

ARTICLE XI

BARGAINING UNIT MEMBER DUTIES/HOURS OF EMPLOYMENT

1. The number of days that a bargaining unit member shall be required to perform duties or attend meetings shall be specified on a District calendar appended hereto (Appendix A, School Calendar). In the case of counselors and psychologists, additional work days may be required as specified in their Contracts.

2. The length of the regular school day including starting and ending time shall be fixed by the Governing Board, upon recommendation of the Superintendent. The working day of bargaining unit members shall be from one-half (1/2) hour before the start of the regular school day to ~~twenty-three (23)~~ twenty-two (22) minutes after the end of the regular school day. Each bargaining unit member will be provided a duty-free lunch of one-half (1/2) hour between the hours of 10:50 a.m. and 1:30 p.m. Each bargaining unit member shall be provided professional preparation time within the regular school day as follows: Elementary, 150 minutes per week (the District will provide an education aide during the physical education period to work with the assigned physical education teacher, thereby providing the regular classroom teacher with a 30 minute preparation period per day) with a maximum of 305 minutes of instruction per day. Grades 7-12, one period preparation time for each five periods plus STEP/Homeroom taught by the bargaining unit member (teaching and preparation period, 56 minutes), no teacher will be responsible for more than five teaching periods plus STEP/Homeroom per day unless mutually agreed upon. Grades 7-12 bargaining unit members shall have a maximum of two hundred eighty-six (286) minutes of instruction per day, excluding passing periods. In the case of alternating day schedules, teaching and preparation time may be

conference periods may be used by grades 7-12 unit members to schedule IEP meetings. Meetings shall be scheduled for sixty (60) minutes, and limited to ninety (90) minutes in length, unless mutually agreed by the parent and other IEP team members to extend.

7. Also bargaining unit members shall be expected to meet general education student needs such as parent/bargaining unit member conferences outside of the normal working hours when necessary and practicable.

8. All bargaining unit members shall participate in professional collaboration time.

A. The focus of the collaboration time shall be on improving quality instruction to enhance student learning based on individual, site and district goals and initiatives.

B. Elementary grade level representatives (TK-6), PLC Leads (7-12) and administrators shall work together with equal authority to develop the agendas, goals and activities for collaboration time.

C. Collaboration time shall be accrued through banking of instructional minutes throughout the school year.

1. The school day shall be adjusted to accommodate ~~thirty (30)~~ thirty-four (34) one-hour sessions at both the 7/8 and 9-12 school sites.

2. The school day shall be adjusted to accommodate eleven (11) three hour and fifteen minute collaboration sessions for first through sixth grades at elementary sites.

3. Elementary physical education teachers will collaborate for three hours and be provided with fifteen (15) minutes for instructional preparation

TA Tracy 5/25/17

Jeff Dan 5/25/17

**La Canada Teachers Association Counter Proposal #4 - May 25, 2017**

**ARTICLE XIII**

**Wages**

**H. 2014-15 Salary**

~~The salary schedule (Appendices D, E, and F) for all bargaining unit members shall be increased by four percent (4.0%) based on salary schedules in effect on July 1, 2014. Bargaining unit members shall receive a retroactive payroll warrant for the four percent (4.0%) increase to the salary schedule for the period of July 1, 2014 through June 30, 2015.~~

**I. 2015-16 and 2016-17 Salary**

~~For the 2015-16 fiscal year, an increase of 4.25% shall be permanently added to the 2014-15 salary schedule (Appendix D). As of June 30, 2016 the existing salary schedule will sunset. For the 2016-17 school year the new salary schedule will take effect on July 1, 2016 and shall be permanent and ongoing subject to the scope of bargaining.~~

**H. 2016-17 Salary**

~~Retroactive to July 1, 2016, an increase of 1.05% shall be permanently added to all of the 2015-16 salary schedules (Appendices B, D, E, F1 and F2). An additional 0.5% increase shall be permanently added to all of the 2015-16 salary schedules (Appendices B, D, E, F1 and F2) beginning July 1, 2017.~~

**H. 2016-17 Salary**

~~Retroactive to July 1, 2016, an increase of 0.55% shall be permanently added to all of the 2015-16 salary schedules (Appendices B, D, E, F1 and F2). An additional 1.0% increase shall be permanently added to all the 2016-17 salary schedules (Appendices B, D, E, F1 and F2) beginning July 1, 2017.~~

TA Tracoff 5/25/17

*Davis* 5/25/17

APPENDIX B

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE LCUSD

	Level 8 \$3693.84	Level 7 \$3386.01	Level 6 \$3078.20	Level 5 \$2770.37	Level 4 \$2462.55	Level 3 \$2154.74	Level 2 \$1846.92	Level 1 \$1539.57
<b>IGHS 9-12 ATHLETICS</b>								
Athletic Director (per semester)		X						
Sports Coordinator (2 positions, per semester)				X				
Athletic Trainer (per semester)	X							
Athletic Trainer (summer)	X							
<b>BOYS' SPORTS</b>								
Football								
Varsity Head		X						
Varsity Assistant (2 positions)						X		
Junior Varsity Head						X		
Junior Varsity Assistant						X		
Frosh Head						X		
Frosh Assistant						X		
Cross Country								
Varsity Coach				X				
Varsity Assistant						X		
Water Polo								
Varsity Head			X					
Junior Varsity Head						X		
Frosh/Sophomore Head						X		

6/15/19

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

[illegible]







TC 5/25/17

JD 5/25/17

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

La Canada High School Non-Athletics											
Choral Director 9-12											
Choral Director 7-8											
Drama Director 9-12											
Drama Director 7-8											
Drama Producer											
Technical Director											
Band/Orchestra 9-12											
Band/Orchestra 7-8											
Band/Orchestra Assistant (3 positions)											
ASB Sponsor 9-12											
ASB Sponsor 7-8											
ELD Lead Teacher 9-12											
ELD Lead Teacher 7-8											
Class Sponsors											
Senior											
Junior											
Sophomore (paid 1/2 of step 1 per position)											
Freshman (paid 1/2 of step 1 per position)											




2A 5/25/17

6/15/15

## APPENDIX B

**LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE**

[illegible]



4/5/75

## APPENDIX B

[illegible]

AC 5/25/17

5/25/17 G-D

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

APPENDIX B

Elementary School Assignments									
Choral Director (one at each site)								x	
Team Leaders (3 at each site, one at TK 1, 2-3, and 4-6)								x	872-985 1/25/18
Grade Level Leaders (4 or 5 at each site to represent grade levels not represented by team leaders, paid 1/4 of step 1 per position)									1/2
Student Council (one at each site)								x	
Academic Coach/Sponsor (2 positions at each school, paid 1/2 of step 1 per position)									1/2
Elementary Administrative Designees for Special Education (one at each site)									x

72 5/25/17

JD 5/25/17

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

APPENDIX B

District Wide Assignments										
PAR Joint Panel (3 positions)										
										x
PAR Consulting Teachers for Referred Teachers										
Mentor Teacher										
									x	
Science Coordinator / Community Liaison										
								x		



TA Tracy — 5/25/17

*[Signature]* 5/25/17  
LEUSD

APPENDIX B

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

	Level 8 \$3693.84	Level 7 \$3386.01	Level 6 \$3078.20	Level 5 \$2770.37	Level 4 \$2462.55	Level 3 \$2154.74	Level 2 \$1846.92	Level 1 \$1539.57
<b>LEHS 9-12 ATHLETICS</b>								
Athletic Director (per semester)		x						
Sports Coordinator (2 positions, per semester)				x				
Athletic Trainer (per semester)	x							
Athletic Trainer (summer)	x							
<b>BOYS' SPORTS</b>								
Football								
Varsity Head		x						
Varsity Assistant (2 positions)						x		
Junior Varsity Head						x		
Junior Varsity Assistant						x		
Fresh Head						x		
Fresh Assistant						x		
Cross Country								
Varsity Coach				x				
Varsity Assistant						x		
Water Polo								
Varsity Head			x					
Junior Varsity Head						x		
Fresh/Soph Head						x		









**LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE**

6/15/5  
AND SCHEDULE

[illegible]



TC 5/25/17

JD 5/25/17

APPENDIX B

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

La Canada High School Non-Athletics															
Choral Director 9-12															
Choral Director 7-8															
Drama Director 9-12															
Drama Director 7-8															
Drama Producer															
Technical Director															
Band/Orchestra 9-12															
Band/Orchestra 7-8															
Band/Orchestra Assistant (3 positions)															
ASB Sponsor 9-12															
ASB Sponsor 7-8															
ELD Lead Teacher 9-12															
ELD Lead Teacher 7-8															
Class Sponsors															
Senior															
Junior															
Sophomore (paid 1/2 of step 1 per position)															
Freshman (paid 1/2 of step 1 per position)															



6/15/15

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

Literary Magazine 9-12								X
Literary Magazine 7-8								X
Newspaper Advisor 9-12								X
Newspaper Advisor 7-8								X
Department Chair (4 or less FTE- level 3; 5+ FTE- level 4; 10+ level 5)					X	X	X	
Speech/Debate								X
Pep Club Sponsor (per semester)				X				
Dance Coach (per semester)							X	
After School Recreational Director 7-8 (4 per semester; 8 positions total)							X	
Team Leaders 7-8 (one per small school; 4 or less FTE- level 2, 3 or more FTE- level 3)							X	
Yearbook 9-12								X
Yearbook 7-8								X
Academic Coach/Sponsor 7-12 (5 positions; paid ½ of step 1 per position)								1/2

5/5/7

**LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE**

[illegible]

AC 5/25/17

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

5/25/17 

APPENDIX B

Elementary School Assignments											
Choral Director (one at each site)											
Team Leaders (3 at each site; one at PK-1, 2, 3, and 4-6)											
Grade Level Leaders (4 or 5 at each site to represent grade levels not represented by team leaders; paid 1/2 of step 1 per position)											
Student Council (one at each site)											
Academic Coach/Sponsor (2 positions at each school; paid 1/2 of step 1 per position)											
Elementary Administrative Designer for Special Education (one at each site)											



6/5/5

LA CANADA UNIFIED SCHOOL DISTRICT  
EXTRA DUTY EXTRA PAY COMPENSATION POSITIONS AND SCHEDULE

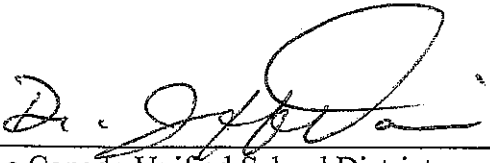
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**MEMORANDUM OF UNDERSTANDING  
BETWEEN LA CANADA UNIFIED SCHOOL DISTRICT  
AND LA CANADA TEACHERS ASSOCIATION  
REGARDING THE RETURN DATE FOR COUNSELORS  
FOR THE 2017-18 SCHOOL YEAR**

The La Canada Unified School District ("District") and La Canada Teachers Association ("LCTA" or "Association") enter into this Memorandum of Understanding concerning the return date for counselors for the 2017-18 school year.

The counselors will return to work on July 31<sup>st</sup>, instead of the originally negotiated date of August 2, 2017. August 2, 2017 shall be a non-work day. The District has approved this request which will allow the counselors to be paid over twelve (12) months for the 2017-18 school year.

This MOU shall be in effect for the 2017-18 school year and shall be non-binding and non-precedent setting.

  
\_\_\_\_\_  
La Canada Unified School District

Dated: 3-13-17

  
\_\_\_\_\_  
La Canada Teachers Association

Dated: 3/13/17

La Cañada Unified School District  
School Calendar  
2018-19

Draft 7, 2/3/17, 2:15 - 182 Days

	1st week							2nd week							3rd week							4th week							Student Instructional Days	Records & Reporting At Semester Beginning & End	Professional Training Prior to Opening Day	Legal Holiday	Local Holiday
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S					
July	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10													
Aug	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Sept.	3	4	5	6	7	16	1	1									
Sept.	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	Oct.	1	2	3	4	5	20											
Oct.	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	Nov.	29	30	31	1	2	20											
Nov.	5	6	7	8	9	12	13	14	15	16	Dec.	26	27	28	29	30	3	4	5	6	7	19											
Dec.	10	11	12	13	14	17	18	19	20	21	Jan.	25	26	27	28	29	7	8	9	10	11	13	1										
Jan.	14	15	16	17	18	21	22	23	24	25	Feb.	28	29	30	31	1	4	5	6	7	8	19											
Feb.	11	12	13	14	15	18	19	20	21	22	Mar.	25	26	27	28	1	4	5	6	7	8	18											
Mar.	11	12	13	14	15	18	19	20	21	22	Apr.	25	26	27	28	29	1	2	3	4	5	15											
Apr.	8	9	10	11	12	15	16	17	18	19	May	22	23	24	25	26	29	30	1	2	3	20											
May	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	22	1											
June	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28													
Total Days																					182	3	1	9	18								

Elementary Trimester Dates:

1st trimester: Aug. 16 - Nov. 2 (56 days)  
2nd trimester: Nov. 5 - Feb. 14 (55 days)  
3rd trimester: Feb. 19 - June 5 (71 days)

Secondary Quarter Dates:

1st quarter: Aug. 16 - Oct. 12 (41 days)  
2nd quarter: Oct. 15 - Dec. 20 (43 days)  
3rd quarter: Jan. 8 - Mar. 29 (56 days)  
4th quarter: Apr. 8 - June 5 (42 days)

First day of school for students: Aug. 16  
First day of school for staff: June 5  
Legal Holiday: Sept. 3, Nov. 12, Nov. 27, Dec. 24, Jan. 2, Jan. 20, Feb. 18, May 27

Buy Back Days: Aug. 15

Teacher Work Days (non-student days): Aug. 14, Jan. 7, June 6

New Teacher Orientation Day: Aug. 14

Additional Days:

Counselors and Nurse -

Psychologists -

July 31, Aug. 7, 8, 9, 10 & 13, 2018 and June 7, 10, 11 & 12, 2019

July 31, Aug. 3, 6, 7, 8, 9, 10 & 13, 2018 and June 7, 10, 11, 12 & 13, 2019

**La Cañada Unified School District  
School Calendar  
2019-20**

*2-Jan 2-3-19*  
*2-Feb 2-3-17*

Draft 7, 2/3/17, 2:30 - 182 Days

	1st week							2nd week							3rd week							4th week							Student Instructional Days	Records & Reporting At Semester Beginning & End	Professional Training Prior to Opening Day	Legal Holiday	Local Holiday	
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S						
July	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9								
Aug	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Sept.	2	3	4	5	6		16	1	1	1				
Sept.	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Oct.	30	1	2	3	4		20							
Oct.	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Nov.	28	29	30	31	1		20							
Nov.	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Dec.	23	24	25	26		19					2	4		
Dec.	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Jan.	28	29	30	31		13	1				2	9		
Jan.	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Feb.	3	4	5	6	7		19				1			
Feb.	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Mar.	2	3	4	5	6		18				2			
Mar.	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	Apr.	30	31	1	2	3		20							
Apr.	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	May	28	29	30	1		15							5	
May	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	June	23	24	25	26		22	1				1			
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		20	21	22	23	24	25	26	182	3	1	9	18		
Total Days																																		

**Elementary Trimester Dates:**

1st trimester: Aug. 15 - Nov. 1 (56 days)  
2nd trimester: Nov. 4 - Feb. 13 (55 days)  
3rd trimester: Feb. 18 - June 3 (71 days)

**Secondary Quarter Dates:**

1st quarter: Aug. 15 - Oct. 11 (41 days)  
2nd quarter: Oct. 14 - Dec. 19 (43 days)  
3rd quarter: Jan. 7 - Mar. 20 (51 days)  
4th quarter: Mar. 30 - June 3 (47 days)

First day of school for students: Aug. 15  
Last day of school for students: June 3  
Legal Holiday: Sept. 2, Nov. 11, Nov. 28, Dec. 25, Jan. 1, Feb. 16, Feb. 25, May 25

Buy Back Days: Aug. 14

Teacher Work Days (non-student days): Aug. 13, Jan. 6, June 4

New Teacher Orientation: Aug. 14

**Additional Days:**

Counselors and Nurse - July 31, Aug. 6, 7, 8, 9 & 12, 2019 and June 5, 8, 9 & 10, 2020  
Psychologists - July 31, Aug. 2, 5, 6, 7, 8, 9 & 12, 2019 and June 5, 8, 9, 10 & 11, 2020



LA CAÑADA UNIFIED SCHOOL DISTRICT PROPOSAL #3  
SCHOOL CALENDAR COLLABORATION DATES 2017-18  
APPENDIX A1

LCUSD *[Signature]*  
3/14/17  
LCAT *[Signature]*  
3/14/17

**Transitional Kindergarten/  
Kindergarten Full Days**

September 1  
~~September 29~~  
October 27  
January 26  
March 23  
May 25

**Grades 1-6  
Early Release Days**

September 1  
September 22  
~~September 29~~  
October 27  
November 17  
December 21  
January 26  
February 15  
March 23  
April 20  
May 11  
May 25

**Grades 7-12  
Late Start Days**

August 22  
August 29  
September 5  
September 12  
September 19  
September 26  
October 3  
October 10  
October 17  
October 24  
October 31  
November 7  
November 14  
November 28  
December 5  
December 12  
January 9  
January 16  
January 23  
January 30  
February 6  
February 13  
February 20  
February 27  
March 6  
March 13  
March 20  
April 3  
April 10  
April 17  
April 24  
May 1  
May 8  
May 15

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**MENTOR TEACHER (Elementary and Secondary)**

**I. Definition**

Under the supervision of the site administrator(s), will assist and support certificated employees in the role of mentor teacher. An application process shall be used to select mentor teachers who will be assigned to an annual pool for potential mentors. Selections shall be determined by a team made up of LCTA representatives and administrators. Assignments will be distributed and rotated as needed among the various sites, grade levels, subject fields, and departments with a reasonable effort to match locations and expertise of mentor teachers with participants. If assigned to a university intern teacher, the mentor teacher will need to communicate with the university supervisor and site administrator regarding progress of the teacher being mentored.

**II. Duties and Responsibilities**

Under the general direction of the Principal or designee, the duties and responsibilities of the Mentor Teacher are as follows:

1. Provides confidential assistance and support to voluntary participants including observations, consultations and guidance once per quarter.
2. Models successful instructional practices once per semester.
3. Watch one lesson per quarter of the teacher being mentored and provide feedback.
4. Make recommendations for instructional materials, lesson plans, teaching methods, and classroom management strategies to the teacher being mentored once per quarter.
5. Demonstrate lessons and/or professional development activities at minimum once per semester.

**III. Length of Assignment**

One year.

**IV. Qualifications**

1. Minimum of 5 years of exemplary work experience in LCUSD.
2. Previous experience as a teacher leader at the site or district-level.
3. Bachelor's Degree or higher.
4. Previous experience in professional development of other teachers preferred.
5. Previous experience in a peer mentoring role preferred.

**V. Able To**

1. Demonstrate proficiency in technology as an instructional tool.
2. Demonstrate proficiency in best instructional practices for the given subject area or grade level.
3. Demonstrate professional rapport with colleagues.
4. Demonstrate enthusiasm for student advocacy.
5. Demonstrate creative problem solving skills.
6. Demonstrate strong communication skills.
7. Demonstrate strong collaboration skills.
8. Demonstrate ability to provide constructive feedback to peers.
9. Attend workshops, trainings, professional development activities outside work day.

  
 LCTA

5/25/17  
 Date

  
 LCUSD

5/25/17  
 Date of Board Approval

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**LCUS 7/8 WHERE EVERYONE BELONGS ("WEB") ADVISOR**

**I. Duties and Responsibilities**

Under the general direction of the Principal or designee, the duties and responsibilities of the 7/8 WEB Advisors include the following:

1. Attend one official WEB Leader training.
2. Coordinate WEB Leader selection process.
3. Schedule, organize and supervise WEB Leader trainings including "Spring Play Day" and two-day WEB Leader trainings prior to registration each summer.
4. Schedule and organize 7th Grade Orientation.
5. Monitor the WEB budget.
6. Collaborate with students, PTA, Boosters and community sponsors to fund-raise for WEB activities and events at minimum once per semester.
7. Communicate with counselors, administration and staff regarding 7th grade needs related to the WEB program.
8. Supervise and assist WEB Leaders to ensure positive, face-to-face interactions occur with their 7th grade WEB groups at minimum once per quarter.
9. Maintain the WEB Activities calendar monthly.
10. Coordinate and attend WEB social activities once per semester.
11. Support publicity and messaging via district-approved communication forums about Challenge Success events, opportunities, surveys, and initiatives.
12. Other duties as deemed necessary by the Principal or designee.

**II. Length of Assignment**

One year

**III. Qualifications**

1. Current LCUS 7th or 8th grade certificated bargaining unit member.
2. Knowledge of WEB subject matter.
3. Ability to relate effectively with District personnel, student and parents.
4. Ability to supervise students under their jurisdiction.
5. Ability to attend WEB Coordinator training in spring.

LCTA

LCUSD

Date

Date of Board Approval



**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**LCHS 9-12 LINK CREW ADVISOR**

**I. Duties and Responsibilities**

Under the general direction of the Principal or designee, the duties and responsibilities of the 9-12 Link Crew Advisor include the following:

1. Attend one official Link Leader training.
2. Coordinate Link Leader selection process.
3. Schedule, organize and supervise Link Crew Leader trainings including "May Development Day" and two-day Link Leader trainings prior to registration each summer.
4. Schedule and organize Freshman Orientation.
5. Collaborate with administration to monitor the Link Crew budget.
6. Collaborate with students, PTSA, Boosters, class advisors and community sponsors to fund-raise for Link Crew activities and events at minimum once per semester.
7. Communicate with counselors, administration and staff regarding freshman needs as they relate to Link Crew.
8. Supervise a Link Leader STEP class where leadership lessons are taught weekly. Refer to Link Crew curriculum.
9. Supervise and assist Link Leaders to ensure positive, face-to-face interactions occur with their freshmen crew members at minimum once per quarter.
10. Maintain the Link Crew Activities calendar at minimum monthly.
11. Coordinate and attend Link Crew activities at minimum once per semester.
12. Support publicity and messaging via district-approved communication forums about Challenge Success events, opportunities, surveys, and initiatives.
13. Other Link Crew related duties as deemed necessary by the Principal or designee.

**II. Length of Assignment**

One year

**III. Qualifications**

1. Current LCHS certificated bargaining unit member.
2. Knowledge of the Link Crew program.
3. Ability to relate effectively with District personnel, students and parents.
4. Ability to supervise students.
5. Ability to attend Link Crew Advisor training in spring.

LCTA

LCUSD

Date

Date of Board Approval

**LA CAÑADA UNIFIED SCHOOL DISTRICT**  
**LCHS 7/8 AND 9-12 CHALLENGE SUCCESS LEADER**

**I. Duties and Responsibilities**

Under the general direction of the Principal or designee, the duties and responsibilities of the Challenge Success Leader include the following:


1. Attend Stanford Challenge Success trainings and meetings including off site and overnight trainings at the expense of LCUSD.
2. Attend LCUSD events that promote Challenge Success at minimum once per quarter.
3. Coordinate and attend Challenge Success activities at minimum once per semester.
4. Help plan and implement outreach opportunities to stakeholders.
5. Collaborate with stakeholders to inform and educate on Challenge Success initiatives.
6. Analyze and review data, including Challenge Success survey data, to suggest possible changes in the educational experience.
7. Participate and/or lead staff outreach in staff meetings at minimum once per semester.
8. Participate and/or lead community outreach at meeting including Boosters, PTA and evening assemblies for stakeholders at minimum once per year.
9. Communicate with counselors, administration and staff regarding ideas and progress of Challenge Success Initiatives.
10. Support publicity and messaging via district-approved communication forums about Challenge Success events, opportunities, surveys, and initiatives.
11. Other Challenge Success related duties as deemed necessary by the Principal or designee.

**II. Length of Assignment**

One year

**III. Qualifications**

1. Current LCHS certificated bargaining unit member.
2. Knowledge of Challenge Success program subject matter.
3. Ability to relate effectively with District personnel, student and parents.
4. Ability to supervise students.
5. Ability to attend Challenge Success trainings.

  
 LCTA

  
 LCUSD

5/25/17  
 Date

5/25/17  
 Date of Board Approval

Jeff

MEMORANDUM OF UNDERSTANDING BETWEEN LA CANADA UNIFIED SCHOOL  
DISTRICT AND LA CANADA TEACHERS ASSOCIATION REGARDING  
ONLINE GRADING FOR GRADES 7-12

The La Canada Unified School District ("District") and La Canada Teachers Association ("LCTA" or "Association") enter into this Memorandum of Understanding concerning the use of online grading by certificated staff in grades 7 through 12.

1. In agreement with past practice and agreements, all certificated staff teaching 7th-12th grade students shall input student grades using the District-approved electronic grade reporting program.
2. For the purpose of entering grades into the electronic grade reporting program teachers will have private access to a computer workstation during their planning period, if needed.
3. On or before the second full week of instruction each quarter, teachers shall (at minimum) input one grade for each student. From the third full week of instruction teachers shall input at least one grade every two school weeks (per student) for the remainder of the quarter with seven (7) total grades per quarter for each student enrolled in their classes. During the last two weeks of the semester a final assessment shall be administered and will be entered by the end of the grade reporting period. Including this final assessment, teachers will be responsible for entering a minimum of fifteen (15) grades per semester for each student enrolled in their classes.
4. Teachers of sports team classes, special education academic support, student T.A., and STEP classes are exempted from the minimum requirements above. Teachers of these courses must enter at least one grade per quarter grade reporting period.
5. Per California Education Code 49067 teachers will be required to provide written twenty (20) day notices to parents who do not subscribe to the online grading platform, whenever it becomes evident to the teacher that the pupil is in danger of failing the course (earning a grade of C minus or lower).
6. This document shall constitute the entire agreement of the parties, shall supersede any prior discussions or writings concerning the matters covered herein, and may only be modified or amended in writing when signed by both parties.
7. The MOU and related data will be reviewed at the bargaining table prior to its expiration at the end of the 2017-2018 school year.

  
La Canada Teachers Association

3-14-17  
Date

  
La Canada Unified School District

3-14-17  
Date



1A 12/25/17 6:00 PM  
Jff Davis LCUSD 5/25/17 6:00 PM

Memorandum of Understanding for 2017-18

**LATE START SCHEDULE FOR LA CANADA HIGH SCHOOL (7-12)  
PENDING GOVERNING BOARD ACTION ON START/END TIMES**

Per California Education Code 46100, the Governing Board shall determine the start and end times of the school day. *The \* denote the start and end time of the school day in this proposal.*

Both parties are in agreement that if the Governing Board does not take action to approve start and end times of the school day to reflect those indicated on this proposal, then the proposed schedule cited below will not be implemented in the 2017-18 school year.

**LCHS 9-12 Bell Schedule**

Regular Schedule – 6 Periods

Period 1	*8:30 – 9:26
Period 2	9:32 – 10:28
Break	10:28-10:38
Period 3	10:43 – 11:39
Period 4	11:45 – 12:41
Lunch	12:41 – 1:11
Period 5	1:16 – 2:12
Period 6	2:18 – 3:14*

**LCHS 7/8 Bell Schedule**

Regular Schedule – 6 Periods

Period 1	*8:30 – 9:26
Period 2	9:32 – 10:28
Break	10:28 – 10:38
Period 3	10:43 – 11:39
Lunch	11:39 – 12:09
Period 4	12:14 – 1:10
Period 5	1:16 – 2:12
Period 6	2:18 – 3:14*

- Student Day Runs \*8:30 – 3:14
- 56 Minute Class Periods
- Passing Periods Connected to Break/Lunch – 5 minutes
- Passing Period Between Class Periods – 6 minutes
- 10 Minute Break
- 30 Minute Lunch
- Teacher Contractual Day (7 hr. 49 min.) 7:30 a.m. – 3:19 p.m.

**Block Schedule 9-12 (W/Th)**

Period ½	*8:30 – 10:14
Break	10:14 – 10:24
Period 3/4	10:29 – 12:13
STEP	12:19 – 12:54
Lunch	12:54 – 1:24
Period 5/6	1:29 – 3:13*

**Block Schedule 7/8 (W/Th)**

Period 1/2	*8:30 – 10:14
Break	10:14 – 10:24
Period 3/4	10:29 – 12:13
Lunch	12:13 – 12:43
Homeroom	12:48 – 1:23
Period 5/6	1:29 – 3:13*

- Student Day Runs \*8:30 – 3:13
- 1:44 Minute Class Periods; 35 Minute STEP (Includes Announcements)
- Passing Periods Connected to Break/Lunch – 5 minutes
- Passing Period Between Class Periods – 6 minutes
- 10 Minute Break
- 30 Minute Lunch
- Teacher Contractual Day (7 hr. 49 min.) 7:30 a.m. – 3:19 p.m.

### 0 Period

- 7:28 – 8:24 (56 Minutes) (6 Minute Passing Period to 8:30 a.m. Period 1)
- PLC Time – Tuesdays 6:30 – 7:20 a.m.
- Teacher Tuesday Contractual Day – 6:30 – 2:19
- Teacher Contractual Day on Monday/Friday (7:49) – 7:00 – 2:49
- Teacher Contractual Day, Alternates on Block Days, either 7:00 – 3:15 or 7:00 – 2:23 (2 days = 938 minutes; 1=495, 2=443)

### *Additional:*

1. *La Canada High School administration will make maximum effort to schedule meetings between 7:30 a.m. and 8:25 a.m., in accordance with Article XI, (5) of the current collective bargaining agreement;*
2. *LCTA bargaining unit members and district administration agree to make maximum efforts to mitigate adverse academic impacts to LCHS student-athletes as a result of early release;*
3. *LCUSD/LCTA agree to create a sub-committee to discuss the instructional minutes at LCHS 7/8;*
4. *the MOU and related data will be reviewed at the bargaining table in 2017-18 with adjustments as mutually agreed upon made to the schedules and recommendations regarding start and end times of the school day provided to the LCUSD Governing Board.*