

1. INTRODUCTORY STATEMENT

In compliance with RCW Chapter 41.59, this agreement is entered into this 17th day of September, 2018, by and between the Board of Directors of Mary Walker School District No. 207, hereinafter called the "Board" and the Mary Walker Education Association, hereinafter called the "Association" for the period of one (1) year through August 31, 2019, unless otherwise changed pursuant to the provisions of section 3 below, who do witness that the following mutual covenants are hereby agreed to:

2. CONTRACT AGREEMENT

If any provision of this Agreement is held to be invalid by the courts of the State of Washington or the United States, such provision shall have effect only to the extent permitted by law and the remainder of the Agreement shall remain in full force and effect for the duration of this agreement.

3. CONTRACT CHANGES

Unless otherwise agreed to, no later than January 15th of each year, and upon written request of either party, notwithstanding the duration of this agreement as set forth in section 1 above, either party may, in writing, request that this agreement be reopened for the purpose of its revision. Opening of the contract will be limited to changes in the calendar, salary schedule, insurance benefits, and up to two additional items from each party. Any request to reopen the contract must include a summary of the proposed change(s). No change proposed for consideration under this section shall influence this agreement until a date of acceptance has been agreed to by both parties.

Negotiations need to be completed in a timely fashion. The first meeting should occur on or before January 15th. The terms of this agreement shall remain in full force and effect through a specified date unless otherwise changed pursuant to the provisions contained in this section. Any change must be in writing, signed by both parties, and attached hereto as an addendum to this contract.

4. CLASS TIME

The District recognizes the importance of staff input for making decisions concerning class times (i.e., length of class and passing times). Due to their position, teachers have uniquely important information on these issues. In light of the above, any changes being considered in total contact time (minutes per week for teachers) shall include Association input prior to adoption and implementation.

5. CALENDAR FOR THE UPCOMING YEAR

The school calendar for certificated employees covered by this agreement, hereafter referred to as "employee(s)" shall consist of 182 contracted days.

At the regular March Board meeting, the Association, after approval of its members, shall present a calendar to the Board for its consideration. The school calendar will reflect that the contract year for certificated staff will consist of 180 student days, along with two (2) teacher in-service days, as required by the State unless otherwise agreed upon by the Association and the Superintendent. These days are to be compensated pursuant to State guidelines and the salary provisions provided by the State.

6. CLASS SIZE

It is the District's belief that class size is a major contributing factor to quality education. To support that belief, it is the District's intention to meet the State recommendations for all class sizes. It is also understood that this may be contingent upon State and Federal funding. The District shall make a practical attempt to meet class size as they may be recommended by the State while considering all elements of the District's educational offerings.

If class size exceeds recommended State standards, the District has ten (10) school days to provide the Association a written proposal on how the District will address the overload. The Association may request a conference with the District to discuss the proposal.

To correct the size problem, the District's written plan is as follows:

In the event that class size increases beyond: 22 students in PK-5th grade classes; 26 students in 6th-8th grade classes; and 30 students in 9th-12th grade classes; and/or the class contains more than 25% Behavioral and/or Special Services students, then the teacher will be provided with a paraeducator for the remainder of the session.

7. PREPARATION TIME

The District agrees to provide a minimum of 225 minutes per week of preparation time for each full-time equivalent certificated classroom teacher. In grades K-5 this time may be provided by the use of recess time, library time, music time, art time, and/or physical education time.

Contracted certificated employees, on the principals request, used as substitutes during their preparation period for other certificated employees will receive compensation equivalent to an hourly rate of \$30/hour or at the employee's option, grant 1/7 of an additional annual leave day for each substituted period. Any remaining days after June 1 will be paid at the hourly rate. Please refer to the attached Preparation Time Report Form.

In addition to the above preparation time, teachers will use professional judgment to ensure that they are on campus before and after school to best suit their students' needs.

8. PARAEDUCATORS

The District supports and understands the need and value of all paraeducators. The building Principal will work with staff on the other assignments that the paraeducator may have, such as State and District assessments. Although it is understood that there are times that these individuals are needed for other duties, their value in the classroom is a priority. If a paraeducator is to be used to provide service in other areas and not be in an assigned classroom, the District will notify the affected classroom teachers before the start of the school day, or as soon as possible.

9. R.I.F. (Reduction In Force)

Reference: The reduction in force policy shall refer to members of the bargaining unit and shall specifically exclude administrators and classified personnel.

Should the Board determine that, for financial reasons, it is necessary to eliminate, reduce, alter, or amend any of its programs and/or personnel contracts, the extent of the certificated staff reductions will be determined by the Board after receiving the recommendations of the Superintendent. The purpose of this policy is to provide a procedure which minimizes such effects within the District and avoids disharmony while providing a fair and expeditious resolution of a difficult problem.

It shall be the responsibility of the Board to implement a modified academic program. The decision to implement the RIF policy shall lie solely with the Board. Decisions made with regard to effectuation of the RIF policy shall specifically be excluded from the grievance procedure in existence at the time of the signing, however, errors in procedures in the RIF policy may be grieved as per the existing grievance procedure. All decisions will be made and/or reviewed in accordance with the laws of the State of Washington.

A. Educational Program: The District recognizes its constitutional and statutory obligations to devise an educational program to discharge its paramount duty to provide education to children. In developing the academic program, the District will be guided by the various laws and regulations governing education in the State of Washington, the needs of the community, as well as its financial constraints.

B. Certificated Staff: If as a result of financial considerations, the educational program adopted by the Board requires reduction, modification, or elimination of personnel, then each criterion listed below shall be applied, in the order in which it is listed, to identify the certificated staff to be retained to fill the remaining certificated positions.

1. The Superintendent will designate the teaching positions necessary to fill the class schedule designed to meet the District's educational program needs.

2. On or before April 1 of each year in which a financial reduction is anticipated in the succeeding school year, the Superintendent will prepare a ranking list of all certificated staff within the District according to their position on the LEAP I schedule. In order to be ranked, the staff member must possess the following:

- a) The appropriate Washington State Certification with an appropriate endorsement for the position they are teaching.
- b) At least one full academic year of employment experience at a level or within the category, including the current year.

3. Staff will be ranked as follows:

- a) Teachers with provisional status will be moved to the top of the layoff list.
- b) Layoff shall be by lowest decimal index number resulting from a certificated employee's placement on the LEAP I schedule.
- c) In case of a tie in the LEAP Index number, the person with the greatest number of additional credits toward the next step on LEAP Document Number 1, followed by their years of service within the District, will be retained. In the event that a tie still exists, all individuals involved may be part of the District's layoff and be part of the special circumstances section of the Re-Employment Pool (see 9.C. below).
- d) Certificated employees with special endorsements, teaching in a special program, may be jumped on the list to maintain the program, if no other staff possess that endorsement.

4. Once the above criteria have been applied by the Superintendent to ascertain the individual or individuals to be non-renewed, each shall be issued a notice of non-renewal as required by the State of Washington for Reduction In Force.

5. The ranking list shall be provided to the Association on or before March 1 of each year in which a reduction is anticipated for the subsequent school year. Any objection to the listing must be made in writing on or before April 1 of that same year.

C. *Re-Employment Pool*: All certificated employees issued notices of non-renewal will be placed in the District's Re-Employment pool and will be considered for any vacancy in the District during the school year which thereafter occurs for which the staff member is qualified. Re-Employment shall be in the reverse order of termination. Should no member of the District Re-Employment pool be qualified for a new position, the District shall be free to go outside the Re-Employment pool to hire.

All persons rified from certificated positions in the District shall be retained in the District's Re-Employment pool for a period of two (2) years. Employees who have received notices of non-renewal will be required to maintain their current telephone number and address on file with the Superintendent's office of the District. Failure to do so shall result in forfeiture of the appropriate pool member. Any new positions will be offered in writing by certified letter to the appropriate pool member. A certificated member shall have ten (10) days in which to accept the offering. Should the certificated member not communicate acceptance to the Superintendent within the (10) days of the receipt of the notification of position availability, he or she shall forfeit his/her position within the Re-Employment pool and the position shall be offered to the next available teacher within the pool.

Special Circumstance: In the event of a tie (see 9.B.3.c. above), the individuals rified will take part in an interview for open positions to determine which employee best meets the needs of the District for that given position and that individual will be retained.

D. *Part-Time Positions*: Former full-time personnel will be offered part-time positions if part-time positions become available when they are in the Re-Employment pool. Acceptance of a part-time position will not jeopardize his/her recall status for subsequent full-time openings at the time they open.

E. *Substitutes*: The District will use qualified Re-Employment pool personnel as substitutes on a first priority basis.

F. *Benefits*: A former employee in the Re-Employment pool will be given the opportunity to pay his/her total medical insurance premiums to the District in twelve (12) equal payments due on the first day of the month, and the District will forward with the group insurance, in accordance with applicable COBRA rules. The District shall not be liable for any changes in the premium.

10. TAX SHELTER ANNUITY

The District agrees to allow sign-up for and change in the dollar amounts throughout the year. The District will arrange for a tax sheltered annuity at the request of five (5) or more employees. Any employee transferring into the District with an existing annuity may keep that annuity and which now will be available to all employees. A list of the available annuity plans will be available at the District office.

11. INSURANCE BENEFITS

Any request by the Association for a change in medical, dental or vision insurance carriers will be made in such a timely fashion that the new carrier is completely selected and all enrollment forms are completed prior to 4:00 pm on the day which is one week prior to the September school board meeting. Insurance information will be sent to the Association president or designee as soon as it is available to the District.

If dental and vision plans are chosen by the Association and 100% participation is required, all certificated employees represented by the Association will participate.

12. EVALUATION FORM

The District will evaluate staff using the TPEP method under the Marzano Framework. Staff will be evaluated using iObservation and/or eVal, and in accordance with State laws and regulations.

13. PERSONNEL FILES

Teachers shall be allowed to inspect their personnel files during business office hours, provided that the files must be examined in the central business office and in the presence of one District central office employee and not be removed from that office. The District agrees to provide an appeal on an annual basis to the Superintendent by an employee for removal of any material other than evaluations placed in the employee's personnel file. Staff members may also submit a written Statement of rebuttal relating to any material in his/her personnel file and have the written rebuttal placed within the file. Except for evaluations, a teacher may request that file documents that are more than seven years old or are from other Districts, or documents which the teacher believes to have been erroneously included in his/her file, be removed from the file. However, any/all personnel file document removal is governed by State law; specifically, Office of the Secretary of State, Washington State Archives, School District and Educational Service Districts Records Retention Schedule.

14. TEACHER STIPENDS

Extra professional training shall be defined as those trainings outside the certificated calendar year (during the summer or on Saturdays) that the District requests the certificated teacher to attend. The District will stipend the teacher at the rate of \$180.00 per day up to two (2) days per training. There will be an assurance form available for the teacher to complete and submit in order to be approved for that stipend.

15. DOCKING PAY

Where pay is to be docked, the teacher will be notified of the action and reason before the command is entered into the computer.

16. TEACHER ASSIGNMENTS

Tentative teaching assignments for the ensuing year will, whenever possible, be announced in June prior to that year. Teachers who are given a new teaching assignment will be given two (2) extra days at their per diem rate to move and prepare.
If told after July 1, a third day at their per diem rate will be added.
If told after Aug. 1, a fourth day at their per diem rate will be added.
If told after Sept. 1, eight days will be added to their contract.

17. RETIRING TEACHERS

Teachers who notify the District by April 15 of their intent to retire, will receive two (2) additional per diem days at their current per diem rate.

18. PLACEMENT NOTICE

Except in cases of emergency placement, employee openings will be posted in the affected buildings during the school year. During the summer, the Association will be notified by e-mail to the Association's President of all certificated job openings for the upcoming year.

19. FAMILY ILLNESS

The District shall allow each staff member to use accumulated sick leave in the event of serious illness within the immediate family which shall include parents, spouse and children. In the event that a staff member's sick leave has been exhausted, the leave may be granted without pay.

20. SICK LEAVE

Certificated personnel shall be granted twelve (12) days of sick leave per calendar year which may be used for paid absence from work where personal illness or injury necessitates non-performance of their contractual responsibilities. Time loss covered by Workers Compensation shall not be deducted from sick leave.

21. SICK LEAVE BUY-BACK

The District agrees that employees may cash in unused sick leave days, after an accumulation of at least sixty (60) days prior to conversion, at a ratio of one (1) full day's pay for four (4) accumulated sick leave days, not to exceed twelve (12) sick leave days per year.

For employees who are retiring or upon death, all sick leave remaining at the time of retirement or death may be cashed in at a ratio of one (1) day's pay for four (4) days of accumulated sick leave up to a maximum of one hundred eighty (180) days.

22. LEAVE SHARING

An employee who has accrued ten (10) leave days during any twelve (12) month period may transfer a specified number of hours to another employee, providing that such a transfer does not result in the employee's sick leave account going below one hundred seventy-six (176) hours.

23. EMERGENCY LEAVE

The District agrees to allow no more than two (2) days of emergency leave per year and pay be taken in the case of emergency for legitimate and valid purposes as defined in the following:

An emergency arises out of unforeseen and unexpected circumstances which create an air of crisis or extreme need. The circumstances must present a grave and clear danger that imminently threatens physical or mental health or would result in irremediable harm or an immediate disaster to life or property unless some action was taken.

Any leave used under this policy shall be deducted from the staff member's sick leave. In the event the staff member's sick leave has been exhausted, the leave shall be granted without pay. A written application of emergency leave must be returned to the District office on the day of return to school.

24. PERSONAL LEAVE

The District agrees to allow two (2) days of personal leave per year. No employee may accumulate more than five (5) personal leave days. Personal leave may not be taken on the first or last day of the school year or to extend Thanksgiving, Christmas, or spring break, (exceptions to the above leave days may be requested to the Superintendent for approval). Additional personal leave may be submitted for approval by the Superintendent. If approved, the employee agrees to reimburse the District at the direct cost of a substitute, and the hours taken will be deducted from the employee's sick leave balance. The cost will be based on the current rate of pay for a substitute including indirects.

25. BEREAVEMENT LEAVE

The District agrees to allow five (5) bereavement days (that do not carry forward from year-to-year), and five (5) bereavement days to be subtracted from the employee's accrued sick leave. An extension of up to ten (10) days total per occurrence may be granted at the Superintendent's discretion. Bereavement leave will be awarded for the loss of any close family member.

26. MATERNITY LEAVE

As soon as any teacher becomes aware of her pregnancy, it would be appropriate for the teacher to inform the Superintendent of her condition so that he/she may make plans for possible alternative staffing.

The teacher may apply to the Superintendent for maternity leave to take effect on a date upon which she will be unable to carry out her teaching assignment. A physician's recommendation will be the determining factor in deciding the last day of work. The date that the teacher returns to work will be determined in the same fashion.

Disability relating to pregnancy, miscarriage or delivery will be recognized as sick leave with proper certification from the attending physician.

In addition, the District may grant a leave of absence without pay or fringe benefits for the balance of the school year in which the baby is born. This leave will be granted in accordance with policy 5327.2 leaves of absence.

27. PATERNITY LEAVE

The District agrees to allow up to five (5) days leave for the birth of a child, subtracted from sick leave.

28. ADOPTIVE LEAVE

The District agrees to allow up to five (5) days of adoption leave which will be subtracted off sick leave. For additional days to meet adoption requirements an unpaid leave may be applied for.

29. DISCRETIONARY LEAVES (Sabbatical):

The District may grant unpaid sabbatical leaves of absence for study and/or research upon application by certificated staff, the recommendation of the Superintendent, and approval by the Board, provided such leave shall serve the best interests of the District. Certificated staff shall be granted leaves according to the following stipulations:

1. Years to Qualify: Staff shall have served seven (7) or more continuous years in the District.

2. Limit on Number: Sabbatical leaves may be granted up to one (1) full year to not more than one (1) member of the total certificated staff of the District in any one year.

3. Application Deadline: Applications for sabbatical leave shall be filed with the Superintendent not later than one hundred twenty (120) days prior to the school year for which it is requested. The Board may, at its discretion, extend this deadline.

4. Proposed Plan to Accompany Application: A proposed plan of study or research to which the time spent on leave shall be devoted must accompany the application. This must include all plans for employment.

5. Criteria for Evaluation of Applications: Applications shall be evaluated on the following three (3) criteria:

a) The merit of the proposed plan of study or research and its relationship of service to the District in terms of the individual's professional background.

b) Proportionate representation of the different levels of District schools, such as elementary, middle school, senior high school, and administration.

c) Seniority shall be considered.

6. Final Approval by Board: Applications approved by the Superintendent shall be presented to the Board for final approval. If approved by the Board, any change of sabbatical plan shall be presented in writing and approved by the Superintendent in advance of the leave.

7. Two-Year Studies: An applicant who is taking part in a two-year study may, upon evaluation of his/her program, request one year of sabbatical leave and a preliminary commitment, subject to District staffing needs, for an additional one-year leave of absence.

8. Maintenance of Tenure and Salary Standing: A staff member granted sabbatical leave shall maintain standing in tenure and salary.

9. Report Required Upon Return: Within thirty (30) days of a staff member's return from sabbatical leave, the staff member shall file, with the Superintendent, a report giving the substance of the program of study or research in which he/she is engaged, indicating the value which he/she believes grew out of the experience. If the staff member was employed for compensation during the program, full details of the employment and income should be included in this report.

10. Leaves to Accept Scholarships: Staff may at any time request leave to accept scholarships of up to one (1) full year which would not involve the District in any financial obligations, in which case all other provisions of the sabbatical leave policy would apply.

11. Return to Original Position: An effort shall be made to replace a certificated staff member returning from sabbatical leave in his/her original position or in an appropriate comparable position.

This policy is subject to all of the provisions Stated in policy 5403.

30. GRIEVANCE PROCEDURE

The "Statement of Grievance" shall name the grievant involved, the facts giving rise to the grievance, the specific provision(s) of the Agreement alleged to be violated, and the remedy (specific relief) requested.

Step I:

An educator with a grievance shall discuss it first with his/her immediate supervisor. Every effort shall be made to resolve the grievance at this level in an informal manner. Within thirty (30) days following knowledge of the act or condition which is the basis of the complaint, or within thirty (30) days of the date upon which the grievant had access to such knowledge, the grievant may present the grievance in writing to the immediately involved supervisor. If not immediately resolved, then Step II.

Step II:

The immediately involved supervisor will arrange for a meeting to take place within five (5) days after receipt of the written grievance. The supervisor shall provide the aggrieved party and the Association with a written answer to the grievance within five (5) days after the meeting.

Step III: (Superintendent)

If no satisfactory settlement was reached at Step II, the grievance may be appealed to Step III – the Superintendent or his/her designated representative, within seven (7) working days* of receipt of the decision rendered in Step II.

The Superintendent or his/her designated representative shall arrange for a grievance meeting with the grievant and/or the Association and such meeting shall be scheduled within seven (7) working days* of the receipt of the Step III appeal. The purpose of this meeting shall be to affect a resolution of the grievance.

The Superintendent or his/her designated representative shall provide a written decision incorporating the reasons upon which the decision was based to the grievant, the Association, and the immediate supervisor within five (5) working days* from the conclusion of the meeting.

Step IV: (School Board)

If no satisfactory settlement is reached at Step III, the grievance may be appealed to Step IV within seven (7) working days† after receiving the disposition of the Superintendent and after the above Stated time limits have expired.

If the grievance is submitted to the Board, the Board, within seven (7) working days† shall meet with the grievant, the Association representative, the immediate supervisor, and the Superintendent, to review such grievance in closed session or give such grievance the consideration as it should deem appropriate. The disposition shall be furnished to the grievant, the Association, and the immediate supervisor. Grievances arising out of or relating to the interpretation of application of the terms and/or provisions of this Agreement may be submitted to arbitration.

Step V: (Arbitration)

If no satisfactory settlement is reached at Step IV, the Association, within fifteen (15) working days* of the receipt of the Step IV decision, may appeal the final decision of the employer to the American Arbitration Association for arbitration under the voluntary rules. The arbitrator will issue his/her decision within thirty (30) days from the date final written briefs have been submitted or, if requested by both parties, thirty (30) days after the completion of the hearing.

The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon the employer, the Association, and the grievant.

Arbitration Costs:

Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator, if any, shall be shared equally by the parties.

Jurisdiction of the Arbitrator:

The arbitrator shall be without power or authority to add to, subtract from or alter any of the terms of this Agreement.

The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law.

The arbitrator shall not have power or authority to rule on any of the following:

1. The termination of services or failure to re-employ any provisional employee.
2. The termination of services or failure to re-employ any employee to a position on the supplemental salary schedules.
3. Any subject matter involving employee evaluation, provided that evaluation procedures shall be subject to the arbitrator's review.
4. The RIF, non renewal, discharge, or actions which adversely affect the employee's contract status if the employee has waived his/her right to the grievance procedure by utilizing the statutory procedures.
5. Any matter excluded elsewhere in this Agreement.

*"Working Days" means school calendar days except during summer vacation.

† by the next regular Board meeting.

31. CERTIFICATED POSITIONS

The District and the Association agree to allow the Association to negotiate for certificated positions. The Association and District agree that certificated positions include:

- Activity Director
- High School Class Advisors

32. VACANCY

The Association will be notified of all job postings by e-mail to the Association's President.

Posting: All vacancies occurring during the work year shall be posted in the buildings, as it occurs, and reported the Association's President, or designee.

All known vacancies for the following work year shall be reported to the Association's President, or designee, and posted in each building as they occur. All postings shall include, but may not be inclusive of all, qualifying factor(s) for the vacancy.

During the summer, the Association will be notified by e-mail to the Association's President of all known certificated vacancies for the upcoming year.

Nothing in this Article will prevent the employer from following the District's Affirmative Action Program.

Interview committees for all certificated job openings will have at least one (1) association member appointed on an interview committee. The association will be given the opportunity to choose who that member is, and will notify the District with the name of that individual within two (2) days of the scheduled interview. The District has the opportunity to negotiate with the Association on their Hiring Committee selection.

For all certificated job openings, the Association will be given the opportunity to be included in all aspects of the hiring procedure to include:

- 1) Sifting through applications to determine the candidates that will be interviewed.
- 2) Input as to interview procedure and questioning.
- 3) Representation on the interview committee
- 4) Input as to how the candidates will be notified and introduced.

33. SALARY

Salaries shall be paid in accordance with the attached schedule so long as they are not in violation of any State law or WAC or interpretation of S.P.I. If salaries as herein calculated are found to be in noncompliance with S.P.I. rules, the salaries shall be decreased to the point that compliance is achieved.

All credits recognized by the State for advancement on the allocation schedule will be recognized by the District for advancement on the District salary schedule.

Teachers must provide official transcripts for placement and additional transcripts of credit earned for advancement on the salary schedule by September 15th of the current year.

The Association would like to use the attached salary schedule for the 2018-2019 school year based on a 182 day contract and explore further different options prior to the 2019-2020 school year.


The certificated staff has agreed to an 11.6% salary increase as reflected by the salary scale proposed by the district. This will be reflected by a 9.6% base increase and a 1.0% increase for completing Safe Schools training by the required due date of Nov. 1, 2018, and a 1.0% increase for School Service to be completed over the course of the year. This would require a total of 4 hours of additional service which could include IEP/504 meetings, Care team, volunteering for activities such as levy and bond committees, assistance at sporting events and other extra-curricular events. If the additional 1.0% Safe Schools training and/or the additional 1.0% School Service requirements are not completed by May 31, 2019, pay will be reduced up to 2.0% to be spread out in July 2019 and August 2019 paychecks.

IN WITNESS THEREOF:

For Mary Walker Education Association and Board of Directors of the MARY WALKER SCHOOL DISTRICT No. 207.

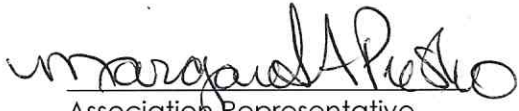
This agreement is signed this 17th day of September, 2018, and shall continue in force through August 31, 2019.


Attest:


Association President


Board Chairperson



Board Secretary


Association Representative


Board Member


Board Member


Board Member


Board Member

ATTACHMENTS:

- Substitute Lesson Plan Form
- Salary Schedule
- Additional Service Report Form
- Preparation Time Report Form

LESSON PLANS

Teacher Name:

Date:

Good Morning,

Thank you for covering my class. Please let the students know that it is really important to me that they are on task, and behave appropriately.

Classroom Rules:

For All Class Periods:

(Example only)

Please make sure my classroom is locked when unattended. Please leave me a note about students who...

Today's Schedule:

TIME: _____ or 1st Period (8:25 -9:13) – Literature
TIME: _____ or 2nd Period (9:18 -10:06) – Art
TIME: _____ or 3rd Period (10:11-10:59) – Metals 1 and 2
TIME: _____ or 4th Period (11:04 – 11:52) – Chemistry
TIME: _____ or Lunch (11:52- 12:32)
TIME: _____ or 5th Period (12:37-1:25) – Psychology
TIME: _____ or 6th Period (1:30 - 2:18) – Food
TIME: _____ or 7th Period (2:23 – 3:11) – Health

Time: _____ or 1st Period (8:25 - 9:13) – Literature

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

Time: _____ or 2nd Period (9:18-10:06) – Art

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

Time: _____ or 3rd Period (10:11- 10:59) – Metals 1 and 2

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

LESSON PLANS

Time: _____ or 4th Period (11:04-11:52) – Chemistry

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

Time: (11:52-12:32) LUNCH

Time: _____ or 5th Period (12:37-1:25) – Psychology

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

Time: _____ or 6th Period (1:30-2:18) – Foods

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

Time: _____ or 7th Period (2:23-3:11) – Psychology

Assignment:

Materials Needed:

A couple of minutes before the end of class/subject please have students:

Additional notes:

Thanks again for covering. I really appreciate your help, and hope you have a great day!

Sample Table Of Total Base Salaries For Certificated Instructional Staff*

For School Year 2018-19

Years of Service	MA+90 OR Ph.D.								
	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	Ph.D.
0	40,760	41,861	43,001	44,145	47,813	50,175	48,868	52,536	54,901
1	41,309	42,425	43,580	44,773	48,480	50,829	49,411	53,117	55,466
2	41,831	42,958	44,126	45,411	49,107	51,481	49,958	53,653	56,028
3	42,370	43,508	44,688	46,014	49,703	52,134	50,476	54,162	56,595
4	42,898	44,086	45,273	46,645	50,356	52,805	51,020	54,730	57,181
5	44,836	45,336	45,836	47,285	50,981	53,480	51,572	55,270	57,768
6	45,399	45,905	46,412	47,933	51,612	54,123	52,138	55,818	58,328
7	46,396	46,914	47,431	49,035	52,768	55,349	53,199	56,931	59,513
8	47,900	48,434	48,968	50,705	54,488	57,164	54,867	58,652	61,327
9		50,041	50,593	52,392	56,264	59,031	56,553	60,428	63,195
10			52,237	54,166	58,090	60,949	58,329	62,254	65,112
11				55,992	60,002	62,918	60,155	64,166	67,080
12				57,760	61,965	64,968	62,053	66,127	69,132
13					63,975	67,068	64,018	68,138	71,231
14					65,996	69,247	66,040	70,291	73,411
15					67,713	71,049	67,757	72,118	75,320
16 or more					69,067	72,469	69,111	73,560	76,825

RWJ

Additional Service Time Certificated Staff Extra

The certified staff has agreed to an 11.6% salary increase as reflected by the salary scale proposed by the district. This will be reflected by a 9.6% base increase and a 1.0% increase for completing Safe School training by the required due date, and a 1.0% increase for School Service to be completed over the course of the year. This would require a total of 4 hours of additional service which could include IEP/504 meetings, Care team, volunteering for activities such as, levy and bond committees, assistance at sporting events and other extra-curricular events.

This time sheet is a record of the extra time completed and will be turned in to the District Office in order to receive the 1% increase to their salary.

NAME: _____

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>SUPERVISOR INITIALS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Superintendent Signature

Preparation Time Report Form

Certificated Staff Time Sheet

Upon the Principal's request, contracted certificated employees used as substitutes during their preparation period (for other certificated employees) will receive compensation equivalent to an hourly rate of \$30.00/hour or, at the employee's option, be granted 1/7 of an additional leave day for each substituted period. Any remaining days after June 1 will be paid at the hourly rate.

This time sheet is a record of preparation periods given up, and will be turned in to the District Office in order to receive either their hourly rate or additional leave days added to their account.

NAME: _____

<u>DATE</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>SUPERVISOR INITIALS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Superintendent's Signature Date