the employee to the District Superintendent. If granted, this additional leave will be deducted from the employee's sick leave balance. If accumulated sick leave is exhausted, the employee may request Catastrophic Leave.

7. **Jury Leave:**

- 7.1 Employees will be granted leave for the purpose of serving on jury duty.
- 7.2 Employees receiving notice to appear for jury duty will confer immediately with the Principal or supervising administrator.
- 7.3 If the employee determines that the absence will disrupt the instructional program, the Principal or supervising administrator shall contact the office of the judge who called the juror and request an exemption.
- 7.4 When an employee is granted leave for jury duty, he/she shall endorse his/her juror's pay, excluding mileage and meal allowance, to the District.

8. **Legislative Leave:**

A teacher who is elected to the State Legislature shall be entitled to an unpaid leave of absence for the length of his/her term in office. The teacher on such leave shall notify the Board of his/her intended return at least by March 1 preceding the school year of employment.

9. **Catastrophic Illness Leave:**

- 9.1 Certificated Employees may use Catastrophic Leave pursuant to the

following provisions:

- a. Catastrophic Leave shall begin only after all accumulated Sick Leave and other paid leaves have been exhausted.
- b. Maximum Catastrophic Leave shall not exceed twelve (12) consecutive months or the maximum number of days donated pursuant to this Section, whichever is less.

9.2 To request Catastrophic Leave, the Certificated Employee or designee shall submit the appropriate form to the Superintendent, along with verification of a physician if applicable that supports the request.

a. To qualify for such leave, the unit member will have suffered an illness or injury that is expected to incapacitate the Certificated Employee for an extended period of time, or that the incapacitates a member of the unit member's family which incapacity requires the unit member to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the unit member because he/she has exhausted all Sick Leave and other paid leaves.

b. A "member of the employee's family" shall be limited to the spouse, domestic partner, child, parent or an individual over which the unit member has legal guardianship.

9.3 As soon as practicable, the Superintendent shall meet with the Association and consider the request for Catastrophic Leave.

a. If the request is denied, the Superintendent shall notify in writing the unit member or designee.

b. If the request is approved by the Superintendent, the Association shall solicit Certificated Employees on the appropriate District form to authorize donation of Sick Leave days pursuant to this Article. Completed forms shall be returned to the Superintendent.

c. In order to donate a Certificated Employees must maintain minimum of twenty (20) days of Sick Leave per school year.

d. Donated Sick Leave days may be utilized in increments of one- half work day.

e. If the days of donated Sick Leave are not used, those days will be retained by the donor.

9.4 The Association agrees that it will not file, on its own behalf or on behalf of any Certificated Employee, any grievance, claim or lawsuit of any kind related to any attempt by a Certificated Employee to retrieve donated Sick Leave used by another unit member pursuant to this Article. The Association also agrees that it will not file, on its own behalf or on behalf of any Certificated Employee, any grievance, claim or lawsuit of any kind which attempts to challenge in any way the legality or enforcement of this Article.

a. The Association agrees to indemnify and hold the District harmless from any loss or damage arising from the implementation of this Article.

b. In the event of any grievance, claim or lawsuit challenging the legality or enforcement of this Article, the District may terminate this Article upon written notice to the Association.

#### **10.0 Industrial Illness and Accident Leave:**

10.1 A Certificated Employee shall be entitled to industrial accident or illness leave in accordance with the provisions of this Article immediately upon employment with the District.

a. A Certificated Employee shall be entitled to up to sixty (60) days in any one (1) fiscal year for any one (1) industrial accident or illness. Allowable leave shall not accumulate from year-to-year.

b. Leave shall commence on the first day of absence. While a worker's compensation claim is being processed, the District may deduct days of absence from other leaves including sick leave. When cause of the leave has been verified as industrial accident or illness, the District shall recalculate leave balances to account for eligibility for this leave.

c. Payment for wages lost on any day shall not, when added to an award granted the Certificated Employee under the worker's compensation laws, exceed the Certificated Employee's normal wage for the day. Industrial accident or illness leave shall be reduced one (1) day for each day of authorized absence regardless of the compensation award made under workmen's compensation laws.

d. When industrial accident or illness leave will overlap into the next fiscal year, the Certificated Employee shall be entitled to only that amount of

leave days remaining at the end of the fiscal year in which the accident or illness occurred.

- e. Industrial accident or illness leave shall be used in lieu of sick leave. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave shall be used.
- f. A Certificated Employee on industrial accident or illness leave shall remain within the State of California unless the Governing Board authorizes travel outside the state.

## ARTICLE XVI CONTRACT REOPENERS

- 1. Contract reopeners must be submitted by the Association and the District to the district secretary in time to be included in the May Board of Trustees meeting agenda. Both the Association and District agree to negotiate salaries, benefits, and two (2) or more openers, as agreed upon by both sides.

## SCHOOL EVENTS AND CO-CURRICULAR SUPERVISION

## ARTICLE XVII

- 1. Unit members' professional responsibilities include participation in school events and supervision of students during participation in school-sponsored activities. Each unit member is expected to participate during each school year in one back-to-school night, one open house, faculty meetings, and graduation. (except if excused by the Superintendent or designee for a matter of compelling personal importance). Unit members are also expected to assist with supervision of students and with school sponsored activities that fall outside of the contract day. A certificated unit member shall be assigned the task of arranging supervision for all activities and this shall count as that member's extra duty. All such activities shall normally be announced in advance to unit members and shall first be assumed on a voluntary basis. Any such duties not voluntarily assumed will be assigned by the extra duty assignor. All such activities so assigned by the extra duty assignor shall be assigned in any school year so that the amount is equitable to the amount assigned to the other unit members. Activities assigned shall constitute approximately 16 hours of service. Unit members who fail to fulfill their supervisory duties shall be reported by the assignor to the Principal or designee for possible disciplinary action.

# RETIREMENT HEALTH INSURANCE

## ARTICLE XVIII

### 1. Health Insurance Continuation

#### 1.1 Requirements

- a. A teacher, while serving in the District, must have attained age fifty-five (55) and have been an employee in the District for at least ten (10) years.
- b. Health benefits will be terminated if the retired employee is employed by an employer furnishing health insurance.

#### 1.2 Benefits

1.2.1 The Board shall contribute a maximum dollar amount for health insurance premiums equal to the retired employee's last working year.

- a. Payment of health benefits will be until the age of 65.

## ARTICLE XIX DEFINITIONS

1. CONSULT -means to seek the advice of to confer.
2. DAILY OR PER DIEM RATE OF PAY means the teacher's annual salary divided by the number of days he/she is required by the Board to be present at school.
3. SCHOOL DAYS-means school days during which students are required to be in attendance.
4. SERVICE DAYS-means days during which teachers are required to be in attendance.
5. TEACHER-refers to any employee who is included in the appropriate unit as defined in Article II and therefore covered by the terms and provisions in this Agreement.



## EFFECT OF AGREEMENT

### ARTICLE XX


The District and the Association agree that the terms and conditions set forth in the provisions of the Agreement represent and full and complete understanding and commitment between the parties hereto which may not be altered, changed, added to, deleted from, or modified, unless by mutual consent in writing or by a procedure expressly providing same stated in other Agreement.


This agreement shall close bargaining for the 2025-26 school year except where noted in this tentative agreement.

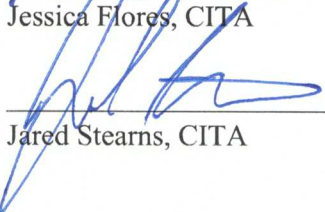
#### SIGNATURE PAGE

CORNING INDEPENDENT  
TEACHERS' ASSOCIATION

  
Kelley Jardin, CITA


  
Robert Richardson, CITA


  
Jessica Flores, CITA

  
Jared Stearns, CITA

CORNING UNION HIGH  
SCHOOL DISTRICT

  
Miguel Barriga, Superintendent

  
Diana Davisson, CBO

  
Cassie Riddle, HR Coordinator

## APPENDIX A-1

### COUNSELORS

1. Counselors in the Corning Union High School District are in the bargaining unit of the Corning Independent Teachers' Association. The Counselors' regular workday is 7.0 hours with an unpaid half-hour duty free lunch.
2. Counselors at Corning Union High School will be paid based on a separate 201 day Salary Schedule. This salary schedule shall have the same daily rates as the 182 Certificated Salary Schedule, but will include 201 contractual days. Each counselor is required to submit a proposed work calendar by July 1 of each fiscal year. The proposed calendar will be reviewed by the immediate supervisor and is subject to approval by the Superintendent of designee.
  - a. The duty calendar for CUHS counselors will include, but is not limited to, the following: financial aid night, financial aid workshops, sophomore counseling, associate district transition meetings, grade specific parent nights, student enrollment, and the Student Support Accountability Report Card process.
3. Alternative Education Counselors shall be paid based on the 190-day Certificated Salary Schedule. When mutually agreed upon with the Superintendent or designee, the alternative education counselor may work additional days. Compensation for these days shall be paid at the counselor's appropriate daily rate and will be paid in the month they are worked.
4. Counselors hired on or before July 1, 2018 will be compensated by 3% of their base salary placement. The stipend includes possession of a Pupil Personnel Services Credential.
5. Counselors will equitably participate as members of the unit per Article XVII.
6. Counselors will be utilized to cover period absences for teachers when needed and be compensated appropriately as outlined in Article XIII. Counselors will only be asked to cover when all available teachers have been utilized.

## APPENDIX A-2

### DISTRICT SCHOOL PSYCHOLOGIST

1. Effective July 1, 2018, the District School Psychologist position is recognized as within the bargaining unit of the Corning Independent Teachers' Association.
2. The School Psychologist's regular work day 7.5 hours with an unpaid half-hour duty free lunch.
3. The School Psychologist shall be paid based on the School Psychologist salary schedule, which includes 195 contractual workdays. The District School Psychologist is required to submit a proposed work calendar by July 1 of each fiscal year. The proposed calendar will be reviewed by and is subject to approval by the Superintendent or designee. The District School Psychologist may adjust the approved work calendar as needed, with any changes approved by the Superintendent or designee.
4. The School Psychologist may be required to work up to 10 additional days at the request of the Superintendent or designee. Compensation for these days shall be paid at the psychologist's current daily rate and will be paid in the month they are worked.
5. The School Psychologist will equitably participate as a member of the unit per Article XVII.

## APPENDIX A-3

### EXTRA DUTY SALARIES

#### Sports Related Duty Schedule

Extra duty sports' related pay will be a percentage (see table below) of the Class I salary schedule. The step will be determined by the number of years of coaching experience at Corning Union High School. Years of experience at other public or private educational institutions may be granted at the discretion of the Superintendent at the time of employment.

<u>BOYS</u>	<u>Ftbl</u>	<u>Bsktbl</u>	<u>Wrestle</u>	<u>Bsbl</u>	<u>Track</u>	<u>Tennis</u>	<u>C.Ctry</u>	<u>Soccer</u>	<u>Golf</u>
Varsity	8.5	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
Asst. Var	6.67	6.17	6.0	6.0	6.0	6.0	6.0	6.0	
Asst. Var	6.67								
Asst. Var	6.67								
Jr. Var.	6.67	6.17	6.17	6.0	6.0				
Asst. JV	6.0	5.67	5.67	5.67					
Asst. JV	6.0								
Frosh	6.0	6.0							
Asst. Fr.	5.67	5.67							
Asst. Fr.	5.67								

<u>GIRLS</u>	<u>Hockey</u>	<u>BsketBl</u>	<u>Volleyball</u>	<u>SftBl</u>	<u>Track</u>	<u>Tennis</u>	<u>Soccer</u>
Varsity	8.0	8.0	8.0	8.0	8.0	8.0	8.0
Asst.Var	6.17	6.17	6.0	6.0	6.0	6.0	6.0
Jr.Var.	6.0	6.17	6.0	6.0	6.0		
Asst.JV	5.67	5.67	5.67	5.67			
Frosh		6.0	6.0				
Asst.Fr.		5.67	5.67				

Listed below are some of the duties of all coaches that justify the paying of a stipend for the position. This is not a complete list, but ought to be considered as a minimum list of duties. Each sport will have specific duties that are unique.

1. Coaches will conduct organized practices from two weeks before the start of the season until the conclusion of the season (these seasons may differ according to the sport).
  2. Coaches will supervise the team at all contests and during transportation to and from away contests
  3. Coaches will maintain inventory of team equipment at the end of the season.
  4. Coaches will maintain discipline in accordance with school rules and athletic code.
  5. Coaches will adhere to CIF, NSCIF, League and school rules and regulations.
  6. Coaches will maintain ethical and moral code of conduct in dealing with players.
  7. Coaches will provide information for media coverage as necessary.
  8. Coaches will communicate with parents as necessary
  9. Coaches will communicate with leadership in developing and supervising the entire coaching staff in his/her sport.
-

IMPLEMENTATION: In order to implement the above stipend schedule, the following rules will be followed:

1. All appointments to positions in “Appendix A-2 and A-3” are temporary appointments, which may be changed on a year-to-year basis (or within the year if there is a reason for the change)
2. All of the appointments in these appendices will be made by the District administrative staff.
3. The list of minimum duties will be developed for each position and will be considered as minimum requirements in order to qualify for the stipend. Other duties will normally be performed in order to provide a quality program. The Superintendent will have final approval for the lists of minimum duties.
6. The stipends will be paid after the completion of the duties (including checking in of uniforms and equipment and accounting for the same). In the case of duties that extend for the full year, half of the stipend will be paid in December and half at the completion of the duty.

## APPENDIX A-4

### Special Assignments

The following Special Assignments, the related pay will be a percentage (see table below) of the Class I salary schedule. The step will be determined by the number of years of experience in that position at Corning Union High School. Years of experience at other public or private educational institutions may be granted at the discretion of the superintendent at the time of employment.

Since this stipend is designed to compensate for duty outside of the classroom, the stipend is presented in two levels. The first level is for an assignment where no class time is provided for the completion of the duties. The second stipend is presented for those activities, which are partially completed during class time. (Note: One class period represents 16.7% of the annual salary of a full-time instructor.)

<u>ASSIGNMENT</u>	<u>WITH NO CLASS PERIOD</u>	<u>WITH CLASS PERIOD</u>
Drama Instructor	6.0% when a major production is presented without a class period.	3.0%
Asst. Drama Director	5.0% when a major production is presented without a class period	
Drill Team Instructor	9.0%	6.5%
Asst. Drill Team Instructor	3.0%	
Music Instructor	9.0%	6.5%
Asst. Music Instructor	3.0%	
Cheerleading Advisor	7.5%	5.5%
Asst. Cheer Advisor	2.5%	
Yearbook		4.0%
Ballet Folklorico Adv.	5.0%	3.0%
Asst. Ballet Folklorico Instructor	2.5%	

For the following Special Assignments, the related pay will be a percentage (see table below) of the Class I, step one, salary schedule.

<u>ASSIGNMENT</u>	<u>SALARY FACTOR</u>
Concession Coordinator	4.0%
Head Class Advisors	
Senior Class	4.5%
Junior Class	4.0%



Sophomore Class 3.5%

Freshman Class 3.5%

Para Assignment Coordinator 5 %

ASB Leadership Advisor 5%

Prom Advisor 2.5%

Department Heads:

Five or more certificated members including themselves 6%

Four or fewer certificated members including themselves 5%

Centennial Lead Teacher 5%

Lunch Supervision Stipend (up to 3) 6%

Centennial Careers in Business Worksite Placement Coordinator \$600

### **Teacher on Special Assignment**

Teacher on Special Assignment (“TOSA”) positions may be designated and approved by the CUHSD for specific responsibilities in the District. These positions will require a valid California credential with the optional requirement of additional training and experience at the cost of the District.

The purpose of the TOSA position shall be to utilize the experience, formal education, and special skills of individual teachers to perform unique, seasonal, and/or support tasks to augment the essential services necessary for the successful completion of the mission of CUHSD. In order to be eligible for a TOSA position, a teacher must be tenured with a minimum of three years of experience in the District.

The need for TOSA positions will be determined by the District in consultation with the representative Unit. Any TOSA position will be announced and filled competitively according to District protocol. The District may non-competitively assign (designate an employee without announcing the position) a TOSA to fill an administrative position for one year or less when the action is necessitated by an emergency placement. In the event a TOSA position extends beyond one year, continuance of a teacher serving in such a position is contingent on a satisfactory review of the teacher's performance.

The District reserves the total discretion to grant or to deny the continuance of a teacher in a TOSA position beyond one year. No teacher nor the Unit shall have cause, whatsoever, to seek redress or review of the decision of the District to not continue a TOSA teacher beyond one year, nor shall decisions be subject to

arbitration.

At the conclusion of any TOSA assignment, a teacher will be returned to the same position held prior to the special assignment or, if not available, to any other position for which such teacher is credentialed.

The compensation for any TOSA position will include a range of 103% to 110% of his/her current salary depending upon the task to be determined by a committee consisting of District administration and Unit representation.

### **F.F.A. Advisors**

The District will pay the F.F.A. advisors for their yearlong extended time employment and sponsorships of F.F.A. as follows:

FFA advisors shall receive a stipend of 18% of Class 1 and their step placement on the 182 day certificated salary schedule to carry out representative duties outlined in Appendix A-6, "FFA Advisor Representative Duties". It is understood that this list may need to be adjusted from year to year in consultation with the Ag Department Chair and FFA Advisors. Each FFA advisor will share an equitable split of the outlined responsibilities.

### **Natural Resources Advisor**

The Natural Resource Advisor shall receive a stipend of 6% of Class 1 and their step placement on the 182 day certificated salary schedule to carry out duties outlined in Appendix A-7, "Natural Resource Advisor Responsibilities". It is understood that this list may need to be adjusted from year to year in consultation with the Ag Department Chair and Natural Resources Advisor.

**IMPLEMENTATION:** In order to implement the above stipend schedule, the following rules will be followed:

1. All of the above appointments to positions in "Appendix A" and "Appendix B" are temporary appointments, which may be changed on a year-to-year basis (or within the year if there is a reason for change).
2. All of the appointments in these appendices will be made by the District administrative staff.
3. The list of minimum duties will be developed for each position and will be considered as minimum requirements in order to qualify for the stipend. Other duties will normally be performed in order to provide a quality program. The Superintendent will have final approval for the lists of minimum duties.

4. The stipends will be paid after the completion of the duties (including checking in or uniforms and equipment and accounting for the same). In the case of duties that extend for the full year, half of the stipend will be paid in December and half at the completion of the duties.

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Listed below are some of the duties of these positions that justify the paying of a stipend for the position. This is not a complete list, but ought to be considered as a minimum list of duties.

Drama Instructor:

1. Active participation in the direction of at least one major dramatic production during the year (Christmas show, Spring Production etc.).
2. Supervision and instruction of students in out-of-class dramatic activities as appropriate.

Drill Team Instructor:

1. Supervision and instruction of students in all drill team activities.
2. Production of “half-time” shows, in cooperation with the band, for all home football games during the regular and playoff seasons.
3. Production of shows during at least four home basketball games.
4. Production of Spring Drill Team Show.
5. Supervision of participation in local parades and other activities as appropriate.
6. Supervision of drill team at miscellaneous activities.

Yearbook Advisor:

1. Coordinates the production, sale and distribution of the school’s yearbook.
2. Recruits and supervises the growth and development of students to plan, organize and produce the high school yearbook.

3. Ensures that all publication deadlines are met so that the yearbook is available for distribution at the scheduled date.
4. Oversees the uses of technology and cameras programming options.
5. Maintains financial records, supervises approved fund raising activities.
6. Performs other duties as assigned by Superintendent, Principal, Vice Principal and Director of Student Services.

Music Instructor:

1. Supervision and instruction of students during all band activities.
2. Production of “half-time” shows in cooperation with the drill team and other groups during all home football games during the regular and playoff seasons.
3. Supervision of participation of band at specified home basketball games. This might include pep-band type activities or prepared “shows.” The instructor and the designated administrator will concur on the schedule at the beginning of the school year.
4. Responsibility for Winter and Spring Band productions.
5. Supervision and direction of band during traditional activities.
6. Supervision of band during parades and competition as well as other local activities.
7. Supervision of choral groups as appropriate.

Cheerleading:

1. Supervision of Cheerleading during practices.
2. Supervision of Cheerleading during Cheerleading camp.
3. Supervision of Cheerleading during all performances.

### Department Heads:

1. Provide leadership in curriculum development for the entire department.
2. To act as an educational advisor and leader to other teachers in the department.
3. Conduct periodic departmental meetings to get input into needs and concerns of teachers in their department.
4. Communicate departmental concerns and needs to the administration.
5. Develop a departmental budget under the guidelines of the administration.  
(Individual teacher's budgets are part of the duties of a teacher.)
6. During accreditation and other special projects, the department head will be responsible for organizing fact finding and report writing efforts within the department.
7. Prepare process and disaggregate local assessment and State data results.
8. Collaborate effectively with other department heads.
9. Entering requisitions in the financial system.
10. Participating in the Grand Scholarship Committee
11. Attending Department Head Meetings
12. Assisting with the development of the master schedule

The following Department heads will be selected by the Principal after asking people to indicate their interest in the position.

1. Career Technical Education Department
2. Counseling Department
3. English Department
4. Foreign Language & ELD Department
5. Mathematics Department
6. Physical Education Department
7. Science Department

8. Social Science Department
9. Special Education Department
10. Visual and Performing Arts Department
11. Ag Department

Note: If departments believe that their department ought to be combined with others or split, this may be negotiated with the Principal.

#### Class Advisors:

Head Class Advisors have a wide range of responsibility that includes the following:

1. Communicator to all students in his class level.
2. Supervisor of all class activities.
3. Supervisor of float construction.
4. Supervisor of sign painting and rallies.
5. Supervisor of special class activities (prom, senior enrichment day etc.)

These duties can all be shared with the other class advisors and in certain circumstances even the stipend can be shared according to the assignment. One duty that must be performed by the head advisor is that of communication with the students.

#### Prom Advisor

1. Conducts lunch meetings.
2. Ordering and shopping for supplies.
3. Organizing/Planning event.
4. Organizing Vendors.
5. Assembling gifts and invitations.
6. Set up and Clean up.
7. Recruit and supervises students to plan and organize and produce the prom.

8. Fill out necessary paperwork.

Concession Coordinator:

1. Choose a group of reliable workers.
2. Order supplies for all concessions.
3. Supervise all home football games.
4. Coordinate all basketball concessions.
5. Supervise clean-up for all concessions.
6. Maintain accurate inventory and records.
7. Turn in time sheets for workers.
8. Inventory all supplies and equipment at the end of the season.

Centennial Lead Teacher:

1. Serve as an instructional leader and mentor, providing guidance, support, and professional expertise to fellow teachers across the school.
2. Conduct periodic meetings with certificated staff to gather input, identify instructional needs, and address concerns raised by staff members.
3. Communicate school-wide needs, suggestions, and challenges to the school administration in a timely and constructive manner.
4. Collaborate with other staff and school leaders to promote cohesive instructional practices and schoolwide improvement efforts.
5. Attend instructional leadership meetings at Corning Union High School and represent the school as needed.
6. Fulfill responsibilities as Teacher in Charge, including overseeing daily school operations in the absence of an administrator, managing student discipline issues, supporting substitute teachers, and serving as the primary point of contact for staff or emergencies during such times.

### ISP Lead Teacher Responsibilities:

1. Coordinate, develop, and implement program curriculum appropriate for independent study settings.
2. Maintain packets and course assignment documents for all core subjects and elective courses.
3. Develop, maintain, and revise Master Agreements and student learning contracts in compliance with California Education Code.
4. Serve as a liaison between the independent study program and school administration.
5. Support onboarding and mentorship of teachers assigned to the independent study program.
6. Collaborate with CUHS teachers to ensure independent study program offerings align with CUHS course expectations, standards, and requirements.
7. Ensure all state and district requirements related to independent study are met and properly documented.
8. Prepare documentation for audits, reviews and reports as requested by administration.
9. Work with the district testing coordinator to ensure all ISP students participate in state testing as needed.
10. Enroll new students as needed for independent study teachers who work part time
11. The ISP Lead Teacher Responsibilities will fulfil the extra duty requirements as stated in Article XVII.

### F.F.A. Advisors & Agriculture Teacher:

The specific responsibilities and expectations for Agriculture Teachers/FFA Advisors related to the extra-month salary established in the teacher contract for Agriculture Teachers/FFA Advisors for various year-long and summer activities are as follows:

1. Utility are a group of CUHS students for identified Agriculture/FFA competitions and facilitate a team to participate in the three to four FFA field days held each year.
2. Take full responsibility for the animal-showing and/or other fair projects



at CUHS. Assist students in purchasing, raising, feeding, weighing, cleaning, registering, transporting, showing and selling specific animals at the Tehama District Fair. Take responsibility for any student who plans to participate in showing shop projects and/or selling his/her animals through our FFA program at the Tehama District Fair.

3. Participate fully in all of the expectations of an Agriculture teacher and FFA advisor on the CUHS campus. This includes participation in FFA meetings, attendance at all FFA & CATA events and activities, making sure that students complete the record books required by the FFA program, and that all students in Agriculture classes maintain a supervised Agriculture project. In short, every Agriculture teacher/FFA Advisor must meet all nine criteria required of the FFA/CATA programs.

### **CUHS Lunch Supervision Responsibilities**

1. Assist the administration with general supervision of the CUHS campus during the designated lunch period every day to monitor student behavior and help enforce the basic rules of the school.
2. Follow the specific guidelines that have been created by the administration through the lunch time supervision protocol sheet.
3. Daily fulfill the expectations outlined in the protocol and communicate with the vice-principal when you are unable to meet your obligations during a particular lunch period.

### **ASB Leadership Advisor Duties**

1. Freshman orientation planning and preparation during the month of July.
2. Attend freshman orientation in August.
3. Alumni letters- printed and mailed during the summer.
4. Supervision of students during extracurricular activities.
5. Supervision of students during Fun Fridays, rallies, lunch time activities including student vs staff week, dodgeball, basketball, and soccer tournaments.

6. Hold ASB Meetings once a month.
7. Communication with Class Supervisors.
8. Homecoming
  - a. Queen skits during lunch
  - b. Court practice
  - c. Leadership class designs and creates Hoag Float (Golden Grad)
  - d. Be with Big Red during the Parade
  - e. Walk out for football- poster/smoke/sparkler
  - f. Court presentation (corsage, flowers, sash, tiara, tuxes, risers)
9. Coordinate two blood drives per year
10. 8<sup>th</sup> grade invasion planning and preparation in the Spring Semester
  - a. Communicate with all club advisors and coaches to get representatives for each booth
  - b. Communicate with feeder schools to get rosters of attendees to organize into groups
  - c. Communicate with the cafeteria to provide lunch for 8<sup>th</sup> graders.

It is understood that this list may need to be adjusted from year to year in consultation with the administration and leadership advisor. This list of duties is representative of the requirements to qualify for the stipend. The Superintendent will have final approval for the list of minimum duties.

#### Cardinal Nest Advisor

1. Freshman orientation planning and preparation during the month of July including communication with Cardinal Nest students.
2. Stage the Nest for Freshman Orientation in August.
3. Open storefront for freshman orientation in August.
4. Prepare package deals and webstore for sales in ASB Works.

5. Work to move out/return furniture and fixtures to appropriate locations after floor waxing.
  1. Move all containers of clothing/merchandise from storage container to classroom (D-4) and stage.
6. Purchase items from SavMor/Costco for the Cardinal Nest snack and drink sales.
7. Monitor sales during lunch, AST, and the afternoon of Homecoming.

*It is understood that this list may need to be adjusted from year to year in consultation with the administration and Cardinal Nest advisor. The Cardinal Nest advisor may submit up to 5 additional work days (35 hours) at daily rate. The Superintendent will have final approval for the list of minimum duties.*

## APPENDIX A-5

### CLASS SCHEDULE

Monday		Tuesday		Wednesday		Thursday		Friday	
A	8:00-9:00	E	8:00-9:00	D	8:00-9:00	C	8:00-9:00	B	8:00-9:00
B	9:07-10:07	F	9:07-10:07	E	9:07-10:07	D	9:07-10:07	C	9:07-10:07
C	10:14-11:14	G	10:14-11:14	F	10:14-11:14	E	10:14-11:14	D	10:14-11:14
Lunch	11:14-11:44	A	11:21-12:21	G	11:21-12:21	F	11:21-12:21	E	11:21-12:21
D	11:51-12:51	Lunch	12:21-12:51	Lunch	12:21-12:51	Lunch	12:21-12:51	Lunch	12:21-12:51
AST	12:56-1:11	B	12:58-1:58	A	12:58-1:58	G	12:58-1:58	F	12:58-1:58
	Buses @ 1:16	C	2:05-3:05	B	2:05-3:05	A	2:05-3:05	G	2:05-3:05
Staff Mtg	1:20-3:25	AST	3:10-3:25	AST	3:10-3:25	AST	3:10-3:25	AST	3:10-3:25
			Buses @ 3:30		Buses @ 3:30		Buses @ 3:30		Buses @ 3:30

## Appendix A-6

<b>Task</b>	<b>Description</b>	<b>Point Value</b>	<b>Assigned Person</b>
Summer Officer Retreat Planning	Plan Retreat Activities Book Accommodations and Activities PO's Make Officer Binders Create Agendas and Activities Track in AET	2	
Attending Summer Retreat	Attend 2 Day overnight summer retreat	3	
Winter Officer Retreat	Plan Retreat Activities Book Accommodations and Activities PO's Make Officer Binders Create Agendas and Activities Track in AET	1	
Attending Winter Retreat	Attend 1 Day winter retreat	1	
Farms Leadership	Transportation Requests Scheduling Thank you Cards Excuse Students Schedule Recruitment Presentations	10	

## Appendix A-6

	Review Applications Payments for Program Assign Advisor to Attend Track in AET		
FFA Week	Po's for Supplies Purchase Supplies Organize and Facilitate Activities Lead Officer Team in FFA Week Planning	4	
Officer Oversight	Officer Meetings Review Officer Meeting Agendas Check in with Officers Officer Elections Officer Transitions Senior Election Committee FFA Meeting Prep: Have Agenda Copies, Check Folder, Facility Requests Track Meetings in AET Welcome Back BBQ	25	
Committee Chair Supervision	Host Committee Chair Bootcamp Create Year Long Committee Schedule Check in with Committee Assignments and Duties Reminders Track Meetings in AET	12	
Leadership Committee Supervision	Recruit Leadership Committee Students Release Applications Select Committee Members Hold Whole Committee Meetings Host Committee Trainings for Events Record Meetings in AET	8	

## Appendix A-6

State Conference Planning	All Po's Book Hotel Rooms Transportation Request Hold Student Information Meetings Release Applications and Review Excuse Students Book Activities Create Agenda and Packing Lists Register for Convention Collect Deposits, Track Fundraising Efforts, Send Balance Slips. Track All participation in AET	5	
State Conference Attending	Attend State Conference Trip	7	
National Convention Planning	All Po's Book Hotel Rooms Transportation Request Hold Student Information Meetings Release Applications and Review Excuse Students Book Activities Create Agenda and Packing Lists Register for Convention Collect Deposits, Track Fundraising Efforts, Send Balance Slips. Track All participation in AET	12	
National Convention Attending	Attend National Convention Trip	15	

## Appendix A-6

Banquet Planning	Facilities Requests PO's Decorations Programs Photos Print Certificates Update Script Print and Send Save the Dates and Invites Set Food Menu Order Dessert Purchase Gifts for Committee Chairs and Officers and Seniors. Have Chapter Apparel available for purchase Facilitate Banquet Practice with Officers Coordinate Banquet Helpers with Committee chairs and newly elected officers. Track In AET	3	
MFE/ALA Attending and Planning	Have Interest Meeting Release and Review Applications Register in Summer PO's Transportation Request Excuse Students Check Uniforms Attend Conference	3	
COLC	Registration PO for Registration Transportation Request Communicate with Officers Attend Conference	3	
Foothill GLC	Registration	2	

## Appendix A-6

	PO for Registration Transportation Request Communicate with Freshman Attend Conference		
Corning GLC	PO's Transportation Request Assign Roles to Advisors Plan and Create Stations Create Agendas Student Registration Plan Lunch Meal and Snacks Excuse Students Assign Leadership Team Roles Track in AET	5	
3rd Grade Ag Day	PO's Transportation Request Assign Roles to Advisors Plan and Create Stations Create Agendas School Registration Plan Lunch Meal and Snacks Excuse Students Assign Leadership Team Roles Track in AET	5	
Professional Development Coordination	Create TPOS, Book Accommodations, Register Teachers, Budget and plan for PD	5	
Advisory	Write Advisory Agendas, Provide Dinner, Organize Advisory Meeting Dates,	5	



## Appendix A-6

Meetings Coordination	Communicate with Advisory Members and Staff. Update Program plan. Gather Data to present to the committee.		
FFA Degrees	Responsible for awarding Green hand, Chapter, State and American Degrees: Identify Possible Applicants Distribute Applications Assist Students in Applying Order Pins/ Awards Create and Print Certificates Host Degree Ceremony Event with Officers Order Chapter Apparel for Degree Recipients Track in AET	12	
Attend State Degree Ceremony	Attend State Degree Ceremony with recipients Track in AET	1	
Spring Regional FFA Meeting	Attend Spring Meeting with Delegates Transportation Request Registration PO Track in AET	1	
FFA Proficiencies	Responsible for awarding Chapter, Sectional, Regional, State and National proficiency awards. Identify Possible Applicants Assist Students in Applying Order Pins/ Awards Create and Print Certificates Recognize at Banquet Track in AET	12	
FFA Award	Apply for the following Awards:	6	

## Appendix A-6

Applications	Staff Star Awards Student Star Awards CATA Award Nomination National Chapter Award		
Above Chapter Level Leadership	Identify students to apply for the following above chapter level leadership. Supervise students in their role:  National Convention Delegate Sectional, Regional and State Office State Conference Committee, Sub Committee Chairs, Nominating Committee	2	
Field Day Coordination	Manage all CDE and LDE Teams with Advisors Excuse Students Submit Transportation Requests Submit Payment for Contests Register for Contests Track Contests and Students in AET Advertise success at Field Days	9	
AET Curriculum	Develop, prepare and maintain AET content and curriculum for the department to utilize in all courses. Prepare additional work for students who have more than one ag class. Manage AET Roosters and submit.	9	
AIG Funding	Prepare and submit AIG funding for Department Prepare benchmark reports at each semester with areas to improve. Get grant board approval Submit Financial Documents	5	
8th Grade Recruitment	Host 8th Grade Ag Day PO's Transportation Request Assign Roles to Advisors	6	

## Appendix A-6

	Plan and Create Stations Create Agendas School Registration Plan Lunch Meal and Snacks Excuse Students Assign Leadership Team Roles Track in AET Prepare Booth for 8th Grade Invasion Event 8th Grade Career Day Transportation Request Plan and Create Stations Excuse Students Track in AET		
Award Plaques	Purchase, Plan and Create Award Plaques for Banquets, Contests, and other FFA Events. PO's	4	
Local Speaking Contests	Host Local O/C and Speaking Night Identify Judges Prepare Judges Gifts Print Score Sheets and Gather Contest Materials Order Food Prepare Certificates Track in AET	3	
Pumpkin Patch and Haunted Barn	PO's Student Sign Ups Menu for Concessions Shopping for Event and Food Station Materials: Face Painting, Hay Rides, Coloring Sheets, HB Decorations and Setup	6	

## Appendix A-6

	Costumes for Students Reminders for Shifts Track in AET		
Pumpkin Patch and HB Attendee	Attend and supervise Haunted Barn and Pumpkin Patch	1	
Community Related Fundraisers and Events: Presentations, Dinners.	Organize and Communicate with Students Track in AET PO's Excuse Students Follow up with Payments	5	
Fair Coordination:	Fair Meeting: Prepare all Copies, Sign Ins, Reserve Facilities, Agenda, Advertisement Fair Loans Track Student Payments and send Reminders Fair Decorations Fair Supplies Show Clinic Planning Fair Shirts Meeting Tracking Grade Requirements Fair Fines Fair BBQ Planning Class Entries in Fair: Floral, Mechanics, Welding,	12	
Community Service Events	FB Ag Day, CCCC, Olive Festival, Facilitate and Organize Events Transportation Requests PO's	4	

## Appendix A-6

	Student Sign Ups Track in AET		
CDE Team Coach	Minimum of 4 Team Members Compete at a minimum of 3 Contests with Full Team 10 Hours of Practice Time *Points for each team Track in AET	12	
LDE Team Coach	Compete at a Minimum of 3 Contests (Including Sectionals, but not above). 10 Hours Practice Time *Points for each team Track in AET	10	
Parli Pro	Compete at a Minimum of 3 Contests (Including Sectionals, but not above). 10 Hours Practice Time *Points for each team Track in AET	20	
O/C Coach	Coach Full Team of O/C Contest 5 Hours Practice Time Local and Sectional Competitions *Points for each team Track in AET	5	
Additional Contest	Attend additional Field Day with Full Team Track in AET	2	
COOP Coach	Compete at Sectional Contest 5 Hours Practice Time Track in AET	3	
Parent	Host Parent Committee Meetings if needed	3	

## Appendix A-6

Committee	Maintain Contact with Parent Committee Recognize parents at banquet Recruit parents for involvement Alumni Chapter Mixer or Event		
Hogs	Communicate with Students regarding deadlines Secure Animals for Students Purchase Animal Insurance Tag Animals Weigh Animals Showmanship Practice Pre-Fair Meeting Fair Setup Track in AET	30	
Beef		15	
Lambs		20	
Small Animal		10	
Goat and Dairy		10	
Fundraising	PO's Shopping Lists Print Tickets Communicate with ASB Office Track Ticket Sales Check Out Tickets Student Sign Ups Cash Box Requests Work Fundraiser Events Track in AET	20	
Cooking/ BBQ Committee	Cooking, Coordinating, and Cleaning for all FFA Events Maintain Supplies and Materials in Storage Area Maintain Inventory	10	

## Appendix A-6

	PO's for new supplies/inventory		
Marketing: Social Media and Newsletter, Chapter Apparel, FFA Google Classroom, FFA Calendar	Edit and Post Social Media Edit and send Monthly Newsletter Create Chapter Apparel and Manage Sales PO's Track Student Payments Set Up and Manage Google Classroom Update and Manage FFA Calendar	10	
Agri science Project Supervision	Recruit Students to Complete an Agri science Project for SAE Advise students on project Edit Project Boards Registration for Sections Registration for Regional/State Print Project Boards Assist with Class Agri science Projects	5	
Department Head	<ol style="list-style-type: none"> <li>1. Lead Curriculum Development</li> <li>2. Educational Advisor</li> <li>3. Conduct Department Meetings</li> <li>4. Communicate with Admin</li> <li>5. Develop Department Budget and Assist with Individual Budgets</li> <li>6. Prepare and Process State Data Results</li> <li>7. Collaborate with Department Heads</li> <li>8. Enter Requisitions to Escape</li> <li>9. Participate in Scholarship Committee</li> <li>10. Attend Department Head Meetings</li> <li>11. Assist with master Schedule</li> </ol>	NA	
All Even Split	PD Expected Attendance: AIG Minimum		

## Appendix A-6

	Attend 3rd Grade and 8th Grade Ag Day Attend all FFA Meetings		
	<b>TOTAL</b>	419	

Goal is to Have all ag teachers within 10% of average.



## Appendix A-7

<b>Task</b>	<b>Description</b>
Professional Development	Attend Professional Development requirements as outlined by AIG. Attend CATA meetings.
FFA Meetings	Attend all Monthly FFA Meetings. Advertise FFA meetings to classes. Promote FFA involvement in
Advisory Meetings	Attend all Agriculture Advisory meetings.
CDE Team	Minimum of 4 Team Members Compete at a minimum of 3 Contests with Full Team 10 Hours of Practice Time each year Track participation in AET
AET and AET	Log all teacher involvement in AET. Lead classes in SAE and AET Workshops in class as provided by the department. Grade SAE Projects as outlined by the department.
Department Events	Participate in the following department events as led by department: 3rd Grade Ag Day 8th grade Ag Day