

**Collective Bargaining Agreement**  
**Between**  
**Palm Springs Unified School District**  
**and**  
**Palm Springs Teachers Association**

July 1, 2017 through June 30, 2020



i  
**TABLE OF CONTENTS**

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
<b>1.</b>	<b>Parties and Date</b> .....	<b>1</b>
<b>2.</b>	<b>Recognition</b> .....	<b>2</b>
	2.1 Representation.....	2
<b>3.</b>	<b>District Rights</b> .....	<b>3</b>
	3.1 Rights and Responsibilities.....	3
	3.2 Limitations.....	3
<b>4.</b>	<b>Wages</b> .....	<b>4</b>
	4.1 Wage Scales.....	4
	4.2 Fringe Benefits.....	4
	4.3 Part-Time Employment With Full Fringe Benefit and Retirement Credits.....	4
	4.4 Early Retirement.....	5
	4.5 Purchase of Health Insurance by Retirees.....	5
	4.6 Column Advancement.....	5
	4.7 Service Credit.....	5
	4.8 Special Education Stipend.....	5
	4.9 Professional Development Stipend.....	5
<b>5.</b>	<b>Hours of Employment All Schools; Programs</b> .....	<b>6</b>
	5.1 Work Week.....	6
	5.2 Work Day.....	6
	5.3 Extended Work Year and/or Work Day.....	8
	5.4 Part-Time Work Year.....	10
	5.5 Part-Time Work Day.....	10
	5.6 Job Sharing.....	10
	5.7 Days of Employment/Minutes of the School Day.....	10
	5.8 Summer School Program/Intersession Program.....	11
	5.9 Back to School Night.....	11
	5.10 Staff Meetings.....	12
	5.11 Home and Hospital.....	13
<b>6.</b>	<b>Peer Assistance and Review</b> .....	<b>14</b>
	6.1 Preamble.....	14
	6.2 Peer Assistance and Review (PAR) Council.....	14
	6.3 Participating Teachers.....	15
	6.4 Consulting Teachers.....	17
<b>7.</b>	<b>Nondiscrimination</b> .....	<b>20</b>
	7.1 Employment Practices.....	20

**TABLE OF CONTENTS**

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
<b>8.</b>	<b>Negotiation Procedures .....</b>	<b>21</b>
	8.1 Authority .....	21
	8.2 Closed Meetings .....	21
<b>9.</b>	<b>Association Rights.....</b>	<b>22</b>
	9.1 Rights and Responsibilities.....	22
	9.2 Consultation Rights . .....	22
	9.3 Organizational Membership . .....	22
	9.4 Release Time .....	22
	9.5 President's Release Time .....	23
<b>10.</b>	<b>Organizational Security .....</b>	<b>24</b>
<b>11.</b>	<b>Leaves of Absence .....</b>	<b>26</b>
	11.1 Definition .....	26
	11.2 Renewal of Leaves of Absence.....	26
	11.3 Application for Approval of Leaves of Absence.....	26
	11.4 Position Upon Return From Leave. ....	26
	11.5 Sick Leave .....	27
	11.6 Catastrophic Leave .....	28
	11.7 Leave for Maternity Purposes.....	31
	11.8 Industrial Accident and Illness. ....	31
	11.9 Personal Necessity Leave .....	32
	11.10 Bereavement Leave .....	33
	11.11 Study Leave .....	33
	11.12 Jury Service .....	34
	11.13 Opportunity Leave .....	34
	11.14 Personal Leave -- Nonpayment of Salary.....	34
	11.15 Religious Leave. ....	35
	11.16 Fringe Benefits While on Leave. ....	35
	11.17 Adoption Leave .....	35
	11.18 Military Spouse: Home on Leave (AB 392).....	35
<b>12.</b>	<b>Procedures for Evaluation .....</b>	<b>36</b>
	12.1 Guidelines for Distribution. ....	36
	12.2 Frequency. ....	36
	12.3 Five Year Cycle. ....	36
	12.4 Self Assessment .....	36
	12.5 Final Conference.....	36
	12.6 Final Report. ....	36
	12.7 Request for Second Evaluator or Evaluation.....	36

## TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
	12.8 Notice Not to Reemploy .....	37
	12.9 Nonemployment Notice.....	37
<b>13.</b>	<b>Class Size .....</b>	<b>38</b>
	13.1 Elementary School.....	38
	13.2 Middle School and Senior High School. ....	38
	13.3 Computation of Staffing Ratios.....	38
	13.4 Appeal Procedure.....	39
<b>14.</b>	<b>Safety Conditions of Employment.....</b>	<b>40</b>
	14.1 Enforcement Authority.....	40
	14.2 District Safety Committee .....	40
<b>15.</b>	<b>Grievance Procedures .....</b>	<b>41</b>
	15.1 Definition.....	41
	15.2 General Provisions.....	41
	15.3 Levels in the Grievance Procedure .....	41
<b>16.</b>	<b>Transfers.....</b>	<b>43</b>
	16.1 Definition.....	43
	16.2 Notice of Vacancies .....	43
	16.3 Voluntary Transfers .....	43
	16.4 Involuntary Transfers.....	44
	16.5 Reassignment .....	45
	16.6 District Rights .....	45
	16.7 Promotional Vacancies. ....	45
	16.8 Teachers on Special Assignment (TOSAs). ....	46
<b>17.</b>	<b>Discipline Short of Dismissal .....</b>	<b>47</b>
<b>18.</b>	<b>Early Childhood Education .....</b>	<b>49</b>
<b>19.</b>	<b>Severability .....</b>	<b>50</b>
	19.1 Agreement Validity. ....	50
<b>20.</b>	<b>Concerted Activities.....</b>	<b>50</b>
	20.1 Concerted Action Pledge. ....	50
	20.2 Compliance.....	50
	20.3 Violation.....	50
<b>21.</b>	<b>Support of Agreement .....</b>	<b>51</b>

iv  
**TABLE OF CONTENTS**

<b>APPENDIX</b>	<b>TITLE</b>	<b>PAGE</b>
22.	<b>Effect of Agreement; Entire Agreement.....</b>	<b>52</b>
23.	<b>Site-Based Restructuring Program.....</b>	<b>53</b>
24.	<b>Term of Agreement.....</b>	<b>54</b>
 <b>APPENDICES</b>		
A.	<b>Activity Stipends .....</b>	<b>55</b>
B.	<b>Salary Schedules .....</b>	<b>58</b>
C.	<b>Catastrophic Sick Leave Bank</b>	
	<b>C.I Guidelines .....</b>	<b>61</b>
	<b>C.II Enrollment Form .....</b>	<b>62</b>
	<b>C.III Request Form.....</b>	<b>63</b>
D.	<b>Joint Committees .....</b>	<b>64</b>
E.	<b>Memorandums of Understanding .....</b>	<b>65</b>
F.	<b>Evaluation Process and Forms .....</b>	<b>71</b>
	<b>Employee Evaluation Process .....</b>	<b>72</b>
	<b>Evaluation Initial Conference .....</b>	<b>74</b>
	<b>Pre-Observation Form (for Formal Observation) .....</b>	<b>75</b>
	<b>Planning or Reflection Notes .....</b>	<b>76</b>
	<b>Observation Summary .....</b>	<b>78</b>
	<b>Employee Performance Evaluation .....</b>	<b>82</b>
	<b>Certificated Assistance Plan .....</b>	<b>85</b>
	<b>CSTP Narrative Rubric Matrix .....</b>	<b>91</b>
G.	<b>Elementary Schedule.....</b>	<b>102</b>

## **Article 1. Parties and Date**

This Agreement shall be effective from **July 1, 2017 through June 30, 2020**, between the Palm Springs Unified School District (hereinafter “District”) and the Palm Springs Teachers Association, a chapter of the California Teachers Association/National Education Association (hereinafter “Association”). Either party may reopen negotiations to bargain new legislation and its impact during the period of this Agreement.

## **Article 2. Recognition**

- 2.1 Representation.** Pursuant to the requirements of Government Code Section 3544.1, the District recognized the Association as the exclusive representative for the unit described as follows:

“All full-time and regular part-time certificated employees in the Palm Springs Unified School District, excluding management, supervisory or confidential employees.”

Excluded from this unit are all substitute employees. When used hereinafter, the word “employee” shall mean certificated employees within the unit covered hereby unless otherwise stated.

### Article 3. District Rights

- 3.1 Rights and Responsibilities.** It is agreed that the District retains all of its power of direction, management and control to the full extent of the law. Included in these powers are the exclusive rights to (a) determine its organization; (b) direct the work of its employees; (c) determine the hours of District operations; (d) determine the kinds and levels of services to be provided, as well as the methods and means of providing them; (e) establish its educational policies, goals and objectives; (f) insure the rights and educational opportunities of students; (g) determine staffing patterns; (h) determine the number and kinds of personnel required; (i) maintain the efficiency of District operations; (j) determine District curriculum; (k) design, build, move or modify facilities; (l) establish budget procedures and determine budgetary allocation; (m) determine the methods of raising revenue; (n) contract out work; and (o) take action as required by, and for the duration of, emergencies that may arise. In addition, the District retains the right to hire, classify, assign, evaluate, promote, terminate (for reasons other than "lack of funds") and discipline (pursuant to Ed. Code Section 44944) employees. This recital in no way limits other District powers as granted by law.
- 3.2 Limitations.** The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the terms of this Agreement and the law.



## **Article 4. Wages**

- 4.1 Wage Scales.** The wage provisions for the term hereof shall be as set forth on Appendix C, attached hereto and by this reference incorporated herein.

For the 2017-2018 school year, the certificated salary schedules shall be increased by 3% retroactive to April 1, 2018 (retroactivity applies to base salary only).

For the 2018-2019 school year, the certificated salary schedules shall be increased by 0.75% effective July 1, 2018.

### **4.2 Fringe Benefits**

- 4.2.1 **Comprehensive Major Medical Coverage.** The District will provide comprehensive major medical coverage in accordance with the Joint Powers Agreement program.
- 4.2.2 **Dental Coverage.** The District will provide dental coverage to the employee only.
- 4.2.3 **Life Insurance.** The District will provide life insurance on the employee only.
- 4.2.4 **Vision Insurance.** The District will provide vision insurance to the employee and dependents.
- 4.2.5 The District's annual contribution to the actual cost of Health and Welfare Benefits (medical, dental, and vision) will be a maximum of \$14,520 per eligible member effective October 1, 2018. Costs that exceed the District's contribution shall be the responsibility of the Association and may be covered through plan changes, increased co-pays, increased deductibles, premium contributions and/or offsets to salary. The establishment of the maximum contribution does not constitute a waiver of the Association's right to negotiate increases to the District's contribution. Should the Association fail to act or the parties fail to reach agreement on this issue, the default mechanism shall be individual payroll deductions based upon composite rates per plan selected.
- 4.2.6 Effective January 1, 2003, coverage will be modified to include Domestic Partner coverage according to definition determined by the State of California.
- 4.2.7 Internal Revenue Code Section 125 will be implemented prior to June 30, 2003.

- 4.3 Part-Time Employment With Full Fringe Benefit and Retirement Credits.** Upon mutual agreement of the teacher and the District, the District shall provide a

voluntary part-time employment plan for teachers after the age of 55 in accordance with the provisions of Education Code section 22713.

- 4.4 Early Retirement.** All teachers who are eligible to retire within STRS/PERS and who are placed in salary Column 4 and above, and Step 14 and above, shall receive District-paid health and welfare benefits as negotiated for bargaining unit members until age sixty-five (65) or for five (5) years, whichever occurs first.

To be eligible for consideration for the early retirement plan, the teacher must:

- 4.4.1 Have a minimum of ten (10) years of service in the District in a position requiring certification.
- 4.4.2 Actually retire from the District.
- 4.4.3 Have proposed the retirement voluntarily.

- 4.5 Purchase of Health Insurance by Retirees.** Retirees may purchase health benefits through the District in accordance with applicable statutes.

- 4.6 Column Advancement.** Unit members who qualify for salary advancement across the salary schedule shall be paid the increase not later than three (3) regular pay periods or three (3) months, whichever is longer, after the employee files proper documentation with the District. The increase shall be retroactive to the date proper documentation is filed with the District.

- 4.7 Service Credit.** Employees with a first date of paid service after July 1, 2008, will be given up to twelve (12) years of service credit for the purposes of initial salary schedule placement without any restriction as to when such prior service was performed.

For all certificated teachers hired for the 2012-2013, 2013-2014, and 2014-2015 school years who accepted three (3) years of service credit towards placement on the Certificated Teacher Salary Schedule, the District shall accept up to four (4) additional years of previously earned service credit. This credit is not retroactive and will be applied prospectively effective July 1, 2015.

- 4.8 Special Education Stipend.** All Special Education Teachers shall receive an annual stipend of \$1,000.

- 4.9 Professional Development Stipend.** Effective June 1, 2018 the professional development stipend for sessions in excess of four (4) hours and not more than eight (8) hours shall be \$240. Sessions up to and no more than four (4) hours shall be \$120.

Effective June 1, 2019 year the professional development stipend for sessions in excess of four (4) hours and not more than eight (8) hours shall be \$270. Sessions up to and no more than four (4) hours shall be \$135.

## **Article 5. Hours of Employment All Schools; Programs**

**5.1 Work Week.** It is the policy of the Palm Springs Unified School District, insofar as possible, to assign all personnel so that an equitable workload exists for each. It is expected that assignments normally performed by an individual will average forty (40) hours per week during the school year, including time spent at the school site, and professional activities and preparation work performed off the school site.

5.1.1 The District shall implement a “late start/early release” schedule one day per week District wide (commonly referred to as the “2-1-2” schedule). One of the instructional days shall either be a later start or early release day. Minutes banked to create the late start/early release day will be distributed across the other four days.

**5.2 Work Day.** The standard work day for unit member shall consist of seven and one half hours (which includes instructional time, reporting time and flexible time). Unit members have responsibilities for professional and adjunct duties beyond the work day as delineated below.

5.2.1 As part of the district-wide full day Kindergarten program, each Kindergarten class will be provided two-hours of instructional aide support per day. Should the instructional aide be absent, a substitute may be provided if there is a classified substitute available from the substitute pool managed by Human Resources. Unit members assigned to Kindergarten through 8<sup>th</sup> Grade school site shall be on site for no less than forty (40) minutes beyond the instructional day. Unit members assigned to grades Kindergarten through 8<sup>th</sup> Grade shall report to work no later than ten (10) minutes prior to the start of the instructional day and the remaining thirty (30) minutes shall be flexible and can be adjusted at the individual’s discretion. Unit members assigned to grades 9 through 12 shall be on site for no less than twenty (20) minutes beyond the instructional day. Unit members assigned to grades 9 through 12 shall report to work no later than ten (10) minutes prior to the start of the instructional day and shall not leave earlier than ten (10) minutes after the end of the instructional day. In addition to the foregoing, classroom teachers and other unit members shall be responsible for professional duties and regularly scheduled extra duty assignments. Professional duties include IEPs, SSTs, 504s, Staff Meetings, Parent Conferences, and conferences with administration and/or trainings mandated by Assistance Plans. Extra duty assignments include and are not limited to supervision of after school student needs and events and other school site adjunct duties. Insofar as practical, extra duties will be equitably assigned. In the event the Principal determines that it is necessary for teachers to remain on campus due to an emergency, e.g. student unrest, actions off campus, etc., teachers can be required to remain on campus until student safety is assured. Teachers shall not be required to sign in or sign out. Every teacher shall be entitled to one (1) duty free

uninterrupted lunch period per day. Teachers may be required to use their preparation period for substitute duties in which case they shall be paid at 1/8 per diem rate.

5.2.1.1 **Elementary Duties.** Elementary teachers will not be required to provide any yard or bus duties prior to the beginning of their first class, although they shall respond to requests for assistance during said period. This provision will not be applicable if it conflicts with reasonable requirements on field trip days. After school supervision duty shall not exceed twenty (20) minutes beyond the instructional day.

5.2.1.2 **Substitute Coverage.** Should there be a situation where there is a lack of substitute coverage, every effort will be made to have other certificated personnel cover classes in elementary schools before assigning students to other classroom teachers.

The elementary teachers who are assigned from 1 to 4 students shall be paid 1/8 of their per diem, elementary teachers who are assigned from 5 to 8 students shall be paid 1/7 of their per diem and elementary teachers who are assigned 9 or more students shall be paid 1/6 of their per diem. Elementary teachers who substitute during their prep period will be paid 1/8 of their per diem.

5.2.1.3 **First Workday.** One of the three (3) workdays prior to the first day of school with students shall be an uninterrupted day for certificated teachers to work in their classrooms and/or assigned areas.

5.2.1.4 **Course Offerings.** High School Teachers in regular education core subject areas (Math, English, Social Studies and Science) will not be required to plan for more than three different regular education core subjects. Should there be a necessity for a teacher to teach more than three different regular education core subjects, the teacher shall be paid a \$2,000 stipend per semester. Any regular education core subject which requires a separate pacing guide and/or unit of study shall be deemed an additional subject. Academy courses are not considered separate units of study. The District will attempt to avoid having teachers new to the profession teach a fourth subject. This section shall not apply to online courses.

5.2.2 **Counselors.** The regular work day for counselors shall be determined by the site administrator after consultation with site counselors but, in any event, it is expected that assignments normally performed by an

individual will average forty (40) hours per week during the school year, including time spent at the school site, and professional activities and work performed off the school site. In addition to the foregoing, Counselors shall provide nine (9) hours per year of services in addition to their current duties as directed by site administration.

5.2.3 **Preparation Time/Middle School and High School.** All full-time middle school and high school teachers shall have a six period day, one of which shall be a duty-free preparation period equal in length to one class period. These preparation periods shall be used for preparation for classes, grading of materials, conferences with students and/or parents and/or other personnel and are not intended to be free periods.

5.2.4 **Preparation Time/Elementary School.** Elementary teachers shall be provided with three (3) preparation periods per week, totaling no less than one hundred fifty (150) minutes. No single preparation period shall be less than thirty (30) minutes. Preparation periods lost due to minimum days, vacations, field trips, etc., need not be rescheduled.

5.2.4.1 To the extent that the District employs elementary P.E. and Music teachers to facilitate the preparation time for classroom teachers, the P.E. and Music teacher preparation time will be scheduled during the weekly collaboration time. There shall be a passing period of no less than five (5) minutes between classes for elementary P.E. and Music teachers.

5.2.5 **Parent Teacher Conference:** Parent conferences per semester at the Middle School will be structured as follows: (a) students will be released by 11:45 a.m.; (b) parent conferences will begin at 12:30 p.m.; (c) the first session of parent/teacher conferences will end at 3:00 p.m.; (d) the second session on Thursdays will have a one hour break from 3:00 p.m. to 4:00 p.m.; (e) the second session on Thursdays will be from 4:00 p.m. to 7:00 p.m.; and (f) on the third minimum day, unit members will be released at the conclusion of the instructional day unless assigned to a regularly scheduled extra duty assignment.

5.2.6 Beginning in the 2015-2016 school year, the instructional minutes at the Middle School will increase by eighteen (18) minutes per day, thus adding three (3) additional minutes to each of six periods (this daily increase is subject to “banking of minutes” when a 2-1-2 schedule is in effect). The increase would remain in effect each year thereafter.

5.2.7 Beginning in the second semester of the 2016-17 school year, the elementary schedule shall be as set forth in Appendix G.

**5.3 Extended Work Year and/or Work Day.** Employees required by the District to work more days than the regular work year or more hours than the regular workday shall receive appropriate compensation by being assigned to an additional salary

schedule (for example: department heads, coaches, secondary band directors, and so forth) or paid at their regular hourly rate. The District shall determine which method of payment is appropriate for each employee who is required to work an extended year or day. The District shall also determine which assignments qualify for extended work year or extended workday remuneration.

- 5.3.1 Middle school and high school counselors shall work an additional ten (10) days at their regular per diem rate. Such employees may work more than the additional ten (10) days with the preapproval of the site administrator at their regular per diem rate.
- 5.3.2 Middle school and high school librarians shall work an additional ten (10) days at their regular per diem rate. Such employees may work more than the additional ten (10) days with the preapproval of the site administrator at their regular per diem rate.
- 5.3.3 Teachers in grades 6-12 may teach during their preparation period under the following conditions:
  - 5.3.3.1 service is voluntary;
  - 5.3.3.2 must be an experienced teacher (two or more years of teaching and with most recent evaluation that reflects an overall rating of “meets Standards”). A non-tenured teacher with previous teaching experience (two or more years) shall meet with the Association Vice President and/or Association Director prior to accepting the additional teaching period. When a teacher with two or more years of experience is not available, a teacher with at least one year teaching experience may be permitted to teach during their preparation period;
  - 5.3.3.3 must be certificated in subject area;
  - 5.3.3.4 no site will exceed 10% of total regular classroom teachers teaching during their prep period;
  - 5.3.3.5 no more than three (3) classes per department;
  - 5.3.3.6 length of assignment to be limited to one semester unless the class is continued for the second semester;
  - 5.3.3.7 assignments shall be on a rotational basis to attempt to equalize them amongst unit members who desire them. Consideration will be given to a unit member's qualifications, certification, classroom experience at the appropriate instructional level, and District-wide seniority in establishing and maintaining the rotational list;
  - 5.3.3.8 compensation for teachers “selling their prep” shall be paid 1/6 their per diem rate.

This section shall not be used as precedent-setting in future negotiations regarding preparation time.

**5.4 Part-Time Work Year.** An employee working fewer days than the regular work year shall be a part-time employee and shall be remunerated at the same ratio the employee's total number of workdays bears to the total number of work days in the regular work year. Regular work year means the same as the work year of a full-time employee. A classroom teacher employed for one semester shall receive fifty percent (50%) of the appropriate annual salary listed on the Teachers' Salary Schedule.

**5.5 Part-Time Work Day.** An employee who works fewer hours than the total included in the regular work day shall be a part-time employee and shall be remunerated at the same ratio the employee's regular daily work hours bear to the total included in the regular work day, as determined at the time of hire or upon modification of employee's contract.

**5.6 Job Sharing.** Upon agreement among two unit members and the District, the unit members shall be allowed to share one position. Each unit member shall earn 50% of his/her salary and insurance benefits for the position and shall be responsible for payment for the remaining 50% of the insurance benefits. Upon agreement between the District and the unit members, all of the insurance benefits shall accrue to the benefit of one of the unit members.

**5.7 Days of Employment/Minutes of the School Day**

5.7.1 **Schedule.** It is understood that scheduling of instructional days, instructional minutes, passing times, lunch periods and other such minutes shall be substantially in accordance with past practice except where regulations relating to the implementation of California Education Code Sections 46200-46204 otherwise provide, in which event the schedule shall be in compliance with such regulations. The scheduling of scheduled days and/or minimum days, if any, shall likewise be modified in accordance with said regulations. It is the intent of this Agreement that the instructional days and instructional year within the District shall comply with or exceed the requirements of Sections 46200-46204, and in the event any provision of this Agreement would result in the District's failure to meet or exceed such requirements then the parties agree that the requirements of said Sections 46200-46204 shall apply as if set forth herein in full in place of the nonconforming provision.

5.7.2 Effective with the 2015-2016 school year the Certificated work year will consist of 183 days.

5.7.3 Effective with the 2016-17 school year the certificated work year will consist of 184 days.

## 5.8 Summer School Program/Intersession Program

- 5.8.1 **Eligibility.** All unit members employed full-time by the District-, except for those who have received an overall rating of “Does Not Meet Standard” on their most recent evaluation, are eligible for and may apply for summer school program assignments.
- 5.8.2 **Assignments.** Summer school/intersession program employment preference shall be given to those applicants who taught full-time the previous school year in the District. Assignments shall be on a rotational basis to attempt to equalize them amongst unit members who desire them. A committee composed of two teachers and three administrators shall select summer school/intersession program teachers.
- 5.8.3 **Rotational Lists.** Consideration may also be given to a unit member's qualification, certification, classroom experience at the appropriate instructional level, and District-wide seniority in establishing and maintaining the rotational list.
- 5.8.4 **Applications.** Applications for summer school/intersession program assignments shall be distributed in each school.
- 5.8.5 **Initial Assignments.** Initial summer school/intersession program assignments shall be made no later than six weeks prior to the beginning date of the session and shall be subject to enrollment, funding, and other considerations.
- 5.8.6 **Compensation.** Summer school/intersession program teachers shall be compensated by the payment of the hourly rate to which the employee was entitled at the close of the school year.
- 5.8.7 **Summer School/Intersession Program Sick Leave.** Summer school/intersession program teachers may use their regular accumulated sick leave during the summer school/intersession program period on an hour-by-hour basis.

## 5.9 Back to School Night.

- 5.9.1 The maximum length of the Back to School Night shall be one and one-half (1½) hours and shall start no later than 6:30 p.m.
- 5.9.2 Site administrators and staff at each site will consult about safety and the need for security for Back to School Night. The District shall provide security if requested.
- 5.9.3 There shall be no meetings on instructional days the week of Back to School Night for any grade level or department involved in the event. Teachers participating in the scheduled Back to School Night shall



remain on campus during the 2-1-2 collaboration time for that corresponding week.

**5.10 Staff Meetings.** There shall be an eight (8) hour limitation per four week period on staff meetings scheduled beyond the work day. Staff meetings include faculty, department/grade level, District and professional development meetings.

While the “2-1-2” District wide schedule is in effect, administration shall determine the structure of the work day before the “late start” or after the “early release” of students. The weekly meeting time created by the weekly “2-1-2” schedule shall not exceed two (2) hours. This meeting time at sites employing a “late start” schedule shall not begin earlier than two (2) hours prior to the first bell. This meeting time at sites employing an “early release” schedule shall not begin later than twenty (20) minutes after the end of the instructional day. This time shall be dedicated to department, grade level, cross grade, and/or cross disciplinary meetings for the purpose of planning and collaboration or for professional development. The eight (8) hour meeting provision set forth in the paragraph above shall be deemed to be satisfied by the meeting provisions set forth in this paragraph while the “2-1-2” schedule is in effect.

No more than one (1) meeting per month shall be dedicated to general site business which shall not exceed sixty (60) minutes in length. Two (2) general staff meetings a month will be allowed for schools participating in County, State or Federal programs related to underperformance, Federal/State Program Monitoring and/or Western Association of Schools and Colleges (WASC) activities. While the “2-1-2” is in effect, the meetings referenced in this paragraph shall be conducted during the meeting time created by the 2-1-2 schedule.

The meeting restrictions set forth above will not apply to professional duties, extra duty assignments or meetings called in response to emergency circumstances.

## 5.11 Home and Hospital- Selection Process for Part-Time Assignments

- 5.11.1 **Eligibility.** All unit members employed full-time by the District and whose most recent evaluation displays a "Meets" or "Exceeds" standards are eligible for and may apply for Home and Hospital assignments.
- 5.11.2 The District will advertise part-time Home and Hospital positions with a closing date no less than five (5) workdays from the initial date of the posting.
- 5.11.3 The District will host training of all teachers who have applied within the posting deadline.
- 5.11.4 The District will create a seniority based list of teachers trained and eligible for placements.
- 5.11.5 **Assignments.** The placement of students on eligible teachers' caseloads shall be as follows:
  - 5.11.5.1 A new placement will be assigned to the first teacher on the seniority list provided that teacher has the credential necessary to provide services. (e.g. Sp. Ed.)
  - 5.11.5.2 Having been offered the new placement, the assigned teacher will notify the principal supervising the Home and Hospital program of acceptance of the assignment
  - 5.11.5.3 The outlined process will continue until eligible teachers have been offered one student. Once the list has been exhausted, the process begins once again with the most senior teacher, with the appropriate credential, on the approved list.
  - 5.11.5.4 Only in the event that the list of eligible teachers has been exhausted and remaining student placements are still required, shall the District be allowed to assign eligible teachers not on the seniority list. (e.g. Retired Sp. Ed. Teachers)
  - 5.11.5.5 The approved list each year will sunset on June 30 of the corresponding school year.

## **Article 6. Peer Assistance and Review**

### **6.1 Preamble**

The Palm Springs Teachers Association (Association) and the Palm Springs Unified School District (District) strive to provide the highest possible quality of education to the students of the District. Both parties agree that optimum student performance can be achieved only if there is a fully qualified teacher in every classroom. In order for students to succeed in learning, teachers must succeed in teaching. The parties believe that all teachers, even the most skilled, must focus on continuous improvement in their professional practice. Therefore, the parties agree to cooperate in the design and implementation of a professional development program to improve the quality of instruction through expanded and improved staff development, peer assistance, and professional accountability.

Teachers participating in the Peer Assistance and Review (PAR) Program are viewed as valuable professionals who are entitled to have resources available to them to enhance continuous performance improvement.

### **6.2 Peer Assistance and Review (PAR) Council**

- 6.2.1 The PAR Council will consist of seven (7) members. Members of the PAR Council will include the Association President, or designee, three (3) members selected by the Association, the Assistant Superintendent, Human Resources, or designee, and two (2) other members appointed by the District.
- 6.2.2 The PAR Council will establish the operational procedures of the Council, including the method for the selection of a Chairperson.
- 6.2.3 The PAR Council will establish the meeting schedule. To hold meetings, five (5) of the seven (7) members of the PAR Council must be present. Such meetings may take place during the regular workday, in which event teachers who are members of the Council will be released from their regular duties without loss of pay. PAR Council Teacher members shall receive a \$2,000 yearly stipend for services on the Council.
- 6.2.4 The PAR Council shall be responsible for selecting Consulting Teachers (defined in Section 6.4). Written confirmation of participation in the PAR Program will be provided by the PAR Council to participating teachers, principals or immediate supervisors, and Consulting Teachers.
- 6.2.5 The PAR Council, by majority vote, will adopt guidelines for implementing the provisions of this Article. Said guidelines will be consistent with the provisions of this Article. Said guidelines will be consistent with the provisions of the Agreement and the law, and to the

extent that there is an inconsistency, the Agreement will prevail and to the extent the Agreement is inconsistent with the law, the law will prevail. A copy of the adopted Rules and Procedures will be available annually to all bargaining unit members and administrators.

- 6.2.6 All proceedings and materials related to evaluation, reports and other personnel matters shall be strictly confidential. Therefore, PAR Council members and Consulting Teachers may disclose such information only as necessary to administer this Article.
- 6.2.7 The PAR Council will approve trainers and/or training providers for Consulting Teachers both prior to the Consulting Teacher's participation in the program and during the Consulting Teacher's term of service.
- 6.2.8 The PAR Council will review the final report prepared by the Consulting Teacher and make a recommendation(s) to the Governing Board regarding the Experienced Teacher Participant's progress in the PAR Program.
- 6.2.9 The PAR Council is responsible for evaluating annually the impact of the PAR Program in order to improve the Program.
- 6.2.10 The PAR Council will determine the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget available and other relevant considerations.

### **6.3 Participating Teachers**

6.3.1 A Participating Teacher is a unit member who receives assistance and coaching to improve instructional skills, classroom management, knowledge of subject, and related aspects of teaching performance. There are three (3) categories of Participating Teachers.

#### **6.3.1.1 Beginning Teacher (BT) Participants.**

- a. The PAR Program for beginning unit members will be the Beginning Teacher Support and Assessment (BTSA) Program. A Beginning Teacher Participant is defined as any newly hired teacher eligible to participate in the Program.
- b. All Beginning Teacher Participants will be assigned a trained Consulting Teacher from the PAR Program.
- c. Guidelines for the Consulting Teacher will be approved and distributed by the PAR Council.

#### **6.3.1.2 Experienced Teacher Participants (ET)**

- a. The purpose of participation in the PAR Program is to help veteran teachers in need of development in subject matter knowledge or teaching strategies or both. Permanent unit members are required to participate in the PAR Program as a result of a final evaluation reflecting an overall rating of “Does Not Meet.” A unit member who is already assigned to PAR and receives an overall rating of “Partially Meets” shall remain in the PAR program.
- b. The decision of the Principal to refer a permanent unit member to the PAR Program will not be subject to the grievance procedure. This Article does not expand nor diminish the unit member's ability to grieve an evaluation under Article 12 of the negotiated contract between the parties.
- c. The Consulting Teacher may continue to provide assistance to the Participating Teacher until he or she concludes that the teaching performance of the Participating Teacher is satisfactory, or that further assistance will not be productive, at which time the Consulting Teacher will submit a final report to the PAR Council. The Participating Teacher shall have the right to submit a written response to the final report. The Participating Teacher shall also have the right to request a meeting with the PAR Council, and to be represented at this meeting.
- d. The PAR Council will forward its final report including recommendations to the Governing Board.
- e. The results of the Participating Teacher's participation in the PAR Program may be used in the evaluation of the teacher pursuant to Education Code Section 44660 et seq.

**6.3.1.3 Volunteer Teacher Participants (VT)**

- a. A permanent unit member who seeks to improve his/her teaching performance may request the PAR Council to assign a Consulting Teacher to provide peer assistance. It is understood that the purpose of such participation is to provide peer assistance, and that the Consulting Teacher will play no role in the evaluation of the teaching performance of a Volunteer Teacher Participant. The VT may terminate his/her

participation in the PAR program at any time without a requirement to give a reason for said request.

- b. Unless requested by the VT, information obtained by the Consulting Teacher while working with the VT cannot be utilized in the evaluation process and/or as the basis for mandatory participation in the PAR process.

## **6.4 Consulting Teachers**

6.4.1 A Consulting Teacher is a permanent unit member who provides assistance to a Participating Teacher pursuant to the PAR Program. Consulting Teachers will possess the following qualifications:

- 6.4.1.1 At least three (3) years of recent experience in the District as a classroom teacher.
- 6.4.1.2 Demonstrated exemplary teaching ability.
- 6.4.1.3 Extensive knowledge and mastery of subject matter, teaching strategies, instructional techniques, and classroom management strategies necessary to meet the needs of pupils in different contexts.
- 6.4.1.4 Ability to communicate effectively both orally and in writing.
- 6.4.1.5 Ability to work cooperatively and effectively with others.
- 6.4.1.6 It is the intent of the District and the Association that Consulting Teachers shall be released full-time. It may, however, be necessary from time to time because of the number of teachers to be served, that a Consulting Teacher would not be full-time release. The PAR Council will make the decision if a Consulting Teacher is not to be released full-time. Consulting Teachers will have the same workday and year as specified in Article 5.

6.4.2 A Consulting Teacher provides assistance to Participating Teachers in improving instructional performance. This assistance will typically include:

- 6.4.2.1 Discuss performance goals created by the Evaluator with the Participating Teacher. Assist in developing an Individual Action Plan (IAP) or Individual Induction Plan (IIP) as appropriate.
- 6.4.2.2 Multiple observations of the Participating Teacher during periods of classroom instruction.

- 6.4.2.3 Consulting Teachers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring or by other activities, which in their professional judgment, will assist the Participating Teacher.
  - 6.4.2.4 Meet and consult with the Evaluator or designee of a referred Experienced Teacher (ET) Participant.
  - 6.4.2.5 Demonstrate good teaching strategies and practices to the Participating Teacher.
  - 6.4.2.6 Use school district resources to assist the Participating Teacher.
  - 6.4.2.7 Monitor the progress of the Participating Teacher and maintain a written record.
- 6.4.3 **Consulting teacher positions will be filled as follows:**
- 6.4.3.1 A notice of vacancy will be posted at all sites and in the District Office.
  - 6.4.3.2 Applicants shall submit an application form.
  - 6.4.3.3 Applicants shall submit three (3) references from individuals who have direct knowledge of the applicant's abilities.
  - 6.4.3.4 Consulting Teachers shall be selected by an affirmative vote of at least five (5) members of the Par Council after an interview process. A minimum of two (2) representatives of the PAR Council will conduct a classroom observation of all final candidates prior to their selection.
- 6.4.4 Consulting Teachers will be trained to both offer peer assistance and to understand the specific functions of the PAR Program. The Council will monitor the effectiveness of the Consulting Teachers and make decisions regarding their continuation in the Program. The PAR Council may request the removal of a Consulting Teacher from the position at any time because of the specific needs of the PAR Program, inadequate performance of the Consulting Teacher or other just cause. Request for removal shall be approved by an affirmative vote of at least five (5) PAR Council Members. The PAR Council Chairperson shall submit the request for removal to the Assistant Superintendent, Human Resources or designee.
- 6.4.5 The term of the Consulting Teacher shall be three (3) years with the option of serving for a fourth year subject to the approval of the PAR Council. A Consulting Teacher who has served a three-year or a four-year term may reapply after returning to the classroom for two (2) years.

- 6.4.6 In addition to the regular salary, Consulting Teachers shall be paid an annual stipend of 7½ % of their salary. In addition to their regular work year they may be required to work up to an additional ten (10) days and receive per diem compensation, provided the days have been pre-approved by the Assistant Superintendent, Human Resources and recommended by the PAR Council.
- 6.4.7 Upon completion of service as a Consulting Teacher, he/she will be returned to the position which he/she held prior to becoming a Consulting Teacher should such position be vacant. If the position is not vacant, the Consulting Teacher shall be returned to his/her former worksite.
- 6.4.8 Full-time Consulting Teachers shall have a caseload determined by a ratio of Consulting Teachers to Participating Teachers. Participating teachers include BT's, ET's, and VT's. This ratio is dependent on the amount of assistance provided to Participating Teachers as determined by the PAR Council.
- 6.4.9 The PAR Program encourages a cooperative relationship between the Consulting Teacher, Experienced Teacher Participant and the Principal with respect to the process of peer assistance and review. A minimum of three (3) Triad meetings shall be conducted during the school year.
- 6.4.10 At the request of the Participating Teacher or the Consulting Teacher, the PAR Council may assign a different Consulting Teacher to work with the Participating Teacher at any time during the year.
- 6.4.11 The District agrees to indemnify and hold harmless any Association members on the PAR Council and Consulting Teachers from liability arising out of their participation in the PAR Program pursuant to California Government Code Section 810, et seq.
- 6.5 Expenditures for the PAR Program shall not exceed revenues provided by the District.
- 6.6 The day-to-day operations of the PAR program will be administered by a Coordinator appointed by the District. The Coordinator shall provide regular status reports to the PAR Council.
- 6.7 Nothing contained in this Article shall be construed to prohibit or limit in any way the District's right or ability to release probationary, temporary or substitute employees pursuant to any provisions of the Education Code or to institute disciplinary action against any employee including, but not limited to, any termination proceedings instituted pursuant to any provisions of the Education Code.



## **Article 7. Nondiscrimination**

- 7.1 Employment Practices.** The District and the Association agree that they shall not discriminate in employment practices on the basis of race, color, ancestry, religious creed, national origin, gender, sexual orientation, physical handicap, medical condition, or age (to age 70) or any other unlawful reason. Violations of this Article shall not be subject to the grievance procedures of this Agreement except where no other remedy exists.

## **Article 8. Negotiation Procedures**

- 8.1 Authority.** At a mutually agreeable time and place during the year in which this Agreement expires, the parties hereto shall commence the meeting and negotiation process in accordance with applicable law. Subsequent meetings shall take place at mutually agreeable times and places. Agreements reached shall be reduced to writing.
- 8.2 Closed Meetings.** The meetings shall be closed to the public. Each party shall maintain its own minutes of the negotiation sessions and neither side shall take or permit tape recordings to be made of the sessions.

## Article 9. Association Rights

- 9.1 Rights and Responsibilities.** The Association shall have the right of access at reasonable times to areas in which employees work, the right to use designated institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed by the Rodda Act.
- 9.2 Consultation Rights.** The District agrees to consult with the Association prior to the staffing of any new schools. PSUSD shall provide PSTA, in writing, at least ten (10) days advanced notice of all new employee group orientations in which the newly hired public employees are advised of their employment status, rights, benefits, duties, and responsibilities, and other employment related matters, unless there is an urgent need critical to the employer's operations that was not reasonably foreseeable.

During a group orientation the District will allow the Association sixty (60) minutes for orientation meetings of six hours or more, and forty-five (45) minutes for orientations less than six hours, to present information related to the Association's structure, provide association literature and/or membership forms, and all other items relevant to Association membership.

The District shall provide the Association with the name, job title, department, work location and work phone numbers of newly hired bargaining unit employees within (30) days of hire or by the first pay period of the month following the hire. The District shall provide the Association with the home telephone numbers, personal cellular telephone numbers, personal email addresses on file with the District and home addresses of newly hired employees within thirty (30) days of hire or by the first pay period of the month following the hire (if the employee has provided such personal information to the District) unless the employee has requested that such personal information be kept confidential and not forwarded to third parties. In addition, the District shall provide the Association with the above information for all members of the bargaining unit when requested subject to the limitation and restrictions set forth above.

- 9.3 Organizational Membership.** The District recognizes the right of employees covered by this Agreement to form, join and participate in the lawful activities of employee organizations, and the District also recognizes that employees have the right to refuse to form, join, and participate in employee organization activities.
- 9.4 Release Time.** The District shall provide twenty (20) days of release time to Association member(s) designated by the President per school year. The Association may use an additional thirty (30) release days per year. These thirty

(30) release days shall be charged to the Association at the regular substitute rate of pay.

#### **9.5 President's Release Time**

9.5.1 The Association President shall be released full time from his/her teaching assignment. The Association shall reimburse the District at 50% of Column 2, Step 6 and 50% of all other related costs.

9.5.2 Each year that the President is released, the President shall accrue one full year's credit toward STRS retirement if permitted by STRS/PERS and a full year's credit on the PSUSD salary schedule.

9.5.3 Upon returning to the classroom the President is entitled to return to his/her former school, but is not guaranteed his/her former assignment.

## **Article 10. Organizational Security**

- 10.1** Any unit member who has joined or applied to join the Association may authorize the District to deduct Association dues. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the unit member each month for ten months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year.
- 10.2** Any unit member who has not joined the Association, or who does not make application to join the Association within thirty days, or within thirty days from the date of commencement of assigned duties within the unit, shall pay to the Association a fee, not to exceed the amount of Association membership dues, for the duration of the Agreement.
- 10.2.1 Such fee shall be payable to the Association in one lump sum cash payment in the same manner as required for the cash payment of Association dues, provided however, that the fee payer may authorize payroll deduction for such fees in the same manner as provided for the payroll deduction of Association dues in Section 10.1 above.
- 10.2.2 In the event that a unit member shall not pay such fee as required in Section 10.2.1 above, the Association shall so inform the District, and the District shall immediately begin automatic payroll deduction as provided in Education Code Section 45061 and in the same manner as set forth in Section 10.1 above.
- 10.3** The Association shall comply with the Agency Fee Regulations of the Public Employment Relations Board.
- 10.4** Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support the Association as a condition of employment; except that such unit member shall pay, in lieu of any agency fee to the Association, sums equal to such fees to one of the following nonreligious, non labor, charitable organizations whose funds are exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:
1. Foundation To Assist California Teachers
  2. P.S.U.S.D. Pinnacle Fund
  3. Any publicly sponsored boys or girls club located within District boundaries.

Such payment shall be made within thirty days of the unit member's first duty day of each school year.

- 10.5** Proof of payment and a written statement of objection along with verifiable evidence of membership in a religious body whose traditional tenets or teachings object to joining or financially supporting employee organizations shall be made on an annual basis to the Association and the District as a condition of continued exemption from the provisions of Sections 10.2.1, and 10.2.2 above. Such proof shall be presented within thirty days of the unit member's first duty day of each school year.
- 10.6** Any unit member making payments as set forth in Sections 10.4 and 10.5 above, and who requests that the grievance or arbitration provisions of this Agreement be used in his or her behalf, shall be responsible for paying the reasonable cost of using such procedures.
- 10.7** With respect to all sums deducted by the District pursuant to Sections 10.1, 10.2.1 or 10.2.2 above, the District shall promptly remit such monies to the Association accompanied by an alphabetical list categorizing the payments as membership dues or agency fees, and indicating any changes in personnel from the previous list.
- 10.8** The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- 10.9** The Association agrees to pay to the District all reasonable legal fees and legal costs incurred in defending against any court action and/or administrative action before the Public Employment Relations Board challenging the legality or constitutionality of the agency fee provisions of this Agreement or their implementation.
- 10.10** The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to in Section 10.9 above shall or shall not be compromised, resisted, defended, tried or appealed.

## Article 11. Leaves of Absence

**11.1 Definition.** Leave of absence is hereby defined as any absence authorized by law or by advance approval of the Board of Education or the administrator delegated authority to approve such absences.

### **11.2 Renewal of Leaves of Absence**

11.2.1 Leaves of absence for any purpose may not be renewed.

11.2.2 No later than March 1 of any given year, any teacher on leave of absence shall notify the Superintendent of Schools in writing of intent to return the following school year.

11.2.3 Any absence not so authorized shall be unexcused, and may be subject to disciplinary action up to and including termination.

**11.3 Application for Approval of Leaves of Absence.** Any certificated employee of the School District desiring a leave of absence (excluding 11.5, and 11.11) shall submit an application in advance as follows:

11.3.1 Applications for sick leave not to exceed ten (10) days; bereavement leave as authorized by law; religious leave; and personal necessity leave because of illness, death, or accidents involving employees or members of immediate family not to exceed three (3) days may be submitted to the respective principal or deputy superintendent for approval.

11.3.2 Applications for sick leave more than ten (10) days; personal necessity leave for purposes other than short-term family illness mentioned above; personal leave (20 or less days); sick leave for maternity purposes; jury service and subpoena leave shall be submitted to the Superintendent of Schools, or his designated representative for approval. The employee shall notify his immediate supervisor of his intentions.

11.3.3 Applications for all other leaves of absence, including personal leave (more than 20 days), military leave, opportunity leave, study leave and child rearing leave shall be submitted directly to the Board of Education through its Secretary for approval.

**11.4 Position Upon Return From Leave.** An employee returning from a leave of absence other than sick leave in excess of twenty (20) days is entitled to a position within the District covered by the employee's teaching credential, but not necessarily the same position held just prior to receiving the leave of absence. The provisions of this paragraph shall not apply to employees on sick leave. To the extent that the Family and Medical Leave Act (FMLA) applies to an employee returning from a leave of absence, the District shall comply with the provisions of the FMLA when placing a returning employee.

## 11.5 Sick Leave

11.5.1 **Definition.** Sick leave is a leave granted to an employee who is unable to assume and perform duties because of personal illness, injury and/or quarantine whether or not the absence arises out of, or in the course of, employment.

11.5.2 **Length of Sick Leave.** In each fiscal year an employee is entitled to ten (10) days of sick leave for illness or injury without loss of pay. Unit members on extended work year will accumulate additional sick leave in direct proportion to that of employees on regular work year. If an employee does not take the full amount of leave allowed in any school year, the amount not taken shall be accumulated from year to year. To sick leave accumulated in the District shall be added any sick leave transferred from another public school in California.

### 11.5.3 General Provisions

11.5.3.1 An employee serving less than a full school term or on a part-time basis shall be entitled to sick leave in the proportion that the time served bears to a full school term of full-time service.

11.5.3.2 The District reserves the right to determine and ascertain the verity of the facts or conditions causing the employee to remain away from duty. In the event of absence due to illness for a period of five (5) days or less, the employee shall file with the school principal or supervisor a statement in writing, as to the reason for the absence and the general nature of the illness. An employee absent from duties exceeding five (5) working days on account of illness or injury shall, upon return to work, present to the appropriate principal or supervisor a certificate from a competent medical authority certifying physical and emotional competency to return to service. Failing in the presentation of such a certificate when the illness has been for a period of more than five (5) working days, the employee shall not be allowed to resume employee's duties and shall have said employee's pay warrant withheld as of the date of first occurrence of applicable absence. The employee shall receive withheld warrants upon the filing of the required medical certificate and the approval of the school principal or supervisor.

11.5.3.3 The District reserves the right to require proof of illness. Further, the District may refer any claim for sick leave benefits to a competent medical authority designated by the District, at District expense, for a decision as to the eligibility of the employee for said benefits. If the employee objects in writing to the doctor chosen by the District, the District shall provide a list of three doctors from which the employee shall choose one.



11.5.3.4 The District further reserves the right, irrespective of whether or not sick leave benefits have been claimed or received, to require a health examination by a competent medical authority, at District expense, of any employee whose physical or mental health, in the judgment of school officials, is such as to endanger the health, safety or welfare of pupils subject to the supervision of said employee. If the employee objects in writing to the doctor chosen by the District, the District shall provide a list of three doctors from which the employee shall choose one.

11.5.3.5 No employee shall be entitled to sick leave benefits while absent from duty on account of any of the following:

- a. Sickness or disability sustained while on leave of absence.
- b. Disability or illness to the family, relative or friend of the employee except as provided in the Education Code, relating to emergency leave.

11.5.4 **Compensation.** When an employee is absent from duty on account of illness or accident for a period of five (5) school months or less, whether or not the absence arises out of or in the course of the employment of the employee by the District, the amount deducted from the salary due the employee for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee to fill the position during the absence; however, in no event shall the amount deducted from the regular teacher's salary exceed the cost of a regular or long-term substitute. In any given fiscal year, the computation of the five (5) school months shall begin with the date of expiration of accumulated sick leave, if any. If an employee with a long-term illness is in a position for which no substitute is assigned, the amount of the salary due the employee for any month in which the absence occurs shall be the difference of the cost of a long-term substitute or the difference of the cost of the YRE teacher sub rate.

## 11.6 Catastrophic Leave

11.6.1 To be an eligible participant of the Catastrophic Sick Leave Bank ("Bank"), a bargaining unit employee or certificated management employee must donate one (1) day of sick leave during the open enrollment period. If the total number of days in the Bank exceeds 500 on the first day of September of any year, members who have previously donated will be exempted from donations that year. Total withdrawal from the Bank in any one-year will not exceed 200 days, however, the Committee may vote to exceed the 200 days if the need arises.

- 11.6.1.1 New members wishing to enter the Bank will be required to donate one (1) day during the open enrollment period in the year they join regardless of the total number of days in the Bank.
- 11.6.2 The sick leave day contribution will be authorized on the appropriate form and continue from year to year under the provisions addressed below until canceled by the certificated employee. No sick leave may be surrendered or drawn for the purposes of summer school.
- 11.6.3 Following the initial enrollment, a certificated employee may only join the Bank during the annual open enrollment period during the month of September. Employees hired after September 1 will have an open enrollment period of thirty (30) days following the date of hire.
- 11.6.4 Certificated employees otherwise eligible for catastrophic sick leave during the initial open enrollment period may apply for a donation from the Bank without making a prior donation.
- 11.6.5 Donations of sick leave days to the Bank shall be irrevocable. Sick leave that is donated under this section shall be deducted from accrued sick leave authorized under section 11.5.2 above.
- 11.6.6 A catastrophic injury or illness shall be defined as: Any injury or illness which may incapacitate a certificated employee for an extended period of time (in excess of sixty (60) consecutive calendar days) based upon competent medical opinion. Request for catastrophic leave should be made within the first twenty (20) workdays of leave. This may be waived by the Committee under extenuating circumstances.
- 11.6.7 The first fifteen (15) days of illness or disability must be covered by the employee's own sick leave, differential pay or leave without pay. After fifteen (15) days, employees who have exhausted their sick leave but still have differential leave available are eligible for a withdrawal from the Bank. The District shall pay the employee's full pay and the Bank shall be charged one sick leave day. Differential leave runs consecutively with catastrophic leave. The employee may use the remaining differential leave after exhausting the catastrophic sick leave.
  - 11.6.7.1 Leave from this Bank may not be used for illness or disability for which the certificated employee is receiving Workers' Compensation benefits.
  - 11.6.7.2 The maximum number of days allowed for a member of the Bank for a single catastrophic injury/illness shall not exceed forty (40) workdays. If there are insufficient days in the Bank, there is no obligation to grant leave hereunder, in whole or in part. Neither the District, Association and/or Committee shall be legally responsible if there are insufficient days in the Bank to provide a catastrophic sick leave donation.

- 11.6.8 The certificated employee who receives leave from the Bank shall furnish all requested medical information deemed necessary by the Joint Catastrophic Sick Leave Bank Committee (to be referred to as the Committee, as defined in section 11.6.11). The Committee determines the certificated employee's eligibility to receive donated leave under this section. Upon request by the Committee, the certificated employee shall submit a "Certificated Sick Leave Bank Request for Withdrawal" form for the release of medical information to determine the right to receive leave from the Bank.
- 11.6.9 A certificated employee who wishes to donate sick leave shall submit a "Certified Sick Leave Bank Deposit" form to the Human Resources Office. This form authorizes the donation to the Bank. No surrender shall go into effect until approved by the Joint Catastrophic Sick Leave Bank Committee. The decision of the Committee shall not be subject to the grievance procedure, but may be reviewed upon appeal to the committee.
- 11.6.10 A certificated employee who has submitted a request to donate sick leave, and a certificated employee who receives leave from the Bank, shall each execute an agreement satisfactory to the committee. The agreement will confirm understanding of each that the donation of sick leave is voluntary. The agreement will also provide that each certificated employee agrees to indemnify and hold the Committee, the District and the Association harmless from any claims, demands, or causes of action related to the donation or to the granting or denial of any leave pursuant to this article.
- 11.6.11 No action taken by the Committee under this section shall be subject to the grievance procedure of this Agreement. The Committee shall be composed of four (4) members, two (2) of which are appointed by the District and two (2) of which are appointed by the Association. Committee members must be members of the Bank. A certificated employee dissatisfied with any action taken or decision made by the Committee concerning the Catastrophic Leave Plan herein provided may submit a request for an appeal for reconsideration with additional supportive documentation. No request for appeal shall be considered by the Committee unless the request for appeal is submitted no later than ten (10) days after the action or decision in question. A tie vote represents a denial of the request. The Committee shall have no jurisdiction to hear any request which is not submitted within the required time frame.
- 11.6.11.1 The Committee shall review, in a timely manner, matters that are submitted to it. The Committee shall prepare a written report regarding the matter submitted to it.
- 11.6.11.2 The Committee shall be responsible for informing certificated employees of solicitation for donations earmarked for the Bank.

- 11.6.12 If any provision of this section is held to be unlawful then this entire section shall be null and void. The section supersedes any obligation of the District under Education Code section 44043.5.

## **11.7 Leave for Maternity Purposes**

- 11.7.1 Bargaining Unit Members who give birth to a child shall receive up to six (6) weeks of paid leave. This leave shall not be deducted from unit member's accrued sick leave.

### **11.7.2 Procedure**

- 11.7.2.1 Any employee of the District in a position requiring certification, who is regularly employed and becomes pregnant, shall submit a signed statement from a physician duly licensed to practice medicine in the State of California, designating the date up to which the employee could safely work and should cease her services to the District.

- 11.7.2.2 Any employee wishing to use sick leave for maternity purposes shall submit a signed statement from a physician duly licensed to practice medicine in the State of California designating the date up to which the employee could safely work which shall include a designation of the approximate date of delivery.

- 11.7.3 **Compensation Following Pregnancy.** An employee shall be expected to return to work within twenty (20) working days after delivery unless she complies with the following:

- 11.7.3.1 If, during postnatal recuperation, the employee's attending physician feels additional sick leave must be granted, the employee will supply the District with such written notification and thereafter follow the District's regular sick leave policy.

- 11.7.3.2 Certificated employees wishing to extend their maternity absence shall do so by applying for personal leave.

### **11.7.4 Unpaid Child Rearing Leave**

A unit member shall request and be granted leave without pay for child rearing purposes. This leave shall be granted for the remainder of the school year when the request is made and upon request, the following school year.

- 11.8 Industrial Accident and Illness.** Each employee who is injured or contracts an illness as a result of his employment is entitled to the following:

- 11.8.1 Allowable leave for industrial accidents and illness shall be for not more than sixty (60) days in any one fiscal year for the same accident, when

the employee would otherwise have been performing work for the District.

- 11.8.2 Allowable leave shall not be accumulated from year to year.
- 11.8.3 Allowable leave shall commence on the first day of absence.
- 11.8.4 In accordance with applicable law an employee shall not be entitled to receive wages or salary from the District which, when added to workers' compensation disability benefits, will exceed a full day's wages or salary. If such is the case, the employee shall endorse his temporary disability checks payable to the Palm Springs Unified School District.
- 11.8.5 Allowable leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
- 11.8.6 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 11.8.7 When this leave is exhausted and provided that the employee continues to receive a temporary disability indemnity, said employee shall be entitled to use only so much of said employee's accumulated sick leave, compensating time, or other leave which, when added to the workers' compensation award, will equal a full day's pay.
- 11.8.8 When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the employee's position, said employee shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. As positions become available said employee shall be hired first, except for those who might be on a reemployment list established because of lack of work or funds. In such cases appropriate seniority provisions will govern.

## **11.9 Personal Necessity Leave**

- 11.9.1 **Number of Days.** Employees are allowed up to seven (7) days per school year for personal necessity leave. Such days shall be deducted from and only be given if earned sick leave days credit is available at the time of use.
- 11.9.2 **Authorization.** Employees shall inform their site supervisor or the Certificated Human Resources Office of their intent to be absent. The employee shall file a form with the Human Resources Office immediately upon return.
- 11.9.3 **Definition.** Personal necessity leave shall be granted to an employee for the following reasons:

- 11.9.3.1 Death or serious illness of a member of an employee's immediate family.
  - 11.9.3.2 Accident involving the employee's person or property, or the person or property of a member of the employee's immediate family.
  - 11.9.3.3 Under circumstances which are: serious in nature; involve requirements which the employee cannot reasonably be expected to ignore; and requires the attendance of the employee during working hours.
  - 11.9.3.4 The birth of a child making it necessary for an employee who is the father of the child, or the adoption of a child making it necessary for an employee who is an adopting parent of the child, to be absent during assigned hours of service is applicable.
  - 11.9.3.5 Immediate family as used in this Section means the mother, father, brother, sister, husband, wife, son, daughter, son-in-law, daughter-in-law, grandchild, grandmother or grandfather of the employee or the employee's spouse or domestic partner or any other person living in the household. With respect to the use of this leave pertaining to a death, where bereavement leave is applicable, it shall be used first and personal necessity leave thereafter if applicable.
- 11.9.4 **Exception.** Personal necessity leave shall not be granted during a scheduled vacation or a leave of absence.

## **11.10 Bereavement Leave**

- 11.10.1 **Definition.** A bereavement leave is a paid leave granted to an employee because of bereavement resulting from the death of any member of the employee's immediate family, which includes the father, mother, brother, sister, husband, wife, domestic partner, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, grandchild, brother/sister-in-law, grandmother or grandfather of the employee or employee's spouse or any person living in the household.
- 11.10.2 **Length of Leave.** Maximum leave for bereavement purposes is three (3) working days for any one occurrence or five (5) days if out-of-state travel is required. However, the maximum leave where no out-of-state travel is required may be increased to five (5) days upon approval by the Office of the Superintendent.

## **11.11 Study Leave**

11.11.1 **Definition.** A study leave is a leave that is granted to enable an employee to pursue a program of study at an accredited institution of higher learning (collegiate grade) or travel. The courses or travel undertaken must relate to the present or prospective service of the employee, or must qualify him for a higher credential or degree. An employee, upon request of study leave, will include a program itinerary and will submit a follow-up progress report upon his return from leave.

11.11.2 **Length of Leave.** Leave may be granted for one-half or one full assigned work year.

11.11.3 **Compensation.** No salary will be paid by the District for the period covered by the leave.

11.11.4 **General Provisions**

11.11.4.1 The employee must hold permanent status on the effective date of the leave.

11.11.4.2 In order to be eligible, the employee must have served satisfactorily during the year immediately preceding the requested leave (1) a minimum of one hundred thirty-five (135) teaching days, exclusive of other leaves of absence, if full-time, or (2) seventy-five percent (75%) of time assigned, but not less than ninety (90) days, if a part-time employee.

**11.12 Jury Service**

11.12.1 **Compensation.** Certificated employees shall receive their regular salary from the District but shall pay to the District any fees that have been received for jury service, exclusive of expenses involved.

**11.13 Opportunity Leave**

11.13.1 **Definition.** An opportunity leave is a leave granted to a permanent employee in order that the employee may accept a position other than with the District that will result in the employee being able to render more effective service to the District upon cessation of leave. The Association recognizes that the District can and will request a written explanation for the request of opportunity leave. The District can refuse a request if it determines that better service will not be rendered.

11.13.2 **Length of Leave.** The leave shall not exceed one (1) year in duration.

11.13.3 **Compensation.** No compensation will be paid to the employee by the District while on an opportunity leave.

**11.14 Personal Leave--Nonpayment of Salary.** A personal leave for reasons other than those stated under Personal Necessity Leave, may be granted by the Superintendent for a period of time not to exceed twenty (20) working days or by the Board of

Education for periods of time in excess of twenty (20) working days. No compensation will be paid by the District for the period of personal leave specified in this Section.

- 11.15 Religious Leave.** In each fiscal year, an employee is entitled to one (1) day of religious leave without loss of pay. If an employee does not take the leave allowed in any one fiscal year, the leave not taken shall not accumulate from year to year. Such leave shall be granted only where attendance at said employee's place of work would make impossible observance of that holiday by the religious worship called for by such employee's faith.
- 11.16 Fringe Benefits While on Leave.** The District shall provide to all certificated employees on unpaid leave the existing fringe benefit package provided that the employee on leave reimburses the District for the cost of the package. Reimbursement shall be made at the same time premiums or other payments are due.
- 11.17 Adoption Leave.** A unit member who adopts a child may use up to thirteen (13) days of accumulated sick leave as additional personal necessity days for purpose of the adoption.
- 11.18 Military Spouse: Home on Leave (AB 392).** An employee whose military spouse is home on leave from a military conflict may request and be granted up to ten (10) days of unpaid leave. An employee must provide a copy of the written orders of the spouse's military leave within two business days of receiving official notice.



## Article 12. Procedures for Evaluation

- 12.1 Guidelines for Distribution.** The Assistant Superintendent, Human Resources will forward evaluation guidelines to all school sites and/or departments within the first twenty-five (25) school days of a school year. Also within the first twenty-five (25) school days of the school year, site administration will meet with certificated personnel scheduled to be formally evaluated in order to assign the evaluator and to review the evaluation process and documents.
- 12.2 Frequency.** Every probationary employee shall be evaluated at least once each school year and every permanent certificated employee shall be evaluated at least once every other year. With respect to permanent certificated employees, only employees that have received an evaluation that is not satisfactory shall be formally evaluated more than every other year. Nothing in this article shall be construed to limit in any way the right of the District to conduct classroom observations or perform other evaluation activities including but not limited to evaluation other than formal evaluation. The evaluation forms and timelines are set forth in Appendix G.
- 12.3 Five Year Cycle.** Permanent certificated employees who have been with the District at least ten (10) years and whose recent evaluation ratings have met or exceeded satisfactory may be evaluated at least every five (5) years, provided the employee and his/her primary evaluator consent. The certificated employee or the evaluator may withdraw consent at any time and return to the at least every other year cycle. A conference shall be scheduled prior to the return to the two-year cycle. Certificated employees who are teaching in the current core academic areas defined in the ESEA shall also be required to meet the definition of “highly qualified” as stated by the Act.
- 12.4 Self Assessment.** Permanent unit members who meet the standards will have the option of an alternative evaluation model every two (2) years. The evaluator and evaluatee will meet to develop the model. If an agreement is not reached, the evaluation will proceed using the California Standards for the Teaching Profession.
- 12.5 Final Conference.** Evaluator and evaluatee, before the end of the unit member's assigned work year, will have held at least one personal conference to evaluate the evaluatee's total program and accomplishment of his/her program objectives.
- 12.6 Final Report.** Before the end of the unit member's assigned work year evaluator and evaluatee submit the final evaluation.
- 12.7 Request for Second Evaluator or Evaluation.** Any permanent certificated employee scheduled to be evaluated may ask for and receive an evaluation by a different administrator **who will not consult with any other evaluators**. Under this situation the District may, but need not, conduct both evaluations. In any event, the request for evaluation by a different administrator must be submitted within ninety (90) school days of the beginning of the unit member’s assigned work year.

The administrator assigned to perform the requested evaluation may be either another administrator at the same school site or any other administrator assigned to the same school level as the employee being evaluated. **The final evaluation document will be completed by the Assistant Superintendent, Human Resources or his/her Human Resources designee. The primary evaluator will conduct the Final Evaluation Conference and generate the Final Evaluation Conference Summary.**

- 12.8 Notice Not to Reemploy.** The Assistant Superintendent, Human Resources will give initial notice to any person of the District's intent not to reemploy in accordance with applicable law. This must be a written communication, with statement of charges that will be given when required by, and in conformity with, applicable provisions of the Education Code.
- 12.9 Nonemployment Notice.** The Assistant Superintendent, Human Resources will provide to the employee written final notice of nonemployment in accordance with applicable law.

## Article 13. Class Size

**13.1 Elementary School.** The regular elementary schools shall be allocated classroom teachers in sufficient numbers to insure the average class size at each elementary site shall not exceed the following: Kindergarten through Grade 3, 31-1; and Grade 4 through Grade 5, 31-1. Only regular classes shall be used to calculate this average. The average shall be calculated initially by projecting the total number of K, 1-3 and 4-5 students anticipated to be enrolled in regular classes and dividing by the anticipated number of K-3 and 4-5 full-time equivalent teachers. Within the first twenty-five (25) school days of the school year, the District Office shall calculate the actual average class size in each group at each school site by dividing the total active enrollment in regular classes by the number of full-time equivalent teachers assigned to instruct those classes. The principal at each site will submit a semimonthly enrollment report to the District Office. When any school site, for two (2) consecutive reporting periods, exceeds the average permissible class size by eight (8) students at any one grade level and/or fifteen (15) students at all grade levels, action will be initiated by the school principal with District staff to determine an appropriate course of action that may or may not include additional certificated and/or classified staff. The District shall be the sole determiner of economic feasibility.

13.1.1 GATE classes in Grades K-5 shall not be included in the calculation of class size for regular classes.

**13.2 Middle School and Senior High School.** The District agrees to attempt to maintain a middle/senior high school staffing ratio of thirty-one (31) students per full-time equivalent teacher, at each site. Minimum individual class size may vary as determined by the site administrator in accordance with Board policy and effective operation of the school. The principal at each site will submit a semimonthly enrollment report to the District Office. When any school site exceeds the staffing ratio of thirty-one (31) students per full-time equivalent teacher by a total of fifteen (15) students, action will be initiated by the school principal with District staff to determine an appropriate course of action that may or may not include additional certificated and/or classified staff. The District shall be the sole determiner of economic feasibility. Continuation classes operate under a special designation and are not affected by the above provisions.

13.2.1 GATE classes in Grade 6 shall not be included in the calculation of class size for regular classes.

**13.3 Computation of Staffing Ratios.** Portions of part-time nonteaching positions will not be counted in computing staffing ratios.

13.3.1 **Elementary, Middle and High School Department or Grade Level Chairpersons.** Elementary, middle and high school department or grade level chairs will be assigned as needed. The department or grade level staffs will participate in their selection.

**13.4 Appeal Procedure.** Failure to meet the goals established in 13.1 and 13.2 above shall be subject to the grievance procedure.

## **Article 14. Safety Conditions of Employment**

- 14.1 Enforcement Authority.** The requirements for safe working conditions are established and maintained under the California Occupational Safety and Health Act of 1973 (Cal/OSHA). Enforcement and rulemaking authority is lodged with the Department of Industrial Relations. The Division of Industrial Safety has jurisdiction for inspection and the enforcement of standards.
- 14.2 District Safety Committee.** Palm Springs Teachers Association shall have the right to appoint three (3) members to the District Safety Committee. The Committee will meet at least four (4) times a year with additional meetings as determined by the Committee.
- 14.3** The District will provide a safe workplace for unit members. A unit member noting unsafe physical conditions at his/her worksite shall report the condition to the principal or site supervisor as soon as possible. The principal will respond within five (5) workdays. If the problem is not corrected, the unit member may appeal the matter to the Superintendent or designee for resolution.
- 14.4** Teachers may recommend to the site administrator, with appropriate documentation, alternate placement or exclusion of a student whose violent behavior threatens the safety of other students or the teacher.
- 14.4.1 The District shall respond to the teacher's written recommendation within ten (10) workdays.
- 14.4.2 If the District does not follow the teacher's recommendation, the District shall provide the teacher with its reasons in writing.
- 14.4.3 A student excluded for violent behavior under Section 14.4 above shall not be entitled to return to a classroom until the District has explored appropriate legal options to determine if the student's return is appropriate.
- 14.5** The District will notify teachers of students assigned to them who are known to have committed acts prohibited by Education Code Section 48900. Special attention shall be paid to students whose violations involve acts of violence or threats of violence.

## Article 15. Grievance Procedures

**15.1 Definition.** A grievance shall mean a written complaint by an employee covered hereby or by the Association that there has been an alleged violation, misinterpretation or misapplication of a provision of this Agreement. Hereinafter, the term "grievant" shall include either the employee or the Association, whichever is applicable.

### 15.2 General Provisions

15.2.1 Every employee shall have the right to present grievances in accordance with these procedures with or without representation by the Association. Nothing contained in this Article shall be construed to prevent any individual employee from discussing a problem with an agent of the District and having it resolved without intervention or representation by Association representatives.

15.2.2 In any instance where the Association is not participating in a grievance, the District shall not agree to a resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

15.2.3 The failure of the grievant or the grievant's representative to act within the prescribed time limit stated in this Article will act as a bar to any further appeal. The failure of the District or its agent to give a decision within the time limits shall permit the grievant to proceed to the next step.

15.2.4 Hearings and conferences under this procedure shall be conducted at a time and place that will afford an opportunity for all persons entitled to be present to attend. When such hearings and conferences are held during the regular workday, all employees whose presence is required shall be released without loss of pay for those hours they are required to attend such hearing or conference.

15.2.5 Any investigation or other handling or processing of any grievance by a grievant or the grievant's representative shall be conducted in a manner that minimizes interruption and interference with the instructional program.

### 15.3 Levels in the Grievance Procedure

15.3.1 **First Level.** Within twenty (20) school days of the unit member's assigned work year from the date the grievant knew or should have known of the occurrence of the event giving rise to the grievance, the grievant must file in writing with grievant's immediate supervisor a report of grievance. This report must describe the event giving rise to the grievance, must list the specific provisions of this Agreement which

were allegedly violated, and must state the remedy sought by the grievant. The grievant must sign the report of grievance. The grievant's immediate supervisor must respond with a written decision within twenty (20) school days following the receipt of the grievant's report of grievance.

15.3.2 **Second Level.** In the event that the grievance is not considered by the grievant to be satisfactorily resolved at the first level, the grievant may appeal to the Superintendent or designee, by transmitting to the Superintendent's office within twenty (20) school days following receipt of the Level I reply, a copy of the original report of grievance and a copy of the Level I reply with the notation that the grievant is appealing to Level II. The Superintendent or designee must respond with a written decision within twenty (20) school days. The Association may, when filing an Association grievance, commence the grievance at the second level.

15.3.3 **Third Level.** In the event that no decision is communicated within twenty (20) days, or the grievant is not satisfied with the decision at Level II, the grievant may within ten (10) school days request in writing that the Association submit the matter to final and binding arbitration.

If the Association decides to submit the grievance to arbitration, it will so notify the grievant and District within twenty (20) school days of such request. The parties shall then be governed by the rules of the American Arbitration Association in the selection of the arbitrator and the conduct of the arbitration hearing unless otherwise agreed to in writing.

The arbitrator shall have no authority to add to, delete or amend the terms of the agreement.

Costs of the arbitrator, including fees and expenses, shall be shared equally by the Association and the District. Other expenses, including witness fees, if any, shall be borne by the party incurring them.

## Article 16. Transfers

### 16.1 Definitions.

- 16.1.1 A **transfer** is a change of work location between schools or other education facilities.
- 16.1.2 A **voluntary transfer** is one in which the transfer proceedings are initiated by the unit member.
- 16.1.3 An **involuntary transfer** is one in which the transfer proceedings are not initiated by the unit member.
- 16.1.4 A **reassignment** is a change of department(s) (secondary, 6-12) or grade level(s) (elementary, K-5) at a worksite.
- 16.1.5 A **vacancy** is a bargaining unit position the District has decided to fill through either transfer or the employment of a certificated employee.

### 16.2 Notice of Vacancies.

- 16.2.1 Bargaining unit vacancies shall be advertised in the District's central office. In addition, all unit members will be notified of vacancies by District email. These will be posted at the school site. Each notice of vacancy shall specify the site, subject, and/or grade level, and work year of the vacant position. The notice shall specify a deadline for transfer request, which shall not be less than five (5) workdays from the initial date of the posting. The Association President shall be provided a copy of the notice of vacancy.
- 16.2.2 The District is exempt from posting vacancies five (5) workdays prior to the first day of school and five (5) workdays after the first day of school in order to place a teacher in a class as close to the beginning of the school year as possible.

The voluntary transfer window for each school year will close on the sixtieth (60) day of instruction. If a vacancy opens after this date, the position would be filled using a temporary employee for the remainder of the school year. The vacancy will be posted and filled as outlined in Section 16.3 for the following school year. The temporary employee is not eligible to compete during the voluntary transfer process, but may apply after the window has closed should the opening continue to exist.

### 16.3 Voluntary Transfers

- 16.3.1 Unit members who submit timely application to be considered for a posted vacancy shall be interviewed prior to applicants from outside the District.



- 16.3.2 Unit members denied a voluntary transfer for a specific vacancy shall be provided the reason(s) for the denial in writing upon written request to the Human Resources Department.
- 16.3.3 Unit members who believe that they were unfairly denied a transfer shall have the right to request a review of the transfer decision by the Association. The Assistant Superintendent, Human Resources and not more than two (2) Association representatives designated by the Association President, shall attempt to informally resolve unit member appeals, provided that the Association requests a review within fifteen (15) working days of the employee's notice of non-selection for a posted vacancy.
- 16.3.3.1 In the event the matter is not resolved informally within ten (10) working days, (or longer by mutual agreement), the matter may be referred to the grievance procedure at Level II.
- 16.3.4 The filing of a Request for Transfer shall not jeopardize the employee's current assignment. A request for transfer may be withdrawn by the employee applying for the transfer at any time, unless the teacher has accepted an offered transfer.

#### **16.4 Involuntary Transfers**

- 16.4.1 **Involuntary transfers as a result of changes in enrollment.** Involuntary transfers to accommodate a change in school enrollment necessitating either the addition or deletion of staff shall be made following these procedures:
- 16.4.1.1 The District shall first attempt to add or delete staff by transferring qualified unit members who have volunteered to transfer.
- 16.4.1.2 In the event the staff adjustment(s) cannot be accomplished by transferring qualified unit members who have volunteered to transfer, the selection of which unit member(s) are to be transferred shall be based on:
- a. Scope of credential(s),
  - b. Experience and ability(ies), and
  - c. Program need.
  - d. In the event a. through c. are essentially equal, the District shall transfer the least senior unit member meeting the criteria of a. through c.
- 16.4.2 **Other Involuntary Transfers.** The District may make involuntary transfers at any time for any of the following reasons:

- 16.4.2.1 To establish or maintain necessary capabilities at any school for bilingual instruction, or any other form of specialized program.
- 16.4.2.2 To provide an employee with an opportunity to have his performance appraised in a different context or by a different evaluator.
- 16.4.3 In making involuntary transfers, the District shall follow these procedures:
  - 16.4.3.1 The Human Resources Office shall notify the employee in writing of the District's intent to transfer the employee and the reason(s) for the intended transfer.
  - 16.4.3.2 Unit members who believe that they were involuntarily transferred unfairly shall have the right to request a review of the transfer decision by the Association. The Assistant Superintendent, Human Resources and not more than two (2) Association representatives designated by the Association President, shall attempt to informally resolve unit member appeals, provided that the Association requests a review within fifteen (15) working days of the employee's notice of intent to involuntary transfer.
  - 16.4.3.3 In the event the matter is not resolved informally within ten (10) working days, (or longer by mutual agreement), the matter may be referred to the grievance procedure at Level II.
- 16.5 **Reassignment.** Reassignment requests shall be considered by the site principal prior to the District's posting of vacancy. In making reassignment decisions, the principal shall consider the needs of the school's program, the credential(s) of the unit member(s), the unit member(s) experience and abilities, and the wishes of the unit member(s).
- 16.6 **District Rights.** The District reserves the right to make any reassignment or transfer of an employee to any position within the classification of that employee in any field in which the employee's credential or certificates authorize service subject to the procedures set forth herein.
- 16.7 **Promotional Vacancies.** Where vacancies exist within the District in positions that are regularly considered as potential promotional opportunities for bargaining unit members, such vacancies shall be posted by position and site. Such vacancies shall include, but not be limited to, Teachers on Special Assignment and Counselors.

**16.8 Teachers on Special Assignment (TOSAs)** assigned to the District Office shall reapply for their positions no later than every four (4) years. Upon completion of service as a TOSA assigned to the District Office, he/she will be returned to the position which he/she held prior to becoming a TOSA assigned to the District Office should the position be vacant. If the position is not vacant, the TOSA shall be returned to his/her former worksite.

## **Article 17. Discipline Short of Dismissal**

- 17.1** The Association recognizes that the District has the right and responsibility to take disciplinary action when there are instances of unprofessional conduct relating to Education Code 44939, 44940 and/or 44942.
- 17.2** In exercising this responsibility, the District agrees to progressive discipline, except where the severity of the offense requires otherwise. In all instances, the discipline applied must relate to the severity of the offense, be for just cause, and include due process.
- 17.2.1 The District shall notify the Association, in writing, and concurrently with notification to the unit member of any contemplated disciplinary action. The notice shall contain a specific statement of the act(s) or infraction(s) upon which the disciplinary action is based, the proposed disciplinary action to be taken by the District, and a statement of the rules, regulations, or statutes which the unit member is alleged to have violated. A unit member shall not be disciplined for any violation of rules, regulations or statutes of which the employee has not been apprised. All information or proceedings regarding any such actual or proposed disciplinary action shall be kept confidential by the District.
- 17.3** Progressive discipline shall include the following:
- 17.3.1 Level 1 - Verbal warning from site and/or District administrator.
- 17.3.1.1 Verbal warning shall specify the conduct that may need to be modified, containing suggestions for modification and advising the unit member of the next level of discipline.
- 17.3.2 Level 2 - Written warning from site and/or District administrator.
- 17.3.2.1 Written warnings shall specify the conduct that may need to be modified, containing suggestions for modification and advising the unit member of the next level of discipline.
- 17.3.3 Level 3 - A written reprimand may be issued for a repeated infraction or violation. In that event, the unit member may, pursuant to Education Code section 44031, respond in writing and have that response attached to the reprimand and placed in the file.
- 17.3.4 Level 4 - Suspension, without pay, up to 10 days, or other corrective disciplinary action(s) consistent with the type of offense based upon the severity of the offense(s).
- 17.3.5 Notice of Suspension and Right to Grieve/Arbitrate. When an employee is given notice of a suspension, he/she shall be given concurrent notice of his/her right to grieve beginning at Level 2 as provided in Article 15.

He/she must initiate the grievance within twenty (20) days of the receipt of said notice. If the employee is not satisfied at this grievance level, he/she may take the case to binding arbitration as provided in Article 15. The employee shall be given notice of his/her right to be represented by PSTA.

- 17.3.6 Except as disciplinary actions may be introduced in support of actions taken under Education Code sections 44932 and 44944, this Article shall not be construed as modifying those provisions or dismissal for cause.
- 17.3.7 Immediate suspension may be made for those reasons specified in Education Code section 44939; however, such suspension shall be with pay pending the outcome of the arbitration.
- 17.3.8 Suspension may be without pay, but shall not reduce or deprive the unit member of health and welfare benefits.

## **Article 18. Early Childhood Education**

- 18.1** Head Start/State Preschool and Day Care teachers shall enjoy all the provisions of this Contract except where specifically identified or as modified below.
- 18.2** Head Start/State Preschool and Day Care teachers will be provided time during the regular instructional day to be trained in required safety, health, first aid and CPR classes.
- 18.3** Head Start/State Preschool and Day Care teachers shall be reimbursed at the District mileage reimbursement rate for travel required for parent visitation.
- 18.4** The defined workday for Head Start/State Preschool and Day Care teachers shall be clearly identified with a maximum of eight (8) hours.
- 18.5** Head Start/State Preschool and Day Care teachers shall be notified of their assignment five (5) days prior to each school year.
- 18.6** Whenever a Head Start/State Preschool or Day Care teacher is required to stay beyond his/her workday with students who have not been picked up, he/she shall receive compensatory time on a quarterly hour basis.
- 18.7** The following provisions shall not apply to Early Childhood Education teachers: Article 4.1 and 4.3, Article 5, and Article 13. Early Childhood Education openings need not be posted with K-12 staff.
- 18.8** Early Childhood Teachers who have rendered fifteen years of service to the District as an Early Childhood Teacher, and who are eligible to retire within STRS/PERS and are at least fifty-five (55) years of age will be eligible and shall receive upon retirement District paid health and welfare benefits upon the same basis as negotiated for active bargaining unit members for three (3) years or to age sixty-five (65), whichever occurs first.

## Article 19. Severability

- 19.1 Agreement Validity.** Each section, part, term and provision of this Agreement shall be considered severable. If, for any reason, any section, part, term or provision herein is determined to be invalid and contrary to, or in conflict with, any law or regulation by a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining portions, sections, parts, terms or provisions of this Agreement, and the latter will continue to be given full force and effect and bind the parties hereto. The invalid section part, term or provision shall be deemed not to be a part of this Agreement, and subject to immediate negotiation.

## Article 20. Concerted Activities

- 20.1 Concerted Action Pledge.** It is expressly agreed by both parties that there will be no strike, work stoppage, slowdown, job action, picketing other than informational picketing, or refusal or failure to perform fully and faithfully all job functions and responsibilities, nor will there be any concerted action or other interference with the operations of the District, by the Association or by its officers, agents or members during the term of this Agreement, including compliance with the request of other union organizations to engage in such activity.
- 20.2 Compliance.** The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all employees to do so. In the event of a strike, work stoppage, slowdown, concerted action or other interference with the operations of the District by employees who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those employees to cease such action upon written notice to the Association, by delivery to any Association officer, in hand, by telegram, or otherwise.
- 20.3 Violation.** It is understood by the parties that any employee violating this Section may be subject to discipline, including termination, by the District.

## **Article 21. Support of Agreement**

- 21.1** The District and the Association agree that it is to their mutual benefit and to the benefit of the educational program and the pupils of the District to encourage the resolution of differences through the meet and negotiation process. Therefore, it is hereby agreed that the Association and the District will support this Agreement for its term.
- 21.2** The District shall provide copies of the contract for all bargaining unit members to be distributed by the Association.



## **Article 22. Effect of Agreement; Entire Agreement**

- 22.1** The specific provisions of this Agreement prevail over District practices and procedures and over state laws to the extent permitted by state law. This written Agreement sets forth the full and complete agreement between the parties concerning the subject matter hereof and supersedes all prior informal agreements thereon. There are no valid or binding representations, inducements, promises, or agreements, oral or otherwise, between the parties that are not embodied herein.

During the term of this Agreement, the Association expressly relinquishes the right to meet and negotiate further. However, negotiations as to the school calendar and orientation period are excepted from this provision, and shall be negotiated between the parties outside of this Agreement.

This Article is not intended to relieve the District of the obligation to bargain prior to changing any matter not referred to in this Agreement related to wages, hours or other terms and conditions of employment as defined in Article 3543.2 of the Rodda Act nor to waive the Association's right to insist upon such negotiations.

## **Article 23. Site-Based Restructuring Program**

- 23.1** The procedures set forth below shall apply when a school site staff desires to implement a Site-Based Restructuring Plan (SBRP).
- 23.2** At the site where the principal and the certificated bargaining unit staff voluntarily elect to enter into a pilot SBRP, the plan shall be included in the annual schools plan submitted to the Governing Board for approval.
- 23.3** It is agreed that any financial assistance necessary to implement SBRP must be funded from the existing school site budget.
- 23.4** Whenever a SBRP requires a modification of the Collective Bargaining Agreement, the plan must be forwarded to the District and Association for pre-approval. If the District and Association approve the plan, a vote of the certificated bargaining unit members shall be scheduled at the school site in question. At least 75% of the certificated bargaining unit members assigned to the site must vote to approve the plan. If the plan is approved by the required percentage, the plan will take effect for one year and the site shall vote again by March 15 of the implementation year for continuation in the following year. The plan must be submitted for pre-approval by February 1 of any given year and any vote must be conducted by March 15 of any given year. All votes shall be by secret ballot and conducted by the Association.

**Article 24. Term of Agreement**

This agreement shall remain in effect from July 1, 2017 up to and including June 30, 2020. The Association and District agree that either party may notify the other party in writing no later than January 15, 2019, regarding the reopening of negotiations on salary and benefits and up to two (2) additional articles for the 2019-2020 school year.

**Palm Springs Unified School District**

**Palm Springs Teachers' Association/CTA/NEA**

*Tyler S.*  
*Amber CTS*  
*[Signature]*  
*Denise [Signature]*  
*[Signature]*  
*[Signature]*

*[Signature]*  
*Chuck [Signature]*  
*Michael [Signature]*  
*[Signature]*

Date: 4/26/18

Date: 4/26/18

## Appendix A Activity Stipends

Effective July 1, 2018 the instructional activity stipend list will include a 3% stipend for Special Education Teachers.

### PALM SPRINGS UNIFIED SCHOOL DISTRICT CERTIFICATED POSITIONS EXTRA CURRICULAR ACTIVITY STIPENDS 2018 / 2019

1. Extra curricular assignments will be compensated as provided below:  
All percentages shall be compensated for additional duties beyond the school day based on Column II, Step 6 of the Teachers' Salary Schedule.
2. Consulting Teachers Extra Curricular Stipends will be paid 7.5% of their salary as compensation for one hour of additional duties beyond the teacher work day.
3. TOSA Stipends will be paid 7.5% of their salary as compensation for one hour of additional duties beyond the regular teacher work day.

#### I. HIGH SCHOOL ACTIVITIES

	PERCENTAGE	ACTUAL AMOUNT
ASB ADVISOR	12%	\$ 7,352.00
BAND	11%	\$ 6,789.00
BAND ASSISTANT	5%	\$ 3,063.00
CHORAL MUSIC DIRECTOR	9%	\$ 5,514.00
DANCE TEAM ADVISOR	9%	\$ 5,514.00
DRAMA	11%	\$ 6,789.00
DRILL/FLAG TEAM	5%	\$ 3,063.00
JUNIOR CLASS ADVISOR	5%	\$ 3,063.00
ORCHESTRA	7%	\$ 4,288.00
PEP SQUAD ADVISOR	11%	\$ 6,789.00
PEP SQUAD ASSISTANT	5%	\$ 3,063.00
ROTC COMPETITION	3%	\$ 1,838.00
SENIOR CLASS ADVISOR	7%	\$ 4,288.00
STAGECRAFT	6%	\$ 3,676.00

#### II. MIDDLE SCHOOL ACTIVITIES

AFTER SCHOOL SPORTS (Intramurals)	4%	\$ 2,451.00
BAND	6%	\$ 3,676.00

#### OPTIONAL SITE ACTIVITIES

FLAGS, BANNERS, CHEER	4%	\$ 2,451.00
SPORTS (League Play)	2%	\$ 1,225.00
VOCAL	3%	\$ 1,838.00

#### III. ELEMENTARY SCHOOL

ELEMENTARY COORDINATOR STIPENDS (8 only)	0.75%	
--	-------	--

Based on Col. II, Step 6

<b>TEACHER HOURLY RATE</b>	<b>.091 COL. II, STEP 1</b>	\$ 49.01
----------------------------	-----------------------------	----------

ALL STIPEND POSITIONS ARE FILLED, AND THE FUNDING SOURCE DETERMINED,  
AT THE ABSOLUTE DISCRETION OF THE DISTRICT.

\$ 61,263.00

**PALM SPRINGS UNIFIED SCHOOL DISTRICT  
CERTIFICATED POSITION  
INSTRUCTIONAL CURRICULAR ACTIVITY STIPENDS  
2018 / 2019**

1. Extra curricular assignments will be compensated as provided below:  
All percentages shall be compensated for additional duties beyond the school day based on Column II, Step 6 of the Teachers' Salary Schedule.
2. Consulting Teachers Extra Curricular Stipends will be paid 7.5% of their salary as compensation for one hour of additional duties beyond the teacher work day.
3. TOSA Stipends will be paid 7.5% of their salary as compensation for one hour of additional duties beyond the regular teacher work day.

<b>I. HIGH SCHOOL ACTIVITIES</b>	<b>PERCENTAGE</b>	<b>ACTUAL AMOUNT</b>
ACADEMIC DECATHLON	3%	\$ 1,838.00
ASB ADVISOR	12%	\$ 7,352.00
AVID LEAD	4%	\$ 2,451.00
DEBATE (with competition)	4%	\$ 2,451.00
JOURNALISM/YEARBOOK	6%	\$ 3,676.00
NEWSPAPER	5%	\$ 3,063.00
TOSA	7.5%	
SPECIAL EDUCATION / NURSES	3%	\$ 1,838.00
CHAIRPERSON WITH 1-7 TEACHERS	4%	\$ 2,451.00
CHAIRPERSON WITH 8 & UP TEACHERS	8%	\$ 4,901.00

<b>II. MIDDLE SCHOOL ACTIVITIES</b>		
ASB ADVISOR	8%	\$ 4,901.00
SPECIAL EDUCATION / NURSES	3%	\$ 1,838.00
DEBATE (with competition)	3%	\$ 1,838.00
DEPARTMENT HEADS	6%	\$ 3,676.00
DRAMA (with 2 productions)	3%	\$ 1,838.00
TOSA	7.5%	

<b>OPTIONAL SITE ACTIVITIES</b>		
YEARBOOK	2%	\$ 1,225.00

<b>III. ELEMENTARY SCHOOL</b>		
GRADE LEVEL CHAIR	4%	\$ 2,451.00
ELEMENTARY TK CHAIR (1 - District)	2%	\$ 1,225.00
ELEMENTARY P.E. CHAIR (1 - District)	4%	\$ 2,451.00
ELEMENTARY MUSIC CHAIR (1 - District)	2%	\$ 1,225.00
TOSA	7.5%	
SPECIAL EDUCATION / NURSES	3%	\$ 1,838.00

**Based on Col.II, Step 6**  
**TEACHER HOURLY RATE** .091 COL. II, STEP 1 \$ 49.01

**ALL STIPENDS POSITION ARE FILLED, AND THE FUNDING SOURCE DETERMINED,  
AT THE ABSOLUTE DISCRETION OF THE DISTRICT**

\$ 61,263.00

**PALM SPRINGS UNIFIED SCHOOL DISTRICT  
 CERTIFICATED POSITIONS  
 ATHLETIC EXTRA CURRICULAR ACTIVITY STIPENDS  
 2018 / 2019**

IV. HIGH SCHOOL ATHLETICS	ACTUAL	
	PERCENTAGE	AMOUNT
ASSISTANT COACHES	7%	\$ 4,288.00
CHEER SQUAD ADVISOR	11%	\$ 6,739.00
CHEER SQUAD ASSISTANT	5%	\$ 3,063.00
HEAD CROSS COUNTRY	8%	\$ 4,901.00
HEAD FRESHMAN COACH	8%	\$ 4,901.00
HEAD GOLF	8%	\$ 4,901.00
HEAD JUNIOR VARSITY COACH	8%	\$ 4,901.00
HEAD TRACK	10%	\$ 6,126.00
HEAD VARSITY BASEBALL	10%	\$ 6,126.00
HEAD VARSITY BASKETBALL	10%	\$ 6,126.00
HEAD VARSITY FOOTBALL	11%	\$ 6,738.93
HEAD VARSITY SOCCER	10%	\$ 6,126.00
HEAD VARSITY SOFTBALL	10%	\$ 6,126.00
HEAD VARSITY SWIMMING	9%	\$ 5,514.00
HEAD VARSITY VOLLEYBALL	10%	\$ 6,126.00
HEAD VARSITY WRESTLING	9%	\$ 5,514.00
HEAD VARSITY TENNIS	8%	\$ 4,901.00
HEAD VARSITY WATER POLO	9%	\$ 5,514.00
VARSITY ASSISTANT FOOTBALL	8%	\$ 4,901.00
WEIGHTLIFTING	10%	\$ 6,126.00

CIF STIPENDS - 10% PER WEEK - TEAM SPORT - INCLUDING BAND, DRILL, FLAG  
 5% PER WEEK - INDIVIDUAL SPORT  
 HOME GAMES ONLY

**V. ALTERNATIVE EDUCATION**

ASB	6%	\$ 3,676.00
BOYS BASEBALL	2%	\$ 1,225.00
BOYS/ GIRLS VOLLEYBALL	2%	\$ 1,225.00
BOYS/GIRLS BASKETBALL	2%	\$ 1,225.00
DEPT. HEAD/FOCUS LEADERS	4%	\$ 2,451.00
GIRLS SOFTBALL	2%	\$ 1,225.00
SCHOOL PUBLICATION	2%	\$ 1,225.00
YEARBOOK	3%	\$ 1,838.00

Based on Col.II, Step 6

**TEACHER HOURLY RATE** .091 COL. II, STEP 1 \$ 49.01

**ALL STIPENDS POSITION ARE FILLED, AND THE FUNDING SOURCE DETERMINED,  
 AT THE ABSOLUTE DISCRETION OF THE DISTRICT**

**\$ 61,263.00**

**Appendix B  
Salary Schedules**

**PALM SPRINGS  
UNIFIED SCHOOL DISTRICT**

**PSTA CERTIFICATED  
SCHEDULE ID:104 / 184 DAYS - Headstart Salary Schedule  
Effective Date: 07/01/2018**

<b>HEADSTART/STATE PRESCHOOL</b>	
<b>STEP</b>	<b>COLUMN 2</b>
1	43,368.60
2	44,814.15
3	46,258.67
4	47,696.95
5	49,196.47
6	50,614.00
7	52,313.79
8	54,033.30
9	55,807.81
10	57,633.17
11	59,556.08
12	61,509.07

# PALM SPRINGS UNIFIED SCHOOL DISTRICT



PSTA CERTIFICATED  
 SCHEDULE ID:100 / 184 DAYS  
 Effective Date: 07/01/2018

BA		BA + 26 UNITS			BA + 40 UNITS			BA + 54 UNITS OR MA			30 UNITS ABOVE MA OR 68 UNITS ABOVE BA INCLUDING MA			45 UNITS ABOVE MA OR 82 UNITS ABOVE BA INCLUDING MA		
STEP	COLUMN 2	STEP	COLUMN 3	STEP	COLUMN 4	STEP	COLUMN 5	STEP	COLUMN 6	STEP	COLUMN 7	STEP	COLUMN 8	STEP	COLUMN 9	
1	53,857.93	1	54,222.17	1	54,588.49	1	54,951.69	1	55,313.86	1	55,679.13	1	56,045.41	1	56,411.69	
2	54,353.96	2	55,452.91	2	57,497.23	2	58,227.79	2	59,133.72	2	59,821.73	2	60,727.66	2	61,633.59	
3	54,849.99	3	57,646.66	3	60,646.72	3	61,811.05	3	61,958.41	3	63,954.99	3	64,102.36	3	66,098.55	
4	56,960.73	4	59,772.96	4	62,761.61	4	65,772.05	4	66,871.00	4	68,096.55	4	69,205.50	4	71,201.05	
5	59,149.29	5	61,871.24	5	64,938.76	5	67,962.69	5	71,785.66	5	72,232.92	5	73,341.87	5	75,337.42	
6	61,263.13	6	64,055.65	6	67,070.24	6	70,069.27	6	74,108.09	6	76,372.41	6	77,481.42	6	79,476.97	
7	63,439.24	7	66,178.84	7	69,248.43	7	72,243.30	7	76,418.07	7	80,519.16	7	81,622.61	7	83,618.16	
8	65,560.35	8	68,351.83	8	71,365.39	8	74,372.71	8	78,665.78	8	83,244.22	8	84,347.67	8	86,343.22	
9	67,742.69	9	70,535.21	9	73,556.02	9	76,549.86	9	81,529.90	9	85,968.25	9	87,071.70	9	89,067.25	
10	69,926.06	10	72,721.69	10	75,661.57	10	78,665.78	10	84,406.48	10	88,702.66	10	89,805.11	10	91,800.66	
11	69,926.06	11	72,721.69	11	77,978.81	11	81,080.57	11	86,987.30	11	91,425.65	11	92,528.10	11	94,523.65	
12	72,111.51	12	74,901.95	12	80,163.22	12	83,263.94	12	89,719.63	12	94,154.86	12	95,257.31	12	97,252.86	
				13	82,343.48	13	85,447.31	13	92,448.84	13	96,963.99	13	98,066.44	13	100,061.99	
				14	84,525.81	14	88,477.47	14	94,630.14	14	100,048.90	14	101,151.35	14	103,146.90	
				15		89,815.10	15	96,815.59	15	107,105.67	15	108,208.12	15	110,203.67	15	112,200.12
				16		92,002.62	16	99,000.00	16	109,235.08	16	110,337.53	16	112,333.08	16	114,328.63

**ERIP QUALIFICATIONS:**  
 Age 55 or Older  
 10 yrs of Service  
 Retire from District  
 Col Placement on Sal Sch (Yellow Shaded Area)

- Units above the Bachelor's Degree shall be in Upper Division or Graduate Level courses, or Lower Division courses having prior written District approval, with grade "C" or better. Units are SEMESTER HOURS; a Quarter Unit is equivalent to 2/3 Semester Hour.
- \$1500.00 additional award for holder of an Ed.D. or Ph.D. degree, granted from an accredited institution.
- Effective July 1, 2014, teachers new to the District are allowed a maximum of 12 years previous service credit (i.e., may begin on Step 13). A year of experience shall not be less than 75% of the school year.
- An employee may only advance one step at a time per year.
- "Effective July 1, 1989, a break in service of thirty-nine (39) months or less shall be allowed, and service shall be considered as continuous with one break in service of such duration."



# PALM SPRINGS UNIFIED SCHOOL DISTRICT



PSTA CERTIFICATED  
 SCHEDULE ID:192 / 194 DAYS (Librarians & Counselors)  
 Effective Date: 07/01/2018

BA		BA + 26 UNITS			BA + 40 UNITS			BA + 54 UNITS OR MA			30 UNITS ABOVE MA OR 68 UNITS ABOVE BA INCLUDING MA			45 UNITS ABOVE MA OR 82 UNITS ABOVE BA INCLUDING MA		
STEP	COLUMN 2	STEP	COLUMN 3	STEP	COLUMN 4	STEP	COLUMN 5	STEP	COLUMN 6	STEP	COLUMN 7	STEP	COLUMN 8	STEP	COLUMN 9	
1	56,818.56	1	57,201.48	1	57,587.51	1	57,967.32	1	58,354.39	1	58,736.27	1	59,122.15	1	59,507.03	
2	57,339.49	2	58,499.67	2	60,657.10	2	61,426.06	2	62,383.88	2	63,106.13	2	63,833.88	2	64,561.63	
3	57,864.58	3	60,815.87	3	63,978.86	3	65,207.53	3	65,363.18	3	67,472.88	3	68,106.13	3	68,739.38	
4	60,090.50	4	63,055.28	4	66,208.93	4	69,389.56	4	70,544.55	4	71,837.55	4	73,130.55	4	74,423.55	
5	62,399.44	5	65,270.83	5	68,506.45	5	71,698.50	5	75,729.02	5	76,202.22	5	77,694.22	5	79,189.22	
6	64,627.44	6	67,576.65	6	70,753.13	6	73,919.23	6	78,178.05	6	80,568.97	6	82,163.97	6	83,758.97	
7	66,928.07	7	69,815.02	7	73,051.69	7	76,211.56	7	80,617.74	7	82,212.74	7	84,817.74	7	86,412.74	
8	69,162.30	8	72,107.36	8	75,289.02	8	78,460.31	8	82,988.94	8	84,988.94	8	87,188.94	8	89,388.94	
9	71,466.05	9	74,412.15	9	77,597.96	9	80,753.68	9	86,011.84	9	88,011.84	9	90,211.84	9	92,411.84	
10	73,768.76	10	76,712.78	10	79,819.73	10	82,988.94	10	89,045.11	10	91,045.11	10	93,245.11	10	95,445.11	
11	73,768.76	11	76,712.78	11	82,263.57	11	85,537.60	11	91,767.06	11	93,767.06	11	96,447.20	11	98,447.20	
12	76,072.51	12	79,019.65	12	84,567.32	12	87,838.23	12	94,647.78	12	96,647.78	12	99,327.92	12	101,327.92	
		13	86,865.88	13	86,865.88	13	90,140.94	13	97,529.55	13	99,529.55	13	102,292.70	13	104,292.70	
		14	89,169.63	14	89,169.63	14	93,340.25	14	99,830.18	14	101,830.18	14	104,593.33	14	106,593.33	
		15		15		15	94,749.48	15	102,132.89	15	104,132.89	15	106,896.04	15	108,896.04	
		16		16		16	97,054.27	16	104,437.68	16	106,437.68	16	109,200.83	16	111,200.83	

**ERIP QUALIFICATIONS:**

- Age 55 or Older
- 10 yrs of Service
- Retire from District
- Col Placement on Sal Sch (Yellow Shaded Area)

1. Units above the Bachelor's Degree shall be in Upper Division or Graduate Level courses, or Lower Division courses having prior written District approval, with grade "C" or better. Units are SEMESTER HOURS; a Quarter Unit is equivalent to 2/3 Semester Hour.
2. \$1500.00 additional award for holder of an Ed.D. or Ph.D. degree, granted from an accredited institution.
3. Effective July 1, 2014, teachers new to the District are allowed a maximum of 12 years previous service credit (i.e., may begin on Step 13). A year of experience shall not be less than 75% of the school year.
4. An employee may only advance one step at a time per year.
5. "Effective July 1, 1989, a break in service of thirty-nine (39) months or less shall be allowed, and service shall be considered as continuous with one break in service of such duration."

## **Appendix C.I Catastrophic Sick Leave Bank Guidelines**

### **Enrollment Guidelines**

- I. To join, a certificated employee must donate one sick leave day. A donation constitutes membership. Donations are irrevocable.
- II. Annual enrollment will be the month of September of each school year.
- III. To enroll, a form must be completed and submitted to the Catastrophic Sick Leave Bank Committee through the Human Resources Office during an authorized enrollment period.
- IV. To continue membership, one day of sick leave must be donated each September unless, the Catastrophic Sick Leave Bank exceeds 500 sick leave days of any year. In such case members previously having donated will be exempt from donation for that year.

New members wishing to enter the Bank will be required to donate one day during the open enrollment period in the year they join regardless of the total number of days in the Bank.

### **Eligibility Guidelines**

- I. A catastrophic injury or illness shall be defined as: any injury or illness which may incapacitate a certificated employee for an extended period of time (in excess of sixty (60) consecutive calendar days) based upon competent medical evidence.
- II. A certificated employee who qualifies for catastrophic injury or illness leave may not draw upon the Bank until all fully paid illness or injury leave is exhausted.

### **Withdrawal Guidelines**

To request sick leave days from the Bank, a form must be completed and submitted along with medical documentation to the Catastrophic Sick Leave Bank Committee through the Human Resources Office. All withdrawal requests are subject to approval by the Catastrophic Sick Leave Committee.

**Appendix C.II  
Catastrophic Sick Leave Bank  
Enrollment Form**

Name \_\_\_\_\_ Site \_\_\_\_\_

Assignment \_\_\_\_\_

Employee hereby acknowledges that the donation of one sick leave day is voluntary. Employee agrees to indemnify and hold the Committee, District and Association harmless from any claims, demands, or causes of action related to the donation or to the granting or denial of any leave pursuant to this article.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

---

(To be completed by Catastrophic Sick Leave Committee)

Attention: Human Resources

One day of sick leave has been approved by the Committee to be deducted from the accumulated sick leave of the above certificated employee and placed in the Catastrophic Sick Leave Bank.

Signature of Committee Member \_\_\_\_\_

Date \_\_\_\_\_

**Appendix C.III  
Catastrophic Sick Leave Bank  
Request Form**

Name \_\_\_\_\_ Site \_\_\_\_\_

Assignment \_\_\_\_\_

Nature of Illness \_\_\_\_\_

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

Name of Chief Attending Physician \_\_\_\_\_

Address of same \_\_\_\_\_

Phone number of same \_\_\_\_\_

This request must be accompanied by a signed diagnosis and prognosis report from your primary attending physician. Additional information may be requested by the Catastrophic Sick Leave Committee.

**All information received will be held in the strictest confidentiality.**

Return to: Catastrophic Sick Leave Bank Committee care of Human Resources Office

## **Appendix D Joint Committees**

1. The parties agree to maintain the District Safety Committee to comply with the Collective Bargaining Agreement.
2. The parties agree to form a joint committee to review personal property claims.

## **Appendix E**

### **Memorandum of Understanding**

Appendix E contains Memorandums of Understanding that are in effect at the time of printing of the current Collective Bargaining Agreement. Most Memorandums of Understanding are subject to change year to year. Please contact Human Resources or the PSTA office for current information.

**MEMORANDUM OF UNDERSTANDING BETWEEN  
PALM SPRINGS UNIFIED SCHOOL DISTRICT  
AND  
PALM SPRINGS TEACHERS ASSOCIATION (PSTA)**

This Memorandum of Agreement is entered into by and between the Palm Springs Unified School District ("PSUSD") and Palm Springs Teachers Association ("PSTA") on May 9, 2018 in regard to the following schedule, work day, and certificated employee evaluation procedure modifications for the Desert Learning Academy (DLA).

**Whereas the PSUSD/PSTA Collective Bargaining Agreement cite:**

- Article 5.1.1 outlines the district-wide "2-1-2" schedule and general expectations.
- Article 5.9 outlines the district expectations for district-wide Back to School Nights.
- Article 12 – Procedures for Evaluation, outlines the district expectations for the teacher evaluation process.

**Now, therefore, in consideration of the mutual promises contained herein, PSUSD and PSTA agree to the following considerations for DLA in regard to the 2018-19 school year:**

- The '2-1-2' scheduled for DLA will be modified to a '1-4' schedule, therefore the 'late start/early release' day for DLA will occur on Fridays. The site administrator will provide a year-long calendar of the '1-4' schedule, including those weeks impacted by 'rolled over' meeting times impacted by Monday holidays.
- Back to School Night shall be scheduled for August 6, 2018.
- The teacher evaluation tool shall be modified to reflect the National Frameworks for Blended Learning. All other aspects of Article 12 relative to timelines, procedures, rights, etc. shall remain in place.
- This MOU will 'sunset' June 30, 2019.
- The parties agree to meet no later than May 31, 2019 to determine ongoing consideration of the above.

For the District:

  
\_\_\_\_\_

For the Bargaining Unit:

  
\_\_\_\_\_

**Memorandum of Understanding**  
**Employment Incentive 2018-19**

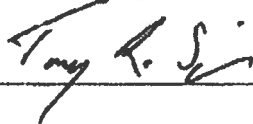
This Memorandum of Understanding (MOU) is entered into on April 23, 2018, by and between the Palm Springs Unified School District (PSUSD) and the Palm Springs Teachers Association (PSTA).

**Recitals**

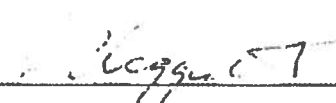
The following are the conditions accepted by both parties in order to implement the Employment Incentive:

- A \$10,000 incentive will be given to any fully credentialed School Nurse, hired into a School Nurse position requiring a School Nurse credential.
- Only newly hired School Nurses, hired for the 2018-19 school year, requiring the credential listed above are eligible.
- The employee who accepts the 'incentive' agrees to render a minimum of two (2) years of service, unless the District initiates an employment separation as per the California Education Code.
- The incentive will be paid no later than the employee's second pay period.
- This incentive will sunset on December 31, 2018.
- Should an employee resign (except when a notice of non-reelection is received) from the District prior to the end of the "2 years of service", the employee will be responsible to return 100% of the incentive. The amount owed will be deducted by payroll deduction on the last pay warrant. Should the pay warrant be less than is owed back to the District, the employee will pay back the balance in full within thirty (30) calendar days of their final work day.

For PSUSD:

  
\_\_\_\_\_

For PSTA:

  
\_\_\_\_\_



**Memorandum of Understanding**  
**Employment Incentive 2018-19**

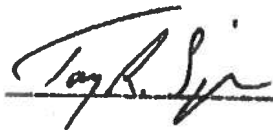
This Memorandum of Understanding (MOU) is entered into on December 1, 2017, by and between the Palm Springs Unified School District (PSUSD) and the Palm Springs Teachers Association (PSTA).

**Recitals**

The following are the conditions accepted by both parties in order to implement the Employment Incentive:

- A \$10,000 Incentive will be given to any fully credentialed teacher, hired into a teaching position requiring a Math, Biology, Chemistry, Physics, Mild to Moderate Special Education, Moderate to Severe Special Education and/or Speech credential.
- Only newly hired teachers hired for the 2018-19 school year, requiring the credentials listed above are eligible.
- The employee who accepts the 'Incentive' agrees to render a minimum of two (2) years of service, unless the District initiates an employment separation as per the California Education Code.
- The incentive will be paid no later than the employee's second pay period.
- This incentive will sunset on December 31, 2018.
- Should an employee resign (except when a notice of non-reelection is received) from the District prior to the end of the "2 years of service", the employee will be responsible to return 100% of the Incentive. The amount owed will be deducted by payroll deduction on the last pay warrant. Should the pay warrant be less than is owed back to the District, the employee will pay back the balance in full within thirty (30) calendar days of their final work day.

For PSUSD:

  
\_\_\_\_\_

For PSTA:

  
\_\_\_\_\_

## Memorandum of Understanding

### Vista Del Monte – Dual Immersion Teacher Stipend

This Memorandum of Understanding is entered into on 4/13/18 by and between the Palm Springs Unified School District and the Palm Springs Teachers Association.

#### RECITALS

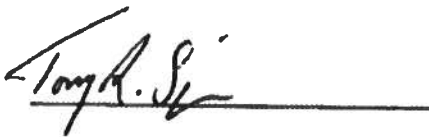
This MOU will remain in effect throughout the 2018-19 school year. The purpose of this MOU is provide a 3% Stipend based on Column II, Step 6 of Certificated Salary Schedule to the teachers assigned to the Dual Immersion Program at Vista Del Monte Elementary.

No later than May 30, 2019, the District and the Association will review the MOU and decide if this stipend shall be presented to the PSUSD and PSTA negotiating teams for further consideration of adding this stipend to the Collective Bargaining Agreement.

This stipend is not precedent setting.

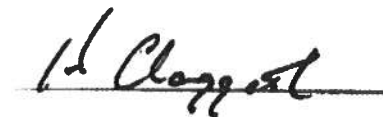
All other provisions of the Collective Bargaining Agreement remain in full effect.

FOR THE DISTRICT



\_\_\_\_\_

FOR THE ASSOCIATION



\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN  
PALM SPRINGS UNIFIED SCHOOL DISTRICT  
AND  
PALM SPRINGS TEACHERS ASSOCIATION (PSTA)**

This Memorandum of Understanding is entered into by and between the Palm Springs Unified School District ("District") and Palm Springs Teachers Association ("PSTA").

WHEREAS, the District and PSTA are parties to a collective bargaining agreement for the period of July 1, 2016 through June 30, 2017.

WHEREAS, the Junior Reserve Officers Training Corps (JROTC) Instructors are members of the PSTA bargaining unit and paid pursuant to PSTA Certificated Salary Schedule ID: 100, and are subject to the U.S. Department of Defense and Minimum Instructor Pay regulations, and the Memorandum of Agreement between the District and the U.S. Marine Corps ("Marine Corps Agreement") and the U.S. Air Force ("Air Force Agreement") as applicable.

WHEREAS, the District and PSTA desire to amend the work year for all JROTC Instructors currently employed in the District from 10 months to 12 months in order to comply with the Department of Defense and Minimum Instructor Pay regulations, and the Marine Corps and Air Force Agreements.

NOW THEREFORE, the District and PSTA agree as follows:

1. JROTC Instructors employed by the District during the 2017-2018 school year shall have their contractual work year amended from 10 months to 12 months, and JROTC Instructors employed by the District during the 2018-2019, 2019-2020, 2020-2021, and 2021-2022 school years shall be employed on a 12 month contract.
2. The change in work year for JROTC Instructors employed during the 2017-2018 school year and thereafter shall not result in a salary increase to these employees unless such an increase is required under the Minimum Instructor Pay regulations, the PSTA Agreement, or the District's certificated salary schedule.
3. This MOU is unique to its own circumstances and shall in no way set a precedent for any other employee in the future, and no party hereto shall cite this MOU or its terms as past practice for any purpose in the future.
4. This MOU is subject to ratification by the District's Board of Education.

Signed and entered into this 13 day of April, 2018, in Palm Springs, California.

For Palm Springs Unified School District:

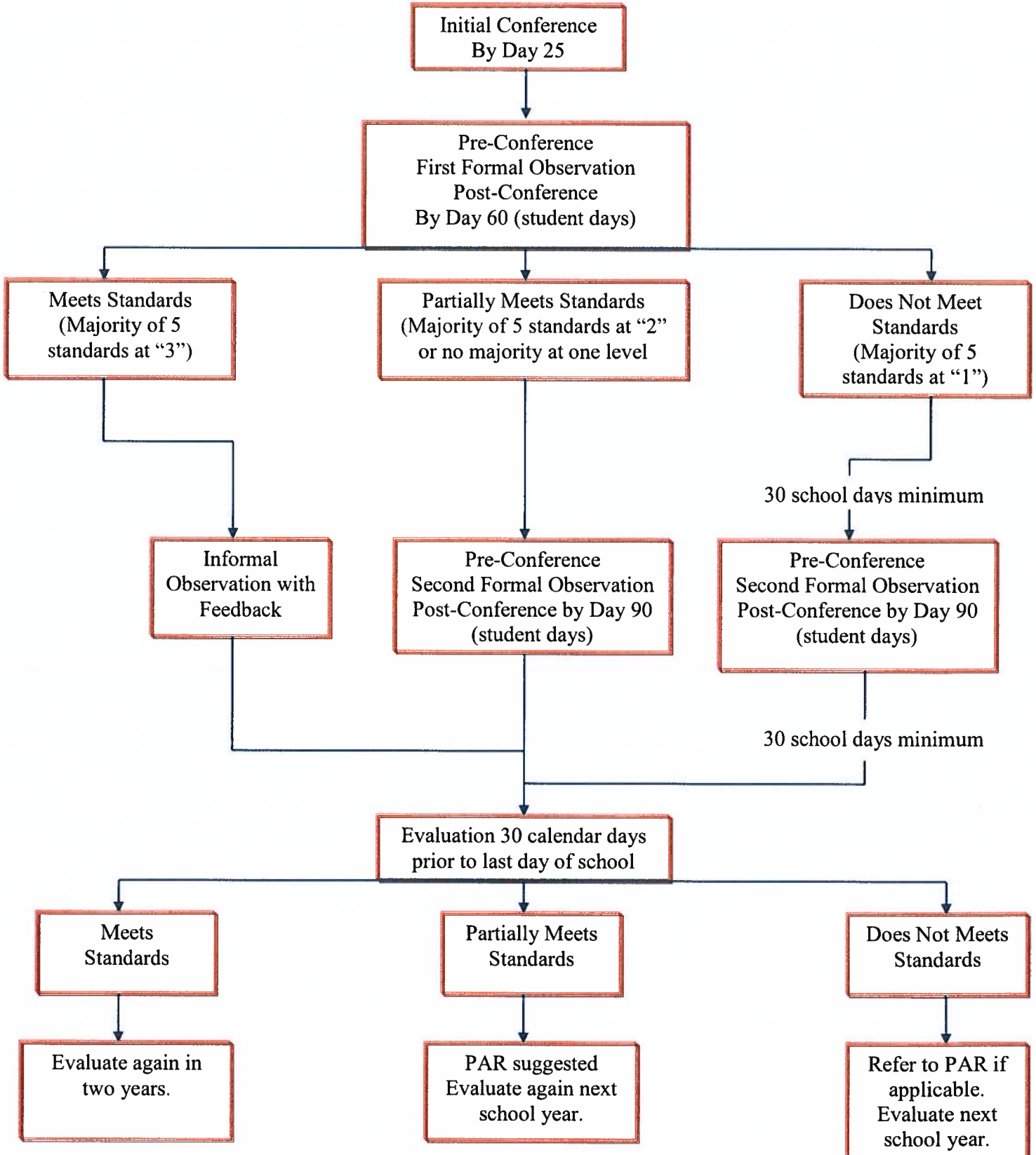
  
\_\_\_\_\_

For Palm Springs Teachers Association:

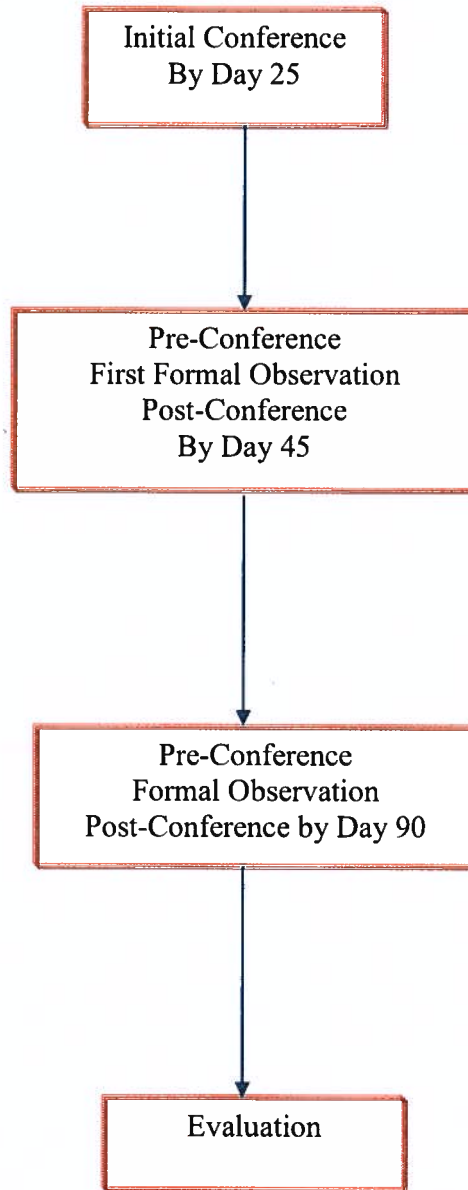
  
\_\_\_\_\_

**APPENDIX F  
EVALUATION PROCESS  
AND  
FORMS**

**PALM SPRINGS UNIFIED SCHOOL DISTRICT  
CERTIFICATED PERMANENT EMPLOYEE EVALUATION PROCESS**



**PALM SPRINGS UNIFIED SCHOOL DISTRICT  
CERTIFICATED PROBATIONARY EMPLOYEE EVALUATION PROCESS**



# CERTIFICATED PERFORMANCE EVALUATION INITIAL CONFERENCE

Evaluatee: \_\_\_\_\_

Status: \_\_\_\_\_

Site: \_\_\_\_\_



- ◆ *Certificated staff evaluation will be based on California Teaching Standards 1-5 through classroom observation, documentation and conferences*
- ◆ *Evaluatees will be assessed on California Teaching Standard 6 after selecting one focus element for the school year in collaboration with the evaluator. List activities that will be completed during the year.*

STANDARD 6	DEVELOPING AS A PROFESSIONAL EDUCATOR (CLICK BOX THAT APPLIES)
<b>FOCUS ELEMENT</b> (Select one)	<input type="checkbox"/> 6.1 Reflecting on teaching practice in support of student learning <input type="checkbox"/> 6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development <input type="checkbox"/> 6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning <input type="checkbox"/> 6.4 Working with families to support student learning <input type="checkbox"/> 6.5 Engaging local communities in support of the instructional program <input type="checkbox"/> 6.6 Managing professional responsibilities to maintain motivation and commitment to all students <input type="checkbox"/> 6.7 Demonstrating professional responsibility, integrity, and ethical conduct
<b>ACTIVITIES</b>	

**Employee, click/check box to indicate completion:**

- Evaluation packet received by evaluatee
- Administrator and evaluatee reviewed packet, including evaluation forms and activities, California Standards for the Teaching Profession and Palm Springs U.S.D. Teaching Standards Rubric, timelines, and PAR referral process
- Evaluation process for Standards 1-5 explained/discussed (observation, documentation, conferences)
- Standard 6 focus element for evaluation selected and discussed, and activities listed (see above)

Evaluator Name: \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluatee Signature \_\_\_\_\_

Date \_\_\_\_\_

# PRE-OBSERVATION FORM (FOR FORMAL OBSERVATION)



RETAINED BY EVALUATEE

Evaluatee: \_\_\_\_\_

Site: \_\_\_\_\_

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

**Be prepared to discuss the questions below during your pre-observation conference. Use the "Planning or Reflection Notes" form if you choose.**

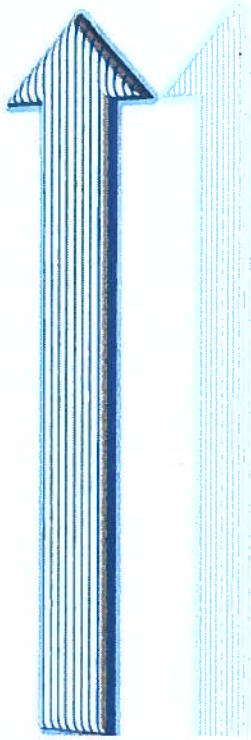
At the post-observation conference reflective questions such as the following may be asked:

1. What is the content standard that you will be teaching in this lesson?
2. What teaching strategies will you use to ensure students meet the standard?
3. What assessment(s) will you use to determine if students met the standard?
4. Is there a specific teaching standard on which you would like the evaluator to focus?
5. Comments:

1. What was effective about your lesson? Consider the teaching standards and elements on the "Planning or Reflection Notes" form.
2. To what extent did your students meet the content standard?
3. Discuss and review observation data collected by evaluator.
4. What would you do differently in teaching this lesson again to the same group of students?
5. Discuss progress on your focus element from Teaching Standard 6.

SCHEDULED DATE AND TIME FOR FORMAL OBSERVATION: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_





**PLANNING  
OR  
REFLECTION NOTES  
(OPTIONAL)**

**CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION**

**PLANNING OR REFLECTIONS NOTES FOR EVIDENCE OF STANDARDS**

<p><b>1. ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING</b></p> <ul style="list-style-type: none"> <li>1.1. Using knowledge of students to engage them in learning</li> <li>1.2. Connecting learning to students’ prior knowledge, backgrounds, life experiences, and interests</li> <li>1.3. Connecting subject matter to meaningful, real-life contexts</li> <li>1.4. Using a variety of instructional strategies, resources, and technologies to meet students’ diverse learning needs</li> <li>1.5. Promoting critical thinking through inquiry, problem solving, and reflection</li> <li>1.6. Monitoring student learning and adjusting instruction while teaching</li> </ul>	
<p><b>2. CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING</b></p> <ul style="list-style-type: none"> <li>2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully</li> <li>2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students</li> <li>2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe</li> <li>2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students</li> <li>2.5 Developing, communicating, and maintaining high standards for individual and group behavior</li> <li>2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn</li> <li>2.7 Using instructional time to optimize learning</li> </ul>	
<p><b>3. UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING</b></p> <ul style="list-style-type: none"> <li>3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks</li> <li>3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter</li> </ul>	

	<p>3.3 Organizing curriculum to facilitate student understanding of the subject matter</p> <p>3.4 Utilizing instructional strategies that are appropriate to the subject matter</p> <p>3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students</p> <p>3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content</p>
	<p><b>4. PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS</b></p> <p>4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction</p> <p>4.2 Establishing and articulating goals for student learning</p> <p>4.3 Developing and sequencing long-term and short-term instructional plans to support student learning</p> <p>4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students</p> <p>4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students</p>
	<p><b>5. ASSESSING STUDENT LEARNING</b></p> <p>5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments</p> <p>5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction</p> <p>5.3 Reviewing data, both individually and with colleagues, to monitor student learning</p> <p>5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction</p> <p>5.5 Involving all students in self-assessment, goal setting, and monitoring progress</p> <p>5.6 Using available technologies to assist in assessment, analysis, and communication of student learning</p> <p>5.7 Using assessment information to share timely and comprehensible feedback with students and their families</p>

**RETAINED BY EVALUATEE**

A COPY OF THIS FORM IS TO BE GIVEN TO THE EVALUATEE

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

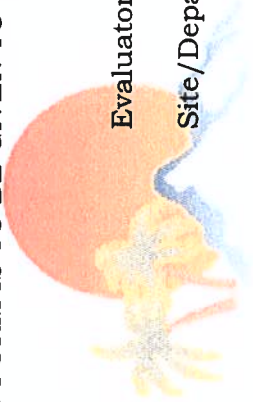
Evaluatee: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Time/Period: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Site/Department: \_\_\_\_\_



I. Use the California Standards for the Teaching Profession and P.S.U.S.D. Rubric as a reference for descriptions of levels for each element listed under the 5 standards, and enter level on each line in the first column:

- ❖ 1= Does not meet standard
- ❖ 2= Partially meets standard
- ❖ 3= Meets standard
- ❖ 4= Exceeds standard

➤ "N/O" for "not observed" may be entered.

II. Focus elements scored will be averaged and automatically calculated for overall standard score.

Level	California Standards for the Teaching Profession	Observation/Evidence of Standards
	<b>1. Engaging and Supporting All Students in Learning</b>	
1.1	Using knowledge of students to engage them in learning	
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests	
1.3	Connecting subject matter to meaningful, real-life contexts	
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs	
1.5	Promoting critical thinking through inquiry, problem solving, and reflection	
1.6	Monitoring student learning and adjusting instruction while teaching	

Level	California Standards for the Teaching Profession	Observation/Evidence of Standards
-------	--	-----------------------------------

<b>2. Creating and Maintaining Effective Environments for Student Learning</b>	
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully
2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students
2.5	Developing, communicating, and maintaining high standards for individual and group behavior
2.6	Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn
2.7	Using instructional time to optimize learning

<b>Level</b>	<b>California Standards for the Teaching Profession</b>	<b>Observation/Evidence of Standards</b>
	<b>3. Understanding and Organizing Subject Matter for Student Learning</b>	
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks	
3.2	Applying knowledge of student development and proficiencies to ensure student understanding of subject matter	
3.3	Organizing curriculum to facilitate student understanding of the subject matter	
3.4	Utilizing instructional strategies that are appropriate to the subject matter	
3.5	Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students	

	3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content	
--	---	--

Level	California Standards for the Teaching Profession	Observation/Evidence of Standards
	<b>4. Planning Instruction and Designing Learning Experiences for All Students</b>	
4.1	Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction	
4.2	Establishing and articulating goals for student learning	
4.3	Developing and sequencing long-term and short-term instructional plans to support student learning	
4.4	Planning instruction that incorporates appropriate strategies to meet the learning needs of all students	
4.5	Adapting instructional plans and curricular materials to meet the assessed learning needs of all students	

Level	California Standards for the Teaching Profession	Observation/Evidence of Standards
	<b>5. Assessing Student Learning</b>	
5.1	Applying knowledge of the purposes, characteristics, and uses of different types of assessments	
5.2	Collecting and analyzing assessment data from a variety of sources to inform instruction	
5.3	Reviewing data, both individually and with colleagues, to monitor student learning	
5.4	Using assessment data to establish learning goals and to plan, differentiate, and modify instruction	
5.5	Involving all students in self-assessment, goal setting, and monitoring progress	
5.6	Using available technologies to assist in assessment, analysis, and communication of student learning	
5.7	Using assessment information to share timely and comprehensible feedback with students and their families	

Evaluatee: \_\_\_\_\_

Site: \_\_\_\_\_

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

**Summary of observation, documents and discussion:**

**Goal(s) related to teaching standards:**

**(Required if any standard score falls in “1 – Does not meet standard” or “2 – Partially meets standard”)**

**Actions and Resources related to Goal(s):**

**Standard 6 Focus Element:**

- 6.1 Reflecting on teaching practice in support of student learning
- 6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development
- 6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning
- 6.4 Working with families to support student learning
- 6.5 Engaging local communities in support of the instructional program
- 6.6 Managing professional responsibilities to maintain motivation and commitment to all students
- 6.7 Demonstrating professional responsibility, integrity, and ethical conduct

**Summary of progress on Standard 6:**

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluatee Signature

\_\_\_\_\_  
Date

This report has been discussed with me in conference with the evaluator and I have received a copy of the Observation Form and Observation Summary. An opportunity has been extended to me to attach comments concerning this evaluation. Evaluatee’s signature does not indicate agreement or disagreement with the evaluation.



# CERTIFICATED EMPLOYEE PERFORMANCE EVALUATION

(Assessment by observation, documentation and/or conferences)

Employee Name: \_\_\_\_\_

Work Site: \_\_\_\_\_

Position: \_\_\_\_\_

Status: \_\_\_\_\_

Use the California Standards for the Teaching Profession and P.S.U.S.D. Rubric as a reference for descriptors of standards. Summary of activities and evidence may include descriptors of performance that exceeds the standards.

**California Standards for the Teaching Profession and P.S.U.S.D. Rubric Levels:**


- 1: Does not meet standard
- 2: Partially meets standard
- 3: Meets standard
- 4: Exceeds standards

STANDARD 1	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	LEVEL
ELEMENTS	<ul style="list-style-type: none"> <li>1.1 Using knowledge of students to engage them in learning</li> <li>1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests</li> <li>1.3 Connecting subject matter to meaningful, real-life contexts</li> <li>1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs</li> <li>1.5 Promoting critical thinking through inquiry, problem solving, and reflection</li> <li>1.6 Monitoring student learning and adjusting instruction while teaching</li> </ul>	<div style="width: 20px; height: 20px; background-color: #0070c0; margin: 0 auto;"></div>


**SUMMARY:**

STANDARD 2	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	LEVEL
ELEMENTS	<ul style="list-style-type: none"> <li>2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully</li> <li>2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students</li> <li>2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe</li> <li>2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students</li> <li>2.5 Developing, communicating, and maintaining high standards for individual and group behavior</li> <li>2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn</li> <li>2.7 Using instructional time to optimize learning</li> </ul>	<div style="width: 20px; height: 20px; background-color: #0070c0; margin: 0 auto;"></div>


**SUMMARY:**

<b>STANDARD 3</b>	<b>UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING</b>	<b>LEVEL</b>
<b>ELEMENTS</b>	<p>3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks</p> <p>3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter</p> <p>3.3 Organizing curriculum to facilitate student understanding of the subject matter</p> <p>3.4 Utilizing instructional strategies that are appropriate to the subject matter</p> <p>3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students</p> <p>3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content</p>	

**SUMMARY:**

<b>STANDARD 4</b>	<b>PLANNING INSTRUCTION &amp; DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS</b>	<b>LEVEL</b>
<b>ELEMENTS</b>	<p>4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction</p> <p>4.2 Establishing and articulating goals for student learning</p> <p>4.3 Developing and sequencing long-term and short-term instructional plans to support student learning</p> <p>4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students</p> <p>4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students</p>	

**SUMMARY:**

<b>STANDARD 5</b>	<b>ASSESSING STUDENT LEARNING</b>	<b>LEVEL</b>
<b>ELEMENTS</b>	<p>5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments</p> <p>5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction</p> <p>5.3 Reviewing data, both individually and with colleagues, to monitor student learning</p> <p>5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction</p> <p>5.5 Involving all students in self-assessment, goal setting, and monitoring progress</p> <p>5.6 Using available technologies to assist in assessment, analysis, and communication of student learning</p> <p>5.7 Using assessment information to share timely and comprehensible feedback with students and their families</p>	

**SUMMARY:**



\* Analysis of student assessment takes into account mitigating factors, such as student attendance, entry-level achievement, special program membership, student behavior as evidenced by discipline records, availability of materials to support the instructional program, and other measurable variables that influence student achievement.

<b>STANDARD 6</b>	<b>DEVELOPING AS A PROFESSIONAL EDUCATOR</b>	(Not used for P.A.R. referral)	<b>LEVEL</b>
<b>FOCUS ELEMENT</b>			

**SUMMARY:**

---

*If a majority of the first five standards are scored at any one level, 1, 2, 3, or 4; then that is the level for the overall evaluation.*

*If there is no score that is a majority of the five standards, then the five standards will be added, averaged, then rounded if needed according to the scoring scale:*

Scale:

Less than 1.4	=	<b>1</b>
1.5 - 2.4	=	<b>2</b>
2.5 - 3.4	=	<b>3</b>
3.5 - 3.9	=	<b>4</b>

**OVERALL EVALUATION**

<input type="checkbox"/> <b>Does not meet standards</b> > Required P.A.R. referral for tenured teacher > Required to repeat evaluation process next school year	<input type="checkbox"/> <b>Partially meets standards</b> > P.A.R. suggested for tenured teacher > Required to repeat evaluation process next school year	<input type="checkbox"/> <b>Meets standards</b> > Probationary 1 required to repeat evaluation process next school year	<input type="checkbox"/> <b>Exceeds standards</b> > Probationary 1 required to repeat evaluation process next school year
---	---	--	--

**EVALUATOR COMMENTS/RECOMMENDATION/COMMENDATIONS:** \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

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

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

This report has been discussed with me in conference with the evaluator and I have received a copy of this evaluation form. An opportunity has been extended to me to attach comments concerning this evaluation. Employee's signature does not indicate agreement or disagreement with the evaluation.



# Certificated Assistance Plan

Name of Employee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Area of Deficiency	Directive for Improvement	Pertinent Resources	Specific Timeline for Improvement	Progress Assessment
<p><b>Engaging and Supporting all Students in Learning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1.1 Using knowledge of students to engage them in learning</li> <li><input type="checkbox"/> 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests</li> <li><input type="checkbox"/> 1.3 Connecting subject matter to meaningful, real-life contexts</li> <li><input type="checkbox"/> 1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs</li> <li><input type="checkbox"/> 1.5 Promoting critical thinking through inquiry, problem solving, and reflection</li> <li><input type="checkbox"/> 1.6 Monitoring student learning and adjusting instruction while teaching</li> </ul>			<p>Click here to enter a date.</p>	

<b>Area of Deficiency</b>	<b>Directives for Improvement</b>	<b>Pertinent Resources</b>	<b>Specific Timeline for Improvement</b>	<b>Progress Assessment</b>
<p><b>Creating and Maintaining Effective Environment for Students</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully</li> <li><input type="checkbox"/> 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students</li> <li><input type="checkbox"/> 2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe</li> <li><input type="checkbox"/> 2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students</li> <li><input type="checkbox"/> 2.5 Developing, communicating, and maintaining high standards for individual and group behavior</li> <li><input type="checkbox"/> 2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn</li> <li><input type="checkbox"/> 2.7 Using instructional time to optimize learning</li> </ul>			<p>Click here to enter a date.</p>	

<b>Area of Deficiency</b>	<b>Directive for Improvement</b>	<b>Pertinent Resources</b>	<b>Specific Timeline for Improvement</b>	<b>Progress Assessment</b>
<p><b>Understanding and Organizing Subject Matter Knowledge</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks</li> <li><input type="checkbox"/> 3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter</li> <li><input type="checkbox"/> 3.3 Organizing curriculum to facilitate student understanding of the subject matter</li> <li><input type="checkbox"/> 3.4 Utilizing instructional strategies that are appropriate to the subject matter</li> <li><input type="checkbox"/> 3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students</li> <li><input type="checkbox"/> 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content</li> </ul>			<p>Click here to enter a date.</p>	

<b>Area of Deficiency</b>	<b>Directive for Improvement</b>	<b>Pertinent Resources</b>	<b>Specific Timeline for Improvement</b>	<b>Progress Assessment</b>
<p><b>Planning Instruction and Designing Learning Experiences for All Students</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction</li> <li><input type="checkbox"/> 4.2 Establishing and articulating goals for student learning</li> <li><input type="checkbox"/> 4.3 Developing and sequencing long-term and short-term instructional plans to support student learning</li> <li><input type="checkbox"/> 4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students</li> <li><input type="checkbox"/> 4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students</li> </ul>			<p>Click here to enter a date.</p>	

<b>Area of Deficiency</b>	<b>Directive for Improvement</b>	<b>Pertinent Resources</b>	<b>Specific Timeline for Improvement</b>	<b>Progress Assessment</b>
<p><b>Assessing Student Learning</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments</li> <li><input type="checkbox"/> 5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction</li> <li><input type="checkbox"/> 5.3 Reviewing data, both individually and with colleagues, to monitor student learning</li> <li><input type="checkbox"/> 5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction</li> <li><input type="checkbox"/> 5.5 Involving all students in self-assessment, goal setting, and monitoring progress</li> <li><input type="checkbox"/> 5.6 Using available technologies to assist in assessment, analysis, and communication of student learning</li> <li><input type="checkbox"/> 5.7 Using assessment information to share timely and comprehensible feedback with students and their families</li> </ul>			Click here to enter a date.	

<b>Area of Deficiency</b>	<b>Directive for Improvement</b>	<b>Pertinent Resources</b>	<b>Specific Timeline for Improvement</b>	<b>Progress Assessment</b>
<p><b>Developing as a Professional Educator</b></p> <p><input type="checkbox"/> 6.1 Reflecting on teaching practice in support of student learning</p> <p><input type="checkbox"/> 6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development</p> <p><input type="checkbox"/> 6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning</p> <p><input type="checkbox"/> 6.4 Working with families to support student learning</p> <p><input type="checkbox"/> 6.5 Engaging local communities in support of the instructional program</p> <p><input type="checkbox"/> 6.6 Managing professional responsibilities to maintain motivation and commitment to all students</p> <p><input type="checkbox"/> 6.7 Demonstrating professional responsibility, integrity, and ethical conduct</p>			Click here to enter a date.	

\_\_\_\_\_  
Evaluater Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluatee Signature

\_\_\_\_\_  
Date

STANDARD 1 ~ ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING				
ELEMENT	1. DOES NOT MEET STANDARD	2. PARTIALLY MEETS STANDARDS	3. MEETS STANDARDS	4. EXCEEDS STANDARDS
<b>1.1 Using knowledge of students to engage them in learning</b>	The teacher seldom uses information provided by district, school, and family to guide instruction to promote student engagement or learning.	The teacher occasionally uses information provided by district, school, and family to guide instruction to promote student engagement or learning.	The teacher regularly uses information provided by district, school, and family to guide instruction to promote student engagement or learning.	The teacher makes ongoing use of information provided by district, school, and family, to guide instruction to promote student engagement or learning. The teacher facilitates as students take ownership of their learning.
<b>1.2 Connecting learning to students' prior knowledge, life experiences, and interests</b>	The teacher seldom makes connections between the learning goals and the students' prior knowledge, life experiences, and interests. The teacher seldom elicits questions from students during a lesson to monitor their understanding.	The teacher occasionally makes connections between the learning goals and the students' prior knowledge, life experiences, and interests. The teacher occasionally elicits questions from students during a lesson to monitor their understanding.	The teacher regularly makes connections between the learning goals and the students' prior knowledge, life experiences, and interests. The teacher regularly elicits questions from students during a lesson to monitor their understanding.	The teacher facilitates as students connect and apply their prior knowledge, life experiences, and interests to new learning and the achievement of learning goals. The teacher elicits questions from students during a lesson to monitor their understanding.
<b>1.3 Connecting subject matter to meaningful, real-life contexts</b>	The teacher seldom uses real-life connections during instruction. The teacher seldom seeks feedback from students regarding relevance of subject matter to students' lives.	The teacher occasionally uses real-life connections during instruction. The teacher occasionally seeks feedback from students regarding relevance of subject matter to students' lives.	The teacher regularly uses real-life connections during instruction. The teacher regularly seeks feedback from students regarding relevance of subject matter to students' lives.	The teacher makes ongoing use of real-life connections during instruction. The teacher seeks feedback from students regarding relevance of subject matter to students' lives.
<b>1.4 Using a variety of instructional strategies, resources, and technologies to meet student' diverse learning needs.</b>	The teacher seldom uses a range of instructional strategies, resources, and technologies that are appropriate to students' learning goals. The teacher seldom makes adjustments to respond to students' diverse needs.	The teacher occasionally uses a range of instructional strategies, resources, and technologies that are appropriate to students' learning goals. The teacher occasionally responds to students' diverse needs.	The teacher regularly uses a range of instructional strategies, resources, and technologies that are appropriate to students' learning goals. The teacher makes regular adjustments to respond to students' diverse needs.	The teacher makes ongoing use of a wide range of instructional strategies, resources, and technologies that are appropriate to students' learning goals. The teacher makes ongoing adjustments to respond to students' diverse needs.



PSTA/PSUSD –CSTP Narrative Rubric

<p><b>1.5 Promoting critical thinking through inquiry, problem solving, and reflection</b></p>	<p>The teacher seldom provides learning opportunities for students to engage in problem solving, analysis, or inquiry. The students are seldom given opportunities to communicate their learning using clear and precise academic language.</p>	<p>The teacher occasionally provides learning opportunities for students to engage in problem solving, analysis, or inquiry. The students are given occasional opportunities to communicate their learning using clear and precise academic language.</p>	<p>The teacher regularly guides and supports students in problem solving, analysis, or inquiry. The students are regularly provided with opportunities to communicate their learning using clear and precise academic language.</p>	<p>The teacher acts as facilitator as all students extend thinking, and engage in problem solving, analysis, or inquiry. The students communicate their learning using clear and precise academic language.</p>
<p><b>1.6 Monitoring and adjusting instruction while teaching</b></p>	<p>The teacher seldom checks for understanding during lessons and seldom makes adjustments to instruction based on students' needs.</p>	<p>The teacher occasionally checks for understanding during lessons and occasionally makes adjustments to instruction based on students' needs.</p>	<p>The teacher regularly checks for understanding during lessons and makes ongoing adjustments to instruction based on students' needs.</p>	<p>The teacher extends learning opportunities for students during lessons and makes ongoing adjustments to instruction based on students' needs.</p>

STANDARD 2		~CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING			
ELEMENT	1. DOES NOT MEET STANDARD	2. PARTIALLY MEETS STANDARDS	3. MEETS STANDARDS	4. EXCEEDS STANDARDS	
2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully	The teacher seldom promotes the social development and self-esteem of students. The teacher seldom promotes diversity awareness and students' sense of leadership and responsibility in a group setting.	The teacher occasionally promotes the social development and self-esteem of students. The teacher occasionally promotes diversity awareness and students' sense of leadership and responsibility in a group setting.	The teacher regularly promotes the social development and self-esteem of students. The teacher regularly promotes diversity awareness and students' sense of leadership and responsibility in a group setting.	The teacher facilitates the social development and self-esteem of students. The teacher facilitates as students respect diversity, assume leadership, and behave responsibly in a group setting.	
2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students	The physical or virtual learning environment seldom supports student learning. There is seldom structured interaction between students to support learning.	The teacher occasionally creates a physical or virtual learning environment that supports student learning. The teacher occasionally structures interaction between students to support learning.	The teacher regularly creates a physical or virtual learning environment that supports student learning. The teacher regularly structures interaction between students to support learning.	The physical or virtual learning environment supports student learning. The teacher facilitates structured interaction between students to support learning.	
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe	The teacher seldom establishes a safe physical, intellectual, and emotional environment. There is seldom appropriate response to behaviors that impact student safety.	The teacher occasionally establishes a safe physical, intellectual, and emotional environment. The teacher occasionally responds appropriately to behaviors that impact student safety.	The teacher regularly establishes a safe physical, intellectual, and emotional environment. The teacher regularly responds appropriately to behaviors that impact student safety.	The teacher shares responsibility with students for the establishment and maintenance of a safe physical, intellectual, and emotional environment. Students maintain intellectual and emotional safety for themselves and others in the classroom.	

PSTA/PSUSD –CSTP Narrative Rubric

<p><b>2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students.</b></p>	<p>The teacher seldom holds high expectations for students and integrates appropriate strategies to address achievement gaps. The teacher seldom integrates rigor that values accuracy, analysis, problem solving, and critical thinking.</p>	<p>The teacher occasionally holds high expectations for students and integrates appropriate strategies to address achievement gaps. The teacher occasionally applies rigor that values accuracy, analysis, problem-solving, and critical thinking.</p>	<p>The teacher regularly holds high expectations for students and integrates appropriate strategies to address achievement gaps. The teacher regularly applies rigor that values accuracy, analysis, problem-solving, and critical thinking.</p>	<p>The teacher holds high expectations for students and adjusts lessons as needed for students’ success. The teacher establishes a rigorous learning environment in which students take leadership in learning that values analysis, problem-solving, and critical thinking.</p>
<p><b>2.5 Developing, communicating, and maintaining high standards for individual and group behavior</b></p>	<p>The teacher seldom communicates and integrates equitable behavioral expectations, support for positive behavior, and consequences for individual and group standards for behavior within and across learning activities.</p>	<p>The teacher occasionally communicates and integrates equitable behavioral expectations, support for positive behavior, and consequences for individual and group standards for behavior within and across learning activities.</p>	<p>The teacher regularly communicates and integrates equitable behavioral expectations, support for positive behavior, and consequences for individual and group standards for behavior within and across learning activities.</p>	<p>The teacher establishes a positive environment using behavioral expectation systems that ensure students take an active role in monitoring and maintaining high standards for individual and group behaviors.</p>
<p><b>2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.</b></p>	<p>The teacher seldom maintains use of routines and procedures. The teacher seldom promotes positive behaviors and seldom responds appropriately to behaviors disruptive to the learning climate.</p>	<p>The teacher occasionally maintains use of routines and procedures. The teacher occasionally promotes positive behaviors and occasionally responds appropriately to behaviors disruptive to the learning climate.</p>	<p>The teacher regularly maintains use of routines and procedures. The teacher regularly promotes positive behaviors and regularly responds appropriately to behaviors disruptive to the learning climate.</p>	<p>The teacher and students develop routines and procedures that maximize learning. Students share responsibility for maintaining a positive classroom climate.</p>
<p><b>2.7 Using instructional time to optimize learning</b></p>	<p>The teacher seldom uses organization, proper pacing, and student engagement to maximize the use of instructional time.</p>	<p>The teacher occasionally uses organization, proper pacing, and student engagement to maximize the use of instructional time.</p>	<p>The teacher regularly uses organization, proper pacing, and student engagement to maximize the use of instructional time.</p>	<p>The teacher and students use organization, pacing, and ongoing engagement to maximize the use of instructional time.</p>

<b>~ UNDERSTANDING AND ORGANIZING SUBJECT MATTER KNOWLEDGE</b>				
<b>STANDARD 3</b>	<b>1. DOES NOT MEET STANDARD</b>	<b>2. PARTIALLY MEETS STANDARDS</b>	<b>3. MEETS STANDARDS</b>	<b>4. EXCEEDS STANDARDS</b>
<b>ELEMENT</b>				
<b>3.1 Demonstrate knowledge of subject matter, academic content standards, and curriculum frameworks.</b>	The teacher demonstrates minimal knowledge of key concepts, current academic content standards, and curriculum frameworks while incorporating minimal perspectives, and supporting some student learning.	The teacher demonstrates basic knowledge of key concepts, current academic content standards, and curriculum frameworks, while incorporating limited perspectives, and supporting some student learning.	The teacher regularly uses a broad knowledge of key concepts, current academic content standards, and curriculum frameworks, while incorporating multiple perspectives, and supporting student learning.	The teacher uses extensive knowledge of subject matter, key concepts, and research to guide students to make relevant connections to current academic content standards during instruction to extend their learning.
<b>3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter</b>	The teacher demonstrates minimal knowledge of the range of student development needed to make instructional decisions to ensure student understanding of subject matter, including related academic language.	The teacher demonstrates basic knowledge of the range of student development needed to make instructional decisions to ensure student understanding of subject matter, including related academic language.	The teacher regularly applies knowledge of the range of student development to instructional decisions to ensure student understanding of subject matter, including related academic language.	The teacher utilizes comprehensive knowledge of student development to facilitate as all students develop proficiencies and understand subject matter, including related academic language.
<b>3.3 Organizing curriculum to facilitate student understanding of the subject matter.</b>	The teacher demonstrates minimal knowledge of curriculum, student readiness to learn, cultural perspectives, and resources, but fails to organize instruction and facilitate student understanding of subject matter.	The teacher demonstrates basic knowledge of curriculum, student readiness to learn, cultural perspectives, and resources, while occasionally organizing instruction to facilitate student understanding of subject matter.	The teacher regularly uses knowledge of curriculum, student readiness to learn, cultural perspectives, and resources to effectively organize instruction and facilitate student understanding of subject matter.	The teacher uses knowledge of curriculum, student readiness to learn, cultural perspectives, and resources to expertly organize instruction and facilitate student understanding of subject matter.

PSTA/PSUSD –CSTP Narrative Rubric

<p><b>3.4 Utilizing instructional strategies that are appropriate to the subject matter.</b></p>	<p>The teacher seldom integrates appropriate instructional strategies to make content accessible to students, to encourage them to think critically, and to extend their knowledge of the content within and across subject areas.</p>	<p>The teacher occasionally integrates instructional strategies to make content accessible to students, to encourage them to think critically, and to extend their knowledge of the content within and across subject areas.</p>	<p>The teacher regularly integrates appropriate instructional strategies to make content accessible to students, to encourage them to think critically, and to extend their knowledge of the content within and across subject areas.</p>	<p>The teacher uses a repertoire of instructional strategies to make content accessible to all students. The teacher facilitates as students challenge themselves to think critically and to deepen their knowledge of the subject matter.</p>
<p><b>3.5 Using and adapting resources, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students.</b></p>	<p>The teacher seldom uses standards aligned and adopted instructional materials, resources, and technologies to support the curriculum, make subject matter accessible to students, and meet students' diverse needs.</p>	<p>The teacher occasionally uses standards-aligned and adopted instructional materials, resources, and technologies to support the curriculum, make subject matter accessible to students, and meet students' diverse needs.</p>	<p>The teacher regularly uses standards aligned and adopted instructional materials, resources, and technologies to support the curriculum, make subject matter accessible to students, and meet students' diverse needs.</p>	<p>The teacher uses standards-aligned and adopted instructional materials, resources, and technologies into the curriculum to facilitate as students engage and extend critical thinking about subject matter.</p>
<p><b>3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content</b></p>	<p>The teacher seldom develops and adapts instruction to provide a wide range of supports for all English Learners and students with special needs. The teacher seldom assesses strengths and competencies to provide appropriate challenge and accommodations in instruction based on ELD standards and IEP goals.</p>	<p>The teacher occasionally develops and adapts instruction to provide a wide range of support for all English Learners and students with special needs. The teacher occasionally assesses strengths and competencies to provide appropriate challenge and accommodations in instruction based on ELD standards and IEP goals.</p>	<p>The teacher regularly develops and adapts instruction to provide a wide range of supports for all English Learners and students with special needs. The teacher regularly assesses strengths and competencies to provide appropriate challenge and accommodations in instruction based on ELD standards and IEP goals.</p>	<p>The teacher facilitates and supports all English Learners and students with special needs as they actively engage to assess, and monitor their own strengths, learning needs, and achievements in accessing content.</p>

~PLANNING, DESIGNING AND DELIVERING LEARNING EXPERIENCES FOR ALL STUDENTS				
STANDARD 4	1. DOES NOT MEET STANDARD	2. PARTIALLY MEETS STANDARDS	3. MEETS STANDARDS	4. EXCEEDS STANDARDS
<b>ELEMENT</b>				
<b>4.1 Using knowledge of student’s academic readiness, language proficiency, cultural background, and individual development to plan instruction.</b>	The teacher’s instructional plans seldom reflect instruction based on knowledge of students’ academic readiness, language proficiency, cultural background, and individual development.	The teacher’s instructional plans occasionally reflect instruction based on knowledge of students’ academic readiness, language proficiency, cultural background, and individual development.	The teacher’s instructional plans regularly reflect instruction based on knowledge of students’ academic readiness, language proficiency, cultural background, and individual development.	The teacher’s instructional plans support and extend student learning based on comprehensive information about the students.
<b>4.2 Establishing and articulating goals for student learning.</b>	The teacher’s instructional goals are seldom established, articulated, and reinforced with students. Learning goals are seldom challenging and differentiated to address students’ diverse learning needs.	The teacher’s instructional goals are occasionally established, articulated, and reinforced with students. Learning goals are occasionally challenging and differentiated to address students’ diverse learning needs.	The teacher’s instructional goals are regularly well established, articulated, and reinforced with students. Learning goals are challenging and differentiated to address students’ diverse learning needs.	The teacher’s instructional goals are well established, articulated, differentiated, and reinforced with students. The teacher assists students to articulate and monitor their own learning goals.
<b>4.3 Developing and sequencing long-term and short-term instructional plans to support student learning.</b>	The teacher seldom develops a sequence of short and long-term plans to reflect integration of curriculum guidelines, and content frameworks, and content standards. Instruction is seldom differentiated based on assessment data to ensure all students’ learning needs are met.	The teacher occasionally develops a sequence of short and long-term plans to reflect integration of curriculum guidelines, frameworks, and content standards. Instruction is occasionally differentiated based on assessment data to ensure all students’ learning needs are met.	The teacher regularly develops a sequence of short and long-term plans to reflect integration of curriculum guidelines, frameworks, and content standards. Instruction is differentiated based on assessment data to ensure all students’ learning needs are met.	The teacher refines short and long-term plans to reflect integration of curriculum guidelines, frameworks, and content standards. Instruction is differentiated and students use assessment data to reflect upon and monitor their own learning.

PSTA/PSUSD –CSTP Narrative Rubric

<p><b>4.4 Planning that incorporates appropriate strategies to meet the learning needs of all students.</b></p>	<p>The teacher seldom plans instruction that incorporates strategies suggested by curriculum and district guidelines. The teacher seldom demonstrates awareness of student learning needs.</p>	<p>The teacher occasionally plans instruction that incorporates strategies suggested by curriculum and district guidelines The teacher occasionally demonstrates awareness of student learning needs.</p>	<p>The teacher regularly plans instruction that incorporates strategies suggested by curriculum and district guidelines. The teacher regularly demonstrates awareness of student learning needs.</p>	<p>The teacher plans instruction that incorporates a repertoire of strategies to specifically meet the diverse learning needs of all students. The teacher facilitates opportunities for students to reflect on assessment data to meet their learning needs.</p>
<p><b>4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students.</b></p>	<p>The teacher seldom applies knowledge of the purposes, characteristics, and uses of different types of assessments to support learning.</p>	<p>The teacher occasionally applies knowledge of the purposes, characteristics, and uses of different types of assessments to support learning.</p>	<p>The teacher regularly adapts instructional plans and curricular materials to meet the assessed learning needs of all students.</p>	<p>The teacher anticipates and plans for a wide range of adaptations to instructional plans based on in-depth analysis of individual learning needs of all students.</p>

STANDARD 5		~ ASSESSING STUDENT LEARNING			
ELEMENT	1. DOES NOT MEET STANDARD	2. PARTIALLY MEETS STANDARDS	3. MEETS STANDARDS	4. EXCEEDS STANDARDS	
<b>5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments.</b>	The teacher seldom applies knowledge of the purposes, characteristics, and uses of different types of assessments.	The teacher occasionally applies knowledge of the purposes, characteristics, and uses of different types of assessments.	The teacher regularly applies knowledge of the purposes, characteristics and uses of different types of assessments.	The teacher designs and adapts formative and summative assessments to support differentiated student learning needs and reflect progress.	
<b>5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction.</b>	The teacher seldom collects and analyzes assessment data from a variety of sources to inform instruction.	The teacher occasionally collects and analyzes assessment data from a limited variety of sources to inform instruction.	The teacher regularly collects and analyzes assessment data from a variety of sources to inform instruction.	The teacher consistently collects and analyzes assessment data from a variety of sources to inform instruction. The teacher continuously utilizes data analysis to plan and differentiate instruction. The teacher reflects upon evidence of student learning.	
<b>5.3 Reviewing data, both individually and with colleagues to monitor student learning.</b>	The teacher seldom reviews assessment data individually or with colleagues to monitor student learning.	The teacher occasionally reviews assessment data individually or with colleagues to monitor student learning.	The teacher regularly reviews assessment data individually and with colleagues to monitor a broad range of data in order to maximize student learning.	The teacher collaborates in student assessment results data analysis with colleagues in order to monitor instruction and eliminate gaps between students' potential and their performance.	
<b>5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction.</b>	The teacher seldom uses assessment data to measure student progress and revise instruction. Learning goals are seldom revised or used to modify instruction.	The teacher occasionally uses assessment data to measure student progress and revise instruction. Learning goals are occasionally revised or used to modify instruction.	The teacher regularly uses assessment data to measure student progress and revise instruction. Learning goals are regularly revised or used to modify instruction.	The teacher continually uses assessment data to revise students' learning goals. Assessment data is used to differentiate instruction to respond to students' diverse needs.	



PSTA/PSUSD –CSTP Narrative Rubric

<p><b>5.5 Involving all students in self-assessment, goal setting, and monitoring progress</b></p>	<p>The teacher seldom provides opportunities for students to assess their progress and reflect on their own learning goals.</p>	<p>The teacher occasionally provides opportunities for students to assess their progress and reflect on their own learning goals.</p>	<p>The teacher regularly provides opportunities for students to assess their progress and reflect on their own learning goals.</p>	<p>The teacher guides students to assess their progress and reflect on their own learning goals.</p>
<p><b>5.6 Using available technologies to assist in assessment, analysis, and communication of student learning.</b></p>	<p>The teacher seldom uses the available technology to record assessments, determine proficiency levels, and make required communications about student learning to students and their families.</p>	<p>The teacher occasionally uses the available technology to record assessments, determine proficiency levels, and make required communications about student learning to students and their families.</p>	<p>The teacher regularly uses the available technology to record assessments, determine proficiency levels, and make required communications about student learning to students and their families.</p>	<p>The teacher continually uses the available technology to record assessments, determine proficiency levels, and make required communications about student learning to students and their families.</p>
<p><b>5.7 Using assessment information to share timely and comprehensible feedback with students and their families.</b></p>	<p>The teacher seldom provides assessment information about student learning to students and their families.</p>	<p>The teacher occasionally provides assessment information about student learning to students and their families.</p>	<p>The teacher regularly initiates contact regarding assessment information about student learning to students and their families.</p>	<p>The teacher engages students and their families in a variety of ongoing comprehensible communications about individual student progress and ways to provide support.</p>

<b>~ DEVELOPING AS A PROFESSIONAL EDUCATOR</b>					
<b>STANDARD 6</b>	<b>1. DOES NOT MEET STANDARD</b>	<b>2. PARTIALLY MEETS STANDARDS</b>	<b>3. MEETS STANDARDS</b>	<b>4. EXCEEDS STANDARDS</b>	
<b>ELEMENT</b>					
<b>6.1 Reflecting on teaching practice in support of student learning</b>	The teacher seldom uses reflective practice in supporting student learning and raising the level of academic achievement. The teacher does not formulate a professional development plan.	The teacher occasionally uses reflective practice in supporting student learning and raising the level of academic achievement. The teacher partially formulates a professional development plan.	The teacher regularly uses reflective practice in supporting student learning and raising the level of academic achievement. The teacher regularly formulates a professional development plan.	N/A	
<b>6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development.</b>	The teacher demonstrates limited knowledge of how to establish professional goals and promote collaboration with the school. The teacher seldom engages in and contributes to professional development.	The teacher occasionally establishes and modifies professional goals based on self-assessment and feedback from a variety of sources. The teacher occasionally engages in and contributes to professional development targeted for student achievement.	The teacher regularly establishes and modifies professional goals based on self-assessment and feedback from a variety of sources. The teacher regularly engages in and contributes to professional development.	N/A	
<b>6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning.</b>	The teacher seldom engages in collaboration with colleagues and the broader professional community to support school culture and student learning.	The teacher occasionally engages in collaboration with colleagues and the broader professional community to support school culture and student learning.	The teacher regularly engages in collaboration with colleagues and the broader professional community to support school culture and student learning.	N/A	
<b>6.4 Working with families to support student learning.</b>	The teacher seldom demonstrates awareness of the role of the family in student learning. The teacher seldom communicates with families in ways which show understanding of and respect for cultural norms.	The teacher occasionally provides opportunities and support for families to actively participate in student learning. The teacher occasionally communicates with families in ways which show understanding of and respect for cultural norms.	The teacher regularly provides opportunities and support for families to actively participate in student learning. The teacher regularly communicates with families in ways which show understanding of and respect for cultural norms.	N/A	

PSTA/PSUSD –CSTP Narrative Rubric

<p><b>6.5 Engaging local communities in support of the instructional program.</b></p>	<p>The teacher seldom uses neighborhood and community resources to support the curriculum, students, and families. The teacher seldom includes knowledge of communities when designing and implementing instruction.</p>	<p>The teacher occasionally uses neighborhood and community resources to support the curriculum, students, and families. The teacher occasionally includes knowledge of communities when designing and implementing instruction.</p>	<p>The teacher regularly uses neighborhood and community resources to support the curriculum, students, and families. The teacher regularly includes knowledge of communities when designing and implementing instruction.</p>	<p>N/A</p>
<p><b>6.6 Managing professional responsibilities to maintain motivation and commitment to all students.</b></p>	<p>The teacher seldom maintains and submits accurate and complete records and reports to support the learning needs of all students.</p>	<p>The teacher occasionally maintains and submits accurate and complete records and reports to support the learning needs of all students.</p>	<p>The teacher regularly maintains and submits accurate and complete records and reports. The teacher regularly maintains a commitment to support the learning needs of all students.</p>	<p>N/A</p>
<p><b>6.7 Demonstrating professional responsibility, integrity, and ethical conduct</b></p>	<p>The teacher's professional responsibilities, conduct and integrity are not always demonstrated.</p>	<p>N/A</p>	<p>The teacher regularly maintains a high standard of personal integrity and commitment to student learning and the profession in all circumstances.</p>	<p>N/A</p>



**Appendix G.**

**ELEMENTARY SCHEDULES**

SCHOOL SITES	CURRENT SCHEDULE	
ELEMENTARY	A.M. - START	P.M. - END
AGUA CALIENTE	7:45	2:35
BELLA VISTA	8:40	3:30
BUBBLING WELLS	8:40	3:30
CABOT YERXA	8:40	3:30
CAHUILLA	8:40	3:30
CATHEDRAL CITY	8:40	3:30
DELLA S. LINDLEY	8:40	3:30
JULIUS CORSINI	8:40	3:30
KATHERINE FINCHY	8:40	3:30
LANDAU	7:35	2:25
RANCHO MIRAGE	8:40	3:30
RIO VISTA	7:35	2:25
SUNNY SANDS	8:40	3:30
TWO BUNCH PALMS	8:40	3:30
VISTA DEL MONTE	8:40	3:30
<b>MIDDLE SCHOOL</b>		
DESERT SPRINGS	7:35	2:25

All school sites will have standardized instructional minutes for the year: Kindy (full day) - Gr. 3 = 54,895 instructional minutes per year and Gr. 4-5 = 56,225.

All elementary sites will have a 45 minute lunch.

Grades K-3 will have a 30 minute recess and 4-5 a 20 minute recess daily. The recess may be divided based upon site needs.