

**AGREEMENT BETWEEN**

**SHORELINE UNIFIED  
SCHOOL DISTRICT**

**AND**

**SHORELINE EDUCATION  
ASSOCIATION**

**CONTRACT PERIOD**

July 1, 2018 through June 30, 2021

(Reflects all changes through June 30, 2018)

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## **TERMS OF THE AGREEMENT**

1. The articles and provisions contained herein constitute a bilateral binding agreement, hereinafter referred to as the "Agreement", by and between SHORELINE UNIFIED SCHOOL DISTRICT, hereinafter referred to as "DISTRICT" and the SHORELINE EDUCATION ASSOCIATION, hereinafter referred to as the "ASSOCIATION."
2. This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code.
3. This Agreement shall remain in full force and is subject to negotiated revisions and amendments.
4. This Agreement comprises the entire Agreement between the District and the Association on the matters within the lawful scope of negotiations and shall supersede any rules, regulations, and practices between the District and the Association.
5. Procedures for negotiations shall be determined by mutual agreement between negotiating representatives prior to the commencement of negotiations when the contract is reopened.

**ARTICLE I**  
**RECOGNITION**

- 1.1 The District recognizes the Association as the exclusive representative for employees in the Certificated Unit which consists of employee positions set forth below:

Regular full-time, part-time, itinerant, Chapter 1 and special education teachers, teachers-in-charge, counselors, librarian, temporary teacher and summer school teachers and shall exclude:

Superintendent, principals, directors, and psychologists, home and hospital teachers, and substitutes.

- 1.2 The District shall not negotiate directly with a bargaining unit member without approval of the Association.

**ARTICLE II**  
**DISTRICT RIGHTS**

- 2.1 All District rights and functions, including its power and authority to direct manage, and control the operation of the District, shall remain vested with District, except as specifically and expressly abridged by this Agreement.
- 2.2 The District shall make rules and regulations pertaining to employees consistent with the Agreement.

**ARTICLE III**  
**EMPLOYEE RIGHTS**

- 3.1 Employees shall have the right to become members of and participate in legitimate activities of employee organizations.
- 3.2 Employees shall have the opportunity for involvement in decision-making through discussions concerning staffing patterns, curriculum changes and development which affect their teaching assignments. The parties, the Association and immediate supervisor, shall attempt to reach mutual agreement. Lacking mutual agreement, the parties may present the positions first to the Superintendent and then, if necessary, to the Board.
- 3.3 In addition, the exclusive representative of certificated personnel has the right to consult on the definition of educational objectives, the determination of content of courses and curriculum, and the selection of textbooks to the extent such matters are within the discretion of the public school employer under the law.
- 3.4 Exclusive of personal vehicles, the District shall compensate unit members for loss or damage to personal property used in the course of employment, provided that prior authorization in writing has been received for the use of such equipment. No unit member shall be required to utilize his/her personal vehicle in the performance of District business. Unit members who are authorized and voluntarily use their personal vehicle on District business agree that their property and liability insurance is primary to the District's property and liability insurance.
- 3.5 Association representatives shall have input into the District's budget development.

**ARTICLE IV**  
**REDUCTION IN FORCE**

4.1 Notification of Layoffs

4.1.1 Prior to the issuance of layoff notices to certificated unit members, the District will notify the Association of the following:

4.1.1.1 A list of all programs being reduced which will result in certificated layoffs and the number of certificated personnel to be laid off, including certificated management personnel.

4.1.1.2 A list of any extra duty assignments, if any, being considered for reduction to the extent they are being considered for reduction at that time.

4.1.2 Certificated unit members to be laid off shall be notified in writing in accordance with applicable provisions of the Education Code.

4.2 Criteria for Determining Layoff

4.2.1 Where the District determines it is necessary to reduce the number of certificated unit members on staff, layoffs shall be made on a District wide basis, in inverse order of seniority, in accordance with applicable provisions of the Education Code.

4.2.2 Seniority shall be determined by the certificated unit member's first paid date of service in a probationary status.

4.2.3 Certificated unit members shall retain the same seniority date while employed by the District in a probationary status unless there is a break in service caused by the unit member's resignation or termination. In such case, the unit member's seniority date shall be the first paid date of service in a probationary status upon his/her return to service.

4.2.4 Pursuant to the provisions of the Education Code, the District shall determine the criteria for determining the relative seniority for unit members with the same first paid date of service in a probationary status. In order to determine the relative seniority of unit members with the same first day of paid service in a probationary position, the following objective criteria and point allocation shall be applied:

4.2.4.1 Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District.  
Rating: +1 per credential; +1 per year of experience.

- 4.2.4.2 Credentials and experience to teach in a special categorical program (i.e., bilingual, special education).  
Rating: + 1 per credential, + 1 per year of experience.
- 4.2.4.3 Years of experience previous to current employment as a full-time, credentialed teacher in a temporary/probationary/permanent K-12 teaching situation in a public school. Rating: + 1 per year.
- 4.2.4.4 Number of supplementary authorizations. Rating: + 1 per supplementary authorization.
- 4.2.4.5 Number of teaching and/or special service credentials.  
Rating: + 1 per credential
- 4.2.4.6 Earned degrees beyond the BA/BS level.  
Rating: + 1 per degree
- 4.2.4.7 Multiple language skills relevant to District need.  
Rating: + 1 per relevant language
- 4.2.4.8 Emergency v. Preliminary v. Clear/Life Credentials.  
Rating: + 1 per emergency; +2 per preliminary; +3 per clear/life credential.

In the event that teachers with the same first day of paid probationary service have equal qualifications based on application of the above criteria, the district will then break ties by utilizing a lottery.

- 4.2.5 Upon request, the District shall annually furnish the Association with the current seniority list. The District shall update the list from time to time as necessary.

### 4.3 Recall Rights

- 4.3.1 Unit members who have been laid off shall be placed upon a reemployment list for a period of 24 months if probationary and 39 months if permanent.
- 4.3.2 Unit members who have been laid off shall be recalled in accordance with Education Code sections 44956 and 44957.
- 4.3.3 Offers of reemployment shall be made in seniority order as vacancies occur for which a unit member is credentialed and competent to render.
- 4.3.4 The offer of reemployment shall be made by certified mail, return receipt requested, to the laid off unit member's last address on file with the District.



4.3.5 The laid off unit member shall notify the District of his/her acceptance within ten (10) calendar days of the date the offer is mailed to the unit member. The unit member shall have the opportunity to refuse one offer of employment. If the unit member fails to respond to the second offer or rejects the second offer, his/her name shall be removed from the reemployment list and his/her right to reemployment shall be terminated.

4.3.6 Upon written request to the District, a laid off unit member may request he/she not be offered reemployment for a period of up to one year. During such time, the unit member shall remain on the reemployment list. Such written request shall be limited to one per unit member during the reemployment period and shall in no event be construed to extend the unit member's reemployment period beyond the time limits in paragraph 4.3.1 above. Such requests shall not deprive the unit member any rights he/she may still have to subsequent offers of reemployment after the one year period has passed.

#### 4.4 Effects of Layoff on Laid-Off Members

4.4.1 Laid-off unit members may continue on the District's health and welfare insurance programs at District expense for a period of not more than three (3) months after the layoff effective date, provided this is acceptable to the District insurance carriers.

4.4.2 Unit members who have received a notice of layoff may use their existing personal necessity leave for purposes of employment interviews.

4.4.3 This section (4.4.1 and 4.4.2) constitutes the total contractual benefits that laid-off unit members will receive.

#### 4.5 Effects of Layoff on Remaining Bargaining Unit Members

4.5.1 The Association reserves the right to bargain the impact (effects) of program reductions and/or layoffs of bargaining unit members on the remaining bargaining unit members in areas of wages, hours, and other terms and conditions of employment as defined in Government Code section 3543.2.

**ARTICLE V**  
**WAGES**

5.1 Salary

For the 2018-19 school year the Certificated Salary Schedule shall be increased by three percent (3%) across the board retroactive to July 1, 2018.

For the 2019-20 school year the Certificated Salary Schedule shall be increased by three percent (3%) across the board.

For the 2020-21 school year the Certificated Salary Schedule shall be increased by three percent (3%) across the board.

5.1.1 Beginning with 2007-2008 negotiations will be conducted on the basis of Total Compensation: health and welfare benefits plus salary.

5.2 Extra Curricular Activity Reimbursement - See Article 7.2.5, 7.2.6 and Exhibit A-4.

Effective July 1, 2014, all Extra Curricular Stipends in Exhibit A-4 shall be increased by the same percentage increase as the Certificated Salary Schedule increase.  
(Exhibit A-4):

Assistant Coach:	Volleyball
	Boys' Soccer
	Girls' Soccer
	Boys'
	Basketball Girls
	Basketball
	Baseball
	Softball

These positions will be filled by recommendation of the school principal and athletic director. In cases where the head coach is of opposite sex to the team gender the assistant coach will be of the team's gender.

Effective July 1, 2012, the THS Yearbook Teacher will be added to the Extra-Curricular Stipend Schedule (Exhibit A-4).

Effective July 1, 2018, the "Drama" extracurricular stipend will continue to be paid on a per performance basis and the Cheer extracurricular stipend will be paid on a per season basis (see Exhibit A-4).

All stipends will be listed in Exhibit A-4, regardless of funding source by May 1, 2019.

Stipends for year-round assignments will be paid as part of the unit member's monthly salary. Stipends for coaches will continue to be paid in one (1) payment at the conclusion of their season.

### 5.3 Salary Payments

Salary payments shall be paid in either eleven (11) or twelve (12) paychecks with the first payment being made on the last workday of August. Any change from eleven (11) to twelve (12) or twelve (12) to eleven (11) months must be in writing to the District Office by July 1st. Deferred net paychecks for July will be distributed at the end of June.

### 5.4 Initial Placement on Salary Schedule

5.4.1 The Superintendent will make the initial placement of employees on the salary schedule as per the current collective bargaining agreement.

5.4.2 Prior public school or accredited private school teaching experience shall be credited with one step for each approved year of prior professional experience up to ten (10) years for any new hires on or after July 1, 2003.

5.4.3 Initial placement will be on step and column which can be substantiated at the time of employment. No credit will be granted at a later date for units, degrees, or experience previously earned which are not claimed on application of employment.

### 5.5 Step Advancement

5.5.1 An experience step shall be determined to mean active teaching experience equivalent to fifty percent (50%) of a contract year.

5.5.2 Part time employees will advance one step when accumulated part-time experience totals fifty percent (50%) or more of a school year. This applies to employees on reduced or shared teaching assignments.

5.5.3 Employees shall be granted one experience step increment for each year of satisfactory service, per Article XI, Procedures for Evaluation.

5.5.4 Employees on unpaid leave greater than fifty percent (50%) of the year shall not receive step advancement credit while on leave.

### 5.6 Class Placement and Reclassification

5.6.1 Semester units of college work (three quarter units equal two semester units) are the basis for granting credit. The term "one semester unit" shall mean a semester unit or the equivalent earned at an accredited state or private university or college.

5.6.2 Thirty days prior to commencing any course to be used for salary increment

purposes, the employee is required to submit, on a form provided by the District, request for approval of said course for the Superintendent, through the building principal.

- 5.6.3 The units required to advance from column to column shall be upper division, graduate, or professional courses from an accredited college or university, except that a total of nine (9) semester units of lower division courses may be submitted for column advancement. At the determination of the Superintendent, additional lower division units may be allowed toward salary advancement. These lower division units must be in the employee's major or minor field of preparation or directly related to his/her immediate teaching assignment as determined by the Superintendent. Prior approval is mandatory for salary advancement units. Units earned shall be submitted to the District Office prior to September 15 of each school year to be reflected in the salary schedule placement. Any units submitted after September 15 shall be reflected in placement for the following school year. No course credit (units) prior to September 1, 1989, shall be applied retroactively to this agreement.
- 5.6.4 Credit may be granted for repeat courses only upon prior written approval of the Superintendent when in his/her opinion such credit will be to the benefit of the District and the students.
- 5.6.5 Effective July 1, 2018, a \$1,250 stipend will be granted an employee possessing a Master's degree from an accredited school in the subject areas of the employee's major or minor or in a subject the employee teaches in the district or in a field directly related to public education. A \$1,250 stipend will also be granted for a Doctorate degree from an accredited school in the subject of the employee's major or minor or in a subject the employee teaches in the district or in a field directly related to public education.
- 5.6.6 Certificated staff designated by the District as Teacher-in-Charge or assigned District responsibilities shall be paid as outlined in Exhibit A-3. Additionally, such stipend shall be included in Exhibit A-3 for 2003-04 and shall be annually increased by the statutory cost of living adjustment provided to school districts. Staff members so designated act in the capacity of the on-site principal during the principal's absence as authorized. No staff member shall be given such responsibilities unless he/she specifically consents to such assignment.
- 5.6.6.1 High School Teacher in Charge Job Description and Salary increase (retroactive to July 1, 2018) to be mutually developed and ratified by July 1, 2019. Staff member(s) will act in the capacity of the on-site principal during the principal's absence, as authorized. Specific responsibilities include:
- Taking the lead to address issues as they arise in the principal's absence. Issues may include discipline, safety concerns, and emergency situations.
  - Lunchtime supervision as needed.
  - Acting as administrator-in-charge at sex evening events per year. Any

additional evening events that may arise would be compensated with extra duty hours.

- Other duties, as assigned, developed collaboratively with principal.

#### 5.7 Association Dues

The District shall deduct and transmit to the Association all authorized deductions from all Association members with the unit who have signed an approved authorization card or cards for such deductions in a form agreed upon by the District and the Association. The written authorization for Association dues deduction shall remain in full force and effect during the term of this Agreement unless canceled in writing by the employee.

#### 5.8 Travel Expenses

Travel expenses shall be reimbursed at the current, operative State Department of Education/I.R.S. rates as approved by the District Board. These rates include per diem allowance, in transit meal allowances, mileage rates, etc. Copies of the current rate regulations are available at the District Office.

#### 5.9 Summer School

Summer session compensation shall be based on \$60.00 per hour, retroactive for those who worked summer school for the summer of 2018. Teachers in charge receive an additional \$200 for the summer school session. Summer school shall not exceed 20 days and shall not exceed four (4) hours per day. Summer session teachers will be paid for one hour of preparation time daily, to be served on site either directly before or directly after the summer session instructional day, or in some combination thereof.

Summer School compensation shall be increased by the same percentage increase as the Certificated Salary Schedule increase.

Summer School hourly rate	
Summer of 2019	61.80
Summer of 2020	63.65
Summer of 2021	65.56

#### 5.10 Extra Duty Hours

Effective July 1, 2018, all extra duty hours will be compensated at the rate of \$45.00 per hour or one (1) Personal day (maximum five [5] per year) for every six (6) hours of supervision.

**ARTICLE VI**  
**HEALTH AND WELFARE BENEFITS**

6.1 The District shall offer the following plan for each full-time Certificated Employee.

**Health:**

The district will offer a high-deductible high-premium (HDHP) -Health Savings Account (HSA) plan. The district will pay the total annual deductible into the health savings plan (Single - \$3,000; Plus, one and Family - \$6,000) at the beginning of the 2015-16 school year. In subsequent years, the district will contribute an amount equal to the annual deductible at the beginning of each calendar year. These funds will stay with the employee and unused funds will roll over each year. The district will cap Health and Welfare benefits at \$18,500 annually in 2018-19, at \$19,000 in 2019-20, and at \$19,500 in 2020-21. In addition, the district will pay the cost of single coverage for Dental, Vision and Life Insurance coverage. Employees can request additional coverage at their own cost.

When bargaining unit members are married and are both eligible for Family or Plus one coverage, only one member may receive Family or Plus one coverage. The other member will be eligible to receive Single coverage, and the district will contribute the annual family deductible amount to the HSA for each bargaining unit member.

**Delta Dental:** Employee only

**Vision:** Employee only

**Life** Employee Only

Employees may purchase additional coverage for their dependents through the District's dental and vision plans.

For employees who work less than full-time, the maximum district contribution shall be prorated based on FTE. The amount of the maximum district contribution shall be subject to future negotiations.

If the unit member chooses, the District will pay the comparable dollar amount towards other health plans offered by the District.

6.1 Beginning with 2005-06 the in lieu payment for health benefits will be frozen at the 2005-06 rate of \$286.08. No new hires will be eligible for this option as of January 1, 2006. The District will consult with the Association regarding changes to providers and/or plans.

6.2 Section 6.1 above does not apply to retired employees.

- 6.3 The District shall pay health and welfare benefits for part-time employees on a prorated basis on the ratio of their assignment to a full-time employee within any constraints placed upon the District by insurance carriers.
- 6.4 The retiree only who is at least fifty-five (55) years of age and who has twelve (12) consecutive years of service in the District for retirement after June 30, 2007, he or she shall receive the same District health, dental and vision contributions paid by the District for an active employee to age sixty-five (65) or until the retiree becomes eligible for Medicare. The District will extend medical benefit premium cost up to the lowest single coverage Health Plan to out of state and out of coverage area retirees, subject to proof of coverage by a medical provider.
- 6.5 The District shall offer retirees and their eligible dependents all of the health, dental, and vision benefit plans provided to unit members at the District rate. Such coverage shall be supplementary to Medicare.
- 6.6 Employees who have been laid off shall be entitled to participate in District COBRA benefits.
- 6.7 Due to state tax implications regarding the implementations of the HSA-High Deductible Plan, the parties agree that for the duration of the current contract (July 1, 2015 through June 30, 2018), the district will pay a taxable stipend to each employee participating in that Plan by an amount equal to the amount paid in the calendar year by 9.3% based on the average teacher's salary for that year. In no event are the parties attempting to circumvent state tax laws.

For employees who turn 65 while still employed and are on the HSA-High Deductible Plan, the district will cover the premium cost for Kaiser High Plan 20 deductible or equivalent plan for single, plus 1 or family up to the cap of \$18,000 for health & welfare benefits. At plan open enrollment employees turning 65 within that plan year need to request a change in coverage.

**ARTICLE VII**  
**WORK YEAR AND HOURS OF EMPLOYMENT**

7.1 Calendar

The calendar shall be subject to negotiations.

7.2 Work Year

7.2.1 Beginning with the 2007-08 school year, the work year shall be 187 days including four (4) non-student workdays for planning, preparation, conferencing, meetings, and record keeping and three (3) staff development days to be decided upon by the faculty and site administrators.

7.2.1.2 Effective July 1, 2015, fifty (50%) percent of minimum days will be set aside for teacher planning, conferencing, record keeping, and this time will be left to the teacher's discretion. The other fifty (50%) percent can be used for all of the following listed above and any district business.

7.2.2 Staff Development is strongly encouraged for all staff members. Beginning with the 2007-08 school year, compensation for attending staff development training and/or coursework outside of the 187 day regular work year shall be at \$300 per day. All staff development opportunities must be pre-approved by a principal and the Superintendent and cannot exceed 10 days per school year. Teachers receiving a stipend from an outside agency for staff development attendance shall not be eligible to receive the SUSD compensation. Members that attend staff development workshops that are four hours or less will receive \$150 per day under the above stated conditions.

7.2.3 All teachers are expected to be accessible to students outside of class time both before and after school.

7.2.4 Recognizing that teachers are members of a profession, the terms of this agreement do not address specific hours of employment.

7.2.5 Beyond classroom instruction, the responsibilities of the certificated employee shall include activities which are traditionally part of the District or Site educational program. These activities are Back-to-School Night, Open House, and Staff or Faculty meetings.

7.2.6 In addition, other responsibilities which may vary from site to site are parent advisory groups, parent-teacher meetings, and graduation exercises. A voluntary program of supervision will be offered. This will consist of up to 350 hours of supervision at the high school and up to 100 hours of supervision at elementary/middle school sites. The rate of compensation will be the same as district substitute pay or one personal day (maximum of 5 per year) for every seven (7) hours of supervision or two (2) site overnights. Designated activities will be approved by the site and District administration.



7.2.6.1 A voluntary program of substituting for other teachers will be offered. Teachers who substitute for other teachers will be compensated at the same rate as the District substitute pay. The substituting teacher will receive two hours of substitute pay or two hours of compensated time off for every class period they substitute. There is a maximum of 1 period per day.

7.2.7 This administration may designate activity coordinators to address extra-curricular activity needs at the school sites. (See Exhibit A-4.)

7.2.8 Responsibilities above and beyond the instructional day shall be assigned by the principal after consultation with the employee. Such assignments shall be allocated on as equitable basis as possible.

7.2.9 The District will provide for a minimum of 45 minutes of preparation time each week for K-8 teachers. Additional time is contingent upon continued enrichment programs provide by the District's Parcel Tax.

### 7.3 High School Assigned Preparation Time

7.3.1 A preparation time shall be defined as follows: Each separately titled course taught in a semester shall be considered a preparation. Two or more sections of the same course title taught in the same semester shall be considered one (1) preparation.

7.3.2 Every effort shall be made to notify the teacher in a timely manner concerning their schedule, especially additions of preparations. After consultation with teachers, at the discretion of the high school principal, some unit members may be assigned extra, full or partial periods of preparation time. This determination shall be made after considering academic load, number of preparations, number of students, impact on other offerings and public relations. Under the semester system, no unit member shall be assigned more than a maximum of eight (8) separate preparations per year without additional compensation.

7.3.3 Annual financial compensation shall be as follows:

<u>Number of Preparations Per Year</u>	<u>Annual Compensation</u>
9	\$750
10	Additional \$ 750

There will be no compensation for a student load of 35 or less per semester.

### 7.4 Job Sharing

The Association and District Administration agree that job flexibility should be an option for unit members. Therefore, the opportunity for unit members to share a job assignment should be available at every site.

- 7.4.1 Job share applications for assignments for the following school year shall be filed with the District no later than March 15. Each application shall designate who are the proposed job share partners. The District shall approve or deny requests and notify, in writing, the applicants of its decision by the regularly scheduled April Board Meeting. If a request is denied, the applicants shall be notified of specific reasons for the denial. Notwithstanding other provisions of this Agreement, job-sharing unit members' wages, benefits, and paid leaves shall be prorated relative to the actual time worked.
- 7.4.2 Each job-sharing unit member who works at least fifty percent (50%) shall receive a salary schedule increment each year.
- 7.4.3 Upon request of the two participants, a job-sharing assignment may be renewed provided the participants notify the District prior to March 15. In the event the two participants fail to notify the District of their desire to continue the job-sharing assignment, or in the event the District does not approve the continuance of the assignment, the participants shall be returned to their previous status.
- 7.4.4 If a unit member on a regular contract is in a job-sharing assignment for more than one (1) year and elects to return to a full-time assignment, the unit member will be assigned to the first available full-time position for which he or she is properly credentialed and in conformance with the provisions of this Agreement.
- 7.4.5 The Association and District Administration further agree to the setting of criteria and the standard job share agreement checklist as listed below that will be used by the principal to determine the viability of a job-share team. Reduced or shared teaching assignment contract requests will be considered by the administration and evaluated in terms of their benefit to the District's educational program and the welfare of the students. The principal will have the right and responsibility to determine, based on the district-wide criteria, if a job-share team should continue each successive year.
- 7.4.6 For employees on reduced or shared contracts who chose a leave, refer to Article 10.3.

## 7.5 Job-Sharing Criteria

- 7.5.1 Job share participants must be compatible in terms of instructional strategies, classroom management, and educational philosophy. This must be clearly stated in a detailed, written proposal that will be presented to the principal.
- 7.5.2 Anyone wishing to propose a job share must make his/her written proposal no later than March 15.

- 7.5.3 Proposed job-share positions will be posted within the District prior to being advertised outside the District.
- 7.5.4 A job-sharing commitment must be for at least forty percent (40%) to continue prorated benefits.
- 7.5.5 Each job-share proposal/agreement will be evaluated by the partners and the principal.
- 7.5.6 While the Association and District Administration agree that no unit member will be required to work more than the percentage of days required by their contract, the following responsibilities must be addressed in the proposal/agreement:  
  
Staff meetings; Minimum days for staff development; Parent conferences, Back to School nights; and Teacher Work days.
- 7.5.7 The Association and District Administration will assist the participants to reach an agreement that is both educationally sound and equitable and in the best interests of students.

#### 7.6 Job Share Agreement Checklist

- 7.6.1 Written statement that covers compatibility in the areas of educational philosophy, instructional strategies, and classroom management.
- 7.6.2 Purpose of the job share and a description of how it would work.
- 7.6.3 A plan to address attendance at staff meetings, staff development activities, parent conferences, parent communication, Back to School Night, Open House, and two teacher work days.
- 7.6.4 The strengths that each participant brings to the partnership.
- 7.6.5 A plan to assess the effectiveness of the job share.

**ARTICLE VII**  
**CLASS SIZE**

8.1 Class sizes with the regular classroom teacher shall be within the following ranges:

K-3	9-30 pupils
4-8	15-35 pupils
9-12	5 - 35 pupils (Academic)
9-12	5 - 45 pupils (Non-Academic)

Should a class size exceed the above range, utilization of teacher aides shall be considered or such other assistance as agreed upon by the teacher and principal. Other factors to be considered by the teacher and administrator would be size of instructional space, class preparation, course content and teacher preparation requirements, teaching materials and supplies.

8.2 Grade Level Span

Multiple grade, self-contained classrooms of more than a two (2) grade level span shall be agreed upon by the teacher and principal. Should the grade level span exceed two (2) grade levels, utilization of teacher aides or other such assistance shall be considered.

**ARTICLE IX**  
**EMPLOYEE TRANSFERS**

9.1 Definition of Terms

- 9.1.1 A "transfer" is the movement of a unit member from one work site to another work site. The transfer may include a change in grades or subject area or programs as long as the move involves changing work sites.
- 9.1.2 A "reassignment" is the movement of a unit member from one subject area to another subject area, one grade level to another grade level, or from one program to another program within the same work site.
- 9.1.3 A "vacancy" is any position that does not have a unit member assigned to it. This includes any vacated, promotional, or newly created position.

9.2 Voluntary Transfer/Reassignment

- 9.2.1 A unit member may submit a request for transfer to the District at any time whether or not a vacancy exists. A unit member may also submit a request for a transfer subsequent to the posting of a vacancy notice pursuant to the posting procedure of this Article. A unit member may only transfer into a vacancy which is the same full-time equivalency (F.T.E.) that the unit member currently holds. Within seven (7) working days after notification of vacancies, employees desiring a transfer to a vacancy shall request such placements in writing, stating their reasons for transfer.
- 9.2.2 If two (2) or more unit members with state required credentials apply for a vacancy, the decision will be determined by the school administration based on the following unranked criteria: 1) benefit to the educational program resulting from the transfer; 2) length and nature of teaching experience; 3) job-related skills and competencies; and 4) personal and professional needs of the unit member. If all of the criteria are equal, seniority in the District shall be the deciding factor. If only one unit member applies the above language applies expect seniority is not applicable. Request for voluntary transfer does not guarantee assignment.
- 9.2.3 A transfer request shall not be denied arbitrarily, capriciously, or without basis in fact.
- 9.2.4 If a unit member's request for a voluntary transfer is denied, the unit member, upon request, shall be granted a meeting with the administrator who denied the request to discuss the reasons for the denial. Following the meeting, the unit member may request and shall receive written reasons for the denial.
- 9.2.5 If the unit member requests that his/her application for transfer be kept confidential, to the extent possible, such request shall be honored.

9.2.6 Unit members returning from leave shall be afforded all rights provided under this section.

### 9.3 Involuntary Transfer/Reassignments

9.3.1 There are times when it becomes necessary to move unit members from one District school to another District school because of enrollment, funding, or other compelling reasons. The wishes and qualifications of the unit member shall be considered. These include background and experience, staff compatibility, areas of expertise and commute. Final authority for transfer rests with the Superintendent who shall confer with those unit members involved in involuntary transfers/reassignments.

9.3.2 If a decrease in the number of pupils or the elimination of program(s) and/or funding occurs, and/or for other compelling reasons, the District shall seek volunteers prior to making any involuntary transfer/reassignment.

### 9.4 Vacancies

9.4.1 Upon knowledge of vacancies, the District shall deliver to the Association and post in all school buildings a list of all vacancies which occur during the school year and for the following school year. This list shall contain the following:

9.4.1.1 A closing date, which is at least five (5) working days following the posting date

9.4.1.2 A job description

9.4.1.3 Credentials and qualifications necessary to meet the requirements of the position.

9.4.1.4 No assignment to fill the vacancy shall be made until after the closing date.

9.4.1.5 No outside applicant shall be selected to fill a vacancy if there is a qualified unit member.

### 9.5 Seniority

9.5.1 Seniority is defined as the unit member's first date of paid service in a probationary position.

9.5.1.1 Unit members with the same initial date of service shall have their seniority number determined by criteria.

**ARTICLE X**  
**LEAVES**

10.1 Definitions

10.1.1 "Immediate family" shall mean the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, or any relative living in the immediate household of the employee.

10.2 Compensated Leaves

The following leaves shall be compensated:

Sick Leave or Medical Appointments  
Industrial Accident/Illness Leave  
Family Care and Medical Leave  
Bereavement Leave  
Sabbatical Leave  
Jury Duty/Witness Leave  
Association Leave  
Maternity/Paternity Leave  
Family Care Illness Leave

10.2.1 Sick Leave or Medical Appointments

10.2.1.1 Leave shall be granted to each unit member of the Shoreline Unified School District at the rate of ten (10) days per year for absence due to accident, illness, quarantine, or medical appointments. Part-time unit members shall be entitled to that portion of leave as the assignment bears to a full-time position. Employee emergency medical appointments or medical appointments which cannot be scheduled outside the normal teaching day may be covered under sick leave. The District may require a doctor's certification or other proof before allowing pay for absence due to illness, accident, quarantine, or medical appointment.

10.2.1.2 In addition to all sick leave entitlement a unit member may accumulate within the District, he/she shall also be entitled pursuant to state regulations to all unused sick leave which may have been accumulated while employed in a position requiring certification qualifications in another school district.

10.2.1.3 When a unit member's current year and accumulated sick leave days have been exhausted and the illness, accident or physical disablement, including pregnancy-related causes, require continued absence from the job as certified in writing by the unit member's physician the following shall apply regarding pay to the unit member:

For up to one hundred (100) continuous days, the unit member will be paid one of the following:

1. If a substitute is hired, the difference between the unit member's pay and the amount actually paid to a substitute; or
2. If no substitute is hired, the difference between the employee's pay and the amount that would have been paid a substitute; or
3. Fifty percent (50%) or the unit member's pay if it is greater than either of the above calculations.

10.2.1.4 Sick leave may be accumulated and counted toward retirement in compliance with S.T.R.S. regulations.

10.2.1.5 In case of absence due to illness or accident, unit members shall notify the Sub Service, their Principal or designee as soon as possible but not later than **7:00 A.M.** of the day sick leave commences.

The Sub Service, site principal or designee shall be notified of the intent not to return to work by **3:00 P.M.** on the day of the absence. If such notification is made, a substitute will be asked to report for work on the following day. If on the following day, both substitute and regular unit members report for duty, the substitute and not the regular unit member shall be paid for service.

## 10.2.2 Industrial Accident/Illness Leave

10.2.2.1 Section 44984 of the Education Code shall be supplemented as follows:

1. An industrial accident or illness means any injury or illness whose cause can be traced to the performance of assigned services for the District.
2. A unit member shall be entitled to such leave limited total of 60 work days.



3. The total of the unit member's temporary disability indemnity and the portion of salary due him/her during her/his absence shall equal her/his full salary.
4. A unit member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as she/he and his/her physician agree that there has been such a recovery.
5. The District's report of an industrial accident or illness shall be kept on file in the district office.
6. The benefits provided in this paragraph are in addition to sick leave benefits. Accordingly, the District shall not deduct accumulated sick leave from the sick leave allotment of a unit member who is absent as the result of an industrial accident or illness.

### 10.2.3 Family Care and Medical Leave

#### 10.2.3.1 Eligibility

1. All unit members who have served the district more than one continuous year shall be eligible to take unpaid family care and medical leave under the provisions of state and federal law. The District may deny family care and medical leave to part-time employees who worked fewer than 540 hours (by example, 3 hours x 180 days = 540 hours) during the previous year.
2. Family care and medical leave may be used for the following reasons:
  - a. Because of the birth of the employee's child and in order to care for the child.
  - b. Because of the placement of a child with the employee for foster care or in connection with the employee's adoption of the child.
  - c. In order to care for the employee's child, parent, spouse, or domestic partner with a serious health condition.
  - d. Because of the employee's own serious health condition which makes the employee unable to

perform the functions of his/her job, except for leave taken for disability on account of pregnancy, childbirth or related medical conditions.

3. As used in this Article, "family" includes all persons listed in section "10.1" of the Agreement definitions and "serious health condition" is any illness, injury, impairment, or physical or mental condition either involves inpatient care in a hospital, hospice, or residential health care facility, or involves continuing treatment or supervision by a health care provider.

#### 10.2.3.2 Benefits

1. Leave under this Article shall entitle the unit member to all economic benefits of employment, except for salary, on the same basis as if the unit member were not on leave.
2. Leave under this Article shall entitle the unit member to continued accrual of all "service related" rights of employment, including without limitation seniority, salary advancement, reemployment, and participation in optional benefit programs such as early retirement.
3. Leave under this Article shall run concurrent with other leave available to the unit member.
4. A unit member who while on leave under this Article gives notice of resignation or retirement, shall be deemed to have resigned or retired, as appropriate, on the next work-day following expiration of the leave.

#### 10.2.3.3 Procedure

##### Requests, Advance Notice and Certification

1. The unit member shall give the district at least 30 days' written advance notice of his/her need for family care and medical leave. If the unit member learns of the need for this leave fewer than 30 days in advance, he/she shall provide such notice as soon as practical.
2. If leave is needed for a planned medical treatment or supervision, the unit member shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of district operations. This scheduling shall be subject to the health care provider's approval.

3. When requesting family care and medical leave because of a serious health condition, the request shall be supported by a certification from the health care provider of the person requiring care.
4. This Certification shall include the following:
  - a. The date on which the serious health condition began
  - b. The probable duration of the condition
  - c. If the unit member is requesting leave to care for a child, spouse or parent who has a serious health condition, the health care provider's certification of both of the following:
    - 1) Estimated amount of time the health care provider believes the unit member needs to care for the child, parent or spouse.
    - 2) Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the child, parent, or spouse.
  - d. If the unit member is requesting leave because of his/her own serious health condition, the health care provider's certification that due to the serious health condition, the unit member is requesting leave because of his/her own serious health condition, the unit member is unable to perform the functions of his/her job.
5. The health care provider's certification need not identify the serious health condition involved. When the unit member is requesting leave because of his/her own serious health condition, this information may be included at the unit member's option.
6. If additional leave is needed when the time estimated by the health care provider expires, the district may require the unit member to provide recertification as specified above.
7. If the unit member is requesting leave for intermittent treatment or is requesting leave on a reduced leave schedule

for planned medical treatment, the certification must also state the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave.

8. If the district has a reason to doubt the validity of a certification that accompanies a request for leave, the district may challenge the certification and require the unit member to obtain at district expense, a second opinion from a district-approved health care practitioner. If the second opinion is contrary to the first, the district may require, again at district expense, that the unit member obtain a third medical opinion from a health care practitioner approved by the unit member and the district.

#### 10.2.3.4 Terms of Leave

- I. Family care and medical leave shall not exceed 12 work weeks during any 12 month period. This 12-month period shall coincide with the fiscal year.
2. Leave taken pursuant to the California Family Rights Act shall run concurrently with leave taken pursuant to the Federal Family and Medical Leave Act (FMLA), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions.
3. Leave taken for the birth or placement of a child must be concluded within one year of the birth or placement of the child. Such leave does not have to be taken in one continuous period of time. The basic minimum duration of the leave shall be two weeks. However, the district shall grant a request for leave of less than two weeks' duration on any two occasions.
4. If both parents of a child work for the District, their family care and medical leave related to the birth or placement of the child shall be limited to a total of twelve (12) weeks. During the period of family care and medical leave, the district shall require the employee to use his/her accrued time off and any other paid or unpaid time off negotiated with the district. Accrued sick leave shall be used when the purpose of the family care and medical leave is one for which sick leave may be taken pursuant to collective bargaining agreements and/or Board Policy.

### 10.2.3.5 Instructional Employees: Leaves Near the End of the Term

The District may require an instructional employee to continue taking a requested leave until the end of the term in any of the following situations:

1. If the instructional employee begins a leave of three (3) or more weeks' duration more than five (5) weeks before the end of a term and would subsequently return to work during the last three (3) weeks of the term.
2. If the instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than two (2) weeks' duration during the period that begins five (5) weeks before the end of the term and would subsequently return to work during the last two (2) weeks of the term.
3. If the instructional employee, for reasons other than his/her own serious health condition, begins a leave of more than five (5) days' duration during the period that begins three (3) weeks before the end of the term.

### 10.2.3.6 Intermittent/Reduced Work Schedule Leave

1. Leave related to the serious health condition of the unit member or his/her child, parent or spouse may be taken intermittently or on a reduced work schedule when medically necessary. In such a case, the District may limit leave increments to the shortest period of time that the payroll system uses to account for absences or use of leave. The unit member may also be required to transfer temporarily to a different job that has the equivalent pay and benefits but could better accommodate recurring periods of leave. The unit member must be qualified for the position, but the position does not need to have equivalent duties.
2. Transfer to an alternative position may include altering an existing job to better accommodate the unit member's need for intermittent leave or a reduced work schedule.

10.2.3.7 Maintenance of Benefits

1. During the period of family care and medical leave, the unit member shall continue to be entitled to participate in the district's medical, dental and vision plan.
2. If the unit member fails to return from leave after the leave period has expired for a reason other than the continuation, recurrence or onset of a serious health condition or other circumstances beyond the unit member's control, the unit member may be required to reimburse any health premiums paid by the District during the period of leave.
3. The unit member shall also continue to be entitled to participate in life, disability and accident insurance plans, pension and retirement plans, supplemental unemployment benefit plans, and/or any other unit member welfare benefit plan to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose.
4. In the absence of these conditions, the unit member shall continue to be entitled to participate in these plans and the District may, at its discretion, require the unit member to pay the premium for periods not covered by accrued leave.

10.2.3.8 Maintenance of Status

1. The unit member shall retain his/her employee status with the district during the leave period, and the leave shall not constitute a break in service for purposes of longevity or seniority under any employee benefit plan or collective bargaining agreement. For purposes of layoff, recall, promotion, job assignment and seniority-related benefits, the unit member returning from family care and medical leave shall return with no less seniority than he/she had when the leave began.

10.2.3.9 Reinstatement

1. Upon granting a unit member's request for family care and medical leave, the District shall guarantee to reinstate the unit member in the same or a comparable position when the leave ends.
2. The District may refuse to reinstate a unit member returning from leave to the same or a comparable position if all of the following apply:

- a. The unit member is a salaried "key employee" who is among those District employees who are employed within 75 miles of the unit member's work site.
  - b. The refusal is necessary to prevent substantial and grievous economic injury to District operations.
  - c. The District informs the unit member of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the unit member fails to immediately return to service.
3. A unit member who takes leave has no greater right to reinstatement than if he/she had been continuously employed during the leave period. If the District reduces its work force during the leave period and the unit member is laid off for legitimate reasons at that time, he/she is not entitled to reinstatement, provided the District has no continuing obligations under a collective bargaining agreement or otherwise.
4. If a unit member on leave under this Article determines to resign or return without returning to continuous active service, the unit member shall notify the District Office no later than 30 days prior to termination of leave, designating the last day of employment. Leave under this Article shall terminate without further notice to the District on the next work day following the day designated by the unit member as the last day of employment.
5. A unit member who while on leave under this Article provides a written notice of determination to resign or retire may rescind the resignation or retirement at any time up to and including the final day of employment, by providing to the District written notice of the unit member's revision of the unit member's prior notice of resignation or retirement.

#### 10.2.4 Bereavement Leave

- 10.2.4.1 A regular employee shall receive necessary leave of absence with full pay, not to exceed three (3) days, or five (5) days if more than 350 miles of one-way travel is required, in the event of the death of a member of the immediate family. The immediate family means the mother, father, step-mother, step-father, legal foster parents, grandmother, grandfather, or grandchild of the employee or the spouse of the employee, and the spouse, son, step-son, son-in-law,

daughter, step-daughters, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee or any relative living in the immediate household of the employee or of such other persons as the Superintendent may designate out of consideration of unusual circumstances and conditions. If needed, additional absence without loss of salary may be authorized by the Superintendent. If additional time is needed, the employee may use accrued comp time or request a leave of absence without pay. The Superintendent may or may not, in his/her discretion, grant a leave of absence without pay.

10.2.4.2 A three-day bereavement leave may be granted for each death described even though more than one death occurs simultaneously; such leave may be consecutive.

10.2.4.3 Additional absence not to exceed seven (7) days in any school year, needed in addition to that granted in 10.2.4.1, above, may be allowed under personal necessity leave.

#### 10.2.5 Personal Necessity Leave

10.2.5.1 During any school year, a unit member may use not more than seven (7) days of accumulated sick leave in the case of personal necessity for any of the following:

- a. Accident or illness involving the employee or a member of the employee's immediate family.
- b. Personal property emergencies such as flood, theft, or disaster to the property of the employee or spouse.
- c. Personal legal matters such as appearance in court as a litigant, or attorney appointments (that cannot be conducted after regular working hours or during vacation).
- d. Personal business such as arranging bank loans, closing escrow, IRS that cannot be conducted after regular working hours or during vacation.
- e. Beginning with the 2007-08 school year, four (4) days may be used as personal days, with no more than two (2) days used consecutively, unless it is signed off by the Principal and reviewed and approved by the Superintendent.

10.2.5.2 Prior approval shall be secured for requests for leave under "c" and "d", above and shall be made through the building principal to the District Office at least two (2) working days before the intended day(s) of absence.



10.2.5.3 The District may require verification for absences under items a, b, c and d.

#### 10.2.6 Sabbatical Leave

10.2.6.1 Any permanent certificated employee of the school District having rendered at least seven (7) consecutive years of service to the district, shall be eligible to apply for sabbatical leave for one (1) semester or one (1) school year. The unit member must file with the Board of Trustees a suitable bond indemnifying the school district for any salary paid the unit member during the sabbatical leave in the event said unit member fails to return to render two (2) full years of service in this District following the termination of the sabbatical leave, or in the event said unit member fails to carry out the program of study or the itinerary of the trip approved by the Superintendent and the Board of Trustees. Failure of a unit member to return and render service or to complete the schedule program of study or travel shall not result in a forfeiture of the bond when such failure is due to death, or certification by a physician that failure is due to death, or certification by a physician that failure was due to physical or mental disability. While on sabbatical leave, the salary paid the unit member shall be half of the current salary for a full year leave or the full current salary for half a year (semester) leave. The salary may be paid in the same manner and at the same time that the unit member would normally be paid were the unit member teaching in the District.

10.2.6.2 Applicants for sabbatical leave shall file with the District Office not later than January 31st for a full year's leave or for the next fall semester and not later than June 1st for the next spring semester. The application must be approved or denied by the Superintendent and the Board of Trustees at a regular Board of Trustees meeting. Sabbatical leaves may be granted for the following purposes:

Professional Study; and/or Travel

Applicants for sabbatical leave under this provision shall submit a statement of the proposed plan of study or itinerary. Said statement must be so planned as to evidence specific ways in which the leave will contribute to the improvement of the applicant's services with respect to the particular educational field in which the employee is engaged.

10.2.6.3 A detailed report shall be submitted to the Superintendent upon completion of professional study, approved travel, or combination of travel and study.

10.2.6.4 A unit member returning from sabbatical leave will progress on the salary schedule the same as if the unit member remained in active service.

10.2.6.5 The number of unit members on sabbatical leave during any one (1) year may exceed one (1) person from the District, when in the judgment of the governing board it is determined that such leave is educationally beneficial to the District program. Factors to be considered are: Relative merit of request, priority of application, recency and number of applicants.

#### 10.2.7 Jury Duty/Witness Leave

10.2.7.1 Unit members shall be granted leave, without loss of pay, to appear in court as a witness, other than as a litigant, or to respond to an official order from duly authorized government agencies, or to serve as a juror. Proof of service may be submitted to the District Office.

10.2.7.2 Any compensation, less any mileage expenses, received for appearance as a witness or from serving as a juror under this section shall be endorsed over to the District so that the unit member's compensation for any days of absence for the above purposes shall not be in excess of nor less than, her/his regular pay.

#### 10.2.8 Association Leave

Association representatives shall have a combined total of ten (10) days per year to participate in Association business. Requests for such leave shall be made to the Superintendent in writing by the Association President three (3) days prior to the intended absence. The Association will be pay the daily substitute pay rate. The District shall not be responsible for the Association cost related to the leave.

#### 10.2.9 Maternity/Paternity Leave

Effective July 1, 2014, unit members who have been granted Permanent Status and have worked at least 50% time per year shall be eligible for maternity/paternity leave which provides that at the end of the pregnancy disability leave; up to sixty (60) consecutive working days of additional leave shall be granted to a parent of a newly born child.

Pay for such additional leave shall be as follows:

10.2.9.1 Whether or not a substitute is employed, the unit member shall receive the difference between his/her per diem pay and Column 1, Step 1 per diem pay.

10.2.9.2 The duration of such pay will not span over more than one school year.

10.2.9.3 The unit member shall return and render two (2) full years of service to the District following such leave. Failure to render such service to the District will require the unit member to immediately pay back to District the amount received as pay for this additional leave.

#### 10.2.10 Family Care Illness Leave

A unit member may use his/her current and accrued sick leave to attend to an illness of a child, parent, domestic partner, or spouse of the unit member. Each calendar year the amount of such leave shall not exceed the amount of the sick leave the unit member would accrue during six months of employment. Such leave is in addition to that provided under Personal Necessity (Article 10.2.5).

### 10.3 Uncompensated Leaves

10.3.1 At the discretion of the Shoreline Unified School District Board of Trustees, a limited number of uncompensated leaves of absences may be granted. The provisions of this article will be consistently applied.

10.3.2 Application for such leave shall be requested in writing by February 15 and submitted to the District Superintendent and will be considered only for a full school year by April 15 of the school year preceding the year in which the leave is to be taken. In unusual or emergency situations, a request may be considered for the remainder of that school year.

10.3.3 Application for leave beyond one full school year shall be requested in writing and shall be submitted to the Superintendent by February 15 of the school year preceding the year in which the extended leave is to be taken.

10.3.4 When the reason for, or circumstances which require, an uncompensated leave is not known or anticipated by February 15, or is requested for part of a school year or semester, a written request accompanied by a statement of reasons for such leave may be considered if one or more of the following criteria is met:

10.3.4.1 A suitable replacement is available.

10.3.4.2 The leave request is based upon an unanticipated personal emergency.

10.3.4.3 The leave request will benefit the SUSD students and educational program.

10.3.5 Sick leave and employee benefits will not be granted for periods of uncompensated leaves of absence unless an exception is granted by the Board. If the leave is without benefits, the unit member will be eligible for District COBRA benefits.

**ARTICLE XI**  
**PROCEDURES FOR EVALUATION**

Note: For 2004-05 the parties agree to continue to pilot the new evaluation process that is aligned with the California Standards for the Teaching Profession. Any and all changes will be referred back to the negotiating teams for final negotiations before inclusion into the Agreement.

11.1 General Provisions

11.1.1 No later than October 15, of the year in which a formal evaluation is to take place, each administrator charged with evaluating personnel will confer with the evaluatee as to his/her objectives and anticipated educational techniques as prescribed in the California Education Code.

11.1.2 Permanent Certificated Employees covered by this Agreement shall be evaluated in writing by the immediate supervisor every other year no later than thirty (30) days prior to the last school day.

11.1.3 Probationary Certificated Employees covered by this Agreement shall be evaluated in writing by the immediate supervisor every year no later than thirty (30) days prior to the last school day.

11.1.4 Upon request of the evaluatee and/or evaluator an interim evaluation in writing will be completed no later than March 1st.

11.1.5 Permanent Certificated Employees covered by this Agreement may choose one of the Self-Directed Professional Growth Plans listed:

11.1.5.1 Peer Observation/Coaching

11.1.5.2 Self-directed Study/Research

11.1.5.3 Growth Portfolios

If the permanent employee so chooses, the traditional method can be used.  
*See Exhibit "C" for Certificated Evaluation forms.*

11.1.6 The performance of the evaluatee shall be measured against the goals and expectations referred to in "11.1" above, as reflected by the requirements of the law, District adopted Academic Standards, the Code of Ethics of the Teaching Profession, job description, and criteria enumerated on the evaluation form itself.

11.1.7 Any deficiencies cited by an evaluator must be accompanied by specific written recommendations for improvement.

11.1.8 The final written evaluation shall be signed by the evaluator and evaluatee. The evaluatee may attach dissenting comments to the evaluator's evaluation, and both shall be placed in the evaluatee's personnel file.

## 11.2 Self-Directed Professional Growth Plan for Permanent Teachers

### 11.2.1 Introduction

The self-directed evaluation process of the Shoreline Unified School District is based on these commonly held assumptions:

<b>TRUST</b>	Change in teacher performance occurs when teachers are empowered to direct their own evaluation
<b>AUTONOMY</b>	Each teacher is capable of increasingly self-directed behavior in relation to his/her own teaching.
<b>LEARNING</b>	A self-directed evaluation system should enhance and facilitate teacher learning which in turn supports student growth and development.
<b>PROFESSIONAL DEVELOPMENT CYCLE</b>	A self-directed evaluation system should enable teachers in different stages of their professional development, to identify their current learning needs.

### 11.2.2 Definition

The parties define a self-directed evaluation system as one that facilitates trust between staff and administration, supports teacher autonomy and learning which in turn will serve as a model for student autonomy and learning, and acknowledges the varying states of a teacher's professional development as they progress through their careers.

### 11.2.3 How it Works

The self-directed evaluation process begins in the fall. A teacher designs his/her goals and writes a plan to accomplish them prior to October 15. The teacher meets with the principal by October 15 to discuss implementation of the plan and to decide on check point dates. As the year proceeds, the plan may change or be updated with informal conferences. (See Attachment A).

## 11.2.4 Self-Directed Criteria and Format

### 11.2.4.1 Eligibility

Permanent Teacher

Optional process-teacher choice

### 11.2.4.2 Recommendation Regarding Evaluation based on this Format

Final approval rests with the administrator.

### 11.2.4.3 Focus on Self Directed Areas of Choice

Impact on student learning

Why am I interested?

What do I expect to accomplish?

What data, information or evidence will I collect to show progress?

What activities and actions will I use?

### 11.2.4.4 Areas of Choice and Description

#### 1. Peer Observation/Coaching (See Attachment B)

Trained teachers working voluntarily with other teachers whom they trust in exchanging observations. Observations are preceded by a session or sessions where feedback is modeled and practiced. Working compatibility, technical feedback, analysis of application, adaptation to students and facilitation are aspects of Peer Observation. The minimum number of required observations is three (3).

#### 2. Self-Directed Study/Research (See Attachment C)

Self-directed study/research involves critical thinking and problem solving directed toward classroom practices. Researchers will be able to link what he/she does with what a student learns with methods of assessment and data collection. Intensive research or training in an area that would have direct impact on that teacher's classroom environment. Some examples of work with a research project may include but are not limited to: literacy, portfolio development, and curricular areas.

3. Growth Portfolios (See Attachment D)

A collection of artifacts and documents that illustrate professional growth. Portfolios should provide current artifacts and evidences that serve the purpose of the portfolio: goals, curriculum, planning, learning experiences for students, evaluation of students' progress, and contributions to district and school.



**ARTICLE XII**  
**PEER ASSISTANCE AND REVIEW PRORAM**

12.1 Introduction

12.1.1 The Association and the District believe that all teachers should focus on continuous improvement in professional practice and that teachers can benefit from the assistance and review of colleagues. Therefore, the Association and the District have established a teacher Peer Assistance and Review program (PAR), making available the skills of exemplary teachers to help teachers develop as professionals. Peer assistance may be provided to first and second year teachers through the BTSA program, augmented as necessary with funds from PAR. Peer Assistance and Review will be provided to permanent teachers who volunteer for assistance or who are referred to the program because of an unsatisfactory evaluation.

12.2 Definitions

12.2.1 Participating Teacher: The three types of Participating Teachers are Referred, Volunteer and Beginning.

12.2.1.1 Referred Teacher is a permanent unit member who has received a final rating of unsatisfactory on the Final Evaluation Summary in the prior year. He/she shall be referred to the Joint Committee and required to participate in the PAR program.

12.2.1.2 Volunteer Teacher is any permanent classroom teacher who volunteers to participate in the program for the purpose of obtaining peer assistance to improve performance.

12.2.1.3 Beginning Teacher is a non-permanent teacher with less than two (2) full years of fully credentialed teaching.

12.2.2 Consulting Teacher is a tenured or retired exemplary teacher who provides assistance and review to teachers participating in the program. Priority will be given to current qualified district teachers. Every attempt will be made to match up teacher/consulting teacher at the same site.

12.3 Joint Committee

12.3.1 The Joint Committee serves as the governing board of the PAR Program.

12.3.2 A Joint Committee shall be established and will be composed of five (5) members three (3) classroom teachers and two (2) administrators.

12.3.2.1 The Association is responsible for holding an election for

classroom teachers to serve as Joint Committee members. One (1) classroom teacher shall be from the West Marin Elementary or Inverness Elementary School, one (1) from Tomales Elementary or Bodega Bay Elementary and one (1) from Tomales High School or Shoreline High School.

12.3.2.2 The Superintendent shall appoint the administrator joint committee members.

12.3.3 Committee members will participate in training to understand PAR and BTSA programs not to exceed one day.

12.3.4 The Joint Committee shall establish its meeting schedule and meet as needed. To hold meetings, a majority of the members must be present including at least one (1) teacher and one (1) administrator.

12.3.5 The Joint Committee shall be responsible for the following:

12.3.5.1 Adopt rules and operational procedures to effect the provisions of this program.

12.3.5.2 Receive necessary training to implement the PAR and BTSA program.

12.3.5.3 Select a PAR and BTSA Consulting Teachers pool by May 1 for the following year.

12.3.5.4 The selection process for Consulting Teacher shall include a letter of intent speaking to selection criteria (section 12.4) and reference(s).

12.3.5.5 Review the final report prepared by the Consulting Teacher and make written report to the District Board of Trustees regarding the Referred Teacher's progress in the PAR program. Only the panel's written report shall be made available for placement in the Referred Teacher's personnel file.

12.3.5.6 Review the written reports prepared by the Consulting Teacher relative to the results of the work with Volunteer Teachers.

12.3.6 Teacher members of the Joint Committee shall receive a stipend of \$250.00.

12.3.7 The Joint Committee shall make decisions by consensus of the entire body. If consensus can't be reached, the decision shall be made by a majority vote with all five (5) members voting. Consulting Teachers shall be chosen by majority vote.

12.3.8 All proceedings and materials related to evaluations, reports, and all personnel

matters shall be strictly confidential. Such confidential information may be disclosed only to Joint Committee, Referred Teacher, and Principal.

## 12.4 Consulting Teachers

12.4.1 Classroom teachers shall submit a letter of intent and reference(s) to become a Consulting Teacher no later than March 15 each year and shall meet the following qualifications:

- 12.4.1.1 Be a tenured or retired classroom teacher.
- 12.4.1.2 Possess substantial recent experience in classroom instruction of not less than four (4) years for both in-district and out-of-district applicants.
- 12.4.1.3 Selection criteria include but are not limited to the following:
  - (i.) Knowledge of teacher development;
  - (ii.) Knowledge of the state-adopted academic content and standards and performance levels for students, state-adopted curriculum frameworks, and the California Standards for the Teaching Profession;
  - (iii.) Willingness to participate in professional training to acquire the knowledge and skills needed to be an effective support provider;
  - (iv.) Willingness to engage in formative assessment processes, including non-evaluative, reflective conversations about formative assessment evidence with teachers;
  - (v.) Willingness to share instructional ideas and materials;
  - (vi.) Willingness to deepen understanding of cultural, ethnic, cognitive, linguistic, and gender diversity;
  - (vii.) Effective interpersonal and communication skills;
  - (viii.) Commitment to personal professional growth and learning; and
  - (ix.) Willingness and ability to be an excellent professional role model.
- 12.4.1.4 Commit to a formative assessment system program.
- 12.4.1.5 The Joint Committee may recommend or may direct that the Consulting Teachers take additional training.
- 12.4.1.6 The Consulting Teacher and Principal are expected to maintain a cooperative relationship in the PAR process.

12.4.2 Consulting Teacher shall be appointed for a two-year term **and** may reapply.

- 12.4.3 Consulting Teacher may be from another District and must meet the above criteria.
- 12.4.4 On an annual basis, no more than one (1) Referred Participating Teacher may be assigned to a Consulting Teacher who is a full-time teacher.
- 12.4.5 PAR Consulting Teachers shall prepare at least two (2) peer review reports and a final summary report per school year on the Referred Participating Teacher they assist. These reports shall contain a record of the events and observations which have occurred between Consulting Teacher and Referred Participating Teacher and shall not be evaluative. They shall be submitted to the Joint Committee, the principal of the Referred Participating Teacher and the Referred Participating Teacher and shall not be made available for placement in the personnel file.
- 12.4.6 Consulting Teachers assigned to work with Beginning Teachers shall be required to have attended, or to attend the full BTSA training program.
- 12.4.7 Stipends: The Consulting Teacher shall be paid a yearly stipend based on the following assignments (See Exhibit A-4).

Stipends are based on full year participation of staff, with the exception of working with Volunteer Participating Teachers, which is based on one semester. If staff participates for less than full term, stipends will be prorated.

- 12.4.8 The Joint Committee and the Consulting Teacher shall mutually determine the Consulting Teacher's maximum caseload subject to the following:

- 12.4.9 Maximum Caseloads for Consulting Teachers:

2 Beginning Volunteer Teachers or 1 Referred Teacher

## 12.5 Referred Teacher

- 12.5.1 The Referred teacher shall be provided:

- 12.5.1.1 Multiple PAR Consulting Teacher observations during classroom instruction.
- 12.5.1.2 Reasonable training and other support as needed to assist improvement in teaching skills and knowledge.
- 12.5.1.3 Performance goals for Referred Teachers in writing, clearly stated, aligned with pupil learning and consistent with Education Code section 44662 (Stull Bill provision).

12.5.1.4 The right to submit a written response within ten (10) days and have it attached to any report by the Consulting Teacher and/or Joint Committee.

12.5.1.5 The right to request a meeting with the Joint Committee with the right to have representation.

## 12.6 Beginning Teacher Volunteer Participating Teacher

12.6.1 All Beginning Teachers shall participate in the BTSA program as a condition of employment with the district.

12.6.2 The Joint Committee shall determine the number of Volunteer Teachers admitted into the program each year.

12.6.2.1 Participation in the PAR program for Volunteer Participating Teachers shall be for a minimum term of one full semester.

12.6.2.2 Voluntary Teachers shall work with Consulting Teachers to prepare goals and objectives relative to the overall improvement of instructional effectiveness and / or teaching methodologies. These shall be presented to the Joint Committee at the beginning of the PAR process for their review and approval. For purposes of the Volunteer Teacher, reports shall be limited to the assistance log.

## 12.7 Summary

12.7.1 The program should be designed so that participants shall expect and are strongly encouraged to have a cooperative relationship between the Consulting Teacher and the principal/evaluator with respect to the process of PAR. The Principal shall retain the responsibilities for evaluation pursuant to Article 9.

12.7.2 The Association and the District shall jointly monitor the development and implementation of this program.

12.7.3 This article shall be in compliance with the Education Code requirements regarding Peer Assistance and Review. Based upon legislative modification or deletion of the PAR program, the Association and the District agree to negotiate the effects of these actions.

**ARTICLE XIII**  
**COMPLAINT PROCEDURE**

13.1 In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage.

13.2 No negative and/or unsatisfactory evaluation, assignment, discipline, dismissal, or other adverse action shall be predicated upon complaints which have been received by the District from parents and/or guardians, unless the following procedures have been followed:

13.2.1 Complaints concerning unit members should be made directly by the complainant to the unit members against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the unit member personally.

13.2.2 If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the school principal or immediate supervisor. A copy of the complaint shall be given the unit member within five (5) days of receipt. When necessary the administrative staff shall inform the complainant that they can seek assistance, if he/she is unable to prepare the written complaint without help.

A written complaint must include the name of each unit member involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the unit member involved and the failure to resolve the matter.

The principal or immediate supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. A resolution meeting shall be held with the complainant, the unit member, and the immediate supervisor. If the complainant is unable or refuses to attend the meeting the principal shall take whatever steps are necessary to resolve the complaint. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.

13.2.3 If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report, and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent's or designee's decision as final. However, the complainant, the unit member, or the Superintendent may ask to address the Governing Board regarding the complaint in accordance with Section 4 below.

- 13.2.4 Complaints concerning a unit member shall be addressed in a closed session of the Board unless the unit member requests that the issue be addressed in open session. No party to a complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent's or designee's written report concerning the complaint. The Superintendent's or designee's report shall contain, but not be limited to :
- 13.2.4.1 The name of each unit member involved.
  - 13.2.4.2 A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the unit member(s) as to the precise nature of the complaint and to allow the unit member(s) to prepare a defense.
  - 13.2.4.3 A copy of the signed original complaint.
  - 13.2.4.4 A summary of the action taken by the Superintendent or designee, with his/her specific finding that disposition of the case at the Superintendent's level has not been possible and the reasons why.
- 13.2.5 All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting, in accordance with Section 4 above, for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue.
- 13.2.6 The decision of the Board following the hearing shall be final.
- 13.2.7 Complaints which are withdrawn, shown to be false, or are not sustained by the grievance procedure shall neither be placed in the unit member's personnel file nor utilized in any evaluation, assignment, or disciplinary nor dismissal action against the unit member.
- 13.2.8 All parties and the complainant shall use their best effort to keep all information or proceedings regarding any complaint confidential.

**ARTICLE XIV**  
**GRIEVANCE**

14.1 Definitions

14.1.1 A "grievance" is an allegation by one or more bargaining unit members or by the local Association on behalf of a unit member that there has been a violation, misinterpretation or misapplication of a provision of this Agreement.

14.1.2 A "grievant" is a bargaining unit member or the Association of the District covered by the terms of this Agreement with an alleged grievance.

14.1.3 A "day" is any day in which the District Office is open for business.

14.2 Informal Level

14.2.1 Before filing a formal grievance, the grievant shall attempt to resolve it by an informal conference with his/her immediate supervisor.

14.2.2 If the grievance is not resolved through informal conference, the grievant may request the assistance of an Association Representative to attempt an informal resolution of the grievance with the immediate supervisor and the grievant.

14.2.3 A grievant who so desires may meet with an Association Representative to assist the grievant in proceeding to the Formal Level.

14.3 Formal Level I

14.3.1 If the grievance is not resolved to the satisfaction of the grievant at the Informal Level, a formal grievance may be filed by the grievant within ten (10) days of the informal conference meeting. The grievant must present the grievance in writing on the form prescribed by the District (Exhibit B) to the immediate supervisor.

14.3.2 This statement shall be a clear, concise statement of the grievance, the specific section of the Agreement allegedly violated, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

14.3.3 The immediate supervisor shall meet with the aggrieved party and/or designated Association representative, and respond in writing as soon as possible but not to exceed fifteen (15) days from presentation of the written grievance. Failure by the grievant to appeal a decision within ten (10) days shall be deemed acceptance of the decision. Failure by the immediate supervisor to communicate the decision within the specified time limit shall permit the grievant to appeal to the next level without the written decision.



14.4 Level II

- 14.4.1 In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision on the form prescribed by the District to the Superintendent, or designee, within ten (10) days after receiving a decision from Level I or if no decision ten (10) days from when the decision should have been made.
- 14.4.2 This statement shall include a copy of the original grievance and appeal, the decision rendered, and a clear, concise statement of the reasons for the appeal.
- 14.4.3 The Superintendent, or designee, shall meet with the grievant and shall communicate a decision, in writing to the grievant as soon as possible, but not to exceed fifteen (15) days after receiving the appeal. Failure by the grievant to appeal a decision within the specified time limits shall be deemed an acceptance of the decision. Failure by the Superintendent to communicate a decision within the specified time limits shall permit the grievant to appeal to the next level without a written decision.

14.5 Level III

- 14.5.1 The aggrieved party and/or the Association may appeal the Level II decision to Mediation by completing the prescribed form and submitting it to the Superintendent within ten (10) days after receipt of the decision from the Superintendent or designee.
- 14.5.2 Within five (5) days following the appeal, the Association shall so notify the California State Mediation and Conciliation Service. CSMCS shall appoint a mediator who shall schedule a mediation conference at the earliest possible date. Mediation conferences shall take place at a mutually convenient location and time.
- 14.5.3 Each party shall designate its representatives for the mediation conference. There shall be one (1) person from each party designated as spokesperson for that party at the mediation conference.
- 14.5.4 The mediator shall assist the parties in resolving the grievance. The mediator shall have the authority to meet separately with either party, but shall not have the authority to compel the resolution of the grievance. If, after due diligence, not to exceed twenty (20) days, the mediator concludes resolution is not possible, the mediator shall notify both parties in writing. The cost, if any, of the mediator shall be borne by the District.

#### 14.6 Level IV

14.6.1 If the grievance is not resolved at the mediation level (Level III), the grievant may, with the concurrence of the Association request arbitration of the dispute. The request shall be made by written notice to the Superintendent within ten ( 10) days of the receipt of notice by the mediator that resolution is not possible and shall contain the same information as set forth in Level II.

14.6.2 After hearing the evidence, the arbitrator shall submit his/her findings and conclusions to the Association and Superintendent. The decision of the arbitrator will be final and binding upon the parties.

14.6.3 The fees and expenses of the arbitrator and a court reporter, if required by the arbitrator, shall be shared equally between the District and the Association.

#### 14.7 Miscellaneous

14.7.1 The time limits may be extended by mutual agreement.

14.7.2 No punitive actions will be taken by the Superintendent or by any member or representative of the administration or the Board against any grievant, any party in interest, any member of the Association or any other participant in the grievance procedure by reason of such participation.

14.7.3 Until final disposition of a grievance is accomplished, the grievant is required to conform to the original direction of the immediate supervisor.

14.7.4 When it is necessary for a representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the day, he/she will, upon notice to the Principal or immediate supervisor by the President of the Association, be released without loss of pay in order to permit participation in the foregoing activities. Any unit member who is requested to appear in such investigations, meetings or hearings as a witness will be given an appropriate amount of time without loss of pay

**ARTICLE XV**  
**PRE-RETIREMENT PART-TIME EMPLOYMENT**

- 15.1 A certificated employee may be allowed to work on a part-time basis without losing retirement benefits under the following conditions:
- 15.1.1 The employee shall have his or her retirement allowance, as well as other health and welfare benefits to which the employee is entitled, based upon the compensation that the employee would have received if he or she had been employed on a full-time basis.
  - 15.1.2 The option to reduce the employee's workload shall be exercised at the request of the employee subject to approval by the Board of Trustees and may be revoked only with the mutual consent of the Board of Trustees and the employee.
  - 15.1.3 Pre-retirement part time employment requests will be considered by the administration and evaluated in terms of their benefit to the District's educational program and the welfare of the students.
  - 15.1.4 Prior to employment as an employee on a pre-retirement part time assignment, the employee and the administration will mutually agree in writing on actual time spent at school and other extra-curricular duties and activities on a pro-rata share.
  - 15.1.5 The employee shall have been employed full time to perform creditable service for at least ten (10) years including five (5) years of full time employment immediately preceding the reduction in workload.
  - 15.1.6 The employee shall not have had a break in service during the five (5) years immediately preceding the reduction in workload. Sabbaticals and other approved leaves of absence shall not constitute a break in service. However, time on a sabbatical or other approved leave of absence shall not be used in computing the five (5) year full-time requirement.
  - 15.1.7 The employee shall have reached the age of 55 years prior to the reduction in workload.
  - 15.1.8 The period of the reduced workload shall not exceed ten (10) years.
  - 15.1.9 The reduced workload shall be equal to not less than one-half of the full-time equivalent required by the employee's contract of employment during his or her final year of full-time employment.
  - 15.1.10 The employee shall be paid compensation that is the pro rata share of the compensation the employee would have earned had the employee not opted to reduce his or her workload.

15.1.11 Both the employee and District shall contribute to the STRS the amount that would have been contributed had the employee remained full-time.

The Superintendent or designee shall verify the employee's eligibility prior to the reduction of an employee's workload. This shall be done in conjunction with the administrative staff of STRS, in accordance with the law.


ARTICLE XVI  
COMPLETION OF AGREEMENT


- 161 If the Public Employment Relations Board determines that other items within the Association's initial proposal are within the scope of representation as set forth in Government Code Section 3543.2, the parties shall reopen negotiations on such items and incorporate the agreement reached on such items into this Agreement.
- 162 The District shall establish no new policies falling within the scope of negotiations, but not covered under this Agreement, without consulting with the certificated exclusive representative.
- 163 This is a three (3) year closed agreement (2018-19, 2019-20, and 2020-21).

This contract is subject to revision at any time during the school year as mutually agreed upon by the Shoreline Unified School District and Shoreline Education Association.

SHORELINE UNIFIED SCHOOL DISTRICT

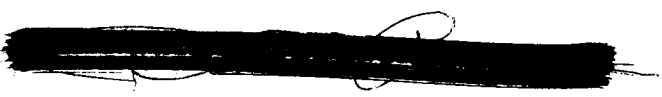
SHORELINE EDUCATION ASSOCIATION  
Chapter of California Teachers Association/  
National Education Association

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
President, Shoreline Education Association

1/24/2020  
Date

1/24/2020  
Date

  
1/24/2020

**Shoreline Unified School District  
Certificated Salary Schedule 2018-19**

COLUMN	I	II	III	IV
	BA + 30	BA + 45	BA + 60 MA + 15	BA + 75 MA + 30
STEP				
1	54,789.82	56,709.74	58,629.66	60,550.61
2	56,519.19	58,442.20	60,359.03	62,281.01
3	58,252.68	60,171.57	62,090.46	64,014.50
4	59,983.08	61,904.03	63,822.92	65,742.84
5	63,446.97	65,365.86	67,284.75	69,206.73
6	65,365.86	67,284.75	69,206.73	71,126.65
7	67,284.75	69,206.73	71,126.65	73,043.48
8	69,206.73	71,126.65	73,043.48	74,965.46
9	71,126.65	73,043.48	74,965.46	76,881.26
10	74,965.46	76,881.26	78,800.15	80,725.22
11	76,881.26	78,800.15	80,725.22	82,643.08
12	78,800.15	80,725.22	82,643.08	84,563.00
13	80,725.22	82,643.08	84,563.00	86,481.89
14	82,643.08	84,563.00	86,481.89	88,401.81
15	84,563.00	86,481.89	88,401.81	90,319.67
16	86,481.89	88,401.81	90,319.67	92,241.65
17	88,401.81	90,319.67	92,241.65	94,159.51
18	90,319.67	92,241.65	94,159.51	96,913.73
19	92,241.65	94,159.51	97,691.38	99,666.92
20	94,010.16	95,883.73	98,259.94	104,945.67
Masters/PhD Stipend	\$1,250 00			

Approved by the Board: April 18, 2019

**SHORELINE UNIFIED SCHOOL DISTRICT  
CERTIFICATED SALARY SCHEDULE 2019-20**

COLUMN	I	II	III	IV
	BA + 30	BA + 45	BA + 60 MA + 15	BA + 75 MA + 30
STEP				
1	56,434	58,411	60,389	62,367
2	58,215	60,195	62,170	64,149
3	60,000	61,977	63,953	65,935
4	61,783	63,761	65,738	67,715
5	65,350	67,327	69,303	71,283
6	67,327	69,303	71,283	73,260
7	69,303	71,283	73,260	75,235
8	71,283	73,260	75,235	77,214
9	73,260	75,235	77,214	79,188
10	77,214	79,188	81,164	83,147
11	79,188	81,164	83,147	85,122
12	81,164	83,147	85,122	87,100
13	83,147	85,122	87,100	89,076
14	85,122	87,100	89,076	91,054
15	87,100	89,076	91,054	93,029
16	89,076	91,054	93,029	95,009
17	91,054	93,029	95,009	96,984
18	93,029	95,009	96,984	99,821
19	95,009	96,984	100,622	102,657
20	96,830	98,760	101,208	108,094

3.00% COLA effective July 1, 2019

Masters/PhD Stipend

\$1,250.00/year

Approved by Board:

May 16, 2019

**SHORELINE UNIFIED SCHOOL DISTRICT  
CERTIFICATED SALARY SCHEDULE 2020-21**

COLUMN	I BA + 30	II BA + 45	III BA + 60 MA + 15	IV BA + 75 MA + 30
STEP				
1	58,127	60,163	62,200	64,238
2	58,215	60,195	62,170	64,149
3	60,000	61,977	63,953	65,935
4	61,783	63,761	65,738	67,715
5	65,350	67,327	69,303	71,283
6	67,327	69,303	71,283	73,260
7	69,303	71,283	73,260	75,235
8	71,283	73,260	75,235	77,214
9	73,260	75,235	77,214	79,188
10	77,214	79,188	81,164	83,147
11	79,188	81,164	83,147	85,122
12	81,164	83,147	85,122	87,100
13	83,147	85,122	87,100	89,076
14	85,122	87,100	89,076	91,054
15	87,100	89,076	91,054	93,029
16	89,076	91,054	93,029	95,009
17	91,054	93,029	95,009	96,984
18	93,029	95,009	96,984	99,821
19	95,009	96,984	100,622	102,657
20	96,830	98,760	101,208	108,094

3.00% COLA effective July 1, 2020  
Approved by Board: May 16, 2019

Masters/PhD Stipend

\$1,250.00/year



Exhibit A-4  
Extracurricular Stipends

	2018-19 3% COLA	2019-20 3% COLA	2020-21 3% COLA
<b>High School</b>			
<b>Athletics</b>			
• Athletic Director	6686	6886	7093
• Coach Stipends Football, Volleyball, Soccer, Basketball, Baseball, & Softball			
○ Head Varsity Coach	3343	3444	3547
○ Asst. Varsity Coach	2280	2349	2419
○ Head JV Coach	2482	2557	2633
○ Asst. JV Coach	2280	2349	2419
• <b>Coach Stipends</b> Head Tennis, Asst. Varsity Tennis, Golf, Cheerleading (per season), Cross Country	2280	2349	2419
<b>Activities</b>			
• Activities Coordinator	3646	3756	3868
○ Drama, per production	1628	1677	1728
○ Band, per semester	1140	1174	1210
○ Mock Trial Coach	380	391	403
○ Yearbook	2302	2371	2442
○ Shoreline Comm. Mentor	5150	5305	5,464
<b>All Schools</b>			
• Teacher in Charge			
○ BBS	2280	2349	2419
○ TES	2280	2349	2419
○ WMS	2280	2349	2419
○ INV	2280	2349	2419
○ <b>THS</b>	<b>2850</b>	<b>2936</b>	<b>3024</b>
<b>BTSA</b>			
○ Consulting Teacher	2060	2121	2185
<b>PAR Committee</b>			
○ Committee Member	258	265	273
○ Volunteer Participant (per semester)	1030	1061	1093
<b>Elementary Schools</b>			
<b>Athletics</b>			
○ <b>Flag Football</b>	<b>1360</b>	<b>1400</b>	<b>1442</b>
○ <b>Cross Country</b>	<b>1133</b>	<b>1167</b>	<b>1202</b>

Exhibit A-4  
Extracurricular Stipends

○ <i>Track and Field</i>	<b>1133</b>	<b>1167</b>	<b>1202</b>
○ <i>Intramurals (per semester)</i>	<b>1133</b>	<b>1167</b>	<b>1202</b>
<b>Activities</b>			
○ <i>Student Council</i>	<b>1800</b>	<b>1854</b>	<b>1910</b>
○ <i>Yearbook</i>	<b>1125</b>	<b>1159</b>	<b>1194</b>

**Grant Funded (Not subject to annual Cost of Living Increases)**

<i>P3 Facilitator* (TES &amp; WMS)</i>	<b>7000</b>	<b>7000</b>	<b>7000</b>

**\*Marin Community Foundation P3 Grant**

Approved by Board: November 21, 2019

SHORELINE UNIFIED SCHOOL DISTRICT  
 CERTIFICATED HEALTH BENEFITS  
 Rates effective October 1, 2019 - September 30, 2020  
 REVISED 8/27/2019

HIGH DEDUCTIBLE PLANS	MONTHLY PREMIUM		H.S.A. CONTRIBUTION		MONTHLY DEDUCTIBLE		100%		80%		60%					
	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1				
KAISER \$20/\$10/10K, AFTER DEDUCTIBLE, CHIRO (Plan # 604848-0156)	\$ 493.00	\$ 1,500.00	\$ 618.00	\$ 493.00	\$ 591.60	\$ -	\$ 394.40	\$ 1,200.00	\$ 98.60	\$ 473.28	\$ 118.32	\$ 295.80	\$ 900.00	\$ 197.20	\$ 354.96	\$ 236.64
Emp+1	\$ 1,054.00	\$ 3,000.00	\$ 1,304.00	\$ 1,054.00	\$ 1,264.80	\$ -	\$ 843.20	\$ 2,400.00	\$ 210.80	\$ 1,011.84	\$ 252.96	\$ 632.40	\$ 1,800.00	\$ 421.60	\$ 758.88	\$ 505.92
Emp+2am	\$ 1,450.00	\$ 3,000.00	\$ 1,353.33	\$ 1,116.67	\$ 1,600.00	\$ 140.00	\$ 1,066.67	\$ 2,400.00	\$ 383.33	\$ 1,280.00	\$ 460.00	\$ 800.00	\$ 1,800.00	\$ 650.00	\$ 960.00	\$ 780.00
BLUE SHIELD \$1000/\$5,000 (Plan # 733610P041000)	\$ 516.00	\$ -	\$ 618.00	\$ 516.00	\$ 619.20	\$ -	\$ 494.40	\$ -	\$ 21.60	\$ 593.28	\$ 25.92	\$ 370.80	\$ -	\$ 145.20	\$ 444.96	\$ 174.24
Emp+1	\$ 1,135.00	\$ -	\$ 1,304.00	\$ 1,135.00	\$ 1,362.00	\$ -	\$ 1,043.20	\$ -	\$ 91.80	\$ 1,251.84	\$ 110.16	\$ 782.40	\$ -	\$ 352.60	\$ 938.88	\$ 423.12
Emp+2am	\$ 1,599.00	\$ -	\$ 1,583.33	\$ 1,583.33	\$ 1,567.50	\$ 18.80	\$ 1,266.67	\$ -	\$ 332.33	\$ 1,500.00	\$ 398.80	\$ 950.00	\$ -	\$ 649.00	\$ 1,140.00	\$ 778.80

HIGH OPTION	MONTHLY PREMIUM		H.S.A. CONTRIBUTION		MONTHLY DEDUCTIBLE		100%		80%		60%					
	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1				
KAISER \$20/\$10/\$500, CHIRO PACKAGE 2 (Plan # 604848-0154)	\$ 711.00	\$ 2,166.00	\$ 618.00	\$ 493.00	\$ 591.60	\$ 183.60	\$ 494.40	\$ 276.60	\$ 93.28	\$ 331.92	\$ 370.80	\$ 400.20	\$ 444.96	\$ 480.24	\$ 1,038.72	\$ 1,579.20
Emp+1	\$ 1,648.00	\$ 4,900.00	\$ 1,304.00	\$ 1,054.00	\$ 1,264.80	\$ 412.80	\$ 1,043.20	\$ 604.80	\$ 1,251.84	\$ 725.76	\$ 865.60	\$ 938.88	\$ 1,006.60	\$ 1,207.92	\$ 1,406.88	\$ 1,846.80
Emp+2am	\$ 2,266.00	\$ 6,600.00	\$ 1,583.33	\$ 1,286.67	\$ 1,900.00	\$ 819.20	\$ 1,266.67	\$ 999.33	\$ 1,520.00	\$ 1,199.20	\$ 950.00	\$ 1,316.00	\$ 1,400.00	\$ 1,579.20	\$ 1,846.80	\$ 2,489.40
BLUE SHIELD 100K PLAN B \$20/\$7100K (Plan # 733610P0311000)	\$ 844.00	\$ -	\$ 618.00	\$ 516.00	\$ 741.60	\$ 271.20	\$ 494.40	\$ 348.60	\$ 593.28	\$ 419.52	\$ 370.80	\$ 473.20	\$ 444.96	\$ 567.84	\$ 1,207.92	\$ 1,846.80
Emp+1	\$ 1,789.00	\$ -	\$ 1,304.00	\$ 1,054.00	\$ 1,564.80	\$ 583.20	\$ 1,043.20	\$ 745.80	\$ 1,251.84	\$ 894.96	\$ 782.40	\$ 1,006.60	\$ 938.88	\$ 1,207.92	\$ 1,406.88	\$ 1,846.80
Emp+2am	\$ 2,489.00	\$ -	\$ 1,583.33	\$ 1,583.33	\$ 1,567.50	\$ 1,086.80	\$ 1,266.67	\$ 1,222.33	\$ 1,520.00	\$ 1,466.80	\$ 950.00	\$ 1,539.00	\$ 1,400.00	\$ 1,579.20	\$ 1,846.80	\$ 2,489.40

MID OPTION	MONTHLY PREMIUM		H.S.A. CONTRIBUTION		MONTHLY DEDUCTIBLE		100%		80%		60%					
	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1				
KAISER DHMO \$20/\$10/10K, AFTER DEDUCTIBLE, CHIRO (Plan # 604848-0153)	\$ 669.00	\$ 1,430.00	\$ 618.00	\$ 516.00	\$ 741.60	\$ 61.20	\$ 494.40	\$ 174.60	\$ 593.28	\$ 209.52	\$ 370.80	\$ 298.20	\$ 444.96	\$ 357.84	\$ 777.12	\$ 1,219.20
Emp+1	\$ 1,966.00	\$ 5,500.00	\$ 1,304.00	\$ 1,054.00	\$ 1,264.80	\$ 151.20	\$ 1,043.20	\$ 386.80	\$ 1,251.84	\$ 464.16	\$ 782.40	\$ 647.60	\$ 938.88	\$ 1,016.00	\$ 1,140.00	\$ 1,219.20
Emp+2am	\$ 2,266.00	\$ 6,600.00	\$ 1,583.33	\$ 1,583.33	\$ 1,900.00	\$ 459.20	\$ 1,266.67	\$ 699.33	\$ 1,520.00	\$ 839.20	\$ 950.00	\$ 1,316.00	\$ 1,400.00	\$ 1,579.20	\$ 1,846.80	\$ 2,489.40
BLUE SHIELD 90% PLAN E \$20/\$7500K (Plan # 733610P021000)	\$ 771.00	\$ -	\$ 618.00	\$ 516.00	\$ 741.60	\$ 183.60	\$ 494.40	\$ 276.60	\$ 93.28	\$ 331.92	\$ 370.80	\$ 400.20	\$ 444.96	\$ 480.24	\$ 1,038.72	\$ 1,579.20
Emp+1	\$ 1,627.00	\$ -	\$ 1,304.00	\$ 1,054.00	\$ 1,564.80	\$ 387.60	\$ 1,043.20	\$ 583.80	\$ 1,251.84	\$ 700.56	\$ 782.40	\$ 844.60	\$ 938.88	\$ 1,013.52	\$ 1,140.00	\$ 1,219.20
Emp+2am	\$ 2,266.00	\$ -	\$ 1,583.33	\$ 1,583.33	\$ 1,900.00	\$ 813.20	\$ 1,266.67	\$ 994.33	\$ 1,520.00	\$ 1,199.20	\$ 950.00	\$ 1,311.00	\$ 1,400.00	\$ 1,573.20	\$ 1,846.80	\$ 2,489.40
BLUE SHIELD 80% PLAN G \$30/\$5180K (Plan # 733610P031000)	\$ 681.00	\$ 1,438.00	\$ 618.00	\$ 516.00	\$ 741.60	\$ 75.60	\$ 494.40	\$ 186.60	\$ 593.28	\$ 223.92	\$ 370.80	\$ 310.20	\$ 444.96	\$ 372.24	\$ 786.72	\$ 1,257.60
Emp+1	\$ 1,998.00	\$ 5,500.00	\$ 1,304.00	\$ 1,054.00	\$ 1,564.80	\$ 160.80	\$ 1,043.20	\$ 394.80	\$ 1,251.84	\$ 473.76	\$ 782.40	\$ 655.60	\$ 938.88	\$ 1,048.00	\$ 1,140.00	\$ 1,257.60
Emp+2am	\$ 2,489.00	\$ 7,300.00	\$ 1,583.33	\$ 1,583.33	\$ 1,900.00	\$ 497.60	\$ 1,266.67	\$ 731.33	\$ 1,520.00	\$ 877.60	\$ 950.00	\$ 1,048.00	\$ 1,140.00	\$ 1,257.60	\$ 1,406.88	\$ 1,846.80

DENTAL DENTAL	MONTHLY PREMIUM		H.S.A. CONTRIBUTION		MONTHLY DEDUCTIBLE		100%		85%		75%	
	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1	Employee	Emp+1
Employee	\$ 62.38	\$ 62.38	\$ -	\$ 74.86	\$ -	\$ 53.02	\$ 63.63	\$ 11.23	\$ 46.79	\$ 15.60	\$ 56.14	\$ 18.71
Emp+1	\$ 113.01	\$ 62.38	\$ 50.63	\$ 74.86	\$ 60.76	\$ 53.02	\$ 59.99	\$ 63.63	\$ 71.98	\$ 66.23	\$ 56.14	\$ 79.47
Emp+2am	\$ 182.45	\$ 62.38	\$ 100.07	\$ 74.86	\$ 120.08	\$ 53.02	\$ 109.43	\$ 63.63	\$ 131.31	\$ 115.67	\$ 56.14	\$ 138.80
VISION	\$ 12.09	\$ 12.09	\$ -	\$ 14.51	\$ -	\$ 10.28	\$ 1.81	\$ 12.33	\$ 9.07	\$ 3.02	\$ 10.88	\$ 3.63
Emp+1	\$ 22.46	\$ 12.09	\$ 10.37	\$ 14.51	\$ 12.44	\$ 10.28	\$ 12.18	\$ 12.33	\$ 14.62	\$ 9.07	\$ 13.39	\$ 16.07
Emp+2am	\$ 34.59	\$ 12.09	\$ 22.50	\$ 14.51	\$ 27.00	\$ 14.51	\$ 29.18	\$ 12.33	\$ 29.18	\$ 25.52	\$ 10.88	\$ 30.63
LIFE INSURANCE	\$ 4.00	\$ 4.00	\$ -	\$ 4.00	\$ -	\$ 4.00	\$ -	\$ 4.00	\$ -	\$ 4.00	\$ -	\$ 4.00

# SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554

## SHORELINE UNIFIED SCHOOL DISTRICT SIDE LETTER OF AGREEMENT



This Side Letter of Agreement is entered into this fourteenth day of September 2015 by and between the Shoreline Unified School District ("District") and Shoreline Education Association ("SEA") to clarify the intent of the parties in connection with the August 10, 2015 Tentative Agreement.

1. On August 10, 2015, the parties met and reached a Tentative Agreement covering the period of July 1, 2015 through June 30, 2018.
2. The parties agree that there is a need to clarify a couple items related to Article VI Health and Welfare Benefits which are as follows:

- a. For the 2015-2016 year only, the District will double the amount paid into a unit member's Health Savings Account ("RSA") which will be \$3,000 for single and \$6,000 for employee plus one and family. In 2016-2017 and future years, the District's contributions will be equal to the annual deductible at the beginning of the year (currently \$1,500 for single and \$3,000 for employee plus one and family).
- b. For the 2015-2016 year only, for those unit members who are married and employees of the District, the District will only pay the \$6,000 for each member of the married couple into a single RSA. In 2016-2017 and future years, the ongoing payment into the HSA shall be \$3,000 for each member of the married couple into a single RSA.
- c. In connection with the double RSA payment for married couples, for 2015-2016 as referenced in 2b above, and since the HSA payment exceeds the amount statutorily authorized, the amount exceeding the statutory amount will be treated as additional wages for the married couple.

3. This Side Letter of Agreement is non-precedent setting and is provided for the sole purpose to clarify the RSA issues.

District:

9/14/15

Date

SEA:

9/17/15

Date

MEMORANDUM OF UNDERSTANDING

Between the  
Shoreline Education Association  
and the  
Shoreline Unified School District  
August 10<sup>th</sup>, 2015

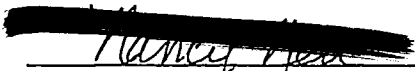
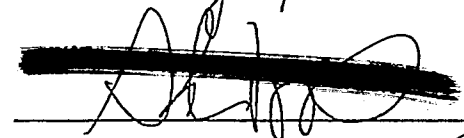
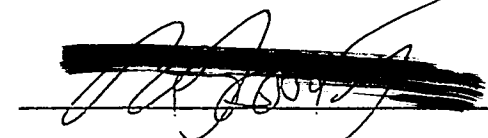
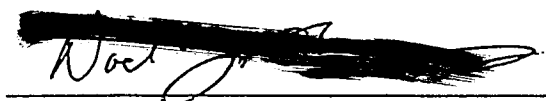
The parties agree to establish a Joint Committee on Health and Welfare Insurance Benefits. The purpose of the Joint Committee will be to ensure the funds spent by the Shoreline District and its employees provides the best insurance coverage possible within the financial constraints of the Shoreline district and its employees.

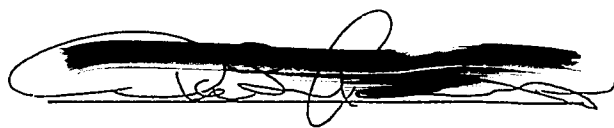

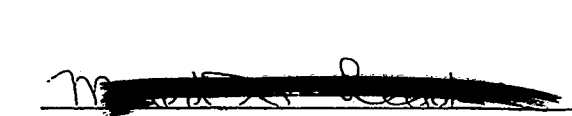
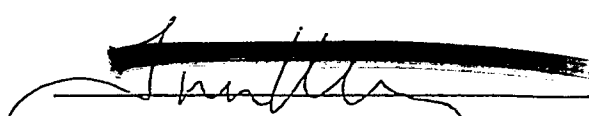
The Joint Committee will be responsible for annually reviewing the packages and rates provided by our insurance carriers and making recommendations to the Superintendent on changes that could improve service without additional cost or reduce cost without reducing service. Any recommendations that required changes to the Association's contract will need to be negotiated as part of the established negotiation process.

The Joint Committee will be comprised of 2 SEA members, 2 CSEA members, a member of the administrative team and the CBO. The Committee will meet as needed during the spring of each year as rate information for the upcoming year becomes available.

For District:

For: Shoreline Education association:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Date: 8/10/2015

Date: 8-10-2015

GRIEVANCE REPORT FORM

Grievance # \_\_\_\_\_ Shoreline Unified School District

*Distribution of Form*

- 1. Superintendent
- 2. Principal
- 3. Association
- 4. Unit Member

GRIEVANCE REPORT

Submit to Principal in Duplicate

<i>Building</i>	<i>Assignment</i>	<i>Name of Grievant</i>	<i>Date Filed</i>

LEVEL 1

A. Date Cause of Grievance Occurred \_\_\_\_\_

B.1. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Agreement Section(s) violated: \_\_\_\_\_

3. Decision reviewed at informal level: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

r

4. Relief Sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Disposition by Principal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

D. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

(If additional space is needed in reporting Section B.1 and B.2 above, attach an additional sheet.)

LEVEL II

A. Date Received by Superintendent or Designee \_\_\_\_\_

B. Disposition of Superintendent or Designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

C. Position of Grievant and/or Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

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LEVEL III

A. Date Submitted to Mediator \_\_\_\_\_

B. Resolution of Mediation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

LEVEL IV

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition and Award of Arbitration \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



SHORELINE UNIFIED SCHOOL DISTRICT  
CERTIFICATED EVALUATION CHECKLIST

Evaluatee \_\_\_\_\_  
School \_\_\_\_\_  
Year \_\_\_\_\_  
Evaluator \_\_\_\_\_

I. Planning and Goal Setting Conference (by 10/15)

- A. Follow-up meetings (optional) by 11/15 \_\_\_\_\_
- B. Goals, observations, expectations (attached) \_\_\_\_\_

II. Formal Observation I (by December deadline)

- A. Pre-Conference \_\_\_\_\_
- B. Observation \_\_\_\_\_
- C. Post-Conference \_\_\_\_\_
- D. Post-Observation Report (attached within 10 days) \_\_\_\_\_
- E. Teacher Response (optional) attached within 7 days \_\_\_\_\_

III. Formal Observation II (by May deadline)

- A. Pre-Conference \_\_\_\_\_
- B. Observation \_\_\_\_\_
- C. Post-Conference \_\_\_\_\_
- D. Post-Observation Report (attached within 10 days) \_\_\_\_\_
- E. Teacher Response (optional) attached within 7 days \_\_\_\_\_

IV. Formal Observation III (Optional)

- A. Pre-Conference \_\_\_\_\_
- B. Observation \_\_\_\_\_
- C. Post-Conference \_\_\_\_\_
- D. Post-Observation Report (attached within 10 days) \_\_\_\_\_
- E. Teacher Response (optional) attached within 7 days \_\_\_\_\_

V. Final Evaluation

- A. Written Report (attached: May deadline) \_\_\_\_\_
- B. Conference (by June 1) \_\_\_\_\_
- C. Teacher Response (Optional) attached within 7 days \_\_\_\_\_

VI. File all reports with the Personnel Office \_\_\_\_\_

SHORELINE UNIFIED SCHOOL DISTRICT  
FINAL CERTIFICATED EVALUATION REPORT  
(Due by May 1)

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUMMARY:

SPECIFIC RECOMMENDATION:

- Satisfactory
- Unsatisfactory
- Incomplete

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Unit Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SELF DIRECTED TEACHER  
EVAUATION PLAN**

**Complete and submit this plan to your administrator prior to October 15. The Administrator will meet with the teacher by October 15.**

1. Self-Appraisal Focus Area:

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Self-appraisal of the focus area must demonstrate evidence of:

- pupil progress toward the standards
- appropriate instructional techniques and strategies
- adherence to curricular objectives
- establishment and maintenance of a suitable learning environment

2. Goal with rationale (attach a narrative addressing these 5 points):

- Why am I interested?
- What I expect to accomplish?
- What data, information or evidence will I collect to show progress?
- What activities and action will I use?
- How will this impact student learning?

3. Areas of Choice:

- o Peer Observation/Coaching (Use Attachment B)
- o Self-Directed Study/Research (Use Attachment C)
- o Growth Portfolio (Use Attachment D)

4. Final Evaluation Report

- Discussed and completed by teacher and administrator by May 1.

5. Next Steps:

EVALUATEE: \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_

Administrator Comments

## SHORELINE UNIFIED SCHOOL DISTRICT

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**PEER OBSERVATION**


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A two-year study on teacher's ability to acquire teaching skills and strategies has yielded two important findings:

Teachers are excellent learners. Nearly all teachers can acquire new skills and can learn a considerable repertoire of teaching strategies new to them.

In order to improve their skills and to learn these new strategies, certain conditions must be present in the design of the inservice sessions. (Joyce and Showers, 1980, 1981).

The five conditions which were identified as essential to the development of the teachers' skill in using new approaches or strategies are:

1. Presentation of theory or description of skill or strategy
2. Modeling or demonstration of skills or models of teaching;
3. Practice in simulated and classroom settings;
4. Structured and open-ended feedback (provision of information about performance);
5. Coaching for application (hands-on, in classroom assistance with the transfer of skills and strategies to the classroom.)

When the first four of these conditions are used in combination in inservice sessions, the impact is considerable for most teachers up through the skill level. Unfortunately, the development of skill by itself does not insure transfer. However, when the component of coaching is added and implemented effectively, nearly all teachers will begin to transfer the new strategies into their active repertoire. (Joyce and Showers, 1982)

Coaching can be provided by workshop trainers, supervisors, principals or by peers (other teachers.) Probably the most practical and powerful coaching is provided by peers. Coaching, or Peer Observation as it is called here, has several functions or objectives.

1. Provision of Working Compatibility – The first function of Peer Observation is to provide interchange with another human being over a difficult process. It is more pleasurable to share a new practice than to do it in isolation. The lonely business of teaching has often lacked the working compatibility which can be enjoyed in Peer Observation.

2. Provision of Technical Feedback – Teachers provide feedback to one another as they practice new teaching strategies. This is helpful not only to the teacher being observed, but to the observer as well.
3. Analysis of Application – In the early stages, adaption of new models or strategies to the students is often a difficult process. One of the major functions of a “coach” is to assist in determining how all the strategies are working with the students and if some changes need to be made.
4. Adaption to Students – In the early stages, adaption of new models or strategies to students is often a difficult process. One of the major functions of a “coach” is to assist in determining how all the strategies are working with the students and if some changes need to be made.
5. Facilitation – The successful use of a new teaching methods require practice. Peer Observation is useful in helping its’ members feel good about themselves during the early trials. It provides needed support in the learning process.

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**PEER OBSERVATION**

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DATE: \_\_\_\_\_

TIME: (Enter) \_\_\_\_\_

TIME: (Leave) \_\_\_\_\_

LESSON OBJECTIVE: \_\_\_\_\_

What to watch for: \_\_\_\_\_

Additional information the teacher would like the coach to know: \_\_\_\_\_

COACH'S NOTES

LESSON NOTES

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**PEER OBSERVATION**

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By May 1:

Teacher Self-Reflection

Coach's Comments

Teacher: \_\_\_\_\_

Coach \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SELF-DIRECTED STUDY/RESEARCH PLAN**

Name \_\_\_\_\_ Date \_\_\_\_\_

STUDY/RESEARCH PROJECT \_\_\_\_\_

WHY ARE YOU INTERESTED? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL(S) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Objective(s)** Link your project with the effect on student learning



**Data Collection** What data, information or evidence will you collect to show progress towards your objective? How will you collect it? (e.g., survey, type of assessment, etc.)

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**Plan of Action** – Explain who, what, when, where, why, how (indicators of accomplishment.)  
What can the administrator do to assist and support you?

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**Evaluator's input and comments:**

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

SHORELINE UNIFIED SCHOOL DISTRICT

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**WHAT IS A GROWTH PORTFOLIO**

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A PORTFOLIO IS:

- a self-appraisal process
- an illustration of professional growth
- a provision for initiating, planning, facilitating
- a connection between professional growth and goals and those of the school and district

It helps one to be:

- flexible
- adaptable
- in control
- self-directed

---

**WHAT SHOULD OR COULD A GROWTH PORTFOLIO CONTAIN?**

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A collection of artifacts and documents that illustrate professional growth in the area of student assessment.

It should include:

- A “Philosophy of Teaching” statement
- Teaching goals or objectives in the targeted area
- Information from others
- Explanation of how and why each item in the portfolio illustrates good teaching

It can include:

- examples of interdisciplinary units
- lessons
- homework
- slides, photos, videos
- examples of student work
- workshops/conferences attended
- additional training courses
- self-assessment (student/teacher)

---

**THE COLLECTION, SELECTION, REFLECTION, PROCESS  
OF DEVELOPING A PORTFOLIO**

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1. Three broad categories of items which can be selected for the portfolio
  - A. Materials from oneself
  - B. Products of good teaching
  - C. Information from others
2. Five key steps in creating a teacher portfolio
  - A. Clarify teaching philosophy and responsibilities
  - B. Select items for the portfolio which relate to teaching philosophy and responsibilities. (Self determined or prescribed)
  - C. Prepare reflective statements for each selected item which describes why and how the selected items illustrate good teaching. Documentation and appendices are referenced.
  - D. Arrange the selected items and statements in order. (Self determined or prescribed)
  - E. Compile the support data which will be included in the appendix.

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**TEACHER PORTFOLIO: SELF REFLECTION**

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1. Have you accomplished your goals/objectives (purpose)?
2. Which were not accomplished? Will you attempt them next year?
3. Are the artifacts and evidences included serving the purpose of your portfolio?
4. Does your materials show:
  - knowledge of content and curriculum
  - appropriate planning
  - appropriate learning experiences for students
  - evaluation of students' progress
5. Do you have evidence of activities contributing to district and school goals?
6. How has keeping a portfolio helped you reflect on your teaching?