



**Board of Directors Meeting
Special Session - 6:00 PM**

**AGENDA - EXPLANATION
Thursday, September 24, 2020
Virtual Meeting
Remotely Via Zoom
Stayton, OR 97383**

VISION

*We change kids' lives through a commitment to excellence,
integrity, equity, and community engagement*

NSSD MISSION STATEMENT

*Ensure students reach their highest academic and vocational
potential and develop into productive citizens*

GUIDING PRINCIPLE

Do what is best for all kids

BOARD GOALS

- 1. Offer the most comprehensive program possible for students and the appropriate staffing to support our commitment to doing what is best for all kids*
- 2. Celebrate the successes of the District and community*
- 3. Routinely monitor the effectiveness of District programs and services in order to better serve all kids*
- 4. Build and sustain dynamic relationships with stakeholders of the District through proactive communication exchanges*

The board packet is available on the District's website at www.nstantiam.k12.or.us under District>Board of Directors>Agendas/Minutes.

The North Santiam School District Board of Directors will meet in Regular Session on September 24, 2020 at 6:00 pm via Zoom. Access to the agenda, agenda explanation, and board packet can be located on the District website at www.nstantiam.k12.or.us > School Board.

CALL SPECIAL SESSION TO ORDERTC "CALL SPECIAL SESSION TO ORDER" \f tThe Special Session of the North Santiam School District's Board of Directors is called to order at 6:00 pm. It was rescheduled from Sept 17, 2020 due to wildfires affecting the communities within the District. This an open meeting of the Board and the public is allowed to observe. Due to unpredictable air quality conditions and to continue to help mitigate the spread of COVID-19, the meeting is being held

remotely via Zoom (link will be posted below). To submit a public comment to be read or to register to speak live during the public comment section of the meeting, please contact the Executive Assistant to the School Board, Tonia Whisman, via phone at 503-769-4928, via email at communications@nsantiam.k12.or.us or in person at 1155 N 3rd Ave, Stayton, OR 97383 prior to 4:30 pm on Sept 24, 2020.

Zoom Meeting Details

<https://zoom.us/j/7573759912>

Meeting ID: 757 375 9912 Passcode: 264994

ACKNOWLEDGEMENT OF BOARD MEMBERS PRESENT: MIKE WAGNER
Tod Nau will be absent with prior notice.

PLEDGE OF ALLEGIANCE: MIKE WAGNER

APPROVAL OF THE AGENDATC "APPROVAL OF THE AGENDA" \f tAny changes to the board packet after posting on Sept 21 , 2020 are noted below:

Added Attachments-

- 5.2-General Fund Reports
- 5.3-09.02.20- CE Committee Meeting Minutes
- 6.1- August 11, 2020 Meeting Minutes
- 6.2-Sept 2020 Licensed Report
- 7.1-NSEA Collective Bargaining Agreement

Added Agenda Items-

- 7.1-2020-22 Licensed Agreement

MOTION TO APPROVE MEETING AGENDA

Motion that the Board approves the agenda as modified.

Motion Made By:

Vote:

STUDENT BUSINESSTC "STUDENT BUSINESS" \f tThis agenda item is for monthly reports from the Stayton High School ASB president, Mya Joyce, and for other requests/reports from students.

PUBLIC COMMENTTC "PUBLIC COMMENT" \f t*The meeting will now be opened to receive public comment. We value the time and initiative members of the public take to share their thoughts with the Board. The Board's role during public comment is not to immediately respond, but to listen. If there is follow-up necessary, we will direct our Superintendent to do so. Remember that we all model the way for our students, and we ask that everyone share their thoughts in a respectful way. Should any public comment include complaints regarding a personally identifiable District staff member, the Board chair may direct the speaker to the proper administrative process found in Board policy KL which can be found on the table near the entrance of the room and on the District's website. Anyone who has requested in advance to speak will be called upon by the Board Chair. Once called, they must state their name and address. Please note that speakers will have three minutes to express their thoughts.*

REPORTSTC "REPORTS" \f t

Superintendent's ReportTC "Superintendent's Report" \f t

Business Director's ReportTC "Business Director's Report" \f t

Community Engagement Committee ReportTC "Community Engagement Committee Report" \f tThe Community Engagement Committee is a sub-committee of the NSSD Board of Directors made up of NSSD staff and two board members. Tass Morrison is the committee chair and Alisha Oliver is a member of the committee. The committee meets monthly and this item is for a monthly report of meeting minutes and/or activities.

Student Investment Account UpdateTC "Student Investment Account Update" \f tDistrict administrators will give the Board an update on the progress for the District's application for the Student Investment Account funds.

CONSENT AGENDATC "CONSENT AGENDA" \f t*In order to make more efficient use of meeting time, items that are routine in nature are placed on the Consent Agenda when no debate is anticipated. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.*

Approval of Meeting MinutesTC "Approval of Meeting Minutes" \f tThe minutes from the August 11, 2020 Special Session meeting will be submitted for Board review and approval. The August 20, 2020 Regular Session meeting minutes will be submitted in the October Regular Session meeting.

Licensed Staff ChangesTC "Licensed Staff Changes" \f tSchool boards must approve the hiring and annual renewal and non-renewal of the Licensed staff contracts. Any changes in Licensed staff since the last board meeting are listed below. Only new hires require board approval; building transfers, resignations and retirements are for information only.

New Hires (Board Action Required)

Mary Murphy- SHS CTE Healthcare Occupations

Yara Coblenz- FuelEd

Aliyah Hill- Sub Temp for 20-21

Resignations

Lynette Witkowski 9/1/2020 SHS

Sam Wilkerson 8/27/2020 SHS

Shannon Stinett 8/19/2013 ML

Action on Consent AgendaTC "Action on Consent Agenda" \f tMotion that the Board approve the Consent Agenda including; 6.1-Minutes from the Aug. 11, 2020 Special Session and 6.2- New hires - Mary Murphy, Yara Coblenz and Aliyah Hill.

NEW BUSINESSTC "NEW BUSINESS" \f t

2020-2022 NSEA Collective Bargaining AgreementTC "2020-2022 NSEA Collective Bargaining Agreement" \f tHR Director Debi Brazelton will present the 2020-2022 NSEA Collective Bargaining Agreement for Board approval.

MOTION:2020-2022 NSEA COLLECTIVE BARGAINING AGREEMENT

Motion that the Board ratifies the 2020-22 NSEA Collective Bargaining Agreement as presented.

Motion Made By:

Vote:

Nominations for OSBA Legislative Committee & BoardTC "Nominations for OSBA Legislative Committee & Board" \f tNominations are now open for the OSBA 2020 election. Candidates who wish to serve on the OSBA Board of Directors must be nominated by official action of a member board within their region. OSBA Board Position #11 (currently held by NSSD Board member Tass Morrison) for the Marion Region will be voted on this year and nominations must be received by October 2, 2020. This agenda item is to allow any interested Board members to request that they

officially be nominated by the NSSD Board.

POSSIBLE MOTION-OSBA BOARD OF DIRECTORS

Motion that the North Santiam School District nominate { } for the OSBA Board of Director position #11.

Motion Made By:

Vote:

INFORMATION ONLYTC "INFORMATION ONLY" \f t

Student Enrollment:TC "Student Enrollment:" \f tCurrent enrollment is still being finalized due to the unexpected school office closures as a result of the wildfire.

1. Upcoming Board Events & Activities:

Information regarding activities across the District can be found on the website at www.n santiam.k12.or.us

Sat, November 14, 2020 from 8-4
OSBA Annual Convention (Virtual)

October 15, 2020 @ 6:00 pm ~ location TBA
NSSD Board of Directors Regular Session Meeting

Fri, October 9, 2020 from 2-5pm
OSBA Virtual Training Event- Implicit Bias and Cultural CompetenceNSSD Board of Directors Regular Session Meeting:

November 19, 2020 @ 6:00 pm ~ location TBA

BOARD ANNOUNCEMENTSTC "BOARD ANNOUNCEMENTS" \f t**Announcements for this meeting:**

Board Greeter for Next Month:

Possible Future Agenda Items:

ADJOURNTC "ADJOURN" \f tTime:

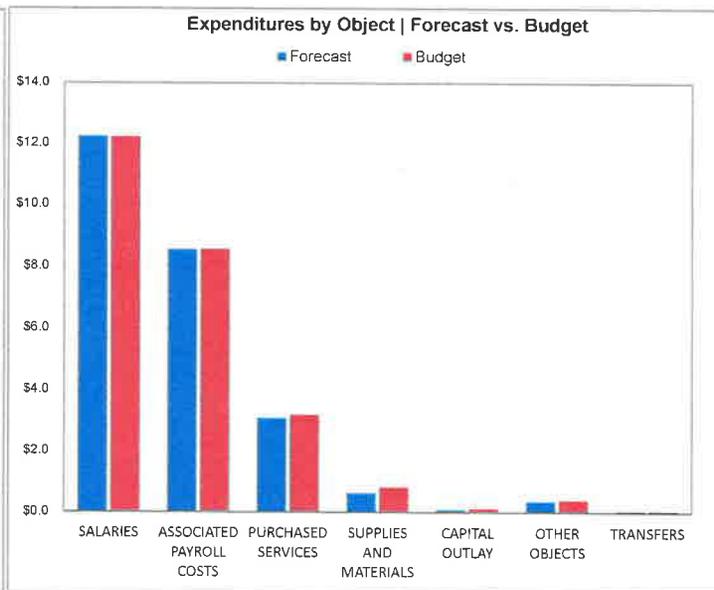
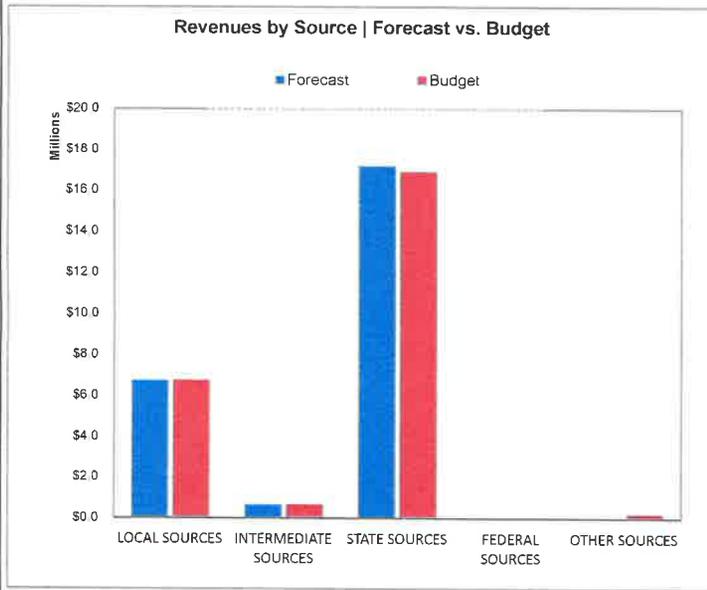
EQUAL OPPORTUNITY EMPLOYER

Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.

100 General Fund | Financial Projection by Object

For the Period Ending August 31, 2020

| | Prior YTD | Current Year Budget | Current YTD | % of Budget | Annual Forecast | Variance Fav / (Unfav) |
|---|---------------------|----------------------|---------------------|---------------|----------------------|------------------------|
| RESOURCES | | | | | | |
| Operating Revenues | | | | | | |
| Local Sources | \$ 131,699 | \$ 6,735,000 | \$ 111,295 | 1.65% | \$ 6,727,184 | \$ (7,816) |
| Intermediate Sources | - | 647,500 | - | 0.00% | 645,723 | (1,777) |
| State Sources | 4,135,221 | 16,899,589 | 4,124,058 | 24.40% | 17,175,815 | 276,226 |
| Federal Sources | - | 10,000 | - | 0.00% | 9,201 | (799) |
| Other Sources | - | 200,000 | - | 0.00% | - | (200,000) |
| Total Operating Revenues | \$ 4,266,920 | \$ 24,492,089 | \$ 4,235,353 | 17.29% | \$ 24,557,923 | \$ 65,834 |
| Beginning Fund Balance | 2,405,852 | 2,055,000 | - | 0.00% | 2,500,000 | 445,000 |
| TOTAL RESOURCES | \$ 6,672,772 | \$ 26,547,089 | \$ 4,235,353 | 15.95% | \$ 27,057,923 | \$ 510,834 |
| REQUIREMENTS | | | | | | |
| Operating Expenditures | | | | | | |
| Salaries | \$ 481,888 | \$ 12,210,326 | \$ 493,458 | 4.04% | \$ 12,226,577 | \$ 16,252 |
| Associated Payroll Costs | 280,163 | 8,545,740 | 297,771 | 3.48% | 8,538,911 | (6,830) |
| Purchased Services | 160,048 | 3,169,148 | 119,610 | 3.77% | 3,067,967 | (101,181) |
| Supplies and Materials | 88,052 | 798,250 | 63,267 | 7.93% | 621,034 | (177,216) |
| Capital Outlay | - | 109,650 | - | 0.00% | 81,436 | (28,214) |
| Other Objects | 213,004 | 385,975 | 271,935 | 70.45% | 355,974 | (30,001) |
| Transfers | - | 28,000 | - | 0.00% | 28,000 | - |
| Total Operating Expenditures | \$ 1,223,155 | \$ 25,247,089 | \$ 1,246,041 | 4.94% | \$ 24,919,899 | \$ (327,190) |
| Contingencies | - | 800,000 | - | 0.00% | - | (800,000) |
| TOTAL REQUIREMENTS | \$ 1,223,155 | \$ 26,047,089 | \$ 1,246,041 | 4.78% | \$ 24,919,899 | \$ (1,127,190) |
| Ending Fund Balance | | | | | \$ 2,138,024 | |
| OPERATING SURPLUS / (DEFICIT) (Operating Revenue less Operating Expenses) | \$ 3,043,765 | \$ (755,000) | \$ 2,989,312 | | \$ (361,976) | \$ 393,024 |



100 General Fund Expense Dashboard Summary

For the Period Ending August 31, 2020

Actual YTD Expenditures



Actual YTD Salaries/Benefits



Actual YTD Other Objects

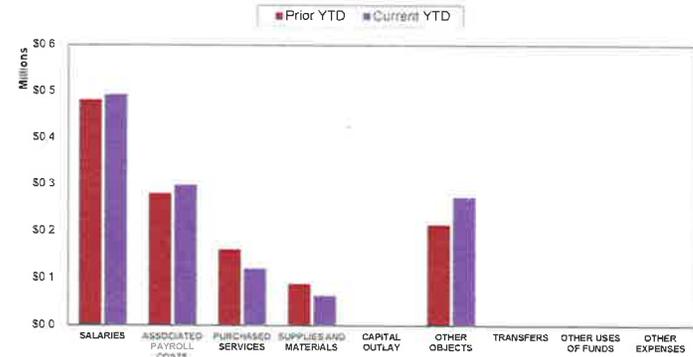


General Fund Expenditures

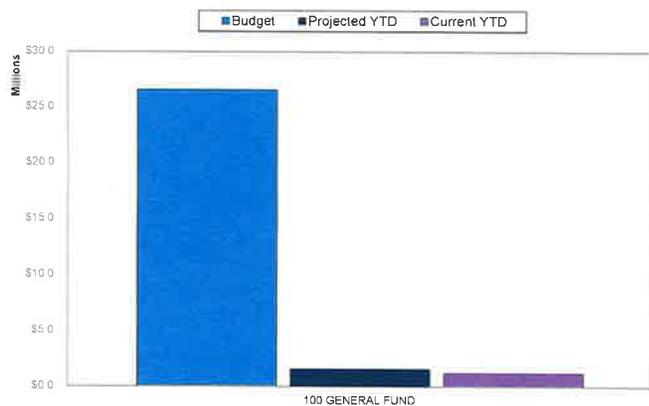
Top 10 General Fund Expenditures by Program (Year-to-Date)

| | |
|--|-----------|
| Property Insurance Premiums | \$214,066 |
| Administrators | \$183,220 |
| Managerial Classified | \$171,507 |
| Classified Salaries | \$130,408 |
| Pers Ual Contribution | \$63,252 |
| Insurance | \$50,978 |
| Redemption Of Principal | \$41,567 |
| Computer Software | \$41,027 |
| Insurance/Classified | \$38,541 |
| Pers Opserp Employer Contribution | \$33,267 |
| Percent of Total Expenditures Year-to-Date | 77.67% |

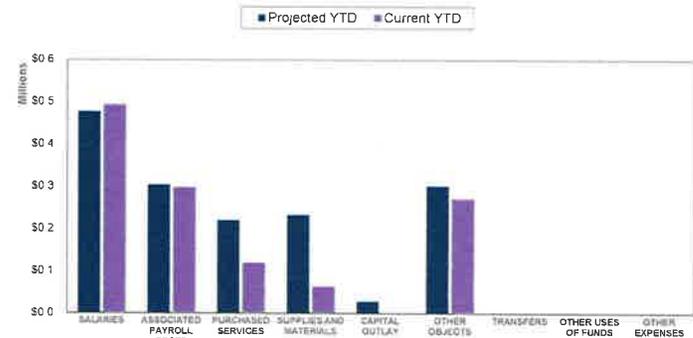
General Fund Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Fund | Budget / Projected YTD / Current YTD



General Fund Expenditures by Object | Projected YTD vs. Current YTD



100 General Fund Revenue Dashboard Summary

For the Period Ending August 31, 2020

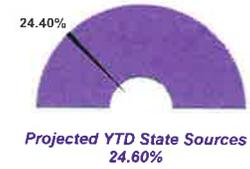
Actual YTD Revenues



Actual YTD Local Sources



Actual YTD State Sources

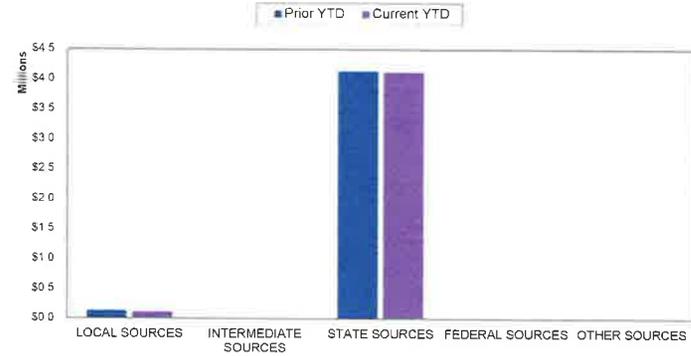


General Fund Revenues

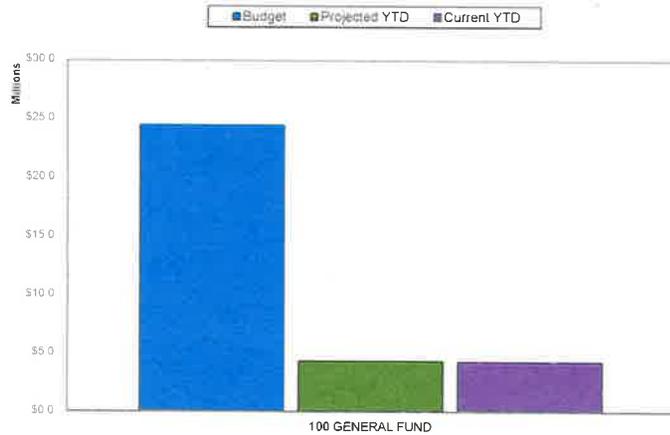
Top 10 General Fund Sources of Revenue (Year-to-Date)

| | |
|--|-------------|
| Unrestricted Grants-In-Aid | \$4,124,058 |
| Interest On Investments | \$57,150 |
| Ad Valorem Taxes Levied By District | \$53,677 |
| Miscellaneous | \$434 |
| Fees | \$34 |
| Rentals | \$0 |
| Percent of Total Revenues Year-to-Date | 100.00% |

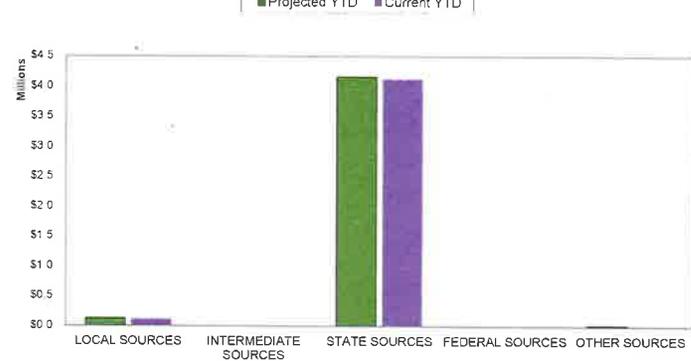
General Fund Revenue by Source | Prior YTD vs. Current YTD



Revenues by Fund | Budget / Projected YTD / Current YTD



General Fund Revenue by Source | Projected YTD vs. Current YTD





COMMUNITY ENGAGEMENT MEETING MINUTES

September 2, 2020 @ 10:30 am

Via Zoom: Join Zoom Meeting

<https://zoom.us/j/96047830772?pwd=dXJDeVNya3EwSHVhMFU2cy9hRmV5dz09>

Meeting ID: 960 4783 0772 Passcode: 0h1X43

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison **Committee Members:** Andy Gardner, Dave Bolin, Alisha Oliver, Mike Vetter, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby, Debi Brazelton and Tonia Whisman

Members Present: Andy Gardner, Tass Morrison, Jane Moothart, Debi Brazelton, Alan Kirby, Susy Saray and Tonia Whisman.

This meeting was re-scheduled from the standard meeting date of the 1st Tuesday of the month due to a conflict. Due to gathering restrictions still in place due to COVID-19, it was held via Zoom. The Committee Chair called the meeting to order at 10:30 am.

AGENDA – standing agenda items are indicated in red

1. Approval of previous meeting minutes

Motion to approve the minutes from the Aug 5, 2020 meeting.

Motion Made By: Andy Gardner

Vote: Unanimous

2. Brochure/Website Update:

a. Brochures/Janine

Janine noted the District brochure has been translated into Spanish and 250 copies will be printed and distributed.

b. Website/Tonia

Tonia noted that the 2020-21 Operational Blueprints are posted for public view and updates continue to be made to the Options Academy and COVID/School Planning sections. Janine and Alan will begin working to update photos, links and other information on the website as time allows.

A request was made to make the District's budget information easier to find and it was noted that the 2020-21 Budget has yet to be uploaded.

3. Update on response to SHS staff (public) comments at July 31, 2020 board meeting.

A collection of SHS teachers gave public comment and requested three things: 1) Ban the Confederate Flag 2) Provide professional development on racism and issues regarding social injustice and 3) Create Equity Committees at each campus. Andy noted that NSSD will be banning the Confederate Flag on all school campuses effective September 2020 using existing Board policy as a basis that it is disruptive to the learning environment. A letter will be sent to all parents and students in grades 6-12. It was suggested that the District connect with the school board student rep, Mya Joyce, to provide input on the content of the letter.

In addition, plans will begin in the coming months to provide the professional development no later than the fall of 2021.

4. 2020-21 School Year Communication Plan

Alan and Janine shared a spreadsheet they have been putting together that included current communication tools, how often they are utilized, who should be the point person/group and timelines for future communications.

5. Board Videos

- video regarding NSSD Budget is done and ready to be distributed
- possible video similar to the “I’m Proud” video that was presented to staff at the Back to School event that would be directed toward parents and the community and might include staff and even students (inspiring messaging – (“we are in this together”))
- former SHS students who continue to work as ODOT interns

6. Article ideas/timelines for Statesman Journal/Our Town

- **SHS Construction projects**

It was also suggested to do another ad at the Star Cinema that could possibly focus on Comprehensive Distance Learning successes or the importance of good self-care/mental health during the pandemic. We could also look into utilizing school reader boards.

Items for the next agenda:

Adjourn

The Committee Chair adjourned the meeting at 11:45 am.



**Board of Directors Special Session
Board Chair, Mike Wagner
Board Vice-Chair, Alisha Oliver**

**Board Members: Tass Morrison, Tod Nau, Erin Cramer, Laura Wipper, Garrett Trott
Student Representative to the Board, Mya Joyce**

**Tuesday, August 11, 2020
Meeting Minutes-**DRAFT**
Held remotely via Zoom - 6:00 PM**

Access to the agenda, agenda explanation, and board packet can be located on the District website at www.nisantiam.k12.or.us > School Board.

1. CALL SPECIAL SESSION TO ORDER

The Board Chair called the meeting to order at 6:00pm. Due to meeting restrictions to help prevent the spread of COVID-19, the meeting was held remotely via Zoom. He acknowledged that all members were present and led them in the pledge of allegiance.

Join Zoom Meeting

<https://zoom.us/j/97328679519?pwd=SE05eU1UbGFsWGx1S0Q3SFJnelA4Zz09>

Meeting ID: 973 2867 9519

Passcode: 55z9Sg

**2. APPROVAL OF THE AGENDA
MOTION- APPROVAL OF THE AGENDA**

Motion that the Board approves the agenda as submitted.

Motion Made By: Tass Morrison

Vote: 7-0

3. PUBLIC COMMENT

Members of the public were instructed to submit a request to speak or provide written comments prior to the start of the meeting. No requests for public comment were received.

4. 2020-21 SCHOOL YEAR OPERATIONAL BLUEPRINTS

Supt. Andy Gardner and Assoc. Supt. Dave Bolin presented the NSSD 2020-21 School Year Operational Blueprints. All school districts are required to submit their blueprints to the Oregon Health Authority by August 17. Prior to submission, the blueprints must be presented to their Board of Directors and also posted for the public to view. A small group of parents had previously responded to a request from NSSD to join an advisory group to contribute input regarding the blueprints. These individuals received copies of the blueprints and had the opportunity to provide feedback to administrators prior to the board meeting.

These plans contain an outline for how schools will prepare for and implement any instructional models their district intends to use during the 2020-21 school year. For NSSD, these include Comprehensive Distance Learning to begin with as well as full-time in-person instruction and “hybrid” instruction once the state and county positive COVID-19 case metrics reach the appropriate levels. All plans incorporate the guidelines mandated by the OR Dept of Education (ODE) and the Oregon Health Authority (OHA).

The blueprints are grouped into three categories which include: 1) Public Health Protocols 2) Facilities and School Operations and 3) Response to Outbreaks. Topics include things such as cleaning procedures, disease outbreak prevention measures, protocols should COVID-19 symptoms and/or positive cases occur, bus transportation and food service. The blueprints vary by building and can be viewed on the District’s website by selecting this meeting date under School Board>Agendas/Meeting Minutes or by accessing this url:

<https://meetings.boardbook.org/Public/Agenda/1548?meeting=375913>

Supt Gardner noted the current case rate per 100,000 of the population was 70 and it needs to be 10/100,000 in order to return all grades to in-person and 30/100,000 to return grades K-3. Assoc Supt Bolin remarked that he anticipates continued updates and changes as guidance continues to come from the OR Dept of Education (ODE). In fact, on the date of the board meeting (Aug 11, 2020) ODE had just presented a companion document to go along with their 2020-21 Ready Schools, Safe Learners Guidance that was going to necessitate some updates to the NSSD blueprints. Also, as enrollment numbers continue to fluctuate, it will impact cohort numbers and could necessitate revising plans (i.e. if a particular class size gets too big for its room square footage allowance which is 35 SF required for each student).

Assoc Supt Bolin also noted the District has requested 200 Wi-Fi hot spots to assist families who either don’t have any Wi-Fi at home or lack sufficient data to support online learning. We are hopeful they will be available before the first day of planned instruction (Sept 14).

Board members asked some clarifying questions and noted the following:

- Expressed concern about the students who are already considered at-risk which include but are not limited to those living in poverty, ELL (English Language Learners) students and those who receive Special Education services or small group instructional support.
- Inquired if any parent groups were currently working to formulate support groups or learning pods and how the District might be to assist connecting any families who might be interested.
- Speculated if students from the high school Technology Helpdesk class might be able to help provide tech support to any families who may need help with their chromebooks or accessing Wi-Fi (when using the District-provided hot spots).
- Suggested establishing student focus/advisory groups to provide feedback to administrators
- Communicated their appreciation to staff and parents for the work they’ve done and will continue to do to help students achieve their highest potential during these unprecedented times

5. **ADJOURN**

The Board Chair adjourned the meeting at 7:55 pm

ACTION REQUIRED

NEW HIRES

| | <u>SCHOOL</u> | <u>NOTE</u> |
|---------------|----------------------|----------------------------|
| Mary Murphy | SHS | CTE Healthcare Occupations |
| Yara Coblentz | FuelEd | |
| Aliyah Hill | Sub | Temp for 20-21 |

*****FYI*****

RESIGNATIONS

| | <u>DOT</u> | <u>SCHOOL</u> | <u>NOTE</u> |
|-------------------|-------------------|----------------------|--------------------|
| Lynette Witkowski | 9/1/2020 | SHS | |
| Sam Wilkerson | 8/27/2020 | SHS | |
| Shannon Stinett | 8/19/2013 | ML | |

RETIREMENTS

| <u>DOR</u> | <u>SCHOOL</u> | <u>NOTE</u> |
|-------------------|----------------------|--------------------|
|-------------------|----------------------|--------------------|

LEAVE OF ABSENCE

| <u>DOL</u> | <u>SCHOOL</u> | <u>NOTE</u> |
|-------------------|----------------------|--------------------|
|-------------------|----------------------|--------------------|



**Licensed Agreement
2020 – 2022**

TABLE OF CONTENTS

ARTICLE

PAGE

| | | |
|----------------------------|--|--------------|
| | Preamble/or Purpose | 1 |
| 1 | Recognition | 2 |
| 2 | Savings Clause | 3 |
| 3 | Contract Implementation and Distribution | 4 |
| 4 | Management Rights | 5 |
| 5 | Association Rights | 6-7 |
| 6 | Distance Learning | 8 |
| 7 | Work Year—including Holidays | 9 |
| 8 | Work Day and Prep Time | 10-12 |
| 9 | Teacher Rights and Responsibilities | 13-15 |
| 10 | Just Cause | 16 |
| 11 | Grievance Procedure | 17-19 |
| 12 | Reduction in Force and Recall | 20-21 |
| 13 | Assignments and Transfers—including Postings | 22-23 |
| 14 | Personnel Files | 24 |
| 15 | Evaluations | 25-26 |
| 16 | District Policies and Procedures | 27 |
| 17 | Dues, Payroll Deductions and Fair Share | 28 |
| 18 | Paid Leaves | 29-34 |
| 19 | Unpaid Leaves | 35-36 |
| 20 | Tuition Reimbursement and Professional Development | 37-38 |
| 21 | Substitutes | 39 |
| 22 | Insurance | 40 |
| 23 | Professional Compensation | 41-44 |
| 24 | TSA Option | 45 |
| 25 | Class Size | 46 |
| 26 | Reopening Clause | 47 |
| 27 | Term of Agreement | 48 |
| | | |
| Appendix A | Salary Schedules | 49-50 |
| | | |
| Appendix B & B1 | Elementary/Middle Extra Duty Schedule & Expanded Schedule | 51-53 |
| | | |
| Appendix C & C1 | High School Extra Duty Schedule & Expanded Schedule | 54-57 |
| | | |
| Appendix D | Insurance | 58-61 |

PREAMBLE/PURPOSE

- A. This agreement is entered into by the Board of Directors of the North Santiam School District #29J, referred to as the “Board” or “District” and the North Santiam Education Association, referred to as the “Association.”
 - B. The intent of this agreement is to record the full agreement between the Board and the Association concerning employment relations under all relevant provisions of the Oregon Revised Statutes governing public employee collective bargaining.
 - C. This agreement shall modify or replace any policies, rules, regulations, procedures, or practices of the District that are contradictory to its terms. The granting of recognition and the negotiation of this agreement does not obligate the Board or the Association in any way to continue practices of the dissolved school boards. This section does not prohibit, in any way, the Association from exercising its rights under the collective bargaining law.
-

ARTICLE 1
RECOGNITION

- A. The Board recognizes the North Santiam Education Association/Oregon Education Association/National Education Association as the exclusive bargaining representative for all employees of the District who are required as a condition of employment to possess an academic license and who are half time or more. Academically licensed employees include but are not limited to teachers, TSPC licensed school nurses, counselors, child development specialists and similar positions. Administrative employees, confidential employees, temporary employees who are hired for sixty (60) consecutive work days or less, and substitute employees shall be excluded.
 - B. Employees in accredited administrative positions shall be excluded from the unit. Subsequent to the ratification of this agreement, if the District wishes to exclude additional positions from the unit as administrative, it shall notify the Association and shall bargain upon demand regarding the exclusion of the position.
 - C. “Half-time or more” means an average of twenty (20) hours or more per work week within the individual’s contract period.
 - D. Individuals who hold extra duty contracts, but are not members of the bargaining unit as described in ‘A’ above are not covered by this agreement.
-

ARTICLE 2

SAVINGS CLAUSE

- A. If any provision of this agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions shall continue in full force and effect. The parties agree to negotiate a replacement provision for such invalid provision upon the request of either party.
-

ARTICLE 3

CONTRACT IMPLEMENTATION AND DISTRIBUTION

- A. This agreement shall be executed in duplication with each party to retain an executed original.

 - B. In addition, the Association shall provide a copy to each employee covered by this agreement. The copy shall be provided to all other employees covered by this agreement who were hired during the term of this agreement. Both parties shall equally share the cost of preparing, printing and distributing copies of the negotiated contract.
-

ARTICLE 4

MANAGEMENT RIGHTS

- A. The District, on its own behalf and on behalf of the electors of the District, retains and reserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and the constitution of the State of Oregon.

 - B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices shall be limited only by the specific terms of this agreement.
-

ARTICLE 5

ASSOCIATION RIGHTS

- A. The District will grant the Association and its members a total of ten (10) days leave for Association business. The leave shall be used for local Association business or training local Association members. The Association shall reimburse the District the cost of the substitute.
- B. The Association can use teacher mail boxes in each building for communication to the members of the bargaining unit, provided such communications are labeled as official Association business.
- C. The Association shall have the exclusive use of a bulletin board in the staff center in each building. The location of the Association bulletin board in each staff room shall be cooperatively decided upon by the Association and the principal.
- D. Upon specific written request, the Board shall furnish to the Association such public information as exists and is required for the Association's functioning as exclusive bargaining representative. This shall not be construed to include personal files of the Board or District administrative and supervisor files or the personnel files of District employees, except as allowed for in this agreement. The Association shall reimburse the District for all reasonable cost of duplicating such information.
- E. Whenever any representative of the Association or any teacher is required by the Board or the District or by the terms of this agreement to participate during the working hours in grievance proceedings, or other proceedings under this agreement, including negotiations proceedings, the teacher shall suffer no loss of pay.
- F. Upon approval by the administration an Association representative may make brief announcements during any faculty or other professional meeting.
- G. The Board shall provide a place on the agenda of each regular Board meeting for the association representative to address the Board. The Board shall make available to the Association president, the Board packet no less than twenty-four (24) hours prior to each regular board meeting.
- H. Each building shall be provided with a copy of the official agenda of all regular public Board meetings on the weekday prior to the meeting. These agendas shall be posted in each building's staff center.
- I. The Association may use meeting rooms for Association meetings. These meetings may be held at times when there is no interference with previously scheduled meetings or other normal school operations or licensed duties.

- J. The Association will be allowed use of office equipment for duplication of information for employees of the bargaining unit. The Association will report such use to the business office, which will bill the Association based on the actual cost to the District. Use of equipment will not be done on duty time or when the machines are otherwise in use. If the use of a piece of office equipment is assigned exclusively to an employee, such as a computer, the Association will confer with that employee prior to using the machine as long as that employee is available.

 - K. The Association president shall have the opportunity to suggest items for the regular Board meeting.
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ARTICLE 6

DISTANCE LEARNING

Should the District elect to provide instructional opportunities via Internet, the parties agree as follows:

- A. The District retains the right to offer courses through on-line classes, which are an enhancement of, or in addition to, courses currently provided by bargaining unit members. The District has no obligation to negotiate with the Association on any aspect of these course offerings so long as no current bargaining unit member is laid off as a result of these classes. Within these guidelines, this is understood to be a continuing waiver of the right to demand bargaining over the decision to offer and the impact of offering this type of instruction.

 - B. The District retains the right to offer courses currently taught by bargaining unit members through on-line classes when a bargaining unit member voluntarily transfers to a different position or voluntarily agrees to teach different courses. The District has no obligation to negotiate with the Association on any aspect of these course offerings so long as no current bargaining unit member is laid off as a result of these classes. Within these guidelines, this is understood to be a continuing waiver of the right to demand bargaining over the decision to offer and the impact of offering this type of instruction.
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ARTICLE 7

WORK YEAR—INCLUDING HOLIDAYS

- A. During the term of this agreement there shall be 190 contract days, including two (2) work days and one (1) in-service orientation day at the beginning of the work year; one (1) work day at the end of the work year; the Statewide in-service day; the equivalent of one (1) additional in-service day; and the equivalent of four (4) grading days; five (5) paid holidays: Labor Day, Veterans Day, Thanksgiving Day, Presidents Day, and Memorial Day. The following days shall be non-contract days: Martin Luther King Day and Day after Thanksgiving.
 - B. All licensed employees shall be scheduled one (1) school day at or near the end of the first and third term as compensation for time spent holding evening conferences. This leave is non-cumulative.
 - C. The Board may assign additional days to teachers in positions requiring an extended contract year. Extra days shall be paid on a per diem basis.
 - D. If extreme conditions require that the school(s) be closed on a day that was otherwise scheduled to be a day when teachers report to work, teachers will not be required to report. Such days shall be without loss of pay, but may be rescheduled at the discretion of the Board without payment of additional salary.
 - E. District administrators and Association representatives will meet by March 1st each year to discuss suggestions for the District Calendar for the following school year.
 - F. Teachers new to the District shall work one hundred ninety-three (193) days with the additional three (3) days paid at the curriculum rate.
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ARTICLE 8

WORK DAY AND PREPARATION TIME

A. WORK DAY

1. The regular work week for all full-time teachers shall be for forty (40) hours, including a minimum half-hour duty-free lunch period each day.
2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, but may be requested to notify the administration of their absence from the site through an established “check out” procedure. Teachers shall not be required to eat with the students.
3. Starting time and leaving time shall be set by individual building administrators. Flex time hours may be allowed on an individual basis with the approval of the building administrator.

With the exception of special meetings or emergency committee meetings, regular staff meetings shall add no more than thirty (30) minutes per week to the normal work week. No staff member will be required to attend more than two (2) meetings per month that add an additional thirty (30) minutes. When possible, administrators will notify the NSEA building representative if such exceptions may add more than thirty (30) minutes per week to the normal work day.

Teachers shall be required to attend two evening events, as part of their professional responsibilities. Whenever possible, these events will be marked on the calendar at least one month prior. The principal will also try to ensure that staff meetings do not add any additional time the same week of the evening event.

B. PREPARATION TIME

1. **High School and Middle School**
When a building is on a traditional schedule, full time teachers shall be provided, in addition to their lunch period, a minimum daily preparation time of one (1) period (of not less than forty-five [45] minutes) each full student contact day during which they shall not be assigned to any other duty. Special events, activities, or emergencies may, on occasion, interfere with scheduled preparation time.

If a schedule change occurs at the high school, full time teacher’s preparation time will equal no less than the amount guaranteed full time teachers on a traditional schedule. A change in schedule will not necessitate bargaining a change in working conditions.

2. **Elementary**
Within each normal ten (10) day calendar week, full-time teachers shall have, in addition to their lunch period, a minimum preparation time within the instruction day per week of four hundred fifty (450) minutes with a guaranteed thirty (30)-minute block for each day. Special events, activities, or emergencies may, on occasion, interfere with scheduled preparation time.

3. **Special Education Preparation Time**
Special Education teachers will be given additional preparation time for testing, IEPs, and required paperwork. This time shall equal twice the contracted preparation time allowed to regular education teachers as described above.

Special Education teachers in self-contained classrooms will be given compensation per diem equal to four (4) hours additional pay per week, in a supplemental contract in lieu of the second prep.

C. **JOB SHARING**

1. Job sharing is defined as two bargaining unit members voluntarily fulfilling the obligations of a full-time position.
2. Both employees who desire to job share must apply in writing to the Superintendent and the building principal by the last working day in February of the year prior to the job share. The principal of the building has the right to approve or disapprove the establishment or continuation of a job share agreement for each year, with final approval required from the Superintendent. The Superintendent's decision is not subject to the grievance procedure.

If the parties approve a job sharing proposal, it is agreed the benefits will not exceed the cost of benefits for a single employee holding the position. Each party will be paid a salary based upon the percentage worked during the school year.

3. All terms and conditions of the collective bargaining agreement (excluding fringe benefits addressed in Section 3 above) will be pro-rated according to the percentage of the job share and not to exceed the cost of benefits of one full-time employee (e.g. sick leave, preparation time, holidays, etc.).
4. Employees who share positions who wish to return to full-time teaching will have the same rights as full-time staff members in requesting transfers, but are not guaranteed the position of their choice or a full-time position if there is no vacancy.

5. The District will pay for both teachers to attend District-sponsored staff development activities when all staff are expected to attend and is pertinent to the subjects they are teaching.
 6. If one partner of the job share is absent, the District will request the other partner to cover the absent partner's work time. If the partner works the additional time, he/she will be paid at his/her hourly rate for the time worked, or trade the time with the other partner, after receiving pre-approval from the building principal. If the partner is unable to cover the absent partner, then a substitute will be procured where appropriate.
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ARTICLE 9

TEACHER RIGHTS AND RESPONSIBILITIES

A. CRITICISM OF TEACHERS

Any criticism by the administration or a Board member of a teacher and/or a teacher's instructional methodology shall be made in confidence. Teachers shall likewise refrain from making criticisms of supervisors, administration personnel or Board members in the presence of students, parents, or volunteers.

B. COMPLAINT PROCEDURES

Employees are to carry out their duties and responsibilities in the best possible manner. However, if a complaint is made, all reasonable efforts will be made to resolve the complaint informally through proper channeling starting with the teacher, as specified in policy KL-Public Complaints.

A complaint made formally or informally regarding a teacher to the administration by a parent, guardian, student, or staff member that may influence the evaluation or include any possible discipline shall be processed according to the procedures in policy KLD-Public Complaints against District Staff as outlined below:

1. The purpose of the complaint procedure is to resolve a matter to the satisfaction of the complainant, the teacher complained about, and the administration.
2. If, in the determination of the administrator receiving the complaint, it is deemed desirable to notify the teacher involved, the administrator will hold an interview with the teacher to discuss the matter and share all information received (except that which the complainant asked to keep in confidence).
3. The complainant will be given an opportunity to meet with the teacher, if they so wish, in order to solve the problem if the administrator deems it necessary in affecting a remedy to the complaint. If the complainant is a minor, their parent or guardian may, if the minor requests, be present during the meeting. This meeting will take place within ten (10) working days of the receipt of the complaint, unless it is impractical to do so because of the absence or unavailability of any of the parties involved.
4. If, in the determination of the administrator receiving the complaint, it is deemed undesirable to notify the teacher involved, they shall do a full investigation of the complaint and shall provide a written summary of the

complaint and their findings to the teacher within fifteen (15) working days of the receipt of the complaint.

5. Once the teacher receives the summary of the complaint and the investigational findings, the teacher will be notified that they have ten (10) working days to respond to the complaint.
6. The administrator shall provide the primary sources of information, including the name of the complainant that will be relied upon to substantiate the facts, if requested by the teacher.
7. A teacher shall not discriminate in any way against a complainant who may directly or indirectly be involved in the communication of a complaint.
8. If the formal complaint procedure was followed and the investigation showed the complaint was warranted; the complaint against the teacher may be placed in an employee's working file. Formal complaints placed in the working file may be used in future discipline or program of assistance if the principal determines there is a history of behavior that needs to be addressed.
9. Any type of harassment as described in policy JBA/GBA/JFCF/GBNA is in violation of Board Policy and appropriate corrective action will be taken. A teacher found in violation of this policy shall be subject to other investigational procedures, which may result in discipline up to and including dismissal. All timelines listed in the policy will be followed.
10. A teacher shall not discriminate in any way against a student, parent or staff member who may be directly or indirectly involved in the communication of a complaint.
11. This procedure shall not apply when the complaint is filed with children's protection services or law enforcement.
12. Documentation related to the complaint may be maintained in the employee's personnel file as described in the administrative rules of Board Policy JBA/GBA/JFCF/GBNA (AR). Complaints in the working file may be used in future discipline or program of assistance if the principal or District determines it is needed to show a history of behavior.

C. **ACADEMIC FREEDOM**

The Association and the District acknowledge the fundamental need to protect teachers from censorship or restraint, which might interfere with their obligation to perform their

prescribed teaching function. Teachers will have the discretion, with the building principal's knowledge and approval, to best organize their curriculum and instruction. Teaching professionals will have latitude to use their professional expertise to develop lesson plans. Both in direct student instruction and when working with peers in professional learning communities, teachers will be expected to plan and implement lessons that are focused on the State and District -adopted standards. This paragraph does not release any staff member from the responsibility to use the curriculum, textbooks, and other Board prescribed components of the educational program. It further does not release any staff member from conforming to District and building-specific initiatives or from the descriptors in the Board-adopted District standards. This statement also does not release teachers from the obligation to respond to requests and/or recommendations to improve instruction from building administration.

D. **TEACHER PARTICIPATION IN HIRING INTERVIEWS**

Teachers will have the opportunity to be represented in an advisory role, wherever possible, in the interviews of prospective teachers, math and reading coaches, and teachers on special assignments (TOSAs). Teacher members of interview committees will be selected by building principals and will include, wherever possible, representatives from the subject area or grade level of the position opening. When possible, teacher members will receive reasonable notification of interviews.

E. **CITIZENSHIP**

The personal life of any employee covered by this contract is not an appropriate concern of the Board except as the employee's personal life may affect, or interfere with, the employee's work performance. In such instances, an employee shall be advised of the reasons why the District believes that the employee's personal life is affecting his or her role as an employee and the possibility of disciplinary action.

F. **LICENSURE**

Employees covered by this contract may allow any license, endorsement, or authorization to lapse if the license, endorsement, or authorization has not been utilized by the District during the previous five (5) school years. Before allowing such a license, endorsement, or authorization to lapse, however, the employee must give prior written notice of his or her intent.

Employees covered by this contract may request permission from the District to allow any other license, endorsement, or authorization to lapse. Approval of the request is at the Superintendent's discretion, and the Superintendent's decision is not grievable.

ARTICLE 10

JUST CAUSE

No member of the bargaining unit will be disciplined without just cause. Oral warnings and oral reprimands shall not apply to just cause.

The discharge and/or dismissal of contracted teachers shall be appealed through Fair Dismissal appeals procedures as provided for in ORS 342.865 through 342.930. Discharge and/or dismissal are not subject to the grievance procedure and not subject to arbitration.

The discharge and/or non-renewal of a probationary teacher may be appealed to the North Santiam School District Board in accordance with the provisions and guarantees of ORS 342.835. Discharge and/or non-renewal are not subject to the grievance procedure and not subject to arbitration.

ARTICLE 11

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A “grievance” is a claim that there has been a violation, misinterpretation, or misapplication of the terms and conditions of this agreement.
2. A “grievant” is a bargaining unit member, a group of bargaining unit members, or the local Association who initiate(s) a grievance, as defined above.
3. The term “days” shall mean school days.

B. TIME LIMITS

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step of the procedure shall be considered a maximum and every effort should be made to expedite the process. However, the time limits specified may be changed by mutual agreement, in writing, between the District and the grievant and/or the Association where appropriate.
2. The failure of the District to respond within the time limits set forth will constitute a rejection of the grievance and thereby allow the grievant to take the grievance to the next step within the time limit specified. Failure on the part of the grievant to pursue a grievance within the time limits specified shall constitute a resolution of the grievance in accordance with the terms of the District’s response at the preceding step.

C. PROCEDURE

1. Step One - Supervisor/Principal

Informal Process:

The grievant shall within fifteen (15) days of the occurrence of the grievance or within fifteen (15) days of when the grievant knew or should have known of the occurrence, whichever occurs later, discuss the grievance with the principal or immediate supervisor with the objective of resolving the matter informally.

Formal Process:

If this discussion does not resolve the concern, the grievant may, within fifteen (15) days, submit the grievance in writing to the supervisor. The written grievance must specify the specific management action or inaction being grieved, the agreement article or articles and section(s) and paragraph(s) alleged to have been violated, and the specific remedy being sought. The principal or

supervisor shall have fifteen (15) days in which to respond in writing to the grievance.

2. **Step Two - Superintendent**

If the grievant is not satisfied with the disposition of the grievance in Step One, the grievant may file a grievance in writing with the Superintendent within fifteen (15) days after the decision at Step One has been received. The written grievance must specify the specific management action or inaction being grieved, the agreement article or articles and section(s) and paragraph(s) alleged to have been violated, and the specific remedy being sought. The Superintendent shall have fifteen (15) days in which to respond in writing to the grievance.

3. **Step Three - School Board**

If the grievant is not satisfied with the disposition of the grievance at Step Two, the grievance, may be presented to the Board by filing all correspondence, information, material or testimony presented or received at prior steps with the clerk or the Board within fifteen (15) days of receiving the decision at Step Two. The Board shall hear the grievance no later than at the next regularly scheduled Board meeting, as long as the grievance was filed at Step Two at least five days before that meeting. The meeting will be open to the public if the grievant so requests.

4. **Step Four - Arbitration**

In the event the grievant is dissatisfied with the decision of the Board, then the grievant may ask the Association to present the grievance to binding arbitration. If the Association agrees and so states in writing, the following procedure shall apply:

- a. Within fifteen (15) days of the Board's decision at Step Three, the Association and the grievant may make written demand to the Board to arbitrate a grievance. A representative of the Board and a representative of the Association shall meet to prepare a formal statement of the issue to be submitted to the arbitrator. If, after fifteen (15) days from receipt of the demand for arbitration, agreement is not reached on the issue to be submitted to the arbitrator, each party may draft its own description of the issue to be arbitrated.
- b. Within fifteen (15) days after the procedure in subsection (4a) above, the Association shall request a list of seven (7) arbitrators from the Employment Relations Board. The parties shall then select an arbitrator from that list by such method as they may mutually determine.
- c. The conduct of the arbitration hearing shall be pursuant to the American Arbitration Association rules. The arbitrator's decision shall be in

writing and shall set forth findings of fact, reasoning and conclusions on the issues submitted in accordance with the definition of a grievance subject to arbitration. The arbitrator may not add to, subtract from, or amend terms of this agreement and shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. Insofar as the decision involves only matters subject to arbitration as above defined, such decision shall be final and binding upon the grievant and the parties to this agreement.

- d. Fees and expenses of the arbitrator shall be borne equally by both parties; however, each party shall be responsible for compensating its own representatives and witnesses. Any other costs incurred shall be borne by the party incurring the same.

D. **MISCELLANEOUS**

1. No documents, communications, or records dealing solely with the processing of a grievance shall be kept in the personnel file of any grievant. The grievant shall be permitted to inspect this file at the resolution of the grievance.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any participant in the grievance procedure by reason of such participation.
3. No meeting or hearing under this procedure shall be conducted in public except during the Board meeting in Step Three.
4. A teacher may speak on his/her behalf or may be represented at all stages of the grievance procedure by a designated representative or another person to appear with him/her at any step of the grievance. The grievant must attend all steps of the grievance except for emergency situations. In cases of a group grievance it is not expected for all those involved in the grievance to attend all steps of the procedure.

ARTICLE 12

REDUCTION IN FORCE AND RECALL

A. REDUCTION IN FORCE

In the event the District determines that a reduction in force is necessary, it will determine the teachers to be retained by reviewing licensure, endorsements and seniority.

The District will make the determination of whether the teacher is “appropriately licensed” to hold the available position(s).

Seniority will be determined by calculating the number of years of continuous service as a certified employee, beyond twelve (12) weeks, with the District. Ties shall be broken by the drawing of lots. If the District desires to retain a teacher with less seniority than a teacher being released under this section, the District shall determine that the teacher being retained has more competence than the teacher with more seniority that is being released. “Competence” means the ability to teach a subject or grade level based on recent teaching experience related to that subject or grade level within the last five (5) years, or educational attainments, or both, but not based solely on being licensed to teach (ORS 342.934).

B. NOTIFICATION

Teachers to be laid off or reduced as specified in A above shall be given not less than thirty (30) calendar day notice in writing before the start of the school year or the start of the period when they will not be working or reduced.

C. RECALL

A teacher who is laid off will remain on the recall list and be eligible for recall for twenty-seven (27) months after the last day worked. No new teachers shall be hired for any position until all laid off teachers who are fully qualified and licensed for the position have been given an opportunity to accept the position.

The District shall notify laid off teachers of a position opening by registered letter, return receipt requested, at their address of record as maintained in the Superintendent’s office. Laid off teachers shall have fourteen (14) calendar days from the mailing date of such notification in which to indicate their acceptance or rejection of the position and an additional fourteen (14) days there from in which to begin active employment. However, if a teacher is employed by another Oregon school district while awaiting recall, and if that district is not willing to release the teacher until the end of sixty (60)

calendar days, the teacher will not be required to report by the fourteen (14) day deadline if he/she would thereby jeopardize his/her Oregon teaching license.

Teachers who cannot be reached at their last known address, or who reject any position offered, shall forfeit all re-employment rights. Teachers who wish to waive re-employment rights may do so by written notification to the District.

Employees returning from layoff shall have all previously accrued Sick Leave and seniority reinstated, but shall not receive benefits for the period of layoff except that the District shall pay the laid off employee's premium for three (3) months of health insurance immediately following the layoff.

Employees who worked one-half or more of the school year in which the layoff occurred shall be advanced to the next step on the salary schedule, if step movement was provided to those licensed employees unaffected by the layoff. Employees who worked less than one-half of the school year shall be placed on the same step where they were when the layoff occurred.

ARTICLE 13

ASSIGNMENTS AND TRANSFERS—INCLUDING POSTINGS

A. VACANCIES

1. Vacancies shall be posted for a minimum of ten (10) calendar days.
2. The District, in filling a vacancy, shall first effect assignments within the building. If not resolved within the building, then the vacancy will be posted District-wide and advertised outside the District.

Any teacher desiring a change of assignment within the District to another grade or subject shall make a written request to the District Office on or before March 31st in order to be considered for the following year. Such requests must be renewed annually in order to be considered.

3. If a vacancy in the District is posted after March 31st, a teacher in the District may make application to the District Office by the closing date for the position, in which case the teacher will be considered along with all other applicants.
4. The administration may fill any new position or position vacated by leave or termination with existing staff (after any contractual/legal recall requirements or return from leave requirements are met). Resulting vacancies will be posted a minimum of ten (10) calendar days. After August 1st, an expedited posting/hiring process will be used and efforts will be made by telephone to notify teachers who have indicated an interest in the position and/or building.
5. Notification of posted positions will be e-mailed during the summer, until August 1st, to those teachers who have indicated, in writing, by their last regular work day of the preceding school year, their interest in vacancies that may occur during the summer. The notice will be dated no fewer than seven (7) calendar days prior to the position being filled, except in cases of expedited posting/hiring process.
6. If a teacher applies and is not granted a position, she/he may request the reason for not being given the position. The reasons given are not grievable.
7. The three (3) most senior applicants who are appropriately licensed will be guaranteed interviews.
8. Teaching positions which opened late but before October 31st and, therefore, were filled as temporary positions may, at the building principal's discretion, be posted internally only for a period of at least ten (10) days.

B. **ASSIGNMENTS**

1. The District will give notice of assignments to new teachers as near to their date of their hiring as possible. Teachers that have assignment changes for the following year will be given written notice of their new assignment not later than June 15th. Changes of assignment(s) may be made thereafter, however, and teachers given as much notice as possible. Principals are responsible for building assignments.
2. The District will make every effort to assign employees so that they can remain “appropriately licensed.”
3. Each teacher shall be notified in writing of any teacher assignment within a building as early as possible. If the notice has been given after the beginning of the school year for a change in assignment, which will occur during the same school year, then the teacher shall be provided reasonable time of no less than one (1) day and up to three (3) days duty-free time to prepare for the assignment. The number of days needed to prepare shall be determined by the principal of the building.

If a teacher is notified of a change in teaching assignment and feels there is a need for additional time to prepare, the teacher may request additional duty-free time from their principal.

C. **INVOLUNTARY TRANSFERS**

1. Each teacher shall be notified in writing of any involuntary building transfer as early as possible, and if the teacher is given notice of the involuntary transfer after the beginning of the school year for a transfer which will occur during the school year, then the teacher shall be provided reasonable time of no less than one day and up to three (3) days duty-free time to prepare for the assignment.
2. Prior involuntary transfers: A teacher shall not, except in special circumstances, be involuntarily transferred more than twice in five (5) years.
3. The Superintendent or designee shall make transfer decisions.

ARTICLE 14

PERSONNEL FILES

- A. The official personnel files on all teachers shall be kept in a central location, such files are confidential. Teachers shall have the right, upon request, to review the contents of their personnel file and to receive a copy of any document in that file at their expense. A representative of the Association may, at the teacher's request, accompany the teacher in his/her review.

 - B. Each teacher's personnel file subject to review shall contain the following minimum items of information:
 - 1. Teacher evaluation reports
 - 2. Transcript of academic records
 - 3. Copy of annual contracts of the teacher with the District
 - 4. Recommendation for contracted status

 - C. Each teacher may respond in writing to any item placed in his/her personnel file and said response shall become a part of that file.

 - D. No evaluation, written disciplinary action or complaint will be placed in the personnel file without notice to the teacher.
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ARTICLE 15

EVALUATIONS

A. EVALUATIONS/OBSERVATIONS

Probationary teachers employed by the District shall be observed on multiple occasions by a building or District assigned administrator and evaluated annually based on those observations. At minimum, an evaluation of performance will be made by the building or District assigned administrator biennially for any other teacher. The purpose of the evaluation is to assist the teacher in making continued professional growth and to determine the teacher's performance. Evaluations shall be based upon at least two observations and other relevant information developed by the District.

Teachers who score a 1 (one) or a 2 (two) on any aspect of the evaluation completed by their administrator will receive support and guidance during the initial fall evaluation conferences to assist in obtaining a higher score.

Probationary teachers who may be non-renewed will be provided a Directed Growth Goals Plan for problems related to performance if deficiencies are identified that would cause their non-renewal or dismissal. This Directed Growth Goals Plan shall include statement of deficiencies, statement of expectations, statement of assistance provided by the District and a timeline for completion not to be less than thirty school days and will be a sufficient basis for the District to take action to non-renew an employee. This in no way restricts the District's rights to place a probationary teacher on a Formal Program/Plan of Assistance if they deem it necessary.

The District will place a contract teacher on a Directed Growth Goals Plan prior to a Formal Plan of Assistance, if based upon instructional deficiencies. If it is determined that the District shall place a contract teacher on Directed Growth Goals Plan, this Directed Growth Goals Plan shall include statement of deficiencies, statement of expectations, statement of assistance provided by the District and a timeline for completion not to be less than thirty school days. This in no way restricts the District's rights to place a contract teacher on a Formal Program/Plan of Assistance if they deem it necessary.

Contracted employees will be provided a Program/Plan of Assistance for problems related to performance if deficiencies are identified that would cause their dismissal. The teacher shall be observed again to determine if the Program of Assistance has been satisfied.

B. NON-ADMINISTRATOR OBSERVATIONS

Non-administrator observations and visits shall not be part of the contracted teacher's evaluation.

C. VIDEO/AUDIO TAPING

Any video/audio recording which exists as a result of learning walks, for a teacher's own learning, or as a result of being suggested by administration for reflection/learning (with the teacher's consent), belongs to the teacher.

Administrators will conduct observations in person. Administrators will not remote into the classroom for the purpose of conducting an observation of instruction.

If video/audio is being used for an investigation involving a teacher, the video/audio taping will be made available for review to the teacher upon request after the administrator and/or HR has had the chance to review and is in accordance with all laws.

D. PROGRAM OF ASSISTANCE FOR IMPROVEMENT

A Program of Assistance for Improvement shall be in writing and shall include the following:

1. Statement of deficiencies,
 2. Statement of expectations and action needed to correct the deficiencies with identification of assessment techniques to measure success,
 3. Statement of assistance provided by the District, and
 4. Timeline for completion not to be less than thirty (30) school days.
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ARTICLE 16

DISTRICT POLICIES AND PROCEDURES

- A. The District shall place updated copies of the current policies manual on the District's website.
- B. All teachers will have access to discipline and behavior support policies and procedures as soon as possible, and will be notified of any changes to these prior to their implementation. Electronic copies of the student handbook with discipline and behavior expectations will be available on the District website prior to the start of each school year.

C. **EVALUATIONS OF STUDENTS**

In the event the District deems it necessary to change a grade or evaluation of a student, reasonable efforts shall be made to include input by the staff member who assigned the original grade or evaluation. The District shall document any such change and indicate the person making the change on the original document involved, which is kept in the student's permanent record folder.

ARTICLE 17

DUES, PAYROLL DEDUCTIONS AND FAIR SHARE

- A. Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each, including voluntary Association contributions. The Association shall give notice to the District by providing the employee's signature with dues authorization language for each employee who is to have dues deducted. The District will enact dues deduction changes on the pay period following a notification provided that notification is received no later than the 5th of the month. The Association shall notify the District immediately when a bargaining unit member should no longer have dues deducted. The District shall enact dues deduction changes on the pay period following a notification.

For any new employee who was an Association member at their prior place of employment, the District shall backdate dues to their start date, provided a signed dues authorization form is received.

- B. Dues deductions shall be made monthly in an amount equal to one-twelfth of annual dues, commencing with the month of September and ending with August of each year.
- C. The District agrees to continue the practice of submitting the dues deducted, with a list of employees and their deduction amount, to the state office of the Oregon Education Association by the fifteenth (15th) of each month following payroll deductions.
- D. The Association agrees to hold the District harmless and will pay to defend the District against any and all claims, suits, orders, judgments or other complaints filed against the District as a result of the provisions of this Article.
- E. The District will, upon request of the Association, provide the Association with the name, position, first date of service, position title, FTE, and worksite of all employees of the bargaining unit by September 15th of each year. When a new employee is hired into the bargaining unit, the District shall provide such information to the Association within ten (10) days. NOTE: This said 30 days in the MoU.
- F. Other Payroll Deductions:
1. Tax sheltered account payment,
 2. Approved insurance payments, and
 3. Others as mutually agreed to by the District and Association.

ARTICLE 18

PAID LEAVES

Since all leave is credited to teachers at the beginning of the school year, if a teacher terminates prior to the end of the school year, their leave will be reduced on a prorated basis, based upon the length of their employment during that school year. Teachers who begin with the District after the start of the school year, will also have their leave awarded on a pro-rated basis.

A. BEREAVEMENT LEAVE

Teachers shall be granted a total of five (5) days off per year with pay for bereavement. All bereavement leave shall not accumulate from year to year.

Additionally, in accordance with OFLA (Oregon Family Leave Act), up to two weeks may be taken per defined family member for the purpose of bereavement within 60 days of the notice of the death. Personal and/or sick leave may be used for time beyond the first five paid days of bereavement, however, FMLA/OFLA paperwork may be required for any sick leave more than three (3) days beyond paid bereavement leave.

B. JURY OR WITNESS DUTY

When a teacher is called for jury duty or is subpoenaed as a witness before a court, legislative committee or judicial body, the teacher will be continued at full salary for the period of required service; however, that compensation received by the teacher for jury duty or witness fees shall be signed over to the District unless such fees are earned on non-contract days. Upon being excused from jury duty or appearance as a witness during any day, the teacher shall immediately report to the supervisor for possible assignment for the remainder of the regular school day. Please refer to the “for staff” section of the NSSD website for the step-by-step process.

Jury or witness duty leave identified in this action shall not apply when a teacher is involved as a litigant for personal reasons or in any case brought by the association or employee against the District.

An employee subpoenaed to testify as a District employee must immediately inform his/her supervisor and the HR Director and provide a copy of the subpoena to both.

C. ABSENCE DUE TO QUARANTINE

A teacher absent from work when he/she is not ill or injured, but solely as a result of a quarantine declared by a public health official empowered to make such a declaration, shall be able to utilize his/her accrued sick leave during the period of quarantine. The affected teacher shall notify the HR Director as soon as possible that his/her absence is due to quarantine and request sick leave for the period of such absence. If the teacher's

accrued sick leave is exhausted prior to the lifting of the quarantine, his/her continued absence shall then be without pay.

D. **PERSONAL LEAVE**

Personal leave means absence for personal, religious, legal, business, family or emergency matters.

All certified employees shall be granted three (3) paid personal leave days.

An additional unpaid day may be granted at the discretion of the Superintendent. Unused portions of this leave are non-accumulative.

Written prior notice of not less than twenty-four (24) hours before the absence shall be provided to the teacher's principal or other immediate supervisor for personal leave (whenever possible), however notice shall not have to state the reason for taking such leave.

Whenever possible, staff should schedule leave for legal and business matters Tuesday through Thursday. Personal leave may be used in conjunction with holidays or vacation leaves upon securing a substitute and providing written notification to the HR Director.

Licensed employees shall be reimbursed at a rate of \$100 (one hundred dollars) per day for two paid personal days not used during the school year, which shall be prorated for part-time employees. Reimbursements shall only be given in half day or full day increments. Such reimbursement shall be included in the June paycheck. All personal leave must be taken as a half or full day. If the employee terminates prior to the end of the school year, their reimbursement will also be prorated.

Personal leave days may not be taken for professional monetary gain, as this constitutes professional leave (see Article 18F).

Emergency Leave: An employee who is faced with a crisis of fire or flood damage to their home, requiring immediate attention, may be provided up to two (2) paid emergency leave days during the school year, with Superintendent approval. This leave is to be used only for fire or flood purposes and shall not accumulate from year to year.

E. **PROFESSIONAL LEAVE**

The Superintendent shall have the discretion to grant paid professional leave as she/he so determines.

F. **SABBATICAL LEAVE**

The purpose of sabbatical leave is to provide up to one year's leave for the purpose of returning to school to complete a District-approved educational program.

The following terms and conditions apply to the granting of sabbatical leaves of absence.

1. To be eligible to apply for a sabbatical leave, the teacher must have at least six (6) years of continuous employment with the District.
2. A teacher on sabbatical leave will receive two-thirds (2/3) of the salary which would have been paid to the teacher during the year of the sabbatical leave had the sabbatical leave not been taken, paid over a twelve (12) month term as if the person did not go on a sabbatical leave. The District will pay the insurance payment according to Article 21.
3. Application for such leave shall be presented to the Superintendent no later than January 1st of the year prior to the requested sabbatical leave. The application shall then be presented to the Board of Directors for its approval. The application shall provide in detail the type of activity to be carried out during the sabbatical and shall further explain how the sabbatical would help the teacher in becoming more effective as a teacher.
4. A teacher on sabbatical is not eligible for another sabbatical leave for at least seven (7) years after the return from the last sabbatical leave.
5. Upon return from the sabbatical the teacher will be placed in a teaching position for which they are Highly Qualified within the District. The teacher will be placed on the salary schedule at the level where the teacher would have been had the sabbatical not been taken.
6. Upon returning from sabbatical leave, the teacher shall remain with the District as an employee for at least two school years after his/her return. Further, before going on the sabbatical, the teacher shall sign the agreement with the District agreeing to repay the District the amount received as sabbatical pay if the teacher fails to complete the agreed course of study, retires or leaves the District prior to expiration of the two years after return from sabbatical leave. Death or serious illness that prevents the employee from teaching for two consecutive years shall release the employee from this obligation. In order to secure the amount so promised, the teacher shall sign a promissory note payable to the District, which shall bear interest at the rate of 12% per annum and shall be payable upon demand in the event the teacher leaves the District prior to the time period described in this subparagraph. Final approval for the sabbatical leave will be given to the employee when the signed promissory note is delivered to the District.

7. The District shall grant no more than one (1) Sabbatical Leave during any three (3) consecutive school years. The School Board retains the discretion to grant or deny sabbatical leave requests. Upon request of the employee, the District shall provide in writing all reasons for denying such leave.

G. SICK LEAVE

1. Every teacher holding a regular full time position shall accrue eighty hours sick leave pay for each school year. Sick Leave shall accumulate without maximum. As provided by ORS 332.507, each teacher shall receive their sick leave at the beginning of the year for personal illness or injury as provided by the Oregon and Federal Family Leave Acts.
2. All teachers shall be credited with their full annual sick leave benefits on the first contract day of the school year. Teachers leaving employment before the end of their contract days, who used more sick leave than their service days entitled them to, shall reimburse the District for the excess days paid to them. If the employee terminates prior to the end of the school year, they will have their awarded sick leave reduced accordingly.

School employees holding a regular part-time position shall accrue sick leave with pay in proportion to the relationship their basic work week has to forty (40) hours.

In the case of regular full-time teachers who begin employment after the beginning of the school year, sick leave shall be credited on the first day of employment and shall consist of eight (8) hours of sick leave for each payroll month remaining in the school year.

3. Temporary disability to include pregnancy shall qualify for sick leave benefits. To qualify for paid sick leave, the employee's attending physician may be required to certify disability to the District. The District may, at its own option and expense, obtain a second or additional physician's certification as to disability where cause to question the employee's physician exists. In addition to personal illness or injury, sick leave may be used for illness or injury to immediate family or members of the household. Immediate family shall be defined as domestic partner, spouse, children, parents, parents-in-law, grandparents, grandchildren, brothers, and sisters.

Sick leave may also be used for non-emergency medical, dental, or ocular appointments when absence during working hours is reasonably necessary and when approved in advance by the District. In any instance involving the use of a fraction of a day of sick leave the minimum charge to the employee's sick leave account shall be one (1) hour. The Superintendent or designee shall be responsible for controlling abuse of the sick leave privilege. Any employee

obtaining sick leave benefits by fraud, deceit or falsified statements shall be subject to disciplinary and/or legal action.

4. A teacher returning from any illness or injury, whether or not sick leave benefits have been paid, may be required to furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of the employee, students and fellow employees. The District may, at its option and expense, obtain a second or additional physician's certification.
5. Except as otherwise provided by Oregon Revised Statutes, all sick leave benefits shall terminate upon termination of employment for any reason.
6. A teacher who has been employed in another public school district in Oregon may receive credit for accumulated sick leave up to 600 hours; however, the transfer of sick leave from another Oregon district shall not become effective until the teacher has completed thirty (30) days of employment in the NSSD as provided for in ORS 332.507.
7. The purpose of the sick leave bank shall be to provide a bargaining unit member who will exhaust their accumulated sick leave, and has a serious illness, injury, or requires constant or continued care, to request additional paid sick leave days.

The preceding purpose applies to immediate family members, as defined in Article 18 (G) (3). A request shall be limited to a maximum of fifteen (15) days as long as there are an adequate number of days in the bank. Additional days may be requested, but shall be approved only upon mutual agreement between the Association president and the Superintendent or designee. All members will have an option to donate up to two (2) days (16 hours) of sick leave to the bank per year. Each member donating shall sign a form approving the donation. The payroll clerk shall deduct up to two (2) days (16 hours) of sick leave for each member making a donation. No member will regain the donated day, even if the bank is not accessed. At the end of each contract year, the balance of any unused sick leave will be rolled over into a bank and used as needed for future years. No more than fifty (50) days shall be carried over from one year to the next.

H. **MILITARY LEAVE**

Any unit member, who is a member of any reserve unit of the Armed Forces of the United States, shall be granted a leave of absence in accordance with state and federal laws governing military leaves.

I. WORKER'S COMPENSATION (WC) LEAVE

When an employee experiences an absence due to a compensable injury, as defined in ORS 656.005(7) (a) that incurred in the course of the teacher's employment he/she may access personal and/or sick leave for any time which is determined to not be covered by Workers Compensation Benefits. Notwithstanding, upon written request along with a financial statement from WC, sick leave may be drawn on a pro-rated basis and added to Worker's Compensation benefits for non-covered days. The combined pay shall not exceed the employee's regular salary and shall be only for those days that are compensable. The compensation may continue up to one (1) calendar year from the date of the accident.

ARTICLE 19

UNPAID LEAVES

A. LONG TERM UNPAID LEAVE

A certified contracted teacher who is employed full-time by the District may apply for a long-term unpaid leave of absence subject to the following conditions and procedural requirements:

1. All requests for leave of absence beginning at the start of the following school year must be in writing and delivered to the teacher's principal by April 1st except in unforeseen circumstances. Leave commencing during the school year will require three (3) months of notice, except in unforeseen circumstances. The application must state the specific leave being requested, the reasons, and the justification for such leave.
2. The leave application must be forwarded from the principal, with his/her recommendations, to the Superintendent, who will collect all requested leaves and forward them with his/her recommendation, to the Board.
3. Extended unpaid leaves of absence shall be granted for no more than one (1) year, but renewal may be requested.
4. An employee who is granted an extended unpaid leave of absence shall not advance on the salary schedule during his/her absence.
5. The Board is obligated to make its final determinations on granting or denying requested unpaid leaves of absence by no later than the next regularly scheduled Board meeting.
6. HR shall communicate, within seven (7) business days, with employees who request leave.
7. Unpaid leave for up to one year shall be granted for parental leave.
8. Upon return to active employment with the District following leave, the employee shall have all previous accrued benefits (i.e. salary, sick leave, seniority, etc.).
9. The Board will have discretion to grant unpaid leave to part time and/or probationary teachers. The Board's decision on such a request shall be final and is not grievable.
10. Upon return from an unpaid leave, the teacher will be placed in a teaching position for which they are highly qualified within the District.

11. The employee shall notify the Human Resources Director in writing of the expected date of return to work no later than March 1st or as of the date stated in the acceptance letter of the requested leave provided to the employee.

B. SHORT TERM UNPAID LEAVE

Requests for short term unpaid leave may be submitted to the Superintendent when paid leave is exhausted or denied.

C. FAMILY AND MEDICAL LEAVE

The District will comply with the federal and state laws related to the Family and Medical Leave Acts.

A teacher on family leave must teach more than half-time and a minimum of 135 days during the school year in which the leave is taken in order to be credited for one (1) year of experience on the salary schedule. As stated in Article 23, paid leave shall count as actual days worked.

D. EXPRESSION OF BREAST MILK OR BREASTFEEDING

The District will comply with ORS 653.077 and with other state and federal laws related to expression of breast milk or breastfeeding.

ARTICLE 20

TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT

- A. Tuition for pre-approved coursework is eligible for reimbursement at the rate of six (6) graduate level, resident credits at WOU per fiscal year.

Reimbursement for workshops will be equal to the current rate charged for three (3) graduate, resident credits at Western Oregon University. Reimbursement for workshops taken for credit will be available for the cost of both registration fees and tuition, as long as the total does not exceed the rate charged by WOU for an equivalent number of credit hours.

- B. Teachers must teach at least six (6) months in the year for which they are reimbursed.
- C. Pre-approved Professional Development Units (PDUs) may be covered under this article.
- D. To borrow available funds from the current year and the following year to be used over the summer, pre-approval must be granted by the Human Resources Director by May 15th. This will allow teachers to take and be reimbursed for the equivalent monetary value of twelve (12) credits taken during the summer.
- E. To qualify for reimbursement, courses or workshops must be pre-approved by the employee's supervisor and HR Director based on being important to the improvement of the overall instructional program and being eligible for the monies as defined by this article. The teacher must obtain written approval from the supervisor and HR Director, on the District approved Tuition Reimbursement Form, **prior to** the start of any coursework.
- F. This article does not provide any reimbursement for extra-curricular areas not associated with the classroom duties of the teacher. All courses must be graduate level, unless the teacher provides justification for and receives approval from the Superintendent and/or HR Director to enroll in and be reimbursed for an undergraduate course or PDU workshop courses.
- G. Other costs associated with the class or workshop, such as books, transportation, outside meals, room rents, etc., are not covered.

Reimbursements will be paid within twenty (20) days from the submission of the proof of payment and approval of all completed paperwork required by the HR Director.

- H. To qualify for reimbursement a teacher must submit an itemized paid or itemized tuition or registration fee receipt or bill for the amount of tuition paid or to be paid along with the District approved Tuition Reimbursement Form.

- I. Satisfactory evidence of completion of the course is required. For courses with a grade option, “satisfactory evidence of completion” shall include the transcript showing a grade of C or better. This submission must be given to the HR office within ninety (90) days of the last day of the term in which the course is completed for the reimbursement payment to be made. An extension may be granted by the HR Director under extenuating circumstance if requested in writing prior to the required submission date.

If a reimbursement is paid, yet the course is not completed or submission of the transcript with a grade of a C or better is not provided within the ninety (90) days, an equal amount to the reimbursement paid to the employee and/or university shall be deducted from their next regularly scheduled paycheck.

The employee may submit for tuition reimbursement prior to receiving a transcript, but must do this on or before May 15th.

- J. The employee must continue to work for the District for the semester following the completion of the reimbursed class. If the employee does not continue to work for the District for the semester following the completion of the reimbursed class, an equal amount to the reimbursement paid to the employee and/or the university shall be deducted from the employee’s final check, or the employee will be billed for that amount. Layoff situations are exempt from this provision. Staff on leave must return to work before any payment is made.
- K. The total expenditure by the District for the cost of all continuing educational credit hours and Professional Development Units (PDUs) shall not exceed \$40,000 fiscal year. All workshops, except those for which college credit is offered, will have a \$500 per person, per year maximum. Substitute costs will not be addressed as part of the budget for continuing educational credit, PDU or workshop expenditures. Reimbursement will be on a first-come basis, with all applications made no later than May 15th of each year.

TEACHER CREDIT EVALUATION

- i. For advancement on the salary schedule all credit hours must be taken through an accredited four-year university or college.
- ii. Upon verification of teacher qualification, the teacher shall be paid based on the teacher’s position in the new column. Verification must be received in the District Office by October 15th.

ARTICLE 21

SUBSTITUTES

Substitute teachers shall be provided by the District to assume the duties of absent classroom teachers, within the following guidelines and conditions:

- A. For each day a teacher is absent from work, the teacher is required to post his or her absence on the District approved system, no later than 6:30 a.m. of the day of the absence. If the employee notifies the District approved system later than 6:30 a.m., they must make “personal contact” with the principal or designee as soon as possible.
 - B. If the absence is for consecutive days, the principal or designee shall be notified of the probable date of return.
 - C. It is the teacher’s responsibility to provide lesson plans and directions to assist the substitute in carrying out the substitute’s duties except in the case of an emergency.
 - E. It is the District’s responsibility to manage the system and continue to recruit qualified substitutes.
 - F. Teachers will not be removed from their regular duties to be used as substitutes unless the District is unable to secure the services within a reasonable time of a qualified substitute teacher.
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ARTICLE 22

INSURANCE

A. EMPLOYEE HEALTH INSURANCE

Benefits shall be purchased on a tiered basis. Benefits are not pooled.

- a. Specific amounts and language for all plans, including HRAs and HSAs will be listed in Appendix D Insurance for the 2020-21 and 2021-22 (when available) years.

A reopener shall occur during the life of this agreement, if legislation is passed regarding OEGB insurance employee options.

B. HEALTH INSURANCE

Employees shall be permitted to purchase two-party medical insurance after retirement at their sole expense, provided monthly payments are made 10 days prior to payroll cut off. If any monthly payment is not made by the retiree, they shall be dropped from the insurance coverage. This health insurance benefit shall not exceed age 65.

ARTICLE 23

PROFESSIONAL COMPENSATION

A. SALARY

The salaries for licensed staff, including extra duty positions, shall be as established in the attached schedules.

2020-21 and 2021-22

The salary schedules are attached as Appendix A and by this reference is incorporated herein.

Those eligible for step movement will advance one step during each of the 2020-21 and 2021-22 school years.

The District shall “pick-up” the employee’s required contribution towards the PERS retirement benefits.

B. TEACHER CREDIT EVALUATION FOR HORIZONTAL PLACEMENT

1. For advancement to higher-paying columns on the salary schedule, all graduate credit hours must be taken through an accredited four-year university or college, with the exception of in-district credit or undergraduate credit hours approved by the Superintendent prior to enrollment.
2. Upon verification of sufficient credit hours or degrees to qualify for a higher-paying column, the teacher shall be paid based on the new column. In order for a teacher’s pay to increase based on education for that school year, verification of the coursework and the appropriate form must be received in the District Office by October 15th.

C. PLACEMENT ON STEP OF SALARY SCHEDULE

Teachers shall be placed on the step of the column for which they qualify, based on years of experience. In order to count as a year of experience, the teacher must have actually worked 135 contract days during the year. Paid leave shall count as actual days worked.

1. Upon the expiration of this agreement, should no replacement agreement be negotiated prior to the start of the next school year, the District shall not be obligated to advance teachers one (1) step automatically as part of the status

quo. Vertical step movement would be provided in that year only if bargained into the successor agreement.

2. To advance from one (1) column to another on the salary schedule, a teacher must comply with the provisions of the Tuition Reimbursement Article of this agreement. When a teacher advances from one (1) column to a higher-paying column, the teacher will advance no more than one (1) vertical step, except at the sole discretion of the District.

D. **MILEAGE REIMBURSEMENT**

The District shall reimburse any teacher for all authorized miles driven in the teacher's personal automobile as required by the District, provided the teacher makes suitable accounting for such authorized mileage. Authorized mileage shall be reimbursed at the rate specified by the State of Oregon for employee reimbursement. The District shall include the rate of reimbursement on the District website.

E. **EXTRA DUTY**

1. The District has the right to non-renew or refuse to appoint members to extra duty contracts. Neither the member nor the Association will challenge these non-renewals or refusals to appoint, through ERB, through the grievance procedure, or any other litigation, except that individual rights under state or federal laws shall not be waived. The member may request and receive a reason for the non-renewal or other District action.
2. At any time after the start of a season or assignment the District may "buy out" the remainder of the contract, but no record of this will be kept in the personnel file of the member and it shall not be considered discipline. The bargaining unit member may request and receive the reason for the "buy out". The following two paragraphs will be added to extra duty contracts:
 - a. The extra duty pay is the total and only payment that will be made to a member of the bargaining unit for all activities involving the assignment for that entire season. If a team makes it to the OSAA sanctioned state playoffs, the paid coaches involved in the extended season, will be paid a flat rate of \$150 in addition to their normal coaching stipend. In all cases, those coaches being paid for this extended season will be the head coach and one of their assistant coaches. The only exception will be football which will be allowed a head coach and two (2) assistant coaches.
 - b. Coaches will normally have input to the athletic director when competition schedules are being discussed, but this may not be possible if schedules need to be set and a coach needs to be hired. When a coaching contract is offered, the prospective coach should ask to see the

schedule arranged for that year. If he/she agrees to accept the appointment, he/she agrees to do all of the activities required to have the team compete at all the scheduled games. The coach can negotiate with the athletic director should he/she (the coach) not be willing to accept the assignment unless the activity during a break period was eliminated.

3. Coaches, during their season, are covered by the following articles: (7) Work Year, (9) Teacher Rights and Responsibilities, (10) Just Cause, (11) Grievance Procedure, (14) Personnel Files and (24) Professional Compensation. Coaches not employed as teachers by the District are not eligible for rights under contract. There will be no grievances or unfair labor practice complaints for breach of contract for non-renewal or buy out of extra duty contracts. Extra duty contracts are annual contracts only and there is no expectation of yearly renewal.
4. The extra duty schedules are attached as Appendix B and Appendix C.

E. **SPECIAL EDUCATION STIPEND**

Special Education teachers shall be awarded a stipend of \$3,000 per year.

F. **ADDITIONAL PAY**

Teachers shall be compensated for work required by an administrator, which needs to be done outside of their contractual obligation. Work which is similar to their daily assigned tasks will be calculated on a per-diem basis. Work which is outside of their normally assigned tasks will be calculated at a curriculum rate. Examples: a classroom teacher working on District curriculum development would result in a curriculum rate; a Reading Specialist asked to do work on a task they do during their assigned work tasks would result in a per-diem rate.

1. The rate of pay for such work will be determined by the Administrator and HR Director and is not grievable, but upon written request the Superintendent will review.
2. In the event a teacher is assigned to substitute teach during his/her prep period, in addition to their regular basic salary, the teacher shall be compensated based on the hourly curriculum rate for each time period covered.
3. Any teacher who, with the consent of the Association and the District, is assigned to teach an extra course—either within their normal work day during time normally assigned as a preparation period or during a “0” period before or after normal school hours—shall be awarded extra pay at their per diem rate according to the fraction of time added to the student contact time (relative to the building norm) in the schedule. For example, a teacher who normally

teaches six periods of a seven-period day would receive one-sixth of his or her salary to teach a class during his or her prep. A teacher who teaches eight periods of a nine period day would receive one-eighth of his or her salary. A teacher who teaches a zero period but has their contract day end earlier to account for the earlier start, shall receive no additional pay or prep.

4. If Willamette Promise classes are taught, teachers who teach a Willamette Promise class will receive a stipend of \$500, with an additional \$100 for each additional section of Willamette Promise.
5. If an elementary teacher is required to teach a blended classroom, a stipend of \$1,500 will be paid and divided equally over the twelve (12) months.

Definition of blended classroom: A self-contained classroom where all the core subjects are taught to multiple grade levels by one teacher for the entire day with the exception of music and physical education, which may be taught by specialists. No special education teacher who teaches multiple levels within one classroom will be given an additional stipend over what is already given to them for preparation time.

ARTICLE 24

TSA OPTION

All employees hired on or before October 1, 2001 will have the option to participate in a Tax Sheltered Account (TSA) program as follows:

- A. The District will match employee contributions up to twenty-five (25) dollars per month for each eligible employee.
 - B. Participation in the TSA program will be governed by the rules and guidelines of the selected carriers and statute.
-

ARTICLE 25

CLASS SIZE

- A. The parties agree to establish an ad hoc Class Size Committee to review problems identified by a teacher relating to class size.
 - B. The committee shall be composed of the Superintendent or his/her designee, the NSEA President or his/her designee, the Associate Superintendent, the Human Resources Director, and at least two classroom teachers from the affected building.
 - C. The committee shall be convened within ten (10) working days from receipt of a teacher's request.
 - D. The task of the committee will be to meet and explore options relating to the situation. Options may include, but are not limited to, payment of an additional stipend to the teacher, hiring of additional licensed staff, or reassignment of classified staff to help in the affected classroom.
 - E. Building administrators when possible and advisable shall create smaller mixed-grade level homeroom classrooms than adjacent single-grade homeroom classrooms (at the K-8 level).
 - F. A report concerning the findings and recommendations of the committee shall be filed within thirty (30) days with the Superintendent.
 - G. The decision of the Superintendent will be final and binding on the parties.
 - H. This Article is not subject to Article 11 – Grievance Procedure.
-

ARTICLE 26

REOPENING CLAUSE

Any article in this agreement may be reopened for negotiations upon the mutual consent of both the District and the Association.

The parties agree to enter into collective bargaining over a successor agreement no later than March 1st, prior to the expiration of this agreement. Any agreement so negotiated shall be reduced to writing after ratification by the parties.

ARTICLE 27

TERMS OF AGREEMENT

The duration of this agreement will be from July 1, 2020 through June 30, 2022.

The parties acknowledge that during the negotiations, which resulted in this agreement, each had the unlimited right to make demands and proposals with respect to any subject or matter appropriate for collective bargaining, and that the understandings and agreements arrived at by the parties after the exercising of that right and opportunity are set forth in this agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter covered by this agreement. All terms and conditions of employment not covered by this agreement shall continue to be subject to the Board's direction and control; however, the Board recognizes its' statutory obligation to notify the Association and to bargain, upon request any unilateral changes in a mandatory subject under ORS 243.698.

Superintendent, Andy Gardner

Date

Mike Wagner

Date

For the Association, Paulie Lime

Date

APPENDIX A

NORTH SANTIAM SCHOOL DISTRICT SALARY SCHEDULE

| 2020-2021 LICENSED SALARY SCHEDULE (2% COLA INCREASE) + 2.25% ON TOP STEPS | | | | | |
|---|-------------|--------------|--------------|------------------|---------------------|
| STEP | BA | BA+24 | BA+45 | BA+60/ MA | BA+90/ MA+30 |
| STEP 1 | \$38,975.45 | \$39,927.94 | \$41,166.22 | \$42,819.15 | \$44,731.16 |
| STEP 2 | \$40,221.77 | \$41,166.22 | \$42,402.36 | \$44,068.49 | \$45,999.02 |
| STEP 3 | \$41,469.16 | \$42,402.36 | \$43,639.57 | \$45,316.75 | \$47,266.88 |
| STEP 4 | \$42,714.40 | \$43,639.57 | \$44,876.79 | \$46,566.09 | \$48,534.75 |
| STEP 5 | \$43,960.71 | \$44,876.79 | \$46,114.00 | \$47,815.43 | \$49,803.68 |
| STEP 6 | \$45,207.03 | \$46,114.00 | \$47,350.13 | \$49,065.85 | \$51,071.54 |
| STEP 7 | \$46,453.34 | \$47,350.13 | \$48,588.41 | \$50,314.11 | \$52,339.40 |
| STEP 8 | \$47,698.59 | \$48,588.41 | \$49,825.62 | \$51,563.45 | \$53,607.26 |
| STEP 9 | \$48,945.98 | \$49,825.62 | \$51,062.83 | \$52,812.78 | \$54,875.12 |
| STEP 10 | \$50,192.28 | \$51,319.75 | \$52,298.98 | \$54,062.13 | \$56,141.92 |
| STEP 11 | \$52,716.29 | \$53,207.09 | \$53,697.89 | \$55,473.68 | \$57,577.62 |
| STEP 12 | \$0.00 | \$54,445.12 | \$55,097.86 | \$56,887.38 | \$59,011.18 |
| STEP 13 | \$0.00 | \$56,393.17 | \$56,659.53 | \$58,464.36 | \$60,611.51 |
| STEP 14 | \$0.00 | \$0.00 | \$58,221.20 | \$60,041.34 | \$62,213.97 |
| STEP 15 | \$0.00 | \$0.00 | \$60,809.19 | \$61,784.83 | \$63,981.07 |
| STEP 16 | \$0.00 | \$0.00 | \$0.00 | \$63,527.24 | \$65,750.30 |
| STEP 17 | \$0.00 | \$0.00 | \$0.00 | \$65,268.59 | \$67,518.47 |
| STEP 18 | \$0.00 | \$0.00 | \$0.00 | \$67,509.07 | \$69,287.70 |
| STEP 19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$72,768.51 |

| 2021-2022 LICENSED SALARY SCHEDULE (2% COLA INCREASE) + 2.25% ON TOP STEPS | | | | | |
|---|-------------|--------------|--------------|------------------|---------------------|
| STEP | BA | BA+24 | BA+45 | BA+60/ MA | BA+90/ MA+30 |
| STEP 1 | \$39,754.96 | \$40,726.50 | \$41,989.55 | \$43,675.53 | \$45,625.78 |
| STEP 2 | \$41,026.21 | \$41,989.55 | \$43,250.41 | \$44,949.86 | \$46,919.00 |
| STEP 3 | \$42,298.54 | \$43,250.41 | \$44,512.36 | \$46,223.09 | \$48,212.22 |
| STEP 4 | \$43,568.69 | \$44,512.36 | \$45,774.32 | \$47,497.41 | \$49,505.45 |
| STEP 5 | \$44,839.93 | \$45,774.32 | \$47,036.28 | \$48,771.74 | \$50,799.76 |
| STEP 6 | \$46,111.17 | \$47,036.28 | \$48,297.14 | \$50,047.16 | \$52,092.97 |
| STEP 7 | \$47,382.41 | \$48,297.14 | \$49,560.18 | \$51,320.39 | \$53,386.19 |
| STEP 8 | \$48,652.56 | \$49,560.18 | \$50,822.14 | \$52,594.72 | \$54,679.41 |
| STEP 9 | \$49,924.89 | \$50,822.14 | \$52,084.09 | \$53,869.04 | \$55,972.63 |
| STEP 10 | \$51,196.13 | \$52,346.15 | \$53,344.96 | \$55,143.37 | \$57,264.76 |
| STEP 11 | \$54,034.19 | \$54,271.23 | \$54,771.85 | \$56,583.15 | \$58,729.18 |
| STEP 12 | \$0.00 | \$55,534.02 | \$56,199.82 | \$58,025.13 | \$60,191.41 |
| STEP 13 | \$0.00 | \$57,802.99 | \$57,792.72 | \$59,633.65 | \$61,823.74 |
| STEP 14 | \$0.00 | \$0.00 | \$59,385.63 | \$61,242.17 | \$63,458.25 |
| STEP 15 | \$0.00 | \$0.00 | \$62,329.42 | \$63,020.52 | \$65,260.69 |
| STEP 16 | \$0.00 | \$0.00 | \$0.00 | \$64,797.79 | \$67,065.31 |
| STEP 17 | \$0.00 | \$0.00 | \$0.00 | \$66,573.96 | \$68,868.84 |
| STEP 18 | \$0.00 | \$0.00 | \$0.00 | \$69,196.80 | \$70,673.46 |
| STEP 19 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$74,587.73 |

**APPENDIX B
EXTRA DUTY SCHEDULES
As listed on Appendix B1**

2020-21

ELEMENTARY/MIDDLE SCHOOL

| | Step 1 | Step2 | Step 3 | Step 4 | Step 5 |
|--|--------|-------|--------|--------|--------|
| AA-YEAR Head Coaches, etc. | 6.5% | 7.0% | 7.5% | 8.0% | 8.5% |
| | 2,533 | 2,728 | 2,923 | 3,118 | 3,313 |
| BB-YEAR/PER PRODUCTION Student Council, etc. | 5.0% | 5.5% | 6.0% | 6.5% | 7.0% |
| | 1,949 | 2,144 | 2,339 | 2,533 | 2,728 |
| CC-YEAR Assistant (B team) Coaches, etc. | 4.0% | 4.5% | 5.0% | 5.5% | 6.0% |
| | 1,559 | 1,754 | 1,949 | 2,144 | 2,339 |
| DD-YEAR POSITIONS Advisors, etc. | 3.0% | 3.5% | 4.0% | 4.5% | 5.0% |
| | 1,169 | 1,364 | 1,559 | 1,754 | 1,949 |
| ADDITIONAL POSITIONS EE - Event Coordinator FF- Outdoor School (Overnight) | | | | | |

2021-22

ELEMENTARY/MIDDLE SCHOOL

| | Step 1 | Step2 | Step 3 | Step 4 | Step 5 |
|--|--------|-------|--------|--------|--------|
| AA-YEAR Head Coaches, etc. | 6.5% | 7.0% | 7.5% | 8.0% | 8.5% |
| | 2,584 | 2,783 | 2,982 | 3,180 | 3,379 |
| BB-YEAR/PER PRODUCTION Student Council, etc. | 5.0% | 5.5% | 6.0% | 6.5% | 7.0% |
| | 1,988 | 2,187 | 2,385 | 2,584 | 2,783 |
| CC-YEAR Assistant (B team) Coaches, etc. | 4.0% | 4.5% | 5.0% | 5.5% | 6.0% |
| | 1,590 | 1,789 | 1,988 | 2,187 | 2,385 |
| DD-YEAR POSITIONS Advisors, etc. | 3.0% | 3.5% | 4.0% | 4.5% | 5.0% |
| | 1,193 | 1,391 | 1,590 | 1,789 | 1,988 |
| ADDITIONAL POSITIONS EE - Event Coordinator FF- Outdoor School (Overnight) | | | | | |

APPENDIX B1

EXTRA DUTY SCHEDULE EXPANDED

ELEMENTARY AND MIDDLE SCHOOL

Percentages will be based on the current year's base salary (column 1 step 1) of the salary schedule in Appendix A of this agreement. Advancement on this salary schedule will occur yearly, one step per year to step 5. Each coach's initial placement on this schedule will be based on the number of years of prior experience he/she has in coaching the same sport or activity at the same or higher level. Coaches that coach a season of more than eight full weeks, upon verification with the Athletic Director of their school and the HR Director, will be given an additional .5% for the extended length of the season. Co-curricular employment outside of the District is prohibited during the established standard work schedule. Release time will not be provided to employees that coach for other employers.

| | | | | | | |
|----|------|------|----|------|----|------|
| AA | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 6.5% | 7% | 7.5% | 8% | 8.5% |

Head Coaches: Cross Country, Football, Basketball, Volleyball, Track, Baseball, Softball, Soccer, Wrestling, Dance Team, Head Teacher II, SMS Head Outdoor School Coordinator, Mentor Teacher, OM Coordinator, Middle School Ensemble (full year course), District Instructional Coaches

| | | | | | | |
|----|------|----|------|----|------|----|
| BB | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 5% | 5.5% | 6% | 6.5% | 7% |

Student Council (two positions at SIS/SMS), Athletic Coordinator, Cheerleading Advisor (2 seasons, 1 salary), PBIS Facilitator, Drama (per production)

| | | | | | | |
|----|------|-----|------|----|------|----|
| CC | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 4 % | 4.5% | 5% | 5.5% | 6% |

Assistant ("B" Team) Coaches: Cross Country, Football, Volleyball, Basketball, Track, Baseball, Softball

| DD | YEAR | 1 | 2 | 3 | 4 | 5 |
|----|------|----|------|----|------|----|
| | | 3% | 3.5% | 4% | 4.5% | 5% |

Academic Advisors, Head Teacher I, Sublimity and Mari-Linn Head Outdoor School Coordinators, STEAM, NJHS

EE Staff responsible for coordinating school events that occur during non-school hours, i.e., “Family Math Night”, “Art and Authors Night”, “Title I Parent Night”, and other events sanctioned by the District Office administration: \$159 flat rate. Pentagames coordinator: \$300 flat rate.

FF Extra duty pay for staying overnight at outdoor school shall be at the rate of \$96 per night of duty for those staff required to participate (including the Outdoor School Coordinator.)

GG Extra Curricular Pay: .06% of co-curriculum base per hour.

Stayton MS Athletic Coordinator shall be paid 10% of co-curricular base when the total number of athletic teams is 20 or more. If it falls between 19 and 15 the salary shall be based on Step AA schedule. If below 15 teams, Step BB schedule.

APPENDIX C
EXTRA DUTY SCHEDULES
As listed on Appendix C1

2020-21

HIGH SCHOOL

| | Step 1 | Step2 | Step 3 | Step 4 | Step 5 |
|---------------------------|--------|-------|--------|--------|--------|
| A-COACHES | 14.0% | 14.5% | 15.0% | 15.5% | 16.0% |
| Head Coaches | 5,457 | 5,651 | 5,846 | 6,041 | 6,236 |
| B-COACHES | 12.0% | 12.5% | 13.0% | 13.5% | 14.0% |
| Head Coaches | 4,677 | 4,872 | 5,067 | 5,262 | 5,457 |
| C-COACHES | 9.5% | 10.0% | 10.5% | 11.0% | 11.5% |
| Asst Coaches, etc. | 3,703 | 3,898 | 4,092 | 4,287 | 4,482 |
| D-POSITIONS | 7.5% | 8.0% | 8.5% | 9.0% | 9.5% |
| Choral Music, etc. | 2,923 | 3,118 | 3,313 | 3,508 | 3,703 |
| E-POSITIONS | 5.5% | 6.0% | 6.5% | 7.0% | 7.5% |
| Junior Class, etc. | 2,144] | 2,339 | 2,533 | 2,728 | 2,923 |
| F-POSITIONS | 3.0% | 3.5% | 4.0% | 4.5% | 5.0% |
| Dept. Chairs, etc. | 1,169 | 1,364 | 1,559 | 1,754 | 1,949 |
| G-POSITIONS | 2.0% | 2.5% | 3.0% | 3.5% | 4.0% |
| Drama Tech Director, etc. | 780 | 974 | 1,169 | 1,364 | 1,559 |

APPENDIX C
EXTRA DUTY SCHEDULES
As listed on Appendix C1

2021-22

HIGH SCHOOL

| | Step 1 | Step2 | Step 3 | Step 4 | Step 5 |
|--|--------|-------|--------|--------|--------|
| A-COACHES | 14.0% | 14.5% | 15.0% | 15.5% | 16.0% |
| Head Coaches | 5,566 | 5,764 | 5,963 | 6,162 | 6,361 |
| B-COACHES | 12.0% | 12.5% | 13.0% | 13.5% | 14.0% |
| Head Coaches | 4,771 | 4,969 | 5,168 | 5,367 | 5,566 |
| C-COACHES | 9.5% | 10.0% | 10.5% | 11.0% | 11.5% |
| Asst Coaches, etc. | 3,777 | 3,975 | 4,174 | 4,373 | 4,572 |
| D-POSITIONS | 7.5% | 8.0% | 8.5% | 9.0% | 9.5% |
| Choral Music, etc. | 2,982 | 3,180 | 3,379 | 3,578 | 3,777 |
| E-POSITIONS | 5.5% | 6.0% | 6.5% | 7.0% | 7.5% |
| Junior Class, etc. | 2,187 | 2,385 | 2,584 | 2,783 | 2,982 |
| F-POSITIONS | 3.0% | 3.5% | 4.0% | 4.5% | 5.0% |
| Dept. Chairs, etc. | 1,193 | 1,391 | 1,590 | 1,789 | 1,988 |
| G-POSITIONS | 2.0% | 2.5% | 3.0% | 3.5% | 4.0% |
| Drama Tech Director Class Advisors, etc. | 795 | 994 | 1,193 | 1,391 | 1,590 |

APPENDIX C1

EXTRA DUTY SCHEDULES EXPANDED

HIGH SCHOOL

Percentages will be based on the current year’s base salary (column 1 step 1) of the salary schedule in Appendix A of this agreement. Advancement on this salary schedule will occur yearly, one step per year to step 5. Each coach’s initial placement on this schedule will be based on the number of years of prior experience he/she has coaching the same sport or activity at the same or higher level. Co-curricular employment outside of the District is prohibited during the established standard work schedule. Release time will not be provided to employees that coach for other employers.

| | | | | | | |
|---|--------------------|---|-------|-------|-------|-------|
| A | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 14% | 14.5% | 15% | 15.5% | 16% |
| | Head Coaches: | Basketball, Baseball, Cross Country, Dance Team, Football, Softball, Track, Volleyball, Wrestling, Weight Training (2 seasons Fall and Winter, 1 salary), and Soccer | | | | |
| B | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 12% | 12.5% | 13% | 13.5% | 14% |
| | Head Coaches: | Golf, Tennis, Swimming | | | | |
| C | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 9.5% | 10% | 10.5% | 11% | 11.5% |
| | Assistants: | Basketball, Baseball, Football, Softball, Track, Volleyball, Wrestling, Dance Team | | | | |
| | Directors/Other: | Drama Director (with 14 or more actors, per production), Pep Band Directors (home football/basketball games and final playoffs), Activities Director (Coordinator) Cheerleading (2 seasons Fall and Winter- 1 salary for each season) | | | | |
| | Assistant Coaches: | For teams in Cross Country, Golf, Tennis, Swimming, and Soccer | | | | |

| | | | | | | |
|---|------------|---|----|------|----|------|
| D | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 7.5% | 8% | 8.5% | 9% | 9.5% |
| | Positions: | Choral Music, Instrumental-Band Music, Drama Director (with 13 or fewer actors, per production), Drama Advisor (per production), Advisors for FBLA, VICA, ASB Advisors, and Assistant Cheerleading (an assistant coach may be hired with the approval of the Superintendent when there are more than 12 participants) | | | | |

| | | | | | | |
|---|------------|--|----|------|----|------|
| E | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 5.5% | 6% | 6.5% | 7% | 7.5% |
| | Positions: | Junior Class Advisor, Musical Choreographer, Yearbook Advisor, OM Coach, Aquila Advisor, Video Productions | | | | |

| | | | | | | |
|---|------------|---|------|----|------|----|
| F | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 3% | 3.5% | 4% | 4.5% | 5% |
| | Positions: | Department Chairs, Voc. Ed. Coordinator, Musical Director: Conducting, and Musical Director: Piano Accompaniment. | | | | |

| | | | | | | |
|---|------------|---|------|----|------|----|
| G | YEAR | 1 | 2 | 3 | 4 | 5 |
| | | 2% | 2.5% | 3% | 3.5% | 4% |
| | Positions: | Freshman, Sophomore, and Senior Class Advisors, Care Team, Drama Tech Director: Construction, Drama Tech Director: Technical (Lights and Sound), Natural Helpers Advisor, Honor Society, Ski Club Advisor, Role Play, Piano Tuner (musical instrument repairs and tuning), Shop Maintenance (maintenance or repair of shop equipment) | | | | |

H Extra Curricular Activity Pay .06% of co-curricular base per hour

Note: Extra Curricular Activity Pay must have prior approval by the principal with proposed number of hours written in the contract.

APPENDIX D

LICENSED INSURANCE 2020-21

FAMILY

| INSURANCE OPTIONS | # Emp | PREMIUM COST | | | Monthly | DISTRICT PAID | MONTHLY EMP COST | H.S.A. OR HRA | ADD'L H.S.A. |
|--|-------|--------------|--------|--------|----------|---------------|------------------|----------------|--------------|
| | | Medical | Dental | Vision | | | | | |
| Kaiser 1/KaiserDental /Kaiser Vision | 1 | 1,983.26 | 226.53 | 25.62 | 2,235.41 | 1,820.00 | (415.41) | | |
| | | | | | 0.00 | | | | |
| Kaiser 2/KaiserDental /Kaiser Vision | 2 | 1,639.85 | 226.53 | 25.62 | 1,892.00 | 1,820.00 | (72.00) | | |
| | | | | | 0.00 | | | | |
| Kaiser 3/KaiserDental /Kaiser Vision | 3 | 1,209.57 | 226.53 | 25.62 | 1,461.72 | 1,750.00 | | 135 288 | |
| | | | | | 0.00 | | | | |
| Moda 2/Delta Dental 6 /VSP Choice Vision | 3 | 2,003.23 | 134.53 | 28.34 | 2,166.10 | 1,820.00 | (346.10) | | |
| | | | | | 0.00 | | | | |
| Moda 3/Delta Dental 6 /VSP Choice Vision | 0 | 1,883.19 | 134.53 | 28.34 | 2,046.06 | 1,820.00 | (226.06) | | |
| | | | | | 0.00 | | | | |
| Moda 4/Delta Dental 6 /VSP Choice Vision | 3 | 1,787.11 | 134.53 | 28.34 | 1,949.98 | 1,855.00 | (94.98) | 135 | |
| | | | | | 0.00 | | | | |
| Moda 6/Delta Dental 6 /VSP Choice Vision | 26 | 1,692.27 | 134.53 | 28.34 | 1,855.14 | 1,855.14 | | 135 | |
| | | | | | | | | | |
| Moda 7/Delta Dental 6 /VSP Choice Vision | 4 | 1,579.40 | 134.53 | 28.34 | 1,742.27 | 1,855.00 | | 135 113 | |
| Opt Out Full Time | | | | | | | | H.S.A. Stipend | |

| | | | | | | | | | |
|----------------------|-----------|------|------|------|------|--------|------|-----|-----|
| Total Opt Out | 31 | 0.00 | 0.00 | 0.00 | 0.00 | 537.00 | 0.00 | 280 | 257 |
|----------------------|-----------|------|------|------|------|--------|------|-----|-----|

If Dental and Vision are chosen , they come out of the cash stipend

| EMPLOYEE AND SPOUSE | | | | | | | | | | |
|--|-------|--------------|--------|--------|----------|----------|---------------|----------|------------|--------------|
| | # Emp | PREMIUM COST | | | | MONTHLY | DISTRICT PAID | EMP COST | H.S.A. HRA | ADD'L H.S.A. |
| | | Medical | Dental | Vision | Monthly | | | | | |
| INSURANCE OPTIONS | | | | | | | | | | |
| Kaiser 1/KaiserDental /Kaiser Vision | 4 | 1,407.48 | 160.77 | 18.18 | 1,586.43 | 1,265.00 | (321.43) | | | |
| Kaiser 2/KaiserDental /Kaiser Vision | 1 | 1,163.95 | 160.77 | 18.18 | 1,342.90 | 1,265.00 | (77.90) | | | |
| Kaiser 3/KaiserDental /Kaiser Vision | 4 | 858.75 | 160.77 | 18.18 | 1,037.70 | 1,265.00 | 0.00 | 135 | 227.30 | |
| Moda 2/Delta Dental 6 /VSP Choice Vision | 1 | 1,421.61 | 86.75 | 20.12 | 1,528.48 | 1,265.00 | (263.48) | | | |
| Moda 3/Delta Dental 6 /VSP Choice Vision | 0 | 1,336.42 | 86.75 | 20.12 | 1,443.29 | 1,265.00 | (178.29) | | | |
| Moda 4/Delta Dental 6 /VSP Choice Vision | 4 | 1,268.25 | 86.75 | 20.12 | 1,375.12 | 1,290.00 | (85.12) | 135 | | |
| Moda 6/Delta Dental 6 /VSP Choice Vision | 15 | 1,200.94 | 86.75 | 20.12 | 1,307.81 | 1,307.81 | 0.00 | 135 | | |
| Moda 7/Delta Dental 6 /VSP Choice Vision | 4 | 1,120.83 | 86.75 | 20.12 | 1,227.70 | 1,290.00 | 0.00 | 135 | 62.30 | |

| | | | | | | | | | |
|--------------------------|----------|------|------|------|------|--------|------|---------------|----------------|
| Opt Out Full Time | | | | | | | | H.S.A. | STIPEND |
| Total Opt Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 537.00 | 0.00 | 280 | 257 |

If Dental and Vision are chosen , they come out of the cash stipend

EMPLOYEE AND CHILD

| INSURANCE OPTIONS | # Emp | PREMIUM COST | | | Monthly | DISTRICT PAID | MONTHLY EMP COST | H.S.A. OR HRA | ADD'L H.S.A. |
|---|----------|--------------|--------|--------|----------|---------------|------------------|---------------|--------------|
| | | Medical | Dental | Vision | | | | | |
| Kaiser 1/KaiserDental /Kaiser Vision | 1 | 1,215.55 | 138.84 | 15.70 | 1,370.09 | 1,132.00 | (238.09) | | |
| Kaiser 2/KaiserDental /Kaiser Vision | 0 | 1,004.53 | 138.84 | 15.70 | 1,159.07 | 1,132.00 | (27.07) | | |
| Kaiser 3/KaiserDental /Kaiser Vision | 0 | 740.90 | 138.84 | 15.70 | 895.44 | 1,132.00 | 0.00 | 135 | 236.56 |
| Moda 2/Delta Dental 6 /VSP Choice Vision | 0 | 1,227.79 | 88.06 | 17.37 | 1,333.22 | 1,132.00 | (201.22) | | |
| Moda 3/Delta Dental 6 /VSP Choice Vision | 0 | 1,154.21 | 88.06 | 17.37 | 1,259.64 | 1,132.00 | (127.64) | | |
| Moda 4/Delta Dental 6 /VSP Choice Vision | 2 | 1,095.33 | 88.06 | 17.37 | 1,200.76 | 1,154.00 | (46.76) | 135 | |
| Moda 6/Delta Dental 6 /VSP Choice Vision | 2 | 1,037.20 | 88.06 | 17.37 | 1,142.63 | 1,142.63 | 0.00 | 135 | |

| | | | | | | | | | |
|--|---|--------|-------|-------|----------|----------|------|-----|-------|
| Moda 7/Delta Dental 6 /VSP Choice Vision | 0 | 968.02 | 88.06 | 17.37 | 1,073.45 | 1,154.00 | 0.00 | 135 | 80.55 |
|--|---|--------|-------|-------|----------|----------|------|-----|-------|

| | | | | | | | | | |
|-------------------|---|------|------|------|------|--------|------|--------|---------|
| Opt Out Full Time | | | | | | | | H.S.A. | STIPEND |
| Total Opt Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 537.00 | 0.00 | 280 | 257 |

If Dental and Vision are chosen , they come out of the cash stipend

EMPLOYEE ONLY

| INSURANCE OPTIONS | # Emp | PREMIUM COST | | | Monthly | DISTRICT PAID | MONTHLY EMP COST | H.S.A. OR HRA | ADD'L H.S.A. |
|--|-------|--------------|--------|--------|---------|---------------|------------------|---------------|--------------|
| | | Medical | Dental | Vision | | | | | |
| | | | | | | 0.00 | | | |
| Kaiser 1/KaiserDental /Kaiser Vision | 5 | 639.76 | 73.07 | 8.27 | 721.10 | 573.00 | (148.10) | | |
| Kaiser 2/KaiserDental /Kaiser Vision | 2 | 528.74 | 73.07 | 8.27 | 610.08 | 573.00 | (37.08) | | |
| Kaiser 3/KaiserDental /Kaiser Vision | 3 | 390.11 | 73.07 | 8.27 | 471.45 | 573.00 | 0.00 | 80 | |
| Moda 2/Delta Dental 6 /VSP Choice Vision | 1 | 646.19 | 43.82 | 9.15 | 699.16 | 573.00 | (126.16) | | |
| Moda 3/Delta Dental 6 /VSP Choice Vision | 2 | 607.47 | 43.82 | 9.15 | 660.44 | 573.00 | (87.44) | | |
| Moda 4/Delta Dental 6 /VSP Choice Vision | 0 | 579.48 | 43.82 | 9.15 | 632.45 | 598.00 | (34.45) | 80 | |
| Moda 6/Delta Dental 6 /VSP Choice Vision | 10 | 545.89 | 43.82 | 9.15 | 598.86 | 598.86 | 0.00 | 80 | |

| | | | | | | | | | |
|---|----------|--------|-------|------|--------|--------|------|----|-------|
| Moda 7/Delta Dental 6 /VSP Choice Vision | 3 | 509.48 | 43.82 | 9.15 | 562.45 | 598.00 | 0.00 | 80 | 35.55 |
|---|----------|--------|-------|------|--------|--------|------|----|-------|

| | | | | | | | | | |
|--------------------------|----------|------|------|------|------|--------|------|---------------|----------------|
| Opt Out Full Time | | | | | | | | H.S.A. | STIPEND |
| Total Opt Out | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 537.00 | 0.00 | 280 | 257 |

If Dental and Vision are chosen , they come out of the cash stipend

End of Contract