

T.A. 5/6/19
11:45 AM

Mark E. Evans 5/6/19
Barbara L. Drange

AGREEMENT

**BETWEEN THE
LA CAÑADA UNIFIED SCHOOL DISTRICT
AND THE
LA CAÑADA TEACHERS' ASSOCIATION**

EFFECTIVE JULY 1, 2015 2019 THROUGH JUNE 30, 2018 2022

REVISED August 29, 2018

T.A. 5/6/19
11:45 AM
LA CAÑADA UNIFIED SCHOOL DISTRICT
AND THE
LA CAÑADA TEACHERS' ASSOCIATION

Mark E. Egan
Barbara L. Drury

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Mark L. Evans
Barbara L. Drang

1 ARTICLE II

2 TERM

3 This agreement shall remain in full force effective July 1, ~~2015~~ 2019 up to and including June

4 30, ~~2018~~ 2022.

5 RE-OPENERS FOR ~~2016-17~~ 2020-2021

6 Salary, benefits, ~~Evaluations MOU and calendar~~, and two additional articles per team.

7 RE-OPENERS FOR ~~2017-18~~ 2021-2022

8 Salary, benefits, ~~Collaboration MOU and calendar~~, and two additional articles per team.

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Barbara L. Dange

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.~~ Bargaining unit members shall work for one hundred eighty-six (186) days: one hundred eighty-two (182) instructional days (7/8 bargaining unit members shall work one hundred eighty-one (181) instructional days), one (1) professional development day, and three (3) non-instructional workdays (7/8 bargaining unit members shall work four (4) non-instructional workdays). The professional development day and non-instructional workdays shall last the length of the bargaining unit members' contractual instructional day, ~~or 6.25 hours.~~ Activities for the professional development day shall be informed by the district's Local Control Accountability Plan (LCAP) goals and determined ~~by the Associate Superintendent of Educational Services with input solicited from site-certificated staff.~~ by the Instructional Planning Groups (grades TK-6), ~~and the Instructional Curriculum Council (grades 7-12),~~ ~~in collaboration with~~ and the Assistant Superintendent of Curriculum and Instruction Associate Superintendent of Educational Services. Activities for the non-instructional days shall be ~~determined by bargaining unit members prior to the start of the school year~~ and shall be a combination of site and bargaining unit member needs, with site needs accounting for no more than ~~eight~~ six hours over the three days (four days for 7/8 bargaining unit members), with no more than three hours on any one day. Activities for

~~non-instructional days during the school year will be determined by the bargaining unit members unless mutually agreed upon. No more than three hours on any non-instructional work day will be determined by site and district administration.~~ School psychologists shall work an additional thirteen (13) calendar days as specified on a District calendar appended hereto (Appendix A, School Calendar). Counselors and nurse shall work an additional ten (10) calendar days as specified on a District calendar appended hereto (Appendix A, School Calendar). Speech and Language Pathologists shall work one (1) additional calendar day prior to the first workday of the school calendar.

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.
3. The working day of bargaining unit members at elementary schools shall be from one-half (1/2) hour before the start of the regular school day to twenty-two (22) minutes after the end of the regular school day.
4. The working day of bargaining unit members in grades 7-12 shall be from sixty (60) minutes before the start of the regular school day on Tuesdays, Wednesdays and Thursdays and forty-five (45) minutes before the start of the regular school day on Mondays and Fridays to five (5) minutes after the end of the regular school day. Administration shall schedule meetings prior to the start of the instructional day on Tuesdays and Thursdays only.
5. 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.

6. Each bargaining unit member shall be provided professional preparation time within the regular school day as follows:

A. 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.

B. Grades 7/8, will have an additional non-instructional work day on the day prior to the final district wide work day on the negotiated school calendar.

C. Grades 7-12, shall work 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 accumulated over a two (2) day period, and no period shall exceed one hundred five (105) minutes, nor shall any bargaining unit member be required to teach more than three hundred fifty (350) minutes on any one day per 1.0 FTE. The bargaining unit member shall not be accountable for more than eight (8) hours per day except as hereinafter described.

7. Within the above specified hours and times, all bargaining unit members shall be expected to perform other professional duties, including a maximum of fifteen (15) hours of supervision per 1.0 FTE per year. Teachers shall only be responsible for supervising children. Supervision may be performed before, during, or after contract hours. If mutually agreed upon, supervision hours may be performed during preparation periods or lunch.
- A. TK-6 supervision will be assigned.
 - B. 7-12 supervision will begin with voluntary sign-ups for a minimum of the 8 of the 15 supervision hours at the beginning of the school year. Bargaining unit members who do not voluntarily sign up will be assigned in as equitable a fashion as possible. For second semester, bargaining unit members will be allowed to voluntarily sign up for the remainder of their supervision obligation. Any supervision needs not covered will be assigned in an equitable fashion to those members who have not completed their supervising obligation. 7-12 members shall be responsible for supervising at least one major school activity (such as, but not limited to, dances, athletic competitions, school performances).
 - C. 7-12 site administration will provide bargaining unit members with one report during each semester showing the number of hours completed.
8. Any supervision performed after completing 15 hours is subject to Appendix B or covered by the non-instructional rate, with administrative approval.
9. Additionally, bargaining unit members may be required to attend, no more than twice within a week, meetings held outside the working day when such meetings are required

by the educational needs of the District. Bargaining unit members at elementary sites shall not be accountable to attend meetings more than sixty (60) minutes ~~one and one-half~~ ^{ME} ~~(1-1/2) hours beyond~~ ^{ED} outside the normal working day ~~or~~ and no more than ten (10) meetings per quarter. Meetings shall be held on two (2) specific days of the week designated at the beginning of each school year. Bargaining unit members shall also be expected to attend a Back-to-School night and an Open House night each year and may be required to supervise one additional building related activity such as student group activity, presentation to parents, graduation ceremony, or other activity assignment that is necessary for the safety and well-being of students. When a bargaining unit member is required to supervise such additional activities, such bargaining unit member shall be permitted to leave his regular assignment earlier that day than he would normally, provided that all the bargaining unit member's instructional obligations for that day have been fulfilled.

10. Also, bargaining unit members shall attend Individual Education Plan (IEP) meetings as required by law. Individual Educational Plan meetings shall be scheduled at a time mutually agreed upon by the parent/guardian and the other IEP team members. IEP meetings shall be scheduled on days of the week that are not designated for other meetings (example: Mondays are designated as LCTA meeting days.) At least one (1) general education teacher shall be in attendance for the entire duration of an IEP meeting. The priority shall be to hold IEP meetings outside of the instructional day. Block day 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.

11. 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.

12. 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-four (34) one-hour sessions at both the 7/8 and 9-12 school sites.~~ 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.

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

during the instructional day. See attached bell schedules and calendars for specific dates and times.

- 3) On **four (4)** collaboration days, Transitional Kindergarten and Kindergarten students shall remain on the regular day schedule. Consistent substitutes will be provided to release Kindergarten teachers for **five (5) four (4)** full collaboration days. **Three (3) days during the year both AM and PM Transitional Kindergarten and Kindergarten students will attend school from 8:10 a.m. to 11:35 a.m. and a collaboration session shall be provided for Transitional Kindergarten and Kindergarten teachers for three hours and fifteen minutes.**
- 4) On collaboration days, elementary teachers shall be provided a minimum of fifteen (15) minutes of professional preparation time.
- 5) **Grades 7-12 teachers will collaborate for sixty (60) minutes in Professional Learning Community teams once per week for 34 weeks during the working day.**

D. Banked minutes shall be used to provide a minimum instructional day on the day scheduled for Open House and on the last student day at all elementary sites.

E. Banked minutes shall be used to provide a minimum instructional day for the day following Open House at 7/8 and 9-12. **Grades 7/8, shall also receive three (3) minimum instructional days for school spirit activities that align with elementary collaboration days. Grades 7/8 shall also schedule four (4) minimum instructional days during state testing.**

F. Reports summarizing the content of the collaboration day shall be written and submitted following each collaboration meeting by the elementary grade level representatives (TK-6) and PLC Leads (9-12) to the supervising administrator.

G. The specific dates of collaboration shall be specified with the District calendar appended hereto (Appendix A1, School Calendar Collaboration Dates).

H. No collaboration dates shall be scheduled the last Friday of April.

13. Duties in addition to those specified herein shall be required only when agreed to by the bargaining unit member or by the Association in writing. The only duties which will be compensated for in addition to the regular salary schedule are as follows:

A. Extra Duty/Extra Pay as described in Article XXII.

B. Hourly duties compensated in accordance with Hourly Rate Schedule (Appendix E).

C. Additional work days as described in Paragraph 1 above.

14. Nothing contained herein shall be interpreted so as to prevent a bargaining unit member from attending meetings or performing additional duties in a manner consistent with her/his own sense of professional responsibility.

Article XII

Shared and

Part-time

Assignments

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Mark E. Egan
Barbara L. Drange

members sharing the assignment is absent due to school business, the District shall hire a day to day substitute.

4. If one bargaining unit member of a shared assignment is unable to fulfill the requirements of the assignment for the remainder of the year, it is understood and agreed that the remaining bargaining unit member will assume the responsibility and salary of the full-time positions, however, the health benefit portion will remain the same until the bargaining unit member on leave no longer receives health benefits.

5. Bargaining unit members sharing an assignment shall accrue sick leave and other leave benefits as defined in the LCTA/LCUSD contract as "part time bargaining unit member."

6. When a bargaining unit member applies for a shared job he/she must also apply to a one year part-time leave of absence. If the bargaining unit member extends a job share for a second year, he/she must resign from his/her permanent full-time position and accept a permanent part-time position. If the bargaining unit member selects to return to full time employment within a 39 month period he/she is eligible for the first open position for which he/she is qualified.

II. PART-TIME Bargaining unit member

A. Eligibility

1. Part-time teaching assignments shall be available to qualified bargaining unit members when a position is available.

2. The determination as to whether any proposed part-time teaching assignment should be approved is at the sole discretion of the Superintendent. If the position is not available, the decision is not grievable. Upon request of the Association, the District will give its rationale for the rejection to the PR&R committee.

3. A part-time bargaining unit member hired by the district as a part-time employee, shall earn permanent status at the percentage full-time equivalency (FTE) commensurate with the position the bargaining unit member holds. Part-time bargaining unit members may apply for vacant positions for a higher percentage full-time equivalency (FTE). Part-time bargaining members shall be granted a guaranteed interview for vacant positions for which they hold the appropriate credential(s), and given preferential time slots in the interview schedule. These interviews may include internal and external candidates. If the bargaining unit member is denied the higher percentage full-time equivalency (FTE), the Superintendent or designee shall meet with the bargaining unit member to provide the rationale for the denial. Upon written request of the bargaining unit member the rationale shall be put in writing.

B. Hours and Responsibilities

1. The working day of a part-time bargaining unit member shall be from one-half (1/2) hour before the start of the assigned class period to one-half (1/2) hour after the end of the last assigned class period.

Article XIII

Wages

T.A. 5/6/19
1145

Mark E. Evan
Barbara J. Deane

8. The fraction to be used for the purposes of determining professional responsibility, salary, leave, and fringe benefits shall be at grades K-6 one day per week shall equal 20% of a regular full time assignment. At grades 7-12 one period class assignment shall equal 20% of a regular full time assignment.

9. For purposes of advancement on the salary schedule (Appendix D), full and part time employees must complete at least 75% of their assignment during the full regular school year in paid status.

10. 7-12 teachers who accept an additional 6th period class assignment shall be compensated at 117% of their regular salary. Their professional planning period shall be served on site before or after the regular school day.

G. If a permanent employee resigns from the district and is rehired within a thirty-nine (39) month period of time, he/she will retain the number of years of seniority he/she had at the time of resignation. If the teacher was originally hired prior to July 1, 2001 he/she shall not be required to have a master's degree to be eligible for column VI of the salary schedule. The posting requirement of Article XVII will be waived for any position that would be occupied by a teacher requesting rehire within the thirty-nine month period.

H. 2017-18 Salary 2018-19 and 2019-20 Salary

Retroactive to July 1, 2017, an increase of 2.0% shall be permanently added to all of the 2016-17 salary schedules and related appendices. (Appendices B, D, E, F1

~~and F2~~: Retroactive to July 1, 2018, an increase of 2.75% shall be permanently added to all of the 2017-18 Appendix D and F2 salary schedules and related appendices (Appendices B, D, E, F1, and F2). Beginning July 1, 2019, an increase of 2.50% shall be permanently added to all of the 2018-19 salary schedules and related appendices (Appendix B, D, E, F1, and F2).

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Mark L. Egan
Barbara L. Drange

1 ARTICLE XVI

2 EVALUATIONS

3 I. PHILOSOPHY AND PURPOSE OF EVALUATIONS

4 The La Cañada Unified School District and La Cañada Teachers' Association agree that an
5 effective and meaningful evaluation system requires an interactive process between the
6 bargaining unit member and the evaluator. In this joint endeavor, the teacher is an active
7 participant, fully engaged and focused on the learning and improving practice, while the
8 evaluator is a knowledgeable partner providing comprehensive, consistent and timely feedback,
9 information, support and guidance. The essential mutuality of this approach assigns
10 responsibility and influence to both the bargaining unit member and the evaluator. By instituting
11 such a process, an evaluation system can be relevant to bargaining unit members as they progress
12 through the various stages of their careers and along the diverse pathways they may choose to
13 pursue.

14 An effective system for evaluating bargaining unit members shall include the following features:

15 A. The professional standards.

16 B. Data from a variety of sources shall be used (multiple measures). To be in
17 compliance with the Stull Act, at least one piece of evidence shall include student
18 achievement data.

19 C. Collaboration shall be a critical component.

20 D. Legal and ethical standards for employment decisions shall be met.

21 Bargaining unit member evaluations shall focus on strengthening the skills and best practices
22 needed to improve students' academic growth by using reliable data sources that depict
23 bargaining unit members' practices and students' learning and the relationship between the two.

1 An online evaluation instrument shall be used to facilitate more opportunities for collegial
2 conversations. Bargaining unit members and evaluators are encouraged to engage in meaningful
3 dialogue.

4 Existing state policy acknowledges the importance of quality teaching practices and professional
5 development centered on continual growth and improvement (see, e.g., Ed. Code §§ 44470 et
6 seq.). This policy shall be addressed in bargaining unit members' goals in the evaluation
7 process.

8 A. The progress of pupils toward the standards of expected student achievement.

9 B. The use of appropriate instructional techniques and strategies.

10 C. The adherence to curricular objectives.

11 D. The establishment and maintenance of a suitable learning environment, within the
12 scope of the employee's responsibilities. [Ed. Code §44662(b)]

13 II. THE FOLLOWING SHALL BE EVALUATED DURING THE CURRENT SCHOOL
14 YEAR

15 A. All temporary employees shall be evaluated.

16 B. All employees with emergency credentials shall be evaluated.

17 C. All probationary employees shall be evaluated.

18 D. Permanent employees needing support and assistance as determined by their
19 evaluating administrator may be evaluated annually.

20 E. All permanent employees not evaluated the previous year with less than ten (10) years
21 with the District. Permanent employees shall be evaluated either during their first or
22 second year of tenure.

1 F. Bargaining unit members with permanent status who have been employed at least ten
2 (10) years with La Cañada Unified School District and whose previous evaluation rate
3 the employee as meeting or exceeds standards, shall be evaluated every four years if the
4 unit member and the evaluator consent to this schedule. Should the evaluator withdraw
5 consent, notice shall be provided to the unit member within the first eighteen (18) work
6 days.

7 III. THE FOLLOWING SHALL EVALUATE

8 A. The responsibility for evaluation of certificated personnel rests with the
9 administrative head of each education unit.

10 B. The responsibility may be delegated to certificated administrators.

11 IV. NOTIFICATION OF EVALUATION PROCESS

12 A. Notification of evaluation shall be sent to bargaining unit members within the first
13 eighteen (18) work days.

14 B. If the bargaining unit member is hired after the first calendared work day, notification
15 of evaluation shall be sent within six (6) work days.

16 C. Notification shall be sent by the bargaining unit member's evaluator by e-mail or
17 through the online evaluation instrument.

18 D. A representative/designee from the Human Resources office, Evaluators, and LCTA
19 Leadership Team shall conduct a presentation outside of the instructional work day to
20 review the timelines, sample goals, and the evaluation process within the first thirty (30)
21 work days. Attendance at this meeting shall be mandatory for all bargaining unit
22 members on the evaluation cycle as well as the evaluators.

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Mark E. Evans
Barbara L. Drury

ARTICLE XVII

TRANSFERS

I. Definitions

A. A "transfer" is a change in a teaching position between schools, with the same job title.

B. A "vacant position" is a position needing to be filled for one (1) year, or more.

C. A "reassignment" is the movement of a unit member from one grade, subject area or configuration to another.

II. Posting of Vacant Position Notices

A. A list of vacant positions, if any, shall be posted in each school by May 1. Updated lists will be posted by June 1, June 15, and on September 1. The Association shall receive copies of all such postings. If a bargaining unit member wishes to be notified of vacancies during the summer months, the bargaining unit member shall provide the District Office with a written request for notification of vacancies by type, which will be mailed to a specified address.

B. Lists of vacant positions shall include:

(1) The closing date for application, which shall not be less than ten (10) days after the posting of notice.

(2) Job qualifications.

III. Voluntary Transfers

A. A bargaining unit member may submit or withdraw requests for transfer at any time, whether or not a vacancy exists. Transfer request shall be valid for one (1) year.

Article XVIII

Leaves

T.A. 5/16/19
11:45 AM

Mark E. Egan
Barbara J. Dwyer

V. BEREAVEMENT LEAVE

A. A bargaining unit member shall be entitled to a paid leave of absence not to exceed three (3) days, or not to exceed five (5) days if out-of-state travel is required to attend services on account of the death of a significant family member or domestic partner.

B. No deduction shall be made from the compensation of any such bargaining unit member on account of such leave. Such leave, if taken, shall not be deducted from any other leave provided by this Agreement.

VI. JURY LEAVE

A. The District shall grant a paid leave of absence of up to twenty (20) working days in any three (3) year period for jury duty. Any bargaining unit member called to jury duty shall immediately notify his/her immediate supervisor to discuss time of requested jury duty, instructional disruption, and detriment to student achievement. Deferment of jury duty will be requested if the bargaining unit member's supervisor feels the above factors are significant one time only. The Human Resources Department, upon request of the bargaining unit member's supervisor, will make necessary contacts with the Superior Court Office of Jury Commission. Bargaining unit members shall submit a certificate of completion immediately upon returning to work. The current jury duty reimbursement amount shall be deducted by the Business Office for each day of jury duty.

B. Such leave shall not affect any other leave to which the bargaining unit member is entitled under this Agreement. A bargaining unit member called to jury duty shall request payment from the court for jury services. Such payment, exclusive of mileage reimbursement, shall be transmitted to the District or be deducted from jury duty leave pay.

C. Bargaining unit members are required to return to work during any day in which jury duty services are not required.

D. Bargaining Unit Members who defer jury duty to non-work days shall be paid at the current substitute pay rate per day of service up to twenty (20) working days in any consecutive three (3) year period.

VII. CHILD CARE LEAVE

A. The District may grant an unpaid leave of absence to a bargaining unit member who is the parent of a newly born child for the remainder of the school year in which delivery occurs.

B. An additional school year of leave may be granted if delivery occurs after January 1.

C. The bargaining unit member shall submit leave plans to the Personnel Office three (3) months prior to the beginning of the leave.

VIII. ADOPTION LEAVE OF ABSENCE

A. The District may grant an unpaid leave of absence to a bargaining unit member going through adoption proceedings for the remainder of the school year in which placement occurs.

B. An additional semester of leave may be granted if placement occurs after March 1.

IX. POLITICAL PARTICIPATION LEAVE

A. The District shall grant a bargaining unit member who is a candidate for political office an unpaid leave of absence at the request of the bargaining unit member. Such leave shall be for the semester within which the campaign occurs.

T.A. 5/6/19

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Mark E. Egan
Barbara J. Drury

ARTICLE XXIV

AGENCY FEE

A. ~~Any unit member who is not a member of the Association, or who does not make application for membership within thirty (30) days of the effective date of this Agreement, or within (30) days from the date of commencement of assigned duties within the bargaining unit, shall become a member of the Association or pay to the Association a fee in an amount equal to membership dues, initiation fees and general assessments, payable to the Association in one lump sum cash payment in the same manner as required for the payment of membership dues. In the event that a unit member does not pay such fee directly to the Association, the Association shall so inform the District, and the District shall immediately begin automatic payroll deduction as provided in Education Code section 45061 and in the same manner as set forth in this Article.~~

~~— The Public Employment Relations Board (PERB) will conduct an election as provided by law to determine organizational security for the LCTA bargaining unit at the end of the 1999-2000 school year. Current LCTA members who change membership status shall become fee payers, pursuant to this article. Current non-members shall be exempt from a requirement to pay agency fees, subsequent to the election conducted by PERB.~~

B. ~~Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support the Association as a condition of employment; except that such unit member shall pay, in lieu of a service fee, sums equal to such service fee to one of the following non-religious, non-labor organization, charitable funds exempt from taxation under section 501 (c) (3) of Title 26 of the Internal Revenue Code:~~

• ~~LCTA Scholarship Fund~~

T.A. 5/6/19
11⁴⁵ AM

Mark E. Egan
Barbara S. Drang

ARTICLE ~~XXV~~ XXIV

PEER ASSISTANCE AND REVIEW (PAR)

A. Purpose

To provide assistance and support to improve the performance of a certificated employee who receives an overall unsatisfactory evaluation. To allow exemplary certificated employees to assist certificated employees in the areas of:

1. Engaging and supporting all students in learning.
2. Creating and maintaining effective environments for student learning.
3. Understanding and organizing subject matter for student learning.
4. Planning instruction and designing learning experiences for all students.
5. Assessing students for learning.
6. Developing as a professional educator.

B. Definitions

1. Referred Participant: Permanent certificated employees who receive an overall unsatisfactory evaluation are required by this article to participate and complete the requirements of the PAR program.
2. Consulting Mentor: An exemplary certificated employee, meeting the requirements as defined by this article, who is selected by the Joint Panel to provide assistance to a participant.
3. Principal/Evaluator: The certificated administrator or designee appointed by the District to evaluate certificated employees.

7. H. 5/6/19
11:45 AM

Mark E. Evans
Barbara L. Drange

1 ARTICLE XXVI

2 BUY BACK DAYS

3 I. ~~There shall be one (1) voluntary buy back day as defined by Ed Code 44579.1. The~~
4 ~~amount to be paid to each eligible unit member shall be computed as follows:~~

5 ~~• Current buy back rate established by the State~~

6 ~~• Less District expense (\$15.00 per participant, per day)~~

7 ~~This is the gross amount. From this gross amount, the District shall deduct all~~
8 ~~individual employee-paid taxes:~~

9 ~~• Federal withholding taxes~~

10 ~~• State withholding taxes~~

11 ~~• Medicare contribution~~

12 ~~• Employee STRS contribution~~

13 II. ~~Participants shall be paid for a "full day" of staff development. This is defined as the~~
14 ~~length of the bargaining unit member's instructional day, or 6.25 hours. Participation is limited~~
15 ~~to those bargaining unit members whose duties require direct instruction to students.~~

16 III. ~~Areas of emphasis must comply with Ed Code 44579.1 and shall be:~~

17 ~~Determined by the Instructional Planning Groups (grades K-6) and the Instructional~~
18 ~~Council (grades 7-12) in collaboration with the Assistant Superintendent of~~
19 ~~Curriculum.~~

20 ~~Based on analysis of student performance data and site reviews such as Focus on~~
21 ~~Learning, Program Quality Review and coordinated Compliance Review, along with~~
22 ~~assessment surveys~~

23 ~~Approved by the District Curriculum committee.~~

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

*T.A. 5/6/19
11:45 AM
Mick E. ...
Bulawa & ...*

DRAFT: Revised 4/29/2019

	1 st week							2 nd week							3 rd week							4 th 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					
1 st school month	July	15	16	17	18	19		22	23	24	25	26	29	30	31	1	2		5	6	7	8	9										
Aug. 15 - Sept. 6	Aug.	12	13	14	15	16		19	20	21	22	23	26	27	28	29	30		2	3	4	5	6										
2 nd school month	Sept.	9	10	11	12	13		16	17	18	19	20	23	24	25	26	27		30	1	2	3	4										
3 rd school month	Oct.	7	8	9	10	11		14	15	16	17	18	21	22	23	24	25		28	29	30	31	1										
4 th school month	Nov.	4	5	6	7	8		11	12	13	14	15	18	19	20	21	22		25	26	27	28	29										
5 th school month	Dec.	9	10	11	12	13		16	17	18	19	20	23	24	25	26	27		30	1	2	3	4										
6 th school month	Jan.	13	14	15	16	17		20	21	22	23	24	27	28	29	30	31		3	4	5	6	7										
7 th school month	Feb.	10	11	12	13	14		17	18	19	20	21	24	25	26	27	28		2	3	4	5	6										
8 th school month	Mar.	9	10	11	12	13		16	17	18	19	20	23	24	25	26	27		30	31	1	2	3										
9 th school month	Apr.	6	7	8	9	10		13	14	15	16	17	20	21	22	23	24		27	28	29	30	1										
10 th school month	May	4	5	6	7	8		11	12	13	14	15	18	19	20	21	22		25	26	27	28	29										
May 4 - June 3	June	1	2	3	4	5		8	9	10	11	12	15	16	17	18	19		22	23	24	25	26										
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, Jan. 20, Feb. 14, Feb. 17, May 25
Professional Development Days: Aug. 13
Teacher Work Days (non-student days): Aug. 14, Jan. 6, June 4
School Breaks: Nov. 25-27, Nov. 29, Dec. 20-24, Dec. 26-31, Jan. 2-3, Apr. 6-10
New Teacher Orientation Day: Aug. 7

Additional Days:
 Speech Pathologists - Aug 12, 2019
 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
School Calendar
2020-21**

*T.A. 5/16/19
11:45 AM
Mark E. Green
Barbara J. Young*

DRAFT; revised 4/29/19

	1 st week							2 nd week							3 rd week							4 th 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	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Aug.	3	4	5	6	7							
1 st school month	Aug.	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4						
2 nd school month	Sept.	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2						
3 rd school month	Oct.	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2				
4 th school month	Nov.	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	27	28	29	30	1	2	
5 th school month	Dec.	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2						
6 th school month	Jan.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5						
7 th school month	Feb.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5				
8 th school month	Mar.	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5				
9 th school month	Apr.	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2				
10 th school month	May	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2		
May 3 - June 3	May June	31	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	27	28	29	30	
Total Days																																	

Elementary Trimester Dates:
 1st trimester: Aug. 17 - Oct. 30 (54 days)
 2nd trimester: Nov. 2 - Feb. 26 (65 days)
 3rd trimester: Mar. 1 - June 3 (63 days)

Secondary Quarter Dates:
 1st quarter: Aug. 17 - Oct. 9 (39 days)
 2nd quarter: Oct. 12 - Dec. 18 (44 days)
 3rd quarter: Jan. 4 - Mar. 19 (51 days)
 4th quarter: Mar. 22 - June 3 (48 days)

First day of school for students: Aug. 17
Last day of school for students: June 3
Legal Holiday: Sept. 7, Nov. 11, Nov. 26, Dec. 25, Jan. 1, Jan. 18, Feb. 12, Feb. 15, May 31
Professional Development Days: Aug. 13
Teacher Work Days (non-student days): Aug. 14, Jan. 4, June 4
School Breaks: Nov. 23-25, Nov. 27, Dec. 21-24, Dec. 28-31, Apr. 5-9

Additional Days:
 Speech Pathologists - Aug. 12, 2020
 Counselors and Nurse - July 31, Aug. 6, 7, 10, 11 & 12, 2020 and June 7, 8, 9 & 10, 2021
 Psychologists - July 31, Aug. 4, 5, 6, 7, 10, 11 & 12, 2020 and June 7, 8, 9, 10 & 11, 2021

**La Cañada Unified School District
School Calendar
2021-22**

T.A. 5/16/19
11:45 AM
Mark Elora
Barbara Drury

DRAFT 2, 4/29/19

	1 st week							2 nd week							3 rd week							4 th 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					
1 st school month Aug. 16 - Sept. 3	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6							
	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3							
	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1							
2 nd school month Sept. 6 - Oct. 1	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1					
3 rd school month Oct. 4 - Oct. 29	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	27	28	29	30	1		
4 th school month Nov. 1 - Dec. 3	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	27	28	29	30	1		
5 th school month Dec. 6 - Jan. 7	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	27	28	29	30	1		
6 th school month Jan. 10 - Feb. 4	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	27	28	29	30	1		
7 th school month Feb. 7 - Mar. 4	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	27	28	29	30	1		
8 th school month Mar. 7 - Apr. 1	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	27	28	29	30	1		
9 th school month Apr. 4 - Apr. 29	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	27	28	29	30	1		
10 th school month May 2 - June 2	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	27	28	29	30	1		
Total Days	182	3	1	9	17																												

Elementary Trimester Dates:
1st trimester: Aug. 16 – Oct. 29 (54 days)
2nd trimester: Nov. 1 – Feb. 25 (65 days)
3rd trimester: Feb. 28 – June 2 (63 days)

Secondary Quarter Dates:
1st quarter: Aug. 16 – Oct. 8 (39 days)
2nd quarter: Oct. 11 – Dec. 17 (44 days)
3rd quarter: Jan. 4 – Mar. 18 (51 days)
4th quarter: Mar. 21 – June 2 (48 days)

First day of school for students: Aug. 16 **Last day of school for students: June 2**
Legal Holiday: Sept. 6, Nov. 11, Nov. 25, Dec. 24, Dec. 31, Jan. 17, Feb. 18, Feb. 21, May 30
Professional Development Days: Aug. 12
Teacher Work Days (non-student days): Aug. 13, Jan. 3, June 3
School Breaks: Nov. 22-24, Nov. 26, Dec. 20-23, Dec. 27-30, Apr. 4-8
New Teacher Orientation Day: Aug. 11

Additional Days:
Speech Pathologists - Aug. 11, 2021
Counselors and Nurse - July 30, Aug. 5, 6, 9, 10 & 11, 2021 and June 6, 7, 8 & 9, 2022
Psychologists - July 30, Aug. 3, 4, 5, 6, 9, 10 & 11, 2021 and June 6, 7, 8, 9 & 10, 2022

Barbara L. D'Amico
Mark Evans

LA CANADA UNIFIED SCHOOL DISTRICT ELEMENTARY COLLABORATION DATES 2019-20

<p>Transitional Kindergarten/ Kindergarten Full Days*</p> <p>October 23, 2019 January 15, 2020 March 25, 2020 May 20, 2020</p> <p>*Collaboration for teachers only. TK and K Kindergarten students maintain their regular schedule.</p>	<p>Grades 1-6 Early Release Days @ 11:35am</p> <p>August 30, 2019 September 27, 2019 November 1, 2019 November 22, 2019 December 19, 2019 January 17, 2020 February 13, 2020 April 3, 2020 April 17, 2020 May 8, 2020 May 22, 2020</p>
<p>Transitional Kindergarten/ Kindergarten Half Days**</p> <p>November 22, 2019 December 19, 2019</p> <p>**Both AM and PM TK and Kindergarten students will attend school during AM time from 8:10am-11:35am.</p>	<p>TK/Kindergarten Half Days Scheduled on days of the 6th Grade play by site**</p> <p>**Both AM and PM TK and Kindergarten students will attend school during AM time from 8:10am-11:35am.</p>

MEMORANDUM OF UNDERSTANDING BETWEEN LA CAÑADA UNIFIED SCHOOL
DISTRICT AND LA CAÑADA TEACHERS ASSOCIATION REGARDING
ELECTRONIC GRADE REPORTING

The La Cañada Unified School District ("District") and La Cañada 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 seven (7) total grades per quarter for each student enrolled in their classes; grades will be entered with reasonable frequency to allow students the opportunity to improve their performance throughout the quarter.
4. During the last two weeks of the semester a final assessment shall be administered, except for Advanced Placement spring final assessments, and will be entered by the end of the grade reporting period. Including the final assessment, teachers will be responsible for entering a minimum of fifteen (15) grades per semester for each student enrolled in their classes.
5. Teachers of sports team classes, special education academic support, student T.A., and STEP/Homeroom classes are exempted from the minimum requirements above. Teachers of these courses must enter at least one grade per quarter grade reporting period.
6. Teachers will post grades as outlined above to allow site administration 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 earning a grade of C minus and below.
7. 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.
8. This MOU and related data shall be reviewed at the bargaining table prior to its expiration at the end of the 2019-20 school year.

Barbara A. Drang
La Cañada Teachers Association

5-6-19
Date

Mark E. Evans
La Cañada Unified School District

5/6/19
Date