

Clover Park School District/CPEA

Tentative Agreements

New Section: The District will provide one day of training and professional development, including legal updates, for special education staff scheduled in increments throughout the school year and paid at the per diem rate.

CoTeaching *new* Section:

Educators who participate in co-teaching partnerships (two teachers assigned in Skyward to work with students in a classroom) will receive collaboration time during the workday. In the event that collaboration time cannot be scheduled, staff and administration will work to strategize options for collaboration opportunities including but not limited to release time, building use time, PLC time, additional paid time.

Employees who are in support facilitation partnerships are encouraged to utilize collaboration time with their partners. Employees who are unable to find such collaboration time may work with a building administrator to discuss potential options for support including release or PLC time.

MOU: Inclusionary Instructional Practices Committee: The District and the Association jointly recognize the value of inclusionary instructional practices for the success of all students. The parties agree to an inclusionary instructional practices committee for the purpose of study and review of inclusionary practices throughout the District and recommended professional development to ensure consistent implementation district-wide. This committee will work to define the spectrum of inclusionary collaborative teaching practices, and appropriate collaborative planning models. This committee will be inclusive of special education, ML, and general education teachers and representative administrators. The committee will be comprised of six (6) employees chosen by the Association President and six (6) employees chosen by the Superintendent or designee. The Committee will meet at least four (4) times during the school year with a completion date of June 30, 2023.

3.4.1.1 Event Responsibility- 1 Day

Staff shall not be assigned event responsibility that is uncompensated. Employees will be paid one-half (1/2) day per diem after working one (1) event. If events are not scheduled at a building, the remaining time shall be deemed done and paid in the July pay warrant.

3.4.2.3 District Centered Responsibility – ~~1.5~~ 2.5 Days This time shall be reserved for the District to design and schedule collaborative staff activities in support of the District Improvement Plan. These hours of time will be scheduled by District leadership. Non-attendance will not be compensated. Should the building not use all of this time and have no plan for its use by May 1st, the unused time will be paid at the per diem rate. The calendar for scheduled District days will end on June 30th of each year. Employees will be paid in hourly increments for each scheduled activity or training on the next pay warrant.

3.4.2.4 Professional Learning Stipend (Enrichment Activity) The District will provide to employees a supplemental contract for the duties related to professional learning referred to as a professional learning stipend (PLS). The PLS is provided as an incentive to fulfill responsibilities related to the District's program of professional learning under RCW 28A.415.430.

The parties agree to the importance of meaningfully implementing districtwide professional learning in equity and diversity. This includes a commitment by the employee to select attendance at District sponsored training in these areas, collaboration with colleagues regarding these initiatives, and meaningful work on implementation of this initiative, or any combination of activities related thereto. As part of this stipend, employees are also required to complete Vector training in District-designated areas by September 30, 2022. This stipend will be ~~6.91%~~ 6.36% of the base salary identified in ~~Appendix 10 for 2020-21~~. This stipend will be paid in twelve (12) equal payments throughout the year.

3.6.1 (add) Special Education Teachers – The District and the Association acknowledge that the duties of a case manager are distinct from those of a teacher. Special Education teachers have instructional duties as well as case management duties. Each special education teacher shall receive an additional forty five (45) minutes per week of planning time in addition to the planning time provided above, or four (4) days or twenty eight (28) hours of release per year for the purpose of case management duties in addition to the planning time provided above.

3.6.2 Class Coverage: (a and b unchanged)

- c) Counselors, Deans of Students, Athletic Directors, Consulting Teachers who do not have assigned classes may be assigned to cover classes no more than the equivalent of four (4) full days per semester and will receive the pay for planning time lost on those days. If a Counselor, Dean of Students, Athletic Director, Consulting Teacher is assigned a full-day coverage of a classroom, she/hewill receive the planning period for that classroom and will also receive pay for his/her planning time that was lost. In emergency situations, employees covered

by this section who are reassigned to substitute coverage in excess of four (4) full days per semester shall be paid the equivalent of one additional planning period (2.3.6.a) per occurrence.

- d) If an elementary specialist has more students due to a class being split when no substitute was available in a classroom teacher's absence, the specialist shall be paid according to Section 3.6.2.b.
- e) All non-classroom certificated employees reassigned to substitute coverage in excess of four (4) full days per semester shall be paid the equivalent of one additional planning period (2.3.6.a) per occurrence.

Section 3.7 Supervision Duty

In order to allow educators to meet their professional responsibilities, classroom teachers shall not be required to do recess duty, cafeteria supervision, or hall sweeps. Any assigned duty beyond the instructional time within the school day to supervise students shall be fairly and equitably assigned in a manner easily understood by all concerned not to exceed ~~five (5)~~ four (4) days per month. Such duties shall not conflict with the employee's classroom schedule.

3.8.2 Fifteen (15) hours of evening or alternatively scheduled conference time will be available to each certificated employee in-conjunction with the one-half (1/2) day conferences. Such time must be scheduled during the conference week, the five workdays before, or the five workdays after. In extraordinary circumstances, use of conference hours outside this window may be approved by the building administrator. Evening or alternatively scheduled conferences shall be paid at per diem. In order to receive payment, conference schedule must be provided to administrator.

Parent/teacher conferences will be scheduled and confirmed with parents in advance. Extended day conference periods shall be compensated, regardless of parent attendance, in one hour increments, rounded up to the next hour.

3.8.4 When virtual conferences are held to support family engagement, staff will conduct the conference from a school site. Upon supervisor approval and in

extraordinary circumstances, employees may conference off-site in a professional setting.

3.11.3 Each school administrator shall provide written procedures to students, parents, and staff for administering discipline. Staff in each building will be trained, before the school year starts, regarding the buildings' discipline plan and related procedures. The procedure shall address discipline referrals and communication of the final disposition to the affected staff. This training shall also include training on implicit, ~~and~~ explicit equity practices, and restorative practices, especially as it relates to student discipline. The principal and certificated employees in each school shall meet by May 1st of each year for the purpose of developing and/or reviewing building disciplinary standards and the uniform enforcement of those standards. The Association building representative shall provide the Association President with a copy of the school's discipline and training plan. Training will occur in August and when any changes occur.

3.11.3 (add) The District shall ensure that appropriate behavioral supports and instruction are provided for students who exhibit behaviors that interfere with their learning or the learning of other students.

3.12.2.2 Veterans Day, Labor Day, Martin Luther King Junior Day, Presidents' Day, aAa-Memorial DayL and Juneteenth will be non-student days.

Section 3.13 Itinerant Work Space

The District will make reasonable effort to provide secure, safe and appropriate work areas for itinerants, including space for filing confidential material. The District will provide a laptop computer for each itinerant that requests one, and it shall contain email and other appropriate District approved software. When virtual conferences are held to support family engagement, staff will conduct the conference from a school site. Upon supervisor approval and in extraordinary circumstances employees may conference off-site in a professional setting.

4.4.6 The District will take into consideration state and national guidelines when assigning caseloads/workloads for Educational Staff Associates (ESA) including Psychologists,

Counselors, Social Workers, and Nurses. The District will also take into consideration buildings with unique student support needs. If the caseload/workload issue cannot be solved within the group of colleagues, a conference shall be held with building administrator/District administrator within five (5) working days to discuss the issue(s). The parties will initiate a mutually agreed to plan of action to resolve the overload within five (5) working days of the conference. Options include, but are not limited to the following:

- a) Reallocation of responsibilities for particular students
- b) Add certificated staff
- c) Additional ~~paraeducator time~~ classified employee time
- d) Additional release time for planning, IEPs, or evaluation

4.4.7 Special Education and Special Services Caseload:

The District shall allocate special education and ESA staffing on a fair and equitable basis, considering the handicap severity of students served, degree of itinerancy, direct service responsibilities and total student load.

~~The District will consider state and national guidelines in assigning caseloads for psychologists, counselors, and nurses. Delete because repetitive of above.~~

The District and the Association recognize the workload impact of and distinction between active caseload and annual caseload:

Case Manager – The staff member responsible for scheduling family meetings, updating progress, maintaining the IEP and all related paperwork, and compliance with all legal and District requirements.

Active Caseload – The number of students for which a special education teacher is the case manager or a student for whom the ESA is required to provide direct therapy services.

Annual Caseload – The number of IEPs that an employee has written throughout the school year

Rostered IEPs in Compliance: The number of locked IEPs, timely and in

compliance, a staff member has assigned to them as case manager. This is not necessarily equal to Active Caseload.

(a-f remain as current contract language)

Caseload for OT, PT, SLP shall be as listed below and is defined as actively rostered caseload students being provided direct therapy services provided by the ESA. ESA service providers who are the case manager will receive a full IEP credit for each IEP written. ESA service providers who are not the primary case manager will receive .5 credit to their annual caseload count for IEP contributions and progress updates written.

- a) Occupational Therapist – ~~forty five (45)~~ forty (40) students
- b) Physical Therapists – ~~forty five (45)~~ forty (40) students
- c) Speech Language Pathologist – ~~sixty five (65)~~ fifty (50) students

The Director of Special Education, the building principal and the employee will meet within five (5) days to discuss the caseload issue and determine a mutually satisfactory resolution based on the options below. Solutions must have final approval of District level administration. Should ~~a-g~~ a-e not be implemented by tenth (10) workday after the form is submitted, option e (pay for IEP ~~up to 10~~) will be implemented.

The District will make every reasonable effort to ensure that no special education staff member is unreasonably burdened with workload related to caseload including a need for additional support due to unique student concerns. A special education staff member whose workload exceeds the limits of the remedy section below shall meet with the Director of Special Education and the Association president to find an appropriate remedy.

Options include, but are not limited to the following:

- a) Reallocation of responsibilities for particular students
- b) Add certificated staff
- c) Additional paraeducator time
- d) Additional release time for planning, IEP writing, IEP meetings, or evaluation meetings
- e) Pay one hundred twenty-five dollars (\$125) per IEP for caseload over the limits listed above ~~up to ten IEPs per employee.~~ Payable in the July warrant for all completed and compliant IEPs.
- f) Additional paid time outside the contract day to complete required duties. Requires administrative pre-approval.
- g) Other mutually agreeable solutions.

4.5.4.1 In addition and in recognition of the District's commitment to meaningfully implement professional learning in equity, diversity and inclusion, the Superintendent or designee and the Association President shall collaborate on the selection of up to eight (8) CPEA members ~~from the District Instructional Strategies committee (DISC)~~ to serve on the District equity team for the purpose of reviewing and providing feedback on District-wide professional development in pursuit of equity, inclusion, and educational justice. ~~The Association will have the right to appoint two (2) members to the equity team for the same purpose.~~ At the discretion of the Superintendent, the equity team will include District administration. ~~The equity team is considered a sub-committee of DISC and will provide DISC input on matters related to equity, inclusion and diversity.~~ The equity team meetings will be co-facilitated by the Superintendent or designee and one of the CPEA members on the equity team. The agenda and yearly schedule for these meetings will be co- created by the same people who co-facilitate the meetings.

4.5.6 Late Start Wednesdays:

~~There will be a total of twenty nine (29) late start Wednesdays:~~

1. PLCs will meet for on late start ~~a total of twenty three (23)~~ Wednesdays as indicated on the District calendar, except for the following days:

a. ~~First two weeks of school;~~

b. Parent conference Wednesdays (Fall and Spring);

c. Day before Thanksgiving;

d. ~~Those that fall in June, including the~~ first and last day of school; and

e. The first late start Wednesday in September and the last late start in June shall be teacher directed. In addition, the first late start in November, the last late start in January and the last late start in March shall be teacher directed.

Section 4.6 Training & Instruction Rates

4.6.1 Staff Training: \$40 per hour (outside the responsibility stipend).

4.6.2 District Work Groups/Taskforces: \$46 per hour.

4.6.3 Staff Development Instruction: ~~\$50.00~~ Per diem hourly rate for ~~of~~ direct instructional time, and a one-time preparation time (hour for hour), up to five (5) hours for each new course.

4.6.4 Summer School: ~~\$35.00 per hour.~~ per diem hourly rate

- 4.6.5 Summer School Coordinator: ~~\$40.00 per hour.~~ per diem hourly rate
- 4.6.6 Extended Learning: ~~\$32.00 per hour.~~ \$40 per hour
- 4.6.7 After School Direct Instruction: per diem hourly rate.
- 4.6.8 During WAKids assessment window, upon employee request, the District will ~~attempt~~ to redistribute paraeducator staffing at a building to support kindergarten teachers in either data entry or other workloads support towards WAKids. Kindergarten teachers needing additional time to complete WAKids requirements outside the contract day may timesheet additional hours at the per diem rate with administrative pre-approval.

4.10.3 EL Employees-The Director of Teaching and Learning and the EL employees shall meet prior to the start of school to determine appropriate times during which EL itinerant instructors can meet with paraeducatorsto work on planning lessons. Per the master schedule each EL teacher will receive an additional thirty (30)minutes per week for additional planning for administrative, non-Instructional time (for example: paraeducator instruction and supervision, reporting, placement testing, and annual testing ~~for the English Language Proficiency Assessment for the 21st Century [ELPA21].~~

4.10.6 If Advisory is taught, it will be taught no more than once per week with the exception of special events. Advisory curriculum will be provided ~~prior to school starting to~~ teachers of advisory sections no later than one week prior to the class meeting (excludes announcements, assemblies, or videos to be shown during this time).

4.10.9 Professional Learning Communities (PLC): This time shall be reserved for grade level, subject matter and job-alike certificated staff (counselors, nurses, librarians, etc.) to plan for student success. Classroom teachers will use this time to collaborate with colleagues to plan to teach and assess the District curriculum, analyze assessment results and determine interventions/enrichment for student’s academic success. Meeting times and locations will be determined by the members of the PLC with input from the administrator.

Special education teachers and specialists such as elementary PE teachers, music teachers, librarians, MLL teachers, etc. who do not have a building-based group may meet with other job-alike specialists from other buildings as schedules allow with administrator approval.

Section 6.1: For TOSA and consultant teacher positions, a job description will be provided.

7.2.2 Comprehensive Evaluation-All Washington State eight (8) criteria must contribute to the overall comprehensive evaluation and must be completed at least once every six (6) ~~four (4)~~ years.

7.2.4 Observations:

Prior to a scheduled formal observation, an individual pre-conference shall be held unless waived by mutual consent. If a scheduled observation is cancelled due to evaluator unavailability, the meeting shall be rescheduled at a time mutually agreed to by the employee and the evaluator.

9.4 Absence owing to death In the immediate family shall be granted with full pay for up to five(5) consecutive days to be used within 30 days. Requests to use one or more of the five days outside of the 30 day timeline may be submitted to HR for approval. Immediate family shall be defined as the following family relationships to either the employee or their spouse/domestic partner: father and mother, parent surrogate, spouse/domestic partner, children, siblings, grandparents, grandchildren, aunts and uncles, nephews and nieces, **and** any relative or significant other residing in the employee's household. One (1) day of bereavement leave will be allowed for a close friend or other relation.

Section 10.1 Salary Schedules

2022-23: 7% inclusive of inflationary adjustment

2023-24: State funded inflationary adjustment plus 1.25% - Update Section 10.1.3

10.3.1 Substitute teachers will be paid the following rates:

- ~~\$200~~ 150 per day
- ~~\$210~~ 160 per day upon completion of CPSD Guest Teacher training
- ~~\$225~~ 170 per day for substitutes who have retired from the District
- BA-0, Step 0 for RN substitutes

10.3.2 Substitutes teaching for more than twenty (20) days consecutively in one position shall be paid at a daily rate based on the first step of the salary schedule.

APPENDIX 8 - Schedule for Secondary School Department Coordinators

High Secondary Schools

Department	1-2 Years' Experience	3-4 Years' Experience	5+ Years' Experience
English, Math, Science, Social Science, Special Education, <u>ML</u>	\$4250	\$4650	\$5050
Art, Business Ed, World Language, Family and Consumer Sciences, Tech Ed, Music, Physical Ed	\$2350	\$2550	\$2800

Middle Schools

Department	1-2 Years' Experience	3-4 Years' Experience	5+ Years' Experience
English, Math, Social Science, Special Education	\$3500	\$3900	\$4300
Art, Business Ed, World Language, Family and Consumer Sciences, Tech Ed, Music, Physical Ed	\$1450	\$1550	\$1650

Technology Management per building

<u>School < 400 enrollment</u>	<u>\$1500</u>
<u>School 400-800 enrollment</u>	<u>\$2000</u>
<u>School >800 enrollment</u>	<u>\$4000</u>

APPENDIX 9 – Activity Advisor Pay Schedule

High School Band ~~\$5000~~ 5500

Instrumental ~~\$3900~~ 4300

Choir ~~\$3900~~ 4300

MESA Advisor ~~\$1275~~ \$1400

Knowledge Bowl ~~\$1750~~ \$1925

Publication Advisor ~~\$2125~~ \$2335

Annual Advisor ~~\$3350~~ 3675

CTE National Student Leadership Organization ~~\$1600~~ (10+ Students) 1750

AVID Site Coordinator \$2500

Middle School

Band ~~\$3050~~ 3350

Instrumental ~~\$3050~~ 3350

Choir ~~\$3050~~ 3350

MESA Advisor ~~\$975~~ 1075

Publication Advisor ~~\$1950~~ 2150

CTE National Student Leadership Organization \$ ~~700~~ 775

AVID Site Coordinator \$2500

Elementary Music Stipend \$~~140~~ 150 stipend for each evening event(s) outside the workday and beyond the two event stipends.

Grade/Team Leaders (As assigned by building administrator)

Firwood-Oak Grove \$ ~~500~~ \$550

Elementary School <400 enrollment \$~~750~~ \$825

Elementary School >400 enrollment \$~~1000~~ \$1100

Middle School/Harrison Prep \$~~1,500~~ \$1650

Comprehensive High School \$~~2,000~~ \$2200