

AGREEMENT

2008-2009

between the

**ST. VRAIN VALLEY
EDUCATION ASSOCIATION**

and the

**ST. VRAIN VALLEY
SCHOOL DISTRICT NO. RE-1J**

Effective

July 1, 2004 - December 31, 2009

Revised June, 2008

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Rick Hammans
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Rod Schmidt
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Bob Smith
Dori Van Lone

SUPERINTENDENT

Dr. Randy Zila

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Don Haddad, Deputy Superintendent
Tom Garcia, Assistant Superintendent for Human Resources
Mark Pillmore, Chief Financial Officer
Mike Gradoz, Director of Human Resources
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TABLE OF CONTENTS

Board and Negotiating Teams	2	
Table of Contents	3	
ARTICLE 1	Definitions	4
ARTICLE 2	General provisions.....	4
ARTICLE 3	Recognition.....	5
ARTICLE 4	Negotiating procedure.....	5
ARTICLE 5	Grievance procedure.....	7
ARTICLE 6	Supervision and evaluation.....	10
ARTICLE 7	Teacher files.....	12
ARTICLE 8	Teacher hours and loads.....	12
ARTICLE 9	Assignments.....	14
ARTICLE 10	Transfers and vacancies.....	14
ARTICLE 11	Provisions for staffing fluctuations and staffing new schools	16
ARTICLE 12	Academic freedom and controversial issues.....	18
ARTICLE 13	Curriculum and professional development.....	19
ARTICLE 14	Non-teaching duties.....	19
ARTICLE 15	Instructional materials.....	20
ARTICLE 16	Special education.....	20
ARTICLE 17	Department chairpersons.....	21
ARTICLE 18	Student discipline.....	21
ARTICLE 19	Student teachers/teacher interns.....	21
ARTICLE 20	Teacher protection from assaults/personal injury leave.....	22
ARTICLE 21	Annual leave hours.....	22
ARTICLE 22	Sick leave bank.....	23
ARTICLE 23	Family leave.....	24
ARTICLE 24	Personal leave.....	25
ARTICLE 25	Extended leave.....	25
ARTICLE 26	Military leave.....	25
ARTICLE 27	Civic duty leave.....	26
ARTICLE 28	Bereavement leave.....	26
ARTICLE 29	Length of contract year/school calendar.....	26
ARTICLE 30	Termination of employment.....	26
ARTICLE 31	Association rights.....	27
ARTICLE 32	Horizontal increments.....	29
ARTICLE 33	Group insurance plan.....	30
ARTICLE 34	Vocational teachers' salaries.....	30
ARTICLE 35	Reimbursement for travel expenses.....	31
ARTICLE 36	Cancellation of teaching contracts.....	31
ARTICLE 37	Term of agreement.....	34
ARTICLE 38	Request for Variance of Agreement Language.....	34
	Agreement Signature Page.....	36
	Classroom teachers' salary schedule.....	37
APPENDIX A	General Provisions.....	38
APPENDIX B	Teachers' extra pay for extra work schedule and General Provisions.....	40-41
APPENDIX C	Parameters for co-curricular & intramural programs.....	43
APPENDIX D	Interest Based Collaborative.....	45
APPENDIX E	Procedures to support compliance with article 7-Teacher Files.....	45
APPENDIX F	Salary Negotiations.....	46
APPENDIX G	Reserves	46
APPENDIX H	Procedures for itinerant employees.....	46
APPENDIX I	Site Based Request for Variance of Agreement Language Form.....	47
APPENDIX J	Memorandum of Understanding	48-49

AGREEMENT

THIS AGREEMENT is made and entered into by and between the **ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J** and the **ST. VRAIN VALLEY EDUCATION ASSOCIATION** this 1st day of July, 2004.

Recognizing that providing a high quality education for the children of St. Vrain Valley School District RE-1J is the paramount aim of the District, we do hereby declare that:

The Board of Education under law has the final responsibility of establishing policies for the District.

The professional teaching personnel have the ultimate responsibility of providing the best possible education in the classroom.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

ARTICLE 1 – DEFINITIONS

- 1.1 Teacher shall mean any person who is regularly licensed by the teacher licensing authority for the State of Colorado and who is employed by the District under a teaching contract in a position which requires a teaching license, but shall exclude all administrators, classified employees, substitute teachers, and those part-time teachers employed under a less than one-half time teaching contract.
- 1.2 For the purposes of all leave calculations, leave shall be prorated based on the teacher’s contract FTE.
- 1.3 Board shall mean the Board of Education of the St. Vrain Valley School District.
- 1.4 Superintendent shall mean the Superintendent of the District.
- 1.5 Association shall mean the St. Vrain Valley Education Association.
- 1.6 District shall mean the St. Vrain Valley School District RE-1J, Boulder, Weld, and Larimer Counties, State of Colorado.
- 1.7 School year shall mean the academic year as set forth in the officially adopted school calendar.
- 1.8 Negotiating teams shall mean the representatives of the Board and the Association.
- 1.9 Administration shall mean all licensed personnel in administrative or supervisory assignments in the district.
- 1.10 Paraeducator is an all-inclusive term which shall mean personnel employed to assist teachers directly or to relieve teachers from non-instructional duties.
- 1.11 Except when modified by the word “calendar,” the words “sick leave,” the word “contact,” or the word “work,” the word “day” shall mean a day on which a teacher is contractually obligated to perform services for the District.

ARTICLE 2 - GENERAL PROVISIONS

- 2.1 The express provisions of this Agreement supersede any contrary existing or future Board policy. In case of any conflict between the provisions of this Agreement and any Board policy, procedure or any administrative directive or regulation not incorporated in this Agreement, the provisions of this Agreement shall control.
- 2.2 The Board and the Association will carry out the commitments contained in this Agreement and give them full force and effect.
- 2.3 This Agreement shall not be amended except as agreed to in a writing which is duly executed and ratified by both parties.
- 2.4 No teacher shall be reprimanded or disciplined in writing without just cause. No teacher will be suspended with or without pay from his or her regular teaching assignment without just cause; provided, however the Board’s acceptance of dismissal charges against a teacher is pursuant to the Teacher Employment, Compensation, and Dismissal Act of 1990 shall bar the processing of any grievance alleging a violation of this Article 2.4 No teacher

will be dismissed from an extra-pay position identified in Appendix B during the term of such activity or season without just cause. This Article 2.4 shall not be applicable to the non-renewal of the teaching contracts of probationary teachers, or to the non-renewal of extra-pay assignments identified in Appendix B.

- 2.5 This agreement shall be governed and construed according to the Constitution, Laws and Regulations of the State of Colorado and this District's Board Policies. If any provision of this Agreement, or any application of the Agreement to any teacher, shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law but all other provisions or applications of this Agreement shall continue in full force and effect.
- 2.6 This Agreement shall be made available to all teachers on the District's email system. The District shall have a specified number of copies printed in a timely fashion. The exact number of copies to be printed will be determined by the Assistant Superintendent for Human Resources, or designee, and the SVVEA President. Printing expenses incurred shall be shared equally by the District and the Association.
- 2.7 The District shall provide an electronic copy of our current Board Policies on the District website.
- 2.8 Neither the District nor the Association shall discriminate against any teacher on the basis of race, religion, color, national origin, sex, age, handicap, sexual orientation, marital status or membership or nonmembership in any teacher organization.

ARTICLE 3 – RECOGNITION

- 3.1 For the term of this Agreement, the Board recognizes the Association as the representative of and negotiating agent for the negotiating unit consisting of all teachers as defined in Article 1.1.
- 3.2 Any teacher or group of teachers may present information and suggestions to the Board and the Superintendent. The Association shall receive copies of any such information or suggestions which affect the specific provisions of this Agreement within five days of the presentation.
- 3.3 The rights and privileges granted to the Association by this Agreement are exclusively rights and privileges of the Association, and shall not be granted to any other teacher organization which seeks to represent teachers in employee-employer matters.

ARTICLE 4 - NEGOTIATING PROCEDURE

- 4.1 Inaugurating Negotiations
 - 4.1.1 Written requests for negotiations on a successor agreement may be submitted by the Association to the Superintendent and Board, or by the Superintendent and Board to the Association, not later than each March 1 during the term of this Agreement. Prior to entering into negotiations, the Board and Association shall each appoint not more than six persons to act as the respective negotiating teams. Each party shall designate a chief negotiator.
 - 4.1.2 Negotiations will be conducted at times and places mutually agreeable to the respective negotiating teams, provided that the first meeting shall be held not later than March 15, and that negotiations shall terminate not later than April 30. The parties may extend the termination date by mutual consent. It shall be the duty of both parties to negotiate in timely fashion and good faith.
- 4.2 Conducting Negotiations
 - 4.2.1 At the first meeting during negotiations, the parties, through their respective negotiating teams, may each present proposals concerning not more than four Articles of this Agreement.
 - 4.2.2 During negotiations, the chief negotiators will exchange points of view and make offers and counteroffers. Consultants may be used by either team.
 - 4.2.3 During negotiations, interim reports may be made to the Association by its negotiating team and to the Board and Administration by its negotiating team. During negotiations, unilateral communications by the

Board to teachers or by teachers to the Board, or its individual members, on matters concerning current negotiations are prohibited.

- 4.2.4 During negotiations, any news releases shall be approved by both negotiating teams.
- 4.2.5 When the negotiating teams reach a tentative agreement on all matters submitted by the parties, it will be presented to the Association for ratification. The Association shall have 15 days from the date the tentative agreement is reached to ratify the agreement. The Association shall advise the Board in writing of its action within five days following the ratification vote. Following such ratification, the Agreement shall be subject to ratification by the Board at an official meeting which shall take place within 10 days of the date on which the Association notifies the Board that it has ratified the tentative agreement. Upon ratification of the tentative agreement by the Board, the agreement will be executed in accordance with Article 2.3. If either the Association or the Board fails to ratify the tentative agreement, the negotiating team for the party failing to ratify will promptly notify the other negotiating team. Following such notification, negotiations will resume as provided in this Article 4.2.
- 4.2.6 The phrase “during negotiations” as used above shall mean from the “first meeting” referred to in Articles 4.1.2 and 4.2.1 until impasse has been declared pursuant to Article 4.3.1.

4.3 Impasse Procedure

- 4.3.1 Either negotiating team may declare impasse at any time. The negotiating team declaring the impasse shall submit the declaration of impasse in writing to the other negotiating team.
- 4.3.2 The issues in dispute shall be submitted to a mediator in an effort to induce the negotiating teams to reach voluntary agreement.
- 4.3.3 Representatives of the parties shall meet within three days of the declaration of impasse to discuss the selection of a mediator. If a mediator cannot be mutually agreed upon, a mediator shall be selected in the following manner:
 - 4.3.3.1 Within two days of the date on which representative of the parties meet to discuss selection of a mediator, representatives of the parties shall jointly request the American Arbitration Association (AAA) to submit simultaneously to each party identical lists of the names of at least five persons skilled in mediation of education matters.
 - 4.3.3.2 Each party shall have seven days from postmarked date to postmarked date in which to cross off any name to which it objects, number the remaining names in order of its preference, and return the list to the AAA. If a party does not return the list within the time specified, all persons named shall be deemed acceptable to such party.
 - 4.3.3.3 From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preference, the AAA shall invite the acceptance of a mediator.
 - 4.3.3.4 If the parties fail to agree upon any of the persons named, or if those named decline or are unable to act, or if for any other reason appointment cannot be made from such list of names, the AAA shall appoint a mediator without submitting additional lists.
- 4.3.4 Conducting Mediation
 - 4.3.4.1 The format, dates and times of meeting will be arranged by the mediator. Such meetings will be conducted in closed sessions, and no news releases shall be made concerning the progress of mediation.
 - 4.3.4.2 The mediator will meet with the negotiating teams either separately or together.
 - 4.3.4.3 The costs for the services of the mediator, including per diem expenses, if any, and actual and necessary travel expenses, shall be shared equally by the District and the Association.

- 4.3.4.4 Tentative agreements reached on issues submitted to the mediator shall be submitted to the process provided for in Article 4.2.5.
- 4.3.5 Fact Finding
 - 4.3.5.1 If the mediation described above has failed to bring about agreement on all issues, either the District or the Association may request in writing that the issues which remain in dispute be submitted to a fact finder.
 - 4.3.5.2 Representatives of the parties shall meet within three days of the other party's receipt of such request to discuss the selection of a fact finder. If a fact finder cannot be mutually agreed upon, a fact finder shall be selected in accordance with the procedures set forth in Article 4.3.3 above for selection of a mediator.
- 4.3.6 Conducting Fact Finding
 - 4.3.6.1 The fact finder will have the authority to hold hearings and make procedural rules.
 - 4.3.6.2 All hearings by the fact finder shall be held in closed sessions and no news releases shall be made concerning progress in such hearings.
 - 4.3.6.3 Within a reasonable time not to exceed 30 calendar days after the conclusion of such hearing, the submission of post-hearing briefs, or the submission of the transcript of the hearing, whichever occurs last, the fact finder shall submit a written report to the Board and the Association only, which shall set forth findings of fact, reasoning and recommendations on the issues submitted. The report shall be advisory only and binding neither on the Board nor the Association.
 - 4.3.6.4 Within five days after receiving the report of the fact finder, the negotiating teams will meet to discuss the report. No public release shall be made until after such meeting.
 - 4.3.6.5 The respective parties shall take official action on the report of the fact finder no later than 15 days after the meeting described in Article 4.3.6.4 in the manner described in Article 4.2.5.
 - 4.3.6.6 The costs for the services of the fact finder, including per diem expenses, if any, and actual and necessary travel expenses shall be shared equally by the Board and the Association.
 - 4.3.6.7 Either party may arrange for a stenographic record to be taken of the hearing, or that the hearing be recorded electronically. If a stenographic record is taken, a copy of the transcript shall be provided to the fact finder upon the fact finder's request. The party requesting a stenographic record shall pay the cost thereof, except that if the other party shall request a copy of any transcript, or seek access to such transcript, that party shall share equally the entire cost of making the stenographic record.
- 4.3.7 Miscellaneous
 - 4.3.7.1 The parties may agree to reverse the order of mediation and fact finding, or the parties may agree that mediation and fact finding shall take place simultaneously.

ARTICLE 5 - GRIEVANCE PROCEDURE

5.1 Definitions

- 5.1.1 A grievance is a dispute, disagreement or controversy concerning the interpretation or application of this Agreement. In addition, any personnel policy adopted by the Board of Education directly applicable to teachers which is not covered in this Agreement shall be grievable; provided, however, that the term

grievance shall not apply to any matter for which the method of review or action is prescribed by law or the board is without authority to act.

5.1.1.1 This Agreement contains several references to Board policies. Except as otherwise provided above, such references shall not be interpreted as incorporating such Board policies into this Agreement or as making such Board policies grievable under the terms of this Agreement.

5.1.2 Aggrieved shall mean the teacher, teachers or Association submitting a complaint.

5.2 Procedure

5.2.1 Level One

5.2.1.1 A grievance will be discussed with the aggrieved's principal or immediate supervisor with the objective of resolving the matter informally, at which time, the principal and the aggrieved may discuss the grievance personally, or the aggrieved may be represented and/or accompanied by a member of the Association. The principal may be accompanied by a representative of the Administration.

5.2.1.2 If the principal or immediate supervisor determines that he or she does not have the authority to deal with the grievance, he or she shall, within two days of the initial discussion of the grievance, refer the grievance in writing to the appropriate administrator with a copy to the aggrieved. The appropriate administrator shall comply with the procedures set forth in this Article.

5.2.2 Level Two

5.2.2.1 If the grievance is not addressed to the satisfaction of the aggrieved within five days of its discussion at Level One, it shall be stated in writing, on the approved form, signed by the aggrieved, and filed with the appropriate administrator.

5.2.2.2 Within five days after receiving the grievance, the appropriate administrator shall communicate a written decision to the aggrieved.

5.2.3 Level Three

5.2.3.1 If the aggrieved is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five days after the written grievance is filed with the principal, the aggrieved may, within five days thereafter, file the grievance in writing with the Association.

5.2.3.2 If the Association deems the grievance meritorious, the Association will file the grievance with the Superintendent within five days after its receipt of the grievance.

5.2.3.3 The Superintendent and/or a representative will meet with the aggrieved and the Association representative within five days after the Superintendent's receipt of the grievance to hear and, if possible, to resolve the grievance.

5.2.3.4 Meetings will be scheduled through the Association representative as designated on the Level Three grievance form, at a mutually convenient time.

5.2.4 Level Four

5.2.4.1 If the aggrieved and the Association are not satisfied with the decision at Level Three, or if no decision is reached within 10 days after the meeting described in Article 5.2.3.3, the aggrieved may, within five days thereafter, request the Association to submit a grievance that involves a dispute, disagreement or controversy concerning the interpretation or application of this Agreement to arbitration. If the Association deems the grievance meritorious, it may, within 15

days thereafter, demand arbitration. If the Association deems the grievance not meritorious, it shall so advise the aggrieved and the Board.

- 5.2.4.2 Representatives of the parties shall meet within five days of the District's receipt of demand for arbitration to discuss the selection of an arbitrator. If an arbitrator cannot be mutually agreed upon, an arbitrator shall be selected in the following manner:
 - 5.2.4.2.1 Within two days of the date on which representatives of the parties meet to discuss selection of an arbitrator, representatives of the parties shall jointly request the AAA to submit simultaneously to each party identical lists of the names of at least five persons skilled in the arbitration of education matters.
 - 5.2.4.2.2 From among the persons who have been approved on both lists, and in accordance with the designated order of mutual preference, the AAA shall invite the acceptance of an arbitrator.
 - 5.2.4.2.3 If the parties fail to agree upon any of the persons named, or if those named decline or are unable to act, or if for any other reason appointment cannot be made from such lists of names, the AAA shall appoint an arbitrator without submitting additional lists.
- 5.2.4.3 The arbitrator will have the authority to hold hearings and make procedural rules. The arbitrator will issue a report within a reasonable time not to exceed 30 calendar days after the close of hearings, the submission of post-hearing briefs, the submission of the transcript of the hearing, or, in the event oral hearings have been waived, then from the date the final settlement and evidence are submitted.
- 5.2.4.4 The hearing shall be scheduled by the arbitrator or upon the agreement of the parties. The hearing shall be closed and no news releases shall be made concerning it. If the hearing is conducted during the work day, the aggrieved will be released with pay from his or her normal assignment to attend the hearing. In addition, if the hearing is conducted during the work day of a witness who is employed by the District, the witness will be released with pay from his or her normal assignment for the period of time his or her presence at the hearing is required. Arrangements for release of witnesses, if any, and the aggrieved shall be made through the Assistant Superintendent for Human Resources no fewer than three days in advance of the hearing.
- 5.2.4.5 The arbitrator's report shall be simultaneously submitted in writing to the Board and the Association only, and shall set forth the arbitrator's findings of fact, reasoning, conclusions and recommendations on the grievance. The arbitrator's recommendations shall be consistent with law and with the terms of this Agreement. The report shall be advisory only and binding neither on the Board nor on the Association.
- 5.2.4.6 The arbitrator's function shall be limited, after due investigation, to the interpretation and construction of the specific articles of the Agreement.
- 5.2.4.7 Within five days after receipt of the report of the arbitrator, the representatives of the parties will meet upon request of either party to discuss the report. No more than five persons representing each party shall attend these meetings. No public release may be made until after such meeting.
- 5.2.4.8 The cost of the services of the arbitrator, including per diem expenses, if any, plus actual and necessary travel and subsistence expenses, shall be shared equally by the parties.
- 5.2.4.9 The Board shall act on the report of the arbitrator not later than 30 calendar days after the meeting referred to in Article 5.2.4.7 above; or, if no such meeting is requested, then not later than 20 days after receipt of the report of the arbitrator.

5.2.4.10 Either party may arrange for a stenographic record to be taken of the hearing, or that the hearing be recorded electronically. If a stenographic record is taken, a copy of the transcript shall be provided to the arbitrator upon the arbitrator's request. The party requesting a stenographic record shall pay the cost thereof, except that if the other party shall request a copy of any transcript, or seek access to such transcript, that party shall share equally the entire cost of making the stenographic record.

5.3 Rights of Teachers to Representation

5.3.1 Neither the Board nor any member of the Administration shall take reprisals affecting the employment status or working conditions of any teacher, Association representative, or any other participant in the grievance procedure by reason of such participation.

5.4 Miscellaneous

5.4.1 Decisions rendered at Levels Two and Three of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.

5.4.2 No written or printed material dealing with the processing of a grievance will at any time become a part of the teacher's District personnel file or building file of the aggrieved party or any other party in interest.

5.4.3 No grievance shall be recognized by the Board or the Association unless it shall have been presented at Level One within 30 days after the aggrieved person knew, or should have known of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived.

5.4.4 The aggrieved shall, on the appropriate form, briefly state the facts giving rise to the grievance; refer to the specific Article and sub-Article of this Agreement alleged to have been violated; and, specify the relief sought. All Articles and sub-Articles of this Agreement alleged to have been violated and all evidence in support of such alleged violations shall be introduced at or before Level Three of this grievance procedure.

5.4.5 If, at any time, either party disputes the arbitrability of any grievance under the terms of this Agreement, such dispute may be submitted to arbitration in accordance with the procedures established by this Article.

5.4.6 Failure by the aggrieved at any level of this grievance procedure to appeal the grievance to the next level within the time limits provided for shall be deemed to be acceptance of the decision rendered at that level.

5.4.7 To facilitate operation of the grievance procedures, appropriate forms for filing, for serving notices, for making appeals, for making reports and recommendations, and any other necessary documents will be jointly prepared and distributed by the Superintendent (or a representative) and the Association.

5.4.8 To facilitate the operation of this grievance procedure, when two or more teachers have filed the same, or substantially similar grievances at the same time, such grievances may, upon the request of the aggrieved teachers and the approval of the Association, be consolidated when they reach Level Three.

ARTICLE 6 – SUPERVISION & EVALUATION

6.1 Definitions

6.1.1 Consistent with state law, the purpose of Supervision & Evaluation is to promote the growth and development of students, teachers, and leaders. This process shall serve as a basis for the continuous improvement of professional practice and student learning. Based also on district performance criteria, the evaluation process serves as a measurement and documentation of satisfactory, or unsatisfactory performance.

- 6.1.2 Evaluator shall refer to the licensed administrator assigned to conduct the Supervision & Evaluation process with a teacher. Instructional coaches, literacy coaches, and mentors shall not serve as evaluators.
- 6.1.3 Multiple data sources provided by the teacher and the evaluator will be used in assessing a teacher's performance. This data may include, but not be limited to, a formal observation. Instructional coaches, literacy coaches, and mentors will be used as a data source when initiated by the teacher. Hearsay information shall not be used as a data source.
- 6.1.4 Feedback is data-driven information that is provided to help guide the teaching and learning process. The evaluator and the teacher shall engage in timely, on-going, and specific conversations to enhance professional practice and student learning.
- 6.1.5 A summative evaluation report is a document prepared for the purpose of recommending continual employment. The summative evaluation report shall be based on district performance criteria. The summative evaluation report shall be data-driven with multiple sources of data cited throughout the report. This report shall include the summary of strengths and weaknesses, a professional growth plan, the dates of at least two classroom visits, the dated signatures of teacher and evaluator, and the option of a teacher response.
- 6.1.6 "Probationary teacher" is a teacher who has not completed three full years of continuous employment with the employing school district and who has not been reemployed for the fourth year.

6.2 Process

- 6.2.1 All probationary teachers (first three years in district) shall receive a minimum of two formal observations and a summative evaluation every academic year. All non-probationary teachers (beginning of fourth year in the district) shall receive a summative evaluation report every third year; provided, however, that the district shall have the right to evaluate any non-probationary teacher more frequently.
- 6.2.2 By no later than September 30, the assigned evaluator/administrator shall meet with the teachers being evaluated to explain the supervision and evaluation process. Teachers being evaluated will receive a copy of the "Areas of Performance and Criteria" and data sources to be used will be identified. Attendance and participation at this meeting will be documented.
- 6.2.3 If a formal observation is conducted, the observation shall be a minimum of twenty minutes. These classroom visits shall be conducted with the knowledge of the teacher whose classroom teaching performance is being observed. Evaluators shall not be required to give prior notice to the teacher of such visits. A post-observation conference shall be held within seven working days of the observation.
- 6.2.4 The Board or the Administration may require additional data from teachers. In addition, teachers may request additional formal classroom observations from their evaluator.
- 6.2.5 The teacher and the evaluator shall hold frequent conversations focused on improved professional practice and student learning. These on-going conversations may be formal or informal. Formal meeting times will be scheduled collaboratively.
- 6.2.6 No later than April 20, the evaluator shall complete the summative evaluation report based upon the information and data collected. The summative evaluation report shall contain a recommendation for teacher employment for the following academic year. A teacher or evaluator may request a conference to discuss the summative evaluation report. The conference shall be held within seven workdays of the request. A copy of the report will be given to the teacher. The teacher shall sign the evaluation report. The teacher's signature indicates only that the teacher has received, read, and had the opportunity to discuss the summative evaluation report. The teacher may choose to respond in writing to the summative evaluation report within ten working days and this response shall be attached to the summative evaluation report.

6.3 Remediation

- 6.3.1 When performance concerns exist, the summative evaluation report shall state that the teacher is recommended for remediation.

- 6.3.2 If the Assistant Superintendent for Human Resources approves the recommendation for remediation, the teacher will be notified in writing.
- 6.3.3 Within 20 working days of said notification, a meeting to review the process, and to develop and implement the remediation plan shall occur. This meeting shall include the teacher, the evaluator, and the Assistant Superintendent for Human Resources or designee. The teacher may choose to have a representative present.
- 6.3.4 Consistent with Colorado Revised Statute-22-9-106 the remediation plan will be developed jointly in writing and shall include the following:
- A clear statement of the problem as identified in the “Areas of Performance and Criteria”.
 - A definition of satisfactory performance and a clear set of reasonable expectations in the identified deficient area(s).
 - A prescription for remediation which details a course of action and reasonable time expectations for the teacher to reach an acceptable level of performance.
 - A statement of the assistance, resources, materials and/or training opportunities available for the purpose of improving performance to a satisfactory level.
- 6.3.5 Nothing contained in this Article 6 shall be interpreted as placing any restrictions upon or condition precedent to the Board’s right to dismiss a probationary or non-probationary teacher pursuant to the Teacher Employment, Compensation and Dismissal Act of 1990.

ARTICLE 7 - TEACHER FILES

- 7.1 The teacher shall have the right to review the contents of the teacher’s District personnel file and building file, except for confidential references given prior to the time of employment.
- 7.2 Any complaint directed toward a teacher shall not become a matter of formal record until the building principal or appropriate administrator has discussed the complaint with the teacher and conducted whatever investigation the administrator deems appropriate. (See Appendix E.) Teachers are entitled to know the identity and source of all such complaints. Teachers may request, through their building principal, a conference with the person making the complaint. If the principal determines that a conference is appropriate under the circumstances, the principal will attempt to make the necessary arrangements.
- 7.2.1 Any comments of a positive nature which are submitted for inclusion in a teacher’s personnel file by the teacher’s immediate supervisor shall be brought to the attention of the teacher, signed by the teacher, and then placed in the file.
- 7.3 No materials derogatory to a teacher’s conduct, service, character, or personality shall be placed in that teacher’s building file or the District’s personnel file unless the teacher has read such materials. The teacher shall acknowledge reading such materials by signing the copy to be placed in the file, understanding that the signature merely means that the teacher has read such materials and does not mean that the teacher necessarily agrees with the statements contained therein. The teacher shall have the right to file a written reply to such materials within ten days of their being placed in the file. The reply shall be attached to the report to which it pertains.
- 7.4 Teachers may duplicate only materials that do not include pre-employment information which are contained within such files. This may be done for their own use and at their own expense.
- 7.5 If a teacher believes that certain material in the teacher’s files contains an inaccurate commentary concerning the teacher’s job performance, the teacher may file a grievance seeking removal of such material; provided, however, that this Article 7.5 shall not apply to observation or evaluation reports.

ARTICLE 8 - TEACHER HOURS AND LOADS

- 8.1 The work day for teachers shall be seven hours which shall include preparation periods as described in Articles 8.4 and 8.5 below. In addition to the seven-hour day, each teacher shall receive a continuous and duty-free lunch period of at least 30 minutes, but not to exceed 60 minutes.

- 8.2 Teachers shall not be assigned more than 150 consecutive minutes of student contact each work day.
- 8.3 For elementary teachers, a standard 300-minute pupil-teacher contact day is desirable and will be adhered to as nearly as possible.
- 8.4 Teachers shall have an individual planning period of at least 45 continuous minutes during the student-teacher contact day.
- 8.5 Except under emergency circumstances, preparation periods which are during the student-teacher contact day shall be used for planning and preparation as determined by the teacher.
- 8.6 Elementary teachers shall have an individual preparation period of 30 continuous minutes prior to the student start time. However, when teachers are on their regularly scheduled duty and on days designated as Late State the 30 minutes does not apply. On such Late Start days the 30 minutes may be used for a faculty meeting.
- 8.7 When students are under the supervision of a District approved employee for music, art, physical education or any other regularly scheduled activity, teachers are not required to remain with their student.
- 8.8 Teachers shall have the right to leave their school during their duty-free lunch period after notifying their principal, or their principal's designee.
- 8.9 Teachers are required to attend faculty meetings which are scheduled by their immediate supervisor unless they are excused in advance. Faculty meetings shall normally be scheduled and concluded during the work day.
- 8.10 Teachers are obligated to attend back-to-school nights, District-scheduled parent conferences and other school activities and meetings which do not require the supervision of students and which have traditionally been held outside the work day. Attendance at all other activities which require supervision of students shall be voluntary on the part of the teacher. The Association recognizes the need for adequate supervision of after-school student activities and encourages teachers to volunteer to assist in such activities.
- 8.11 Subject to Article 8.9, teachers may be required to participate in up to two hours per month (during the months of September through May) of meetings which are directly tied to school/district goals. On occasion these two hours may be used for extended faculty meetings. Such activities shall be scheduled by the supervisor following consultation with the teachers involved concerning the substance and scheduling of such activities. At least five days' notice of the date and time of such activities shall be provided and such activities shall be conducted during time periods of at least one hour's duration which are contiguous with the work day.
- 8.11.1 Up to one time per month a maximum of 30 minutes of these two hours may be used for a faculty meeting. If the 30 minutes is utilized for a staff meeting, the remaining 90 minutes may be used in one activity.
- 8.12 Within the school year calendar, there shall be four days designated as Teacher Work Days, the use of which shall be determined by the teacher. Teachers are expected to remain at school during work days unless otherwise approved by the principal and use of such days shall be directly related to student learning and/or instruction. Upon written notice by September 30th of each year, the District or building administrator may trade work days with professional development/compensation days so long as the total number of work days is not reduced.
- 8.13 Effective with the 2008-09 school year there will be eight (8) student contact days designated as Late Start days in the District. The Late Start days will be on Wednesday of each month as follows: September 3, 2008; October 1, 2008; November 5, 2008; December 3, 2008; February 4, 2009; March 4, 2009; April 8, 2009; May 5, 2009.
- Each Late Start will be a minimum of two and a half hours in duration within the contract day and take place prior to the student start time.
- 8.14 Teachers shall have an individual plan period of at least 45 continuous minutes during the hours of each Late Start time.

ARTICLE 9 - ASSIGNMENTS

- 9.1 Teachers shall be notified in writing of any changes in their assignments for the following academic year including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual courses that they will have as soon as practicable and, under normal circumstances, not later than the end of the academic year.
- 9.2 The assignment of teachers to specific buildings does not imply permanent assignment to a particular building.
- 9.3 Teachers are assigned to their major fields of preparation as nearly as possible. Except where emergencies dictate otherwise, teachers shall be assigned within the scope of the endorsement or endorsements on their teaching license or their major or minor fields of study.
- 9.4 In arranging schedules for teachers who are assigned to more than one school, the amount of inter-school travel will be held to a minimum.

ARTICLE 10 - TRANSFERS AND VACANCIES

- 10.1 Definitions
 - 10.1.1 Transfer shall refer to a change in a teacher's assignment which requires a move from one school building to another.
 - 10.1.2 Reassignment shall refer to a change to a different grade level, department, instructional team or other instructional area within a school.
- 10.2 Reassignments
 - 10.2.1 A teacher shall have the right to submit to the teacher's principal a written request for reassignment to a specific grade level, department, instructional team or instructional area. Such request shall be submitted not later than May 1 of each academic year, shall remain effective until the following August 1, and shall state the teacher's qualifications for the assignment requested.
 - 10.2.2 The principal shall schedule a conference with the teacher to discuss the request within 20 days of the principal's receipt of the request, and will consider the request in the event that the assignment requested becomes available prior to the following August 1.
- 10.3 Posting of District-Wide Vacancies
 - 10.3.1 All vacancies in teaching positions in the District shall be posted.
 - 10.3.2 Leave returnees, teachers identified as an overage teacher as a result of staffing fluctuations and District initiated transfer teachers shall have the opportunity to share their interests and placement needs with an administrator in Human Resources prior to March 1st or within ten days of notification. Any teacher identified as an overage teacher will be placed in a position prior to any district-wide posting and hiring in that teacher's area(s) of endorsement and qualification. Provided no leave returnee or District initiated transfer teacher is available and qualified for the position, the Assistant Superintendent for Human Resources shall post any vacant positions.
 - 10.3.3 Not later than April 15th, all vacancies then known to exist for the following academic year, including newly created positions, shall be posted.
 - 10.3.4 Currently employed District staff shall have first opportunity to apply for positions before positions are advertised to external candidates. All postings shall be for a period of not fewer than five work days, except that postings which are made during the ten calendar days prior to the first duty day of the academic year shall be for a period of not fewer than three calendar days.

10.3.5 During the academic year, all postings shall be displayed in a prominent place in each school building, the Department of Human Resources, and the website. During the summer, all postings will be displayed in a prominent place in the Department of Human Resources, and the website.

10.3.6 The District will provide the Association with a copy of all postings.

10.4 Application Process

10.4.1 Any teacher who desires to be considered for a posted vacancy shall submit a written application for the position to the Assistant Superintendent for Human Resources prior to the deadline for applications set forth in the posting.

10.4.2 Prior to the vacant position being filled, the Assistant Superintendent for Human Resources will advise the appropriate administrator of the names of teachers who have applied in accordance with Article 10.2.3 or Article 10.4.1 and who appear to be qualified for the position. All such teachers who are available for scheduled interviews will be interviewed by the appropriate administrator and each applicant will be informed of the disposition of the application by an administrator in a timely manner.

10.5 District-Initiated Transfers

10.5.1 Whenever practicable, District-initiated transfers shall be effective at the beginning of the academic year, and the teacher being transferred or reassigned shall be notified in writing of such move by the end of the preceding academic year.

10.5.2 When a principal initiates a request for transfer of a teacher from the school to which the teacher is assigned, the principal shall inform the teacher in writing of such request at the same time the principal submits the request to the Assistant Superintendent for Human Resources, or designee. Upon the teacher's written request, to the Assistant Superintendent for Human Resources, or designee, the teacher will be granted a hearing regarding the reasons for the transfer. The request must be filed within three (3) work days of the principal's written notification to the teacher. The Assistant Superintendent for Human Resources, or designee, will conduct said hearing within seven (7) work days. Within seven (7) work days of the close of the hearing, the Assistant Superintendent for Human Resources, or designee, will communicate a written decision to the teacher.

10.6 Teacher-Initiated Transfers

10.6.1 Teachers who desire a transfer may submit a request therefore to the Assistant Superintendent for Human Resources on the appropriate District form. Such request shall be considered for vacancies which occur for the following school year and until August 15 following filing of the request. Teachers who do not file such requests shall nevertheless be given the opportunity to apply for any vacancies in accordance with Article 10.4.

10.6.2 Whenever practicable, teacher-initiated transfers shall be effective at the beginning of the academic year, and the teacher being transferred or reassigned shall be notified in writing of such move by the end of the preceding academic year.

10.6.3 After teachers identified as overages due to staffing fluctuations and District-initiated transfers are assigned, teacher-initiated transfers will be considered and interviewed in accordance with Article 10.4.2. Consideration of the applicant shall include service to the district and that teacher's professional needs.

The Department of Human Resources, with the approval of the Superintendent, has final authority as to which teachers to recommend to the Board of Education.

The Department of Human Resources, with the approval of the Superintendent, will have the final authority to recommend to the Board the teacher to be placed in the vacancy.

The Department of Human Resources will inform and discuss with the principals the needs of the employee in this area.

ARTICLE 11 PROVISIONS FOR STAFFING FLUCTUATIONS AND STAFFING NEW SCHOOLS

- 11.1 The District may experience staffing fluctuations in an individual building or district-wide because of:
- Decreased enrollment
 - Decrease in the numbers of students selecting a given program
 - Elimination of or changes in instructional programs
 - Budget considerations
 - Opening of new schools
- 11.2 The Department of Human Resources will follow the procedures listed below to guarantee the most equitable resolution for the employees involved and the least impact on the educational program when it becomes necessary to alleviate staffing overages. An “overage” is a non-probationary teacher whose assignment no longer exists at the current location and for whom a placement must be made.
- 11.2.1 If staffing fluctuations require reductions in force (RIF) to alleviate the staffing overages, Article 36–Cancellation of Teaching Contracts shall be used for that purpose.
- 11.2.2 The first priority shall be to resolve the staffing overage within the building or program where the problem originates. In order to accomplish this, building administrators are encouraged to work with the appropriate Executive Director of Learning Services and Department of Human Resources staff to use the following approaches to alleviate overages.
- The Department of Human Resources and SVVEA will participate in a joint presentation to share the information with the staff so all can be aware of the problem and can assist in generating solutions at which time the parties may explore the following options:
- a. Rearrange existing staffing within the building by moving staff into other areas of qualifications. Note: The words qualified or qualifications used in this Article shall be consistent with the current CDE definition of “Highly Qualified”.
 - b. Any staff member who has decided to retire or resign is encouraged to notify Human Resources in a timely manner.
 - c. Seek volunteers to request leaves of absence in accordance with Article 25 of this Agreement.
 - d. Encourage voluntary transfer requests.
 - e. Seek voluntary reductions in contract if the reduction does not harm the program as determined by the appropriate administrator.
 - f. Seek placement elsewhere in the district, for any teacher(s) within a building impacted by an overage. Any teacher agreeing to the placement shall have the right to be returned to the original placement if a position opens within one year of the reassignment.
- 11.3 If options within the building cannot alleviate the staffing overage and a required placement is necessary, the following approaches will be followed:
- 11.3.1 The least senior (District seniority) staff member qualified in the area of overage will be identified as the staff member to be transferred unless unique program considerations exist. In the event such unique program considerations do exist, these situations will be treated as exceptions to the rule and must be coordinated with the Department of Human Resources under the steps as written in Article 11.3.2 through 11.3.5.
- 11.3.2 The building administrator will recommend the program need consideration to the appropriate Executive Director of Learning Services and the Department of Human Resources. The building administrator should consider the following in a program need recommendation:
- a. Is there a person within the building who could step into this position and is willing, qualified and committed to the defined program need?
 - b. Can another school within the district benefit from this person’s talent?
 - c. If the person selected to remain in the assignment leaves the school or district prior to the actual transfer, could the position be filled with existing staff?

- 11.3.3 The teacher(s) directly affected by the decision regarding the program needs recommendations will meet with the Department of Human Resources to review the parties' options and preferences in an effort to reach a mutually agreeable decision which will resolve the staffing issue.
- 11.3.4 If the staffing issue is still unresolved, written formal requests will be submitted by the building administrator, and the teacher(s) directly affected by the decision, to the Assistant Superintendent for Human Resources.
- a. The building administrator's written request will include rationale for the program needs. The rationale shall include but not be limited to information regarding license, endorsement, desired coursework/training, and scope of position as well as addressing the criteria and considerations as listed in Article 11.3.2.
 - b. The teacher's written request will include teacher's preference, commitment to the program, evidence of preparation, qualifications, coursework/training, license, and ability to teach the defined area.
- 11.3.5 A committee consisting of three (3) SVVEA representatives; one (1) building level administrator, one (1) Executive Director of Learning Services and the Assistant Superintendent for Human Resources will review the overage and make a recommendation to the Superintendent as to which teacher should transfer. Teachers and administrators directly affected by the decision will not be on the committee.
- 11.4 When a teacher is transferred as an overage and the teacher who remained on staff leaves the assignment, the transferred teacher will return to the assignment, if he/she chooses, if the action occurs before the first day of classes in the subsequent school year.
- 11.5 The transferred staff member will be placed in an existing vacancy in the district. The decision regarding placement will be made by the Department of Human Resources staff working with the appropriate Executive Director and building principals. The teacher will indicate the desired/preferred placement which will be considered by Human Resources and the Executive Director. The most positive possible placement will be sought.
- 11.6 The individual forced to transfer will be placed prior to any district-wide posting and hiring in that person's area(s) of license and qualification.
- 11.7 In calculating experience, to determine seniority in the District, the definitions contained in Article 36.3.6 and 36.3.7 found elsewhere in this Agreement, shall apply for purposes of this Article.
- 11.7.1 The following criteria (in descending order) will be used to determine seniority of staff for requirement placements situations:
- a. Number of years of continuous employment in St.Vrain Valley School District.
 - b. Date employee started work under contract in St.Vrain Valley School District.
 - c. Date contract was approved by Board of Education.
 - d. Years of previous employment under contract in St.Vrain Valley School District.
 - e. Years of previous employment in a licensed position, but not under contract (e.g., substitute) in St.Vrain Valley School District.
 - f. Years of total work experience in St.Vrain Valley School District.
 - g. Longevity in that building or assignment.
- 11.8 If it is not possible to alleviate the overage by transfer into an existing vacancy, it will become necessary to non-renew probationary contracts district-wide in the affected level or assignment in order to provide a placement for the required transfer.
- 11.9 A teacher placed in a required placement assignment may pursue a voluntary transfer later in the hiring season according to standard voluntary transfer procedures.
- 11.10 Staffing New Schools
- 11.10.1 Each new school opening will present a unique set of circumstances. Therefore, flexibility in the staffing process must exist. General requirements throughout the staffing process for a new school are:

- a. Human Resources will oversee the staffing process and timeline for each new school.
- b. Approved district program needs have first priority with regard to staff selection and transfers. Areas with overages will take precedent over opening positions to other applicants resulting in some required placements. Staff renewal is also a priority when possible.
- c. The number of staff transferring to the new school will be limited to protect programs and stability at existing schools. SVVEA and District representatives will review each new school situation and make a recommendation to the Superintendent as to the number of transfers that should take place.
- d. Currently employed district staff have first opportunity to apply for new school positions in accordance with Article 10, before positions are advertised to external candidates.
- e. Involuntary transfers will be made as a last resort.
- f. Qualifications, training, ability, licenses and teacher preference will be factors considered in selecting staff for new schools.

ARTICLE 12 - ACADEMIC FREEDOM AND CONTROVERSIAL ISSUES

- 12.1 The Board recognizes that freedom carries with it responsibility, and that academic freedom also carries with it academic responsibility which is determined by the basic ideals, goals and institutions of the community which comprises the District. Discussions and analysis of controversial issues should be conducted within the framework of the fundamental values of the community as they are expressed in the educational philosophy, objective and adopted curriculum of the District.
- 12.2 Within the preceding frame of reference, and as it pertains to the adopted curriculum, academic freedom in the District is defined as the right:
 - 12.2.1 To teach about controversial issues;
 - 12.2.2 To use materials which are relevant to the levels of ability and maturity of the students and to the purpose of the District;
 - 12.2.3 To maintain a classroom environment which is conducive to the free exchange and examination of ideas; and,
 - 12.2.4 To a free expression of conscience by teachers as private citizens while fulfilling the correlative responsibility of a professional presentation of balanced views relating to controversial issues as they are studied in the classroom.
- 12.3 Good teaching embodies the art of keeping students on the right track in the search for truth, seeing that they know admitted facts and a variety of opinions, and establishing the habits of logical thinking and opinion formation. Controversial issues may be presented in classes where such issues are an integral part of the District's adopted curriculum provided they are presented in a manner as free from bias and prejudice as possible. Consistent with the foregoing, the following guidelines are applicable:
 - 12.3.1 Controversial issues arise from conflicts with the interests, beliefs, or affiliations of citizens. Such issues involve important proposals or policies about which citizens hold different points of view such as, but not limited to, religion, sex, politics and governmental policies. Most of the District's adopted curriculum is composed of established truths and accepted values. Free discussion of controversial issues is the heart of the democratic process. Freedom of speech and free access to information are among our most cherished traditions. Only through the study of such issues, political, economical, or social, does youth develop abilities needed for citizenship in our democracy.
 - 12.3.2 Without minimizing the importance of established truths and values, the District shall foster dispassionate, scientific studies of controversial issues in an atmosphere as free as possible from bias and prejudice.
 - 12.3.3 The teacher shall strive to serve as an impartial moderator and shall not attempt, either directly or indirectly, to limit or control the judgment of the teacher's students on controversial issues. The teacher shall foster the study of such issues rather than teach a particular viewpoint concerning them.

- 12.4 If complaints by persons other than District administrators arise regarding a teacher's use of educational materials, subject matter, or methodology, they shall be handled by the following orderly process within a timely manner. Employees of the District and the Board, individually or collectively, who receive complaints shall not give formal consideration to them until they have been addressed in the following manner:
- 12.4.1 If the complaint is lodged directly with the teacher, an immediate discussion between the teacher and the complainant is encouraged, with the objective that the concern may be resolved at that level with no further action necessary.
 - 12.4.2 If the complaint is lodged with someone other than the teacher or an administrator, the complaint shall be immediately referred to the Superintendent, or the Superintendent's designee, who will refer it to the teacher and the building principal.
 - 12.4.3 The first effort of a principal or other administrator in dealing with a complaint shall be to allow the teacher involved to seek resolution of the complaint, with or without the involvement of the principal, as circumstances may dictate.
 - 12.4.4 If attempts at informal resolution of the complaint are unsuccessful, the complainant shall be requested to fill out an appropriate District form, after which an attempt shall be made to hold a conference involving the complainant, the teacher, the principal or other administrator, and other appropriate parties. Reasonable efforts shall be made to resolve the complaint at this level.
 - 12.4.5 If the building principal determines further consideration is necessary, the complaint shall be referred to the Assistant Superintendent for Learning Services who shall decide whether or not temporary restrictions shall be placed on the teacher's use of the materials, subject matter or methodology pending resolution of the complaint.
 - 12.4.6 The Assistant Superintendent for Learning Services shall select and chair a committee including appropriate representation of teachers, administrators, media specialists and parents or other citizens. This committee shall hear all parties directly involved in the complaint and render its decision in writing to the complainant within ten work days following the hearing.
 - 12.4.7 The complainant shall be informed that any further consideration of the matter shall require the Superintendent to arrange for a hearing by the Board at which all parties involved shall be heard along with the complainant. The decision of the Board shall be final.
- 12.5 Complaints concerning the District's selection or use of textbooks or other educational materials previously approved by the Board shall not be governed by the foregoing procedures.

ARTICLE 13 - CURRICULUM AND PROFESSIONAL DEVELOPMENT

- 13.1 The District acknowledges the desirability of continuing to improve the curriculum and professional development programs.
- 13.2 Upon the prior written approval of the Assistant Superintendent for Learning Services or designee, teachers who are authorized to attend curriculum and/or inservice programs outside the District will be reimbursed for their expenses, including travel, lodging and meals at the established rates. Also, it has been the precedent to compensate teachers at the established hourly rate for participation in required curriculum/in-service programs conducted outside the work day, work week or contract year.
- 13.3 Curriculum committees which are established by the Department of Learning Services shall include teacher(s). Such committees shall provide recommendations, including dissenting opinion reports, if any, to the Superintendent concerning new courses of study and appropriate instructional materials for use in the District's curriculum.

ARTICLE 14 - NON-TEACHING DUTIES

- 14.1 The Board and the Association recognize that a teacher's primary responsibility is to teach and that the teachers' energies should be utilized to that end. Within budgetary limitations, efforts should be made to reduce the non-

student contact duties through the use of paraeducators and part-time clerical assistants so that the teacher will have more time to devote to teaching activities.

- 14.2 The District may employ paraeducators for the purpose of assisting teachers by performing secretarial or clerical duties; supervision of lunchrooms, playgrounds, halls or other non-instructional student activities; grading of objective-type tests; and preparation of instructional materials under the direct supervision of a teacher.
- 14.3 A paraeducator who has been selected and approved by the principal should be acceptable to the teacher or group of teachers to which the paraeducator is to be assigned. If the work of the paraeducator is found to be unsatisfactory, a teacher or group of teachers may request the principal and the teachers involved meet with the employee to review performance concerns.
- 14.4 When a principal is required to be absent from the District, another administrator will be designated to assume administrative responsibility for an administrative unit.
- 14.5 When a principal is required to be absent from the building, a teacher may decline to accept the responsibility of being designated "acting principal" during such absences.

ARTICLE 15 - INSTRUCTIONAL MATERIALS

- 15.1 Within budgetary limitations, the Board will endeavor to provide sufficient instructional materials, equipment, and facilities to ensure that each pupil and teacher will have the best possible access to them.
- 15.2 Curriculum committees which are established by the Department of Learning Services shall provide recommendations, including dissenting opinion reports, if any, to the Superintendent concerning appropriate instructional materials for use in the District's curriculum.

ARTICLE 16 - SPECIAL EDUCATION

- 16.1 The severity level of students with identified special educational needs will be given consideration when they are placed in classrooms.
- 16.2 Any teacher who is assigned a student who is receiving special education services will be given as much notice as is feasible of such assignment and will be provided appropriate information about the educational needs of the student as determined by the District staff. Such information shall include information solicited from the sending teacher, if such is available. In addition, the teacher will be provided with the curriculum materials which are available in the District. Upon request to the Department of Learning Services teachers will be provided with alternative curriculum materials if such materials are warranted. If such materials are not available, the Department of Learning Services will work with the teacher and building administration to acquire the required learning material.
- 16.3 In situations where the placement of a student is being considered in a staffing, information regarding the special educational needs of the student will be solicited from the sending teacher and, when available, shared with the receiving teacher.
- 16.4 When children with emotional or physical disabilities are integrated into a classroom the classroom teacher shall be provided with assistance from the Department of Learning Services.
- 16.5 The District's Mainstreaming Task Force shall continue to hear mainstreaming concerns as they arise.
 - 16.5.1. The SVVEA president or designee shall be a standing member of SEAC.
- 16.6 Each academic year the District Department of Learning Services and the Association will jointly provide training for teachers new to the District on special education programming in the District. This training will include applying federal and or state statutes/regulations and case law, roles and rights of teachers concerning their participation in the process. In addition training will be provided regarding adherence to Article 8 of this Agreement, discipline of special education students, curriculum adaptations and materials, and the Mainstreaming Task Force. Such training shall be required for all teachers new to the District.

- 16.7 Itinerant teachers are entitled to adequate materials, workspace/storage, and access to technologies required to fulfill their duties. Coordination between principals and the teachers is expected.

ARTICLE 17- DEPARTMENT CHAIRPERSONS

- 17.1 In each elementary, middle and senior high school, the need for department chairpersons/team leaders shall be determined by the principal. Each such department chairperson/team leader shall be appointed for one academic year. If possible, such appointment should be made prior to the end of the preceding academic year. Teachers shall have the right to refuse such appointment. Team leaders will have coordinating and planning functions for their teams and shall serve as liaison between their teams and the principal. They shall not be considered administrative employees.
- 17.2 When feasible, and after consultation with them, department chairpersons and team leaders will be provided with release time commensurate with the responsibilities assigned to them by their principal.

ARTICLE 18 - STUDENT DISCIPLINE

- 18.1 The Board recognizes its responsibility to give reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom and on school premises. Whenever it appears that a particular student is experiencing disciplinary problems and requires the attention of professional specialists, the District will take reasonable steps to assist the teacher with responsibilities related to such student.
- 18.2 The parties recognize that discipline problems are less likely to occur in classes which are well taught and where a high level of student interest is maintained. The parties likewise recognize that when discipline problems occur, they may most constructively be dealt with by encouragement, praise, and emphasis upon the student's desirable characteristics.
- 18.3 A teacher may refer a student to the principal or assistant principal when the seriousness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation make the continued presence of the student in the classroom undesirable. In such cases, the teacher will furnish the principal, as promptly as teaching obligations allow, full particulars of the incident. A conference shall be held if the principal determines that it is appropriate.
- 18.4 Each teacher has disciplinary authority over any student on the school premises whether that student is assigned to the teacher or not.
- 18.5 Teachers recognize their responsibility to maintain a positive learning climate within their classrooms, supportive of the educational goals of the District.
- 18.6 Teachers may keep students after school for disciplinary reasons, but not ordinarily for more than 30 minutes. Students who ride school buses may be kept in at noon instead of after school, unless the teacher or principal has made prior arrangements with the parents.
- 18.7 Board Policy JKD/JKE establishes the policy and procedures of the District for suspensions and expulsions of students.
- 18.8 The principal of each school shall develop, after consultation with the school's faculty, student discipline procedures for that school. Such procedures will be set forth in the faculty handbook.

ARTICLE 19 - STUDENT TEACHERS/TEACHER INTERNS

- 19.1 The placement of all student teachers and teacher interns shall be approved by the Assistant Superintendent for Human Resources. Teachers shall not be obligated to accept a student teacher or teacher intern.
- 19.2 Teachers who are assigned student teachers or teacher interns must be non-probationary.
- 19.3 No more than one student teacher or teacher intern will be assigned to teacher each academic year.

19.4 Any compensation due a teacher for supervising a student teacher or teacher intern shall be the responsibility of the college or university which sponsors the student teacher or teacher intern. The District will not claim any part of such compensation.

- 19.5 Student teachers who are licensed by the Colorado Department of Education and registered with the Department of Human Resources, may substitute for their cooperating teacher in the event of their absence. The decision to use the student teacher as a substitute teacher must be approved by the student teacher, the cooperating teacher and the building administrator in conjunction with the Department of Human Resources. Compensation will be at the current rate of pay for substitute teachers.

ARTICLE 20 - TEACHER PROTECTION FROM ASSAULTS/PERSONAL INJURY LEAVE

- 20.1 A teacher may use such reasonable force as is necessary to protect himself or herself from attack or to prevent injury to another person while the teacher is acting within the scope of the teacher's employment.
- 20.2 The Board has adopted policies and procedures for handling incidents of assault upon, disorderly conduct toward, harassment of, or any alleged criminal offense directed toward a teacher by a student.
- 20.3 Teachers temporarily absent from work and unable to perform their normal duties as a result of personal injury arising out of and incurred in the course of their employment by the District, and not as a result of their own negligence or disobedience of reasonable rules and regulations, shall be granted personal injury leave of up to 30 work days with full pay on the condition that the amount of any workers' compensation benefits, or awards made for temporary disabilities due to said injury, are assigned to the District. In the event that a teacher has not recovered from such injury by the 30th work day after it occurred, the teacher may make written application to the Board for an extension of personal injury leave with pay. Any medical payments received by the teacher from workers' compensation shall not be assigned to the District.
- 20.4 In consideration of the payment of benefits described in Article 19.3 by the District to any teacher, the teacher shall assign to the District and/or the District's designee, any claims the teacher may have against any person or persons whose actions may have caused the teacher's temporary absence.

ARTICLE 21 - ANNUAL LEAVE HOURS

The Association and the St. Vrain Valley School District recognize that quality instruction is best achieved by professional, licensed staff and we acknowledge the importance of each instructional day. We honor the commitment to fulfill the terms of attendance for each contract day.

We also understand the unique requirements of staff related to the assessment periods of CSAP, ACT, and CELA. The Association and the District recognize the importance of being present during these critical times.

At the end of the 2006-07 school year, any unused business/emergency/professional/discretionary leave shall be added to the individual teacher's accrued sick leave hours. With the implementation of this new annual leave concept those employees who were employed previous to the 2006-07 school year, and had accrued sick leave, will retain those accrued hours.

- 21.1 Effective with the 2007-08 school year, seventy-seven hours of annual leave will be granted during each year of employment to be used at the professional discretion of the teacher. Hours will be pro-rated for part-time employees.
- 21.2 Any unused annual leave remaining at the end of each school year will be added to the individual teacher's accrued sick leave hours.
- 21.3 Accrued sick leave may only be accessed after all annual leave days have been utilized.
- 21.4 Accrued sick leave with full pay is granted to teachers absent from duty due to personal illness or injury of the teacher or their family member. Such paid leave will only be granted if the teacher has available hours.
- 21.5 After a teacher has exhausted annual leave and accrued leave, the teacher will be paid for the duration of the personal illness or injury of the teacher or their family member until the end of that academic year, whichever occurs first, the difference between the teacher's per diem salary and a per diem rate paid to the teacher's substitute teacher or teachers. This per diem pay formula shall not apply to teachers on unpaid leaves contained in this Agreement.

- 21.6 Any teacher who resigns prior to the end of the academic year shall reimburse the District for the cost of substitutes for annual leave used but not earned.
- 21.7 If a teacher is utilizing accrued sick leave, and is absent more than 5 consecutive days for illness, a physician's statement of cause and duration will be provided to the Superintendent or designee upon the request.
- 21.8 Anyone retiring through PERA with ten years of service in the District or who leaves the District with twenty or more years of service with the District will receive \$35.00 per day for unused sick leave above 30 days up to a maximum of 125 paid days.

Article 22 – Sick Leave Bank

- 22.1 The purpose of this Sick Leave Bank is to provide a bank of sick leave hours from which a member may draw in case of extended absences due to illness/disability which renders the member incapable of working.
- 22.2 All teachers as defined in Article 1.1 in the Agreement, exclusive of foreign exchange teachers, are eligible to join the Sick Leave Bank.
- 22.3 Each teacher has the option of joining the Sick Leave Bank during the open enrollment period.
- 22.4 Each full-time licensed employee shall contribute seven (7) hours to the Sick Leave Bank. All other licensed employees shall contribute a pro-rated number of hours based on their FTE (a .5 FTE employee would contribute 3.5 hours).
- 22.5 The minimum number of hours in the Bank shall be 1,950. Should the number of available hours drop below the minimum, each member shall be automatically assessed the number of hours equivalent to their FTE. Notification will be sent prior to assessment. Inability to contribute will not prevent an individual from being a member for the remainder of that school year. The next year the member will be assessed the seven (7) hours to continue their membership in the Sick Leave Bank.
- 22.6 Hours contributed or assessed become part of the Bank and are no longer included in a teacher's current or accumulated sick leave.
- 22.7 A member may terminate membership by submitting a written letter to the Department of Human Resources however, the hours contributed may not be withdrawn.
- 22.8 Operation and administration of this Bank will be by the Sick Leave Bank Governing Board. This Board will consist of five voting members - three teachers appointed by the Association and two administrators appointed by the Superintendent, both groups for two year terms. A minimum of three voting members must be present in order to conduct business of which no more than two can be teachers.
- 22.9 Application for use of hours must be made by the member to the Sick Leave Bank, any time prior to but within 30 calendar days after the member returns to work. Applications submitted at a time outside these limits will not be considered by the Bank Board.
- 22.10 The Sick Leave Bank Governing Board will consider only those requests which include all of the following:
 - 22.10.1 A licensed physician's verification that the illness or disability renders the employee incapable of working.
 - 22.10.2 Past history of sick leave use.
 - 22.10.3 Actual or anticipated date of return to work.
- 22.11 The Sick Leave Bank Governing Board shall have the authority to request additional information, including a request to the Superintendent to use Policies GBGA and GBGA-R (Physical/Mental Examination).
- 22.12 Decisions of the Sick Leave Bank Board with respect to eligibility for Bank sick leave days shall be final and binding and not grievable.

- 22.13 Coincident with approval of hours by the Sick Leave Bank Governing Board, the approved number of hours will be deducted from the Bank. All hours granted from the Bank, but not used, will be restored to the Bank.
- 22.14 Hours will be approved for extended illness and/or disability of a member only. Hours will not be granted for a member to care for someone else who is ill or disabled.
- 22.15 Hours may be granted from the Bank only after the member requesting Leave Bank hours has used all his/her paid leave and has used 140 hours (or equivalent of 20 contract days for employee) of leave where the employee has been paid the difference between his/her per diem salary and the per diem rate paid to a substitute teacher or teachers. (Refer to Article 21.4). Any teacher who has been granted days from the Bank, shall not be required to meet the 140 hour sick leave use requirement for any subsequent requests within one year from the initial granting of days by the Bank Governing Board.
- 22.16 The Sick Leave Bank Governing Board will review each individual request and may grant up to but not to exceed 420 hours (60 days) in any single contract year.
- 22.17 A member who uses hours from the Bank will not be required to repay such days except as a regular contributing member of the Bank.
- 22.18 The Sick Leave Bank Governing Board will publicize once each year to the members of the Sick Leave Bank a summary of all action taken on requests and other information deemed appropriate.
- 2.19 Days from the Sick Leave Bank will not be granted for the following:
 - a District holiday.
 - b. Normal non contracted days for the member requesting days.
 - c. Days beyond the school year in which the request for days is received.
 - d. Days in which worker's compensation are available to the member.

Article 23 – Family Leave

- 23.1 Pursuant to the provisions of the Family and Medical Leave Act of 1993, employees may qualify (if they have worked 1,250 hours during the previous 12 month period) for leave for the reasons specified in the Act. Except in cases of emergency, the teacher shall give written notice to the Assistant Superintendent for Human Resources of intention to take leave at least 30 calendar days prior to the date on which such leave is to begin. The notice shall also include the expected duration of the leave and a physician's statement certifying the qualifying event.
- 23.2 Employees who have accrued paid leave days may elect to substitute such days for a qualified FMLA leave not to exceed twelve work weeks.
- 23.3 Family Leave may be taken for the purpose of childbirth, placement of a child for adoption or foster care or to care for the employee or a member of the employee's immediate family when they have a serious medical condition.
- 23.4 Teachers on Family Leave shall continue to receive, at District's expense, coverage under the District's group insurance plans described in Article 33, if the teacher is eligible for such plans.
- 23.5 Except under extenuating circumstances, a teacher returning from an approved leave will be returned to their former position. Under extenuating circumstances, a teacher will be placed in a similar position for which they are qualified.
- 23.6 Teachers granted leave shall not be granted step changes on the salary schedule unless the leave was for less than a semester of the regular school year.
- 23.7 The period of leave shall not be considered to be an interruption of the continuous employment required by statute for the probationary period or the retention of employment, but the time of such leave shall not be included in computing the required probationary period.

- 23.8 Probationary Teachers. Nothing contained in this Article 23 shall be interpreted as limiting the Board's right to non-renew the teaching contract of a probationary teacher who is on family/sick leave.
- 23.9 The District may have a teacher's health status reviewed by a doctor of the District's own choosing, with the cost of such examination to be paid by the District.

ARTICLE 24- PERSONAL LEAVE

- 24.1 Teachers who find it absolutely necessary to be absent for personal reasons shall report the circumstances to their principal or supervisor as soon as possible. These circumstances shall be kept confidential by the Administration. Upon good cause shown, the teacher's principal or supervisor may grant the teacher up to five days of personal leave each academic year. The teacher will have one days salary deducted from the teacher's paycheck for each day of personal leave taken.

ARTICLE 25 - EXTENDED LEAVES

- 25.1 The Board may grant non-probationary teachers, upon application, a professional leave of absence without pay for up to one academic year; to serve full time in the Peace Corps, Vista or for a recognized charitable organization; to serve full-time as an exchange or overseas teacher; to return to school as a full-time student; to teach full time at an accredited college or university; or for full-time updating of vocational proficiency for certificate renewal, or the improving of skills related to the current vocational teaching assignment. Such leave may not be extended.
- 25.2 In the event a teacher seeks a professional leave which requires a commitment of more than one academic year, the teacher, upon initial application for such leave, shall provide to the District acceptable documentary evidence which specifies the time required. Such evidence must be issued by the authorizing agency or institution involved with the applicant's leave. Any leave request requiring more than two academic years shall not be considered.
- 25.3 The Board may grant non-probationary teachers, upon application, a medical leave of absence without pay for restoration of the health of the teacher, the teacher's spouse, or the teacher's child, for up to one academic year. Such leave may not be extended.
- 25.4 The Board may grant non-probationary teachers, upon application, an unpaid leave of absence for personal reasons for up to one academic year. Such leave may not be extended.
- 25.5 The Board shall not arbitrarily, capriciously or unreasonably deny applications for the types of extended leaves described in this Article 25.
- 25.6 A teacher granted an extended leave may return to employment by the District on the salary schedule at the position earned when such leave was granted, on the condition that the teacher gives the District written notification by March 1 of intent to return from such leave; provided, however, that those teachers who, while on professional leave, were engaged in full-time teaching or vocational proficiency, will be granted if other wise eligible, one experience increment for such year.
- 25.7 During the period of an extended leave, a teacher shall, if eligible, have the option of maintaining coverage under the District's own group insurance plans described in Article 33 at the teacher's own expense.

ARTICLE 26 - MILITARY LEAVE

- 26.1 Teachers who are involuntarily summoned for military service may apply to the Board for military leave of absence to extend for such time as emergency call requires their service with the military forces.
- 26.1.1 Paid military leave is limited to fifteen calendar days.
- 26.2 The District will comply with the Uniformed Services Employment and Reemployment Act (USERRA) and CRS 28-3-601 Public Employees-Annual Military Leave as amended. If there are any discrepancies between this policy and USERRA or state law, the District will comply with USERRA or state law as applicable. Teachers granted military leave of absence may return to employment and are entitled to the same compensation as if he or she were an active employee.
- 26.3 Military leave of absence approved by the Board shall not be considered as an interruption of non-probationary status.

- 26.4 Voluntary reenlistment or voluntary extension of duty shall terminate the military leave of absence granted by the Board.

ARTICLE 27 - CIVIC DUTY LEAVE

- 27.1 Teachers who are involuntarily summoned for jury duty, subpoenaed to be present in court or to give testimony, or required to appear in court or at hearings in connection with the performance of their duties as employees of the District, will be granted civic duty leave with pay for such time as is required by the summons or subpoena. Civic duty leave will not be granted to teachers required to appear in court as defendants in civil or criminal matters which are not related to their employment by the District.
- 27.2 Teachers who are elected to public office shall be granted civic duty leave without pay for the term of their elected office. A teacher on such approved leave may continue to receive all fringe benefits for which the teacher remains eligible at the teacher's own expense.
- 27.3 Teachers who are requested to assist public officials during natural disasters occurring in the area will be granted paid civic duty leave if approved by the Superintendent.

ARTICLE 28 - BEREAVEMENT LEAVE

- 28.1 Bereavement leave with pay, not to exceed five days per year, will be granted to each teacher. A teacher may use up to an additional five days per year of that teacher's annual leave for bereavement purposes for each additional death during that academic year.

ARTICLE 29 - LENGTH OF CONTRACT YEAR/SCHOOL CALENDAR

- 29.1 The contract year for teachers who have been employed by the District for one or more years shall be 182 days. The contract year for teachers who have been employed by the District for less than one year shall be 185 days.
- 29.2 The school calendar shall be as determined by the Board; provided, however, that the Association shall have the right to make its recommendations to the Superintendent regarding the school calendar.

ARTICLE 30 - TERMINATION OF EMPLOYMENT

- 30.1 The Board may dismiss probationary and non-probationary teachers for the grounds and in accordance with the procedures established by Colorado statutes.
- 30.2 The Board may cancel the contracts of teachers because of a justifiable decrease in the number of teaching positions in accordance with the procedures set forth in Article 36 of this Agreement.
- 30.3 The Board may non-renew the teaching contracts of probationary teachers pursuant to the provisions of Colorado statutes.
- 30.4 If a probationary teacher desires a review of the non-renewal of the teaching contract, the review can be conducted through the grievance procedure. Such review shall be limited to alleged violations concerning the interpretation or application of the provisions of this Agreement, and the review shall not address the validity of the administrator's professional judgment concerning the teacher's job performance providing the administrator has followed the assessment procedures set forth in Article 6 of this Agreement.
- 30.5 The Board agrees that the following procedures shall apply to probationary teachers whose evaluation reports recommend reemployment for the following academic year, but whose contracts for the following academic year are not renewed:
- 30.5.1 The teaching contracts of all such first-year and second-year probationary teachers within the endorsement area affected shall be non-renewed before the teaching contracts of any third-year probationary teachers within that endorsement area are non-renewed.

30.5.2 If some, but not all, of the teaching contracts of first-year and second-year probationary teachers within an endorsement area are to be non-renewed, the Board shall in its sole discretion, determine which contract or contracts shall be non-renewed.

- 30.5.3 If some, but not all, of the teaching contracts of third-year probationary teachers within an endorsement area are to be non-renewed, the Board shall, in its sole discretion, determine which contract or contracts shall be non-renewed.
- 30.5.4 If, prior to the following November 1, a position becomes available in the District in an endorsement area where the contracts of probationary teachers have been non-renewed, such former teachers who hold an appropriate endorsement will be given the opportunity to apply for such position. Any such applicant will be interviewed for the position. If a former teacher is re-employed as a result of such interview, all benefits which the teacher had earned as of the effective date of non-renewal of the teacher's teaching contract, including unused sick leave, credit toward acquiring non-probationary status, and salary schedule placement, will be restored to such teacher.
- 30.6 If, prior to the following November 1, a position becomes available in the District in an endorsement area where the contracts of probationary teachers have been non-renewed, such former teachers who hold an appropriate endorsement will be given the opportunity to apply for such position.
 - 30.6.1 Third-year probationary teachers in the affected endorsement area will be given first opportunity to apply and be interviewed for such position.
 - 30.6.2 If the position is left unfilled, then first and second year teachers in the affected endorsement area will be given the opportunity to apply and be interviewed for the position.
 - 30.6.3 If a former teacher is reemployed as a result of such interview, all benefits which the teacher had earned as of the effective date of non-renewal of the teacher's teaching contract, including unused sick leave, credit toward acquiring non-probationary status, credit for sabbatical eligibility, and salary schedule placement will be restored to such teacher.
 - 30.6.4 All persons who are interviewed for this position will be considered for other vacancies that occur within their endorsement area in this building for a period of 90 calendar days.

ARTICLE 31 - ASSOCIATION RIGHTS

- 31.1 Association President
 - 31.1.1 The Association President shall be granted full release time for the academic year during which the President holds such office. During such year, the President shall be relieved of his/her teaching duties without loss of salary, fringe benefits or status and the Association shall reimburse the District an amount equal to 123% of base salary (base salary is step 1 of the salary schedule).
 - 31.1.2 The Association President shall have the right to visit schools provided that such visits are coordinated in advance with the building principal.
- 31.2 Association Leave
 - 31.2.1 The Association will be granted 85 days of Association Leave each academic year to permit its members to participate in Association activities, including negotiations with the District, as determined by the Association president or designee.
 - 31.2.2 If additional days are required for negotiations related activities, the Association will reimburse the District for the cost of any substitute teachers hired by the district for Association members who take Association Leave.
 - 31.2.3 Subject to the limitations as set forth in this Article 31.2, the use of Association Leave will be determined by the Association. Except in cases of emergency, the Association President will provide the Superintendent and the teacher's principal or supervisor with three days' advance written notice of the use of Association Leave. In cases of emergency, the Association President will provide the Superintendent and the teacher's principal or supervisor with as much advance notice as circumstances permit. Any such notice shall include the name of the teacher, the date on which Association Leave will be taken, and the purpose for which such leave will be used.

31.2.4 Except to attend Association activities as designated by the Association President or designee, no teacher will be granted Association Leave for more than five days each academic year without prior approval of the Superintendent or designee. Under normal circumstances, such approval shall be in writing.

31.3 School Board

31.3.1 On any new or modified fiscal, budgetary, tax program, construction program, or major revision of educational policy which is proposed or under consideration, the Association may inform the Board of the Association's position with respect to such matters.

31.3.2 On matters of educational policy and programs, the Association will work with the Board through school officials to help plan and implement mutually agreeable programs to the benefit of the children, teachers and District.

31.3.3 The Board agrees to furnish the Association, upon request, all information which is available to the public concerning the financial resources of the District and other public information, including but not limited to, preliminary and final budgets, audits and any directory of teachers.

31.3.4 A copy of the agenda and other pertinent material shall be sent to the President of the Association prior to regular or special meetings. In addition, copy of any information or materials distributed to the Board at such meetings shall be provided to the Association at the time of distribution.

31.3.5 Neither the Board nor the Superintendent shall deny the Association's request to be on the agenda of a regular Board meeting or to speak to any item on the agenda in accordance with established "sign-up" procedures.

31.4 School Facilities

31.4.1 The Association may, upon prior approval, use the school buildings and facilities for meetings as long as such meetings do not interfere with normal school operations.

31.4.2 One Association bulletin board, or adequate space, shall be provided in each building for the posting of Association notices. The Association representative shall post all material on said bulletin board.

31.4.3 The Association may use the teachers' mail boxes and the intra-District mail for communication except that materials advocating the nomination or election of any candidate for public office may not be distributed in teachers' school mail boxes or posted on school or Association bulletin boards. The parties agree that the provisions of this Article 31.4.3 shall not be interpreted to prohibit the Association from placing in teachers' mail boxes one document setting forth its endorsements prior to any election. The Association shall provide a courtesy copy of all materials distributed to teachers through such mail boxes and the intra-District mail to the Superintendent and the building principal at the time of distribution.

31.5 Association Representatives

31.5.1 The Association shall have the right to have an Association representative or representatives at each school.

31.5.2 Each administrative unit will have a "school building committee" as designated in writing by the Association. The principal will work with such committee to see that this Agreement is being carried out in the building.

31.5.3 The Association representative shall have the right to carry on Association business on the condition that such activities do not interfere with the normal job responsibilities and duties of teachers.

31.6 Payroll Deductions

31.6.1 Required payroll check deductions are Federal income tax, State of Colorado income tax, Medicare if applicable, Public Employees' Retirement Association and deductions required by court order.

- 31.6.2 Payroll check deductions authorized upon written request by teachers are IRS and District-approved tax sheltered annuity contracts, United Way program, Board approved Education Foundations, Association deductions, the District's group health insurance plan, St. Vrain Valley Credit Union, PERA Survivor's Insurance and Board approved Section 125 plans.
- 31.6.3 Any teacher who is a member of the Association or who has applied for membership, may sign and deliver to the District through the Association's representatives, a form authorizing deduction of membership dues in the Association, including dues for the Colorado Education Association, the National Education Association and contributions to SVVEA PAC. The Association deduction authorization shall continue in effect from year to year unless revoked in writing by the teacher through the Association between June 15 and September 15 of any year. Pursuant to such authorization, the Board shall deduct the dues in equal monthly installments from the regular salary check of the teacher for the balance of the contract. The Association shall indemnify and hold the Board and District harmless from any and all claims, demands, suits and costs incurred in connection with any such claim, demand, or suit resulting from any reasonable action taken by the Board or District for the purpose of complying with the provisions of this section.
- 31.6.4 No other payroll deductions for direct payment to any company or association may be made without authorization by the Board.

ARTICLE 32 - HORIZONTAL INCREMENTS

- 32.1 The provisions of this Article 31 are applicable to all teachers except non-degree vocational teachers. Requirements for horizontal increments for non-degree vocational teachers are set forth in Article 33.
- 32.2 Teachers may use the types of credit described in this Article 32 for horizontal increments on the Classroom Teachers' Salary Schedule. Except as otherwise provided in Article 32.5 below, the District will also recognize credit which is granted by an institution of higher education accredited by the North Central Association or by a comparable accrediting agency, and which is based on traditional requirements for the earning of credit including, but not limited to, class attendance, out-of-class preparation, and successful completion of the course.
- 32.3 Hours of graduate credit shall be recognized by the District for horizontal increments if such hours are in fulfillment of the requirements for an advanced degree program in education.
- 32.4 Hours of graduate credit shall be recognized by the District for horizontal increments if such hours are directly related to the applicant's teaching assignment at the time of enrollment in the graduate level course.
- 32.5 The District may grant, in its sole discretion, credit for horizontal increments for undergraduate credits which meet the requirements of Article 32.2, workshops, District sponsored inservice courses, or educational travel on the condition that prior written approval is obtained through the Office of Professional Development prior to enrollment in the undergraduate course, workshop, or prior to departure on educational travel.
- 32.6 Horizontal increments on the Classroom Teacher's Salary Schedule will be implemented only on September 1 and on January 1. To qualify for such increment the credit must have been completed by September 1 or January 1 and a transcript received by the District not later than October 15 or February 15. The pay will be made retroactive to the beginning of the contract year and to the beginning of the new calendar year respectively. The amount of retroactive pay that begins for the new calendar year will be prorated according to the number of days that remain from the beginning of the new calendar year to the last duty day of the contract year.
- 32.7 Hours of credit shall be recognized for horizontal increments when such hours are in fulfillment of District approved staff development/CDE relicensing courses.
- 32.8 Any hours recognized by the provisions set forth in Article 32, above a B.A., which have not been used in obtaining an M.A. or have not been previously applied to a horizontal increment on the salary schedule may be applied to horizontal increments above the M.A.

ARTICLE 33 - GROUP INSURANCE PLAN

- 33.1 Effective October 1, 2008, the District will contribute up to \$5,555 per year toward the cost of health insurance coverage under the District's group health insurance plan for each teacher enrolled in the District's plan. The specific District contribution amount is dependent upon the actual insurance plan selected by the teacher.
- 33.2 Effective October 1, 2008, the District will contribute up to \$369 per year, or the employee-only rate, whichever is lower, toward the cost of dental insurance coverage under the District's group dental insurance plan for each eligible teacher who enrolls for such coverage.
- 33.3 Effective October 1, 2008, the District will contribute up to \$123.00 per year at the rate of up to \$10.00 per month toward the cost of \$40,000 accidental death and dismemberment and life insurance coverage under the District's group insurance plan for each eligible teacher who enrolls for such coverage.

ARTICLE 34 - VOCATIONAL TEACHERS' SALARIES

- 34.1 Definitions
 - 34.1.1 "Qualified previous teaching experience" shall mean teaching experience in regular accredited public schools, state-approved or recognized as accredited private K-12 schools, public or private junior and community colleges, colleges, universities, vocational-technical schools, state-approved post-secondary vocational schools and proprietary schools that are approved by the State Board for Community Colleges and Occupational Education or a similar state agency if from outside Colorado.
 - 34.1.2 "Qualified work experience" must have been specifically in the area in which the teacher is assigned to teach, on a full-time, paid basis, and completed after age 16.
 - 34.1.3 Two-thousand on-the-job hours shall constitute one year of qualified work experience.
 - 34.1.4 "Approved hours" mean undergraduate hours, graduate hours or specialized, technical undergraduate hours which are directly related to the applicant's teaching assignment at the time of enrollment in the course and which are approved in writing by the Assistant Superintendent for Human Resources prior to enrollment in the course.
- 34.2 Non-Degree Teachers. Vocational teachers employed by the District in the vocational program who hold a Vocational Certificate but who have not earned a degree are eligible for placement on the current Classroom Teachers' Salary Schedule in accordance with the following provisions:
 - 34.2.1 Five years of "qualified work experience" will qualify the teacher for placement on Entry Level of the B.A. Column of the Salary Schedule.
 - 34.2.2 One step on the Schedule will be granted for each year of "qualified previous teaching experience," for each year of "qualified work experience," or for any combination thereof in addition to the five years of "qualified work experience" described in Article 34.1.2 above; provided, however, that the maximum entry level on the Schedule shall be Step 10 of the B.A. Column, for example, assume that a newly hired vocational teacher had a combination 17 years of "qualified work experience" and "qualified previous teaching experience:" five years of that teacher's "qualified work experience" would qualify that teacher for placement on Entry Level, and the remaining 12 years of a combination of "qualified work experience" and "qualified teaching experience" would qualify that teacher for an additional 12 steps on the B.A. Column. However, that teacher would begin employment placed on Step 10 of the B.A. Column due to the maximum step limitation.
 - 34.2.3 To be recognized for purposes of salary schedule placement, previous teaching or work experience must have been completed within 17 years immediately prior to the first year of employment by the District as a vocational teacher. Further, no credit will be granted for previous teaching experience acquired at a time the teacher was not vocationally certified.

34.2.4 The teacher will move from the B.A. Column to the B.A.+20 Column upon completion of 20 “approved hours.” Upon the subsequent completion of a block of 20 “approved hours,” the teacher will move to the B.A.+40 Column. To move to the Master’s Degree Column, the teacher must earn a master’s degree. The teacher must complete a minimum of ten hours of education/vocational education courses in each block of 20 hours.

34.3 Degree Teachers. Vocational teachers employed by the District in the vocational program who hold a Vocational Certificate and who have earned a degree are eligible for placement on the current Classroom Teachers’ Salary Schedule in accordance with the following provisions:

34.3.1 For teachers who hold a BA or advanced degree, one step on the Salary Schedule will be granted for each year of “qualified previous teaching experience,” for each year of “qualified work experience,” or for any combination thereof; provided, however, that the maximum entry level on the Salary Schedule shall be Step 10 of the appropriate Column.

34.3.2 To be recognized for purposes of salary schedule placement, previous teaching or work experience must have been completed within the 17 years immediately prior to the first year of employment by the District as a vocational teacher.

34.3.3 In addition to meeting the requirements of Article 33 (Horizontal Increments), vocational teachers employed by the District who hold a Vocational Certificate and who have earned a degree, must complete a minimum of ten hours of education/vocational education courses for each horizontal increment. However, for such teachers, the District will allow a maximum of 20 “approved hours” as defined in Article 36.1.4 for each horizontal increment.

ARTICLE 35 - REIMBURSEMENT FOR TRAVEL EXPENSES

35.1 The District shall provide reimbursement for authorized travel expenses by teachers.

35.2 Teachers with assignments regularly scheduled in more than one school will receive the District’s current mileage allowance for use of private automobiles or a monthly rate based on such amount.

ARTICLE 36 - CANCELLATION OF TEACHING CONTRACTS

36.1 Definitions

36.1.1 “Cancellation of contract” shall mean the termination of the teaching contract of a probationary teacher during the term of such contract for the reasons set forth in this Article, or the termination of the teaching contract of a non-probationary teacher at any time for the reasons set forth in this Article. The non-renewal of the teaching contract of a probationary teacher is not a cancellation of contract, and no objection to such a non-renewal may be filed under this Article.

36.1.2 “Endorsement” shall mean the designation on a teacher’s teaching certificate/license issued by the Colorado Department of Education of grade level, subject matter, or service specialization.

36.1.3 As used in this Article, “days” shall mean calendar days.

36.2 Grounds for Cancellation of Teaching Contracts

36.2.1 The Board shall have the right to cancel the teaching contracts of teachers when the Board, in its sole discretion, finds that a justifiable decrease in the number of teaching positions is required. The following are examples of circumstances which may result in a justifiable decrease in the number of teaching positions:

36.2.1.1 Financial or other exigency so declared by the Board;

36.2.1.2 Budgetary limitations;

- 36.2.1.3 Decrease in student enrollment;
- 36.2.1.4 Elimination, curtailment of reorganization of a curriculum offering, program or school operation;
- 36.2.1.5 Consolidation of two or more individual schools not related to a financial exigency;
- 36.2.1.6 Decline in subject or grade level enrollment.

36.3 Procedure for Cancellation of Teaching Contracts

- 36.3.1 When a justifiable decrease in the number of teaching positions within a particular endorsement area occurs, teachers occupying such positions who are employed under letters of authorization or less than a one-half time teaching contract shall have their employment terminated before the contracts of probationary teachers are canceled, and the contracts of probationary teachers shall be canceled or non-renewed before the contracts of non-probationary teachers are canceled.
- 36.3.2 When the Superintendent has determined that a justifiable decrease in the number of teaching positions within a particular endorsement area may occur, and that such a decrease may require the cancellation of the teaching contracts of one or more non-probationary teachers, the Association shall be given notification thereof and shall be provided the opportunity for its representatives to discuss the possibility of such cancellations with the Superintendent. The notification shall include the number of positions to be decreased. The discussion shall also include the rationale for the decreases.
- 36.3.3 When the District has determined that a justifiable decrease in the number of teaching positions within a particular endorsement areas has occurred or is about to occur, the District agrees to make reasonable efforts to avoid canceling the teaching contracts of non-probationary teachers within such endorsement area through consideration of the following means: retirement, resignations, extended leaves-of-absence, changes of assignment, teacher-initiated transfers and District-initiated transfers.
- 36.3.4 If, after having complied with the provisions set forth in Article 36.3.1 through 36.3.3 above, and any applicable government laws, regulations or orders, the District determines that the teaching contract(s) of non-probationary teachers within any endorsement area or areas must be canceled, the non-probationary teacher within the endorsement area or areas affected shall be assigned to one of the following groups:
 - 36.3.4.1 Group 1. Teachers with four through six academic years of continuous employment by the District.
 - 36.3.4.2 Group 2. Teachers with seven through nine academic years of continuous employment by the District.
 - 36.3.4.3 Group 3. Teachers with 10 through 12 academic years of continuous employment by the District.
 - 36.3.4.4 Group 4. Teachers with 13 to 15 academic years of continuous employment by the District.
 - 36.3.4.5 Group 5. Teachers with 16 to 18 academic years of continuous employment by the District.
 - 36.3.4.6 Group 6. Teachers with 19 to 21 academic years of continuous employment by the District.
 - 36.3.4.7 Group 7. Teachers with 22 to 24 academic years of continuous employment by the District.
 - 36.3.4.8 Group 8. Teachers with 25 or more academic years of continuous employment by the District.
- 36.3.5 Pursuant to Article 36.3.4 above, the canceling of the teaching contracts shall be as follows: the teaching contracts of all teachers within an endorsement area within Group 1 shall be canceled before any of the teaching contracts of teachers within Group 2 are canceled; the teaching contracts of all teachers within

an endorsement area within Group 2 shall be canceled before any of the teaching contracts of teachers within Group 3 are canceled; and so on. A teacher whose contract is considered for cancellation in one endorsement area shall have the option to displace another teacher in a “different endorsement area” if such displacing teacher (a) then holds an endorsement in the “different endorsement area” and then (b) the displaced teacher is in a lower-numbered Group than the displacing teacher.

36.3.6 In Article 36.3.4 above, a teacher shall be deemed to have completed an “academic year” of continuous employment as a teacher if such teacher is employed by the District as a certificated employee, including administrator, for more than 50% of the work days during such academic year.

36.3.7 In Article 36.3.4 above, “continuous employment” will not be deemed to have been interrupted during the period of any paid leave of absence, long-term unpaid professional leave of absence or unpaid military leave of absence which is granted by the Board. The period of any unpaid leave of absence (other than long-term unpaid professional leave or unpaid military leave) granted by the Board shall not be considered to be an interruption of “continuous employment,” but the time of such unpaid leave shall not be included in determining whether a teacher has accrued an “academic year” for purposes of assignment to a Group.

36.3.8 If some but not all of the teaching contracts of teachers within an endorsement area within any Group are to be canceled, the Board shall, in its sole discretion, determine which contract or contracts shall be canceled.

36.4 Notice to Individual Teacher

36.4.1 If the Board acts to cancel contracts, it shall give written notice of that fact by certified mail, return receipt requested, to each teacher whose contract is being canceled. If the date on which the cancellation of contract is to be effective is the beginning of the academic year, notice thereof shall be given on or before July 1. The notice shall include the date on which the cancellation of contract is to be effective, a statement of the conditions requiring cancellation of contract, a general description of the procedures followed in making the decision, and a disclosure of the general data on which the decision was based. The teacher’s address, as it appears in the teacher’s personnel file maintained in the District’s Office of Human Resources, shall be deemed to be the correct address. It shall be the teacher’s responsibility to ensure that the personnel file maintained at the District’s Educational Service Center contains current and accurate information regarding the teacher’s endorsement or endorsements contained in such file as of 20 days prior to the date on which the Board acts to cancel a teacher’s contract. The District shall have the right to rely upon the accuracy of the teacher’s mailing address as of the date of any mailing made by the District.

36.5 Review of Cancellations

36.5.1 Within ten days after receiving a notice of cancellation of contract, a teacher may request a review of the action by an arbitrator selected in the manner provided for in Article 5.2.3.2 above. Review may be had solely to determine the following issues:

36.5.1.1 Whether there was a rational basis for the Board’s determination that a justifiable decrease in the number of teaching positions was required; or,

36.5.1.2 Whether the cancellation procedure provided for in this Article was arbitrarily or capriciously applied; or,

36.5.1.3 Whether the decision to cancel the teaching contract of a particular teacher was arbitrary or capricious.

36.5.2 The review shall be conducted in accordance with the procedures set forth in Article 5 - Grievance Procedure.

36.6 Exclusive Procedure

36.6.1 This procedure set forth in this Article is the only District procedure that may be used in cancellation of teaching contracts. No other personnel action other than cancellation of teaching contracts may be considered under this procedure. The parties agree that the procedures established by this Article, and the hearing provided for under such procedures, shall meet the requirements established by statute and by the Colorado Supreme Court concerning the cancellation of a teacher's contract.

36.7 Reemployment of Non-Probationary Teachers

36.7.1 If a position becomes available in the District in the same endorsement area where non-probationary teachers' contracts have been canceled within one year after the effective date of such cancellation(s), former teacher or teachers will be offered reemployment by the District in the reverse order that their contracts were canceled. When reemployed, the teacher would be placed at the position on the salary schedule earned when cancellation of contract occurred.

36.7.2 Former teachers will be notified of the availability of such positions by certified mail and by any additional form(s) of notice which the District chooses. Such teacher will have three days from the date on which they receive such notice, or seven days from the date on which the certified letter is mailed, whichever is longer, to accept or reject the offer of reemployment.

ARTICLE 37- TERM OF AGREEMENT

37.1 This agreement shall become effective on July 1, 2004, and shall remain in effect until December 31, 2008. Negotiations concerning a successor Agreement shall be in accordance with Article 4.

ARTICLE 38 - REQUEST FOR VARIANCE OF AGREEMENT LANGUAGE

38.1 When plans for improving student achievement alter a schools' programming to the extent that options cannot be developed without violating the Agreement, a Request for Variance must be initiated.

38.1.1 A Variance Review Committee will be established composed of three (3) Association appointees and three (3) District appointees, both groups for two year, staggered terms. All members of the Variance Review Committee shall be provided with release time adequate to perform their duties.

38.1.2 The Principal shall notify the Asst. Supt. for Human Resources and the President of the SVVEA of the intent to request a variance.

38.2 At a faculty meeting, the specific contract language will be identified and discussed. The discussion should include the ramification of the variation of the cited article and section, what alternative will be implemented, how the alternative would solve the identified problem, and whether the alternative is fair and equitable to all staff.

38.2.1 The requested variance must be supported by a consensus at the site. Consensus as used here means that those impacted by the proposed variance are in agreement with it or at least agree to support it.

38.2.2 Ballots will be prepared by the principal and the SVVEA Building Representative. All teachers assigned to the building will be eligible to vote. The vote will be by a confidential, written ballot and conducted at a faculty meeting. The votes will be tallied by the principal and the SVVEA Building representative and reported on the appropriate form. The faculty will be notified of the results of the vote no later than twenty-four hours after the vote. A minimum of 2/3 of the teachers must vote in the affirmative to deviate from the contract for the request to be forwarded to the Variance Committee.

38.3 Requests for contract variances will be submitted to the Variance Review Committee charged with the following responsibilities:

- insure that the resulting action does not violate state or federal regulations or laws.
- consider the impact of requested variances on other parts of the District or its operation.

A copy of the Request for Variance of Agreement Language form is included in the Appendices of this Agreement.

- 38.4 Each site's requested variance is considered individually and on its own merits. Variances are not precedent setting. Variances are granted by 2/3 agreement of the Committee. Variances may be granted for up to two (2) years, with a minimum of yearly evaluation to the Variance Committee. Sites must reapply after 2 years, if desiring to continue variance, following the process as stated above.
- 38.5 If the principal and faculty determine that the variance needs to be modified or discontinued, it may be brought to a faculty vote at anytime, and then continued through the above stated process.

Agreement Signature Page

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J

ST. VRAIN VALLEY EDUCATION ASSOCIATION

By _____
President

By _____
President

ATTEST:

ATTEST:

Secretary

Secretary

TEACHER SALARY SCHEDULE
2008-09

Step	%	BA	%	BA+20	%	BA+40	%	MA	%	MA+20	%	MA+40	%	MA+60	%	Doctorate
1	1.00	\$32,021	1.05	\$33,622	1.10	\$35,223	1.10	\$35,223	1.15	\$36,824	1.20	\$38,425	1.25	\$40,026	1.30	\$41,627
2	1.05	\$33,622	1.10	\$35,223	1.15	\$36,824	1.15	\$36,824	1.20	\$38,425	1.25	\$40,026	1.30	\$41,627	1.35	\$43,228
3	1.10	\$35,223	1.15	\$36,824	1.20	\$38,425	1.20	\$38,425	1.25	\$40,026	1.30	\$41,627	1.35	\$43,228	1.40	\$44,829
4	1.15	\$36,824	1.20	\$38,425	1.25	\$40,026	1.25	\$40,026	1.30	\$41,627	1.35	\$43,228	1.40	\$44,829	1.45	\$46,430
5	1.20	\$38,425	1.25	\$40,026	1.30	\$41,627	1.30	\$41,627	1.35	\$43,228	1.40	\$44,829	1.45	\$46,430	1.50	\$48,032
6	1.25	\$40,026	1.30	\$41,627	1.35	\$43,228	1.35	\$43,228	1.40	\$44,829	1.45	\$46,430	1.50	\$48,032	1.55	\$49,633
7	1.30	\$41,627	1.35	\$43,228	1.40	\$44,829	1.40	\$44,829	1.45	\$46,430	1.50	\$48,032	1.55	\$49,633	1.60	\$51,234
8	1.35	\$43,228	1.40	\$44,829	1.45	\$46,430	1.45	\$46,430	1.50	\$48,032	1.55	\$49,633	1.60	\$51,234	1.65	\$52,835
9	1.40	\$44,829	1.45	\$46,430	1.50	\$48,032	1.50	\$48,032	1.55	\$49,633	1.60	\$51,234	1.65	\$52,835	1.70	\$54,436
10	1.45	\$46,430	1.50	\$48,032	1.55	\$49,633	1.55	\$49,633	1.60	\$51,234	1.65	\$52,835	1.70	\$54,436	1.75	\$56,037
11			1.55	\$49,633	1.60	\$51,234	1.60	\$51,234	1.65	\$52,835	1.70	\$54,436	1.75	\$56,037	1.80	\$57,638
12			1.60	\$51,234	1.65	\$52,835	1.65	\$52,835	1.70	\$54,436	1.75	\$56,037	1.80	\$57,638	1.85	\$59,239
13			1.65	\$52,835	1.70	\$54,436	1.70	\$54,436	1.75	\$56,037	1.80	\$57,638	1.85	\$59,239	1.90	\$60,840
14			1.70	\$54,436	1.75	\$56,037	1.75	\$56,037	1.80	\$57,638	1.85	\$59,239	1.90	\$60,840	1.95	\$62,441
15					1.80	\$57,638	1.80	\$57,638	1.85	\$59,239	1.90	\$60,840	1.95	\$62,441	2.00	\$64,042
16					1.85	\$59,239	1.85	\$59,239	1.90	\$60,840	1.95	\$62,441	2.00	\$64,042	2.05	\$65,643
17							1.90	\$60,840	1.95	\$62,441	2.00	\$64,042	2.05	\$65,643	2.10	\$67,244
18							1.95	\$62,441	2.00	\$64,042	2.05	\$65,643	2.10	\$67,244	2.15	\$68,845
19									2.05	\$65,643	2.10	\$67,244	2.15	\$68,845	2.20	\$70,446
20											2.15	\$68,845	2.20	\$70,446	2.25	\$72,047
21															2.30	\$73,648

The credit hours referred to on this Teacher Salary Schedule are listed in semester hours.

APPENDIX A

1. GENERAL PROVISIONS

- 1.1 Payment for annual experience increments, if any, shall be effective as of September 1.
- 1.2 The parties agree that for purposes of calculations and negotiations of subsequent Classroom Teachers' Salary Schedule, Step 1, with an index of 1.0, of said schedule shall be considered as the Base of the schedule.

2. CREDIT FOR PRIOR EXPERIENCE

- 2.1 The District shall only grant credit for previous teaching experience with a B.A. or higher degree.
- 2.2 The District shall grant one step on the salary schedule for each year of previous teaching experience up to a maximum of step 10.

3. EXTENDED CONTRACTS

- 3.1 Any teacher who is assigned to work for longer than 182 work days and prior to the staff workshop or after school is out will be employed on the basis of an extended contract with the salary rate based on the teacher's contract salary for the regular school term.
 - 3.1.1 Teachers whose assignments extend beyond the normal academic year shall be informed by the Assistant Superintendent for Human Resources by May 1 of the current year as to the number of days and the nature of the assignments. Payment shall be made at such teacher's per diem rate and included in the salary check following the conclusion of said work.
 - 3.1.2 Teachers whose assignments begin before the normal academic year shall be informed by the Assistant Superintendent for Human Resources by June 1 of the current year as to the number of days and the nature of the assignments. Payment shall be made at such teacher's per diem rate and included in the salary check following the conclusion of said work.

The foregoing provision does not apply to employment for regular summer school programs or to special curriculum projects.

- 3.2 With their consent, non-classroom teachers may be assigned to a differentiated work year; i.e., upon the District's request, non-classroom teachers may agree to report to work prior to the staff workshop, to work on a day during the academic year which is not a scheduled work day, or to stay at work after school is out, on the condition that the total number of assigned work days does not exceed 182 or 185, as applicable.
- 3.3 Assignments of extra classes are to be based on the following:
 - 3.3.1 Before requesting a teacher to teach an extra class, the principal and the Assistant Superintendent for Human Resources shall consider the teacher's current work load.
 - 3.3.2 Written acceptance by the teacher of the extra class must be filed with the principal and the Assistant Superintendent for Human Resources.
 - 3.3.3 The extra pay shall be 1/6 of the teacher's current contract salary.
 - 3.3.4 Only one extra class per teacher shall be assigned.

4. HOURLY RATES

- 4.1 Principals may assign teachers, during their lunch and/or planning time, to "fill-in" for teachers who are on personal, sick, or business and emergency leave, or for teachers whose absence is necessitated by a school-related activity, and when it is not possible, feasible, or practical to provide a substitute teacher. The rate of pay for "fill-in" assignments shall be as follows:

15-35 minutes - \$12.50

36-60 minutes - \$25.00

61-90 minutes - \$37.50

4.2 Driver education instructors who are assigned to work beyond the regular teacher work day shall be paid at the rate of \$25.00 per hour.

4.3 Summer school instructors shall be paid at the rate of \$25.00 per hour.

4.4 All senior high schools are to provide remuneration from activity funds for teachers and others assigned to sell and take tickets at athletic contests. The rate of remuneration shall be determined by the District.

5. CLASS COVERAGE

In the event the District is unable to provide a substitute, compensation will be granted to teachers who provide coverage. Compensation is not to exceed the cost of the equivalent amount of substitute cost and the compensation would be divided equally by the number of impacted teachers in proportion to the amount of time coverage is provided. EXCEPTION: A specialist would receive either an additional planning period or share in the compensation but not both.

6. DISTRICT SERVICE PAY

All teachers who meet the continuous service requirements listed below as certificated employees of the District will receive a lump sum payment. Such payment will be made in August of each year.

22 - 24 years of continuous service = \$1,400 annually

25 and greater years of continuous service = \$3,400 annually

6.1 Teachers who have previously participated in the Career Longevity Stipend program will receive \$1400 annually regardless of their years of experience.

APPENDIX B
ST. VRAIN VALLEY SCHOOL DISTRICT RE-1J
TEACHERS' EXTRA PAY FOR EXTRA WORK SCHEDULE

ACTIVITY		SENIOR HIGH
Basketball	Head	11.5%
	Assistant	8.5
Football	Head	11.5
	Assistant	8.5
Wrestling	Head	11.5
	Assistant	8.5
Track	Coed	11.5
	Head	9.5
	Assistant	6.5
Baseball	Head	9.5
	Assistant	6.5
Gymnastics	Head	9.5
	Assistant	6.5
Soccer	Head	9.5
	Assistant	6.5
Volleyball	Head	9.5
	Assistant	6.5
Cross Country	Head	8.5
	Assistant	6.5
Golf		6.5
Swimming	Head	8.5
	Diving/Assistant	6.5
Tennis	Head	8.5
	Assistant	6.5
Softball	Head	9.5
	Assistant	6.5
Cheerleader		8.5

* Teachers who coach in the same school in which they are a teacher will be paid three additional percentage points (3%) beyond the amount listed on the above schedule.

APPENDIX B

1. GENERAL PROVISIONS

- 1.1 The foregoing extra-pay for extra-work schedule is intended to provide a means by which teachers are compensated for assignments which are outside regular duty hours.
- 1.2 Effective September 1 of each academic year, the base extra-pay for extra-duty salary shall be Step 1 of the Salary Schedule for Teachers. With each additional season or school year of experience in filling that particular extra-pay position, a teacher shall be entitled to an increase in extra-pay computed by multiplying the percentage stated for such extra-pay position by the base extra-duty pay by the percentage set forth opposite the next following step below:

<u>Step</u>	<u>%</u>
1	100.0
2	105.0
3	110.0
4	115.0
5	120.0
6	125.0
7	130.0
8	135.0
9	140.0
10	145.0
11	150.0
12	155.0

- 1.3 Teachers assigned to extra-pay positions will be paid for such assignments in 12 equal monthly installments.
- 1.4 Head varsity coaches who are assigned to continue such coaching beyond the normal league schedule shall be paid an additional \$150.00 for each week of such assignment. The normal league schedule includes the league tournament. Assistant varsity coaches who are assigned to continue such coaching beyond the normal league schedule shall be paid an additional \$110.00 for each week of such assignment.
- 1.5 The District may from time to time establish additional extra-pay positions, the pay for which shall be established by the District on the basis of comparable positions. The District shall promptly notify the Association of the establishment of such positions and the pay therefore. The pay for such positions shall, at the request of either party, be the subject of negotiations; provided, however, that the enumeration of such extra-pay positions in this Appendix B shall not be construed as placing any restriction or limitation on the District's absolute discretion at any time, to establish, to disestablish, to fill or not to fill any such positions.
- 1.6 Middle schools and elementary schools receive a yearly allotment of hours that provide a variety of activities which include intramurals. The types of activities offered will be determined by the staff and principals of the various schools. Staff members who provide these activities will be paid at the current negotiated hourly rate.

High schools receive a yearly allotment of hours to provide co-curricular activities. Staff members who provide these activities will be paid the current negotiated hourly rate.

2. CREDIT FOR PREVIOUS EXPERIENCE

- 2.1 No teacher shall enter the extra-pay schedule beyond the number of years of credit granted to such teacher for previous teaching experience, except as otherwise provided in subparagraphs 2.2, 2.3 and 2.4 below.
- 2.2 Any teacher moving from a middle school head coach to an assistant coach in a high school shall receive one year of credit for each year of experience as an assistant coach of the same sport. If all such experience was in this District, the limitation described in subparagraph 2.1 above shall not apply.

- 2.3 Any teacher moving from any head coach to an assistant coach in the same sport, shall receive one year of credit for each year of experience. If all such experience was in this District, the limitation described in subparagraph 2.1 above shall not apply.
- 2.4 Any teacher reentering the extra-pay schedule shall receive one year of credit for each year of experience in this District in the same sport. Under such circumstances, the limitation described in subparagraph 2.1 above shall not apply.
- 2.5 Any coach entering the extra-pay schedule shall receive one year of credit for each year of experience as a head coach of the same sport.
- 2.6 Any assistant coach entering the extra-pay schedule as a head coach shall receive one year of credit for each two years of experience as an assistant coach of the same sport.
- 2.7 Any teacher moving from a middle school head coach to a high school head coach shall receive one year of credit for every two years of experience as a middle school head coach of the same sport.
- 2.8 Any teacher moving from a middle school assistant coach to a high school assistant coach shall receive one year of credit for every two years of experience as a middle school assistant coach of the same sport.
- 2.9 Any teacher moving from a middle school assistant coach to a high school head coach shall receive one year of credit for every three years of experience as a middle school assistant coach of the same sport.

Appendix C
PARAMETERS FOR CO-CURRICULAR AND INTRAMURAL PROGRAMS

Goals:

- I. To establish a procedure for adding and or substituting desired co-curricular and intramural programs at a site level without impacting the budget.
- II. To provide building site staff and patrons the flexibility and the resources to provide for the unique and dynamic needs of a local population and staff.
- III. To establish reasonable guidelines for site level decisions to insure consistency district wide.

A. Parameters

1. Available resources (Scarce resources as it relates to supply and demand)
 - a. Funding (limitations)
 - b. Staff (availability-as it relates to preparation and interest)
 - c. Facilities (as this relates to what is available on or near the site campus)
 - d. Students (as this relates to how many students must be available at a site to support the activity)
 - e. Fairness to all programs
2. Ethnic and gender balance

B. No additional funding district wide as it relates to:

1. The total amount of resources allocated for compensation for co-curricular and/or intramural activities sponsored by a school
 - a. For the District as a whole
 - b. For each building
2. Costs of operations relative to reasonable adjustments (both up and down) for inflation or overall funding

Guidelines:

I. General Provisions

- A. Each school will be allocated a specific number of hours at a given rate (the rate will be determined by the negotiated agreement) to provide for all extra duty needs except interscholastic athletics.
 1. The number of hours allowed will be commensurate with the amount of funding presently allocated at each building for all extra-duty positions.
 2. Each school shall have the flexibility to use the hours at its discretion to meet the unique needs of the school and local community. Decisions about the building plan for the expenditure of the hours allocated must involve a site decision making team. These choices may be made within the following limits:
 - a. No program may use more than eighteen percent (18%) of the total building allocation without approval of the Superintendent or designee
 - b. All co-curricular programs in existence as of June 1, 1992 shall be considered for continuation and will not be eliminated without appropriate review
 - c. Any program that remains in existence for three or more continuous school years will not be eliminated without appropriate review
 3. In order for a program to be considered as active it must meet the following criteria:
 - a. Have been mandated by the Board of Education or
 - b. Have had formal approval of the Board of Education or
 - c. A list of responsibilities for program supervisors shall be determined by the site team and filed with the Assistant Superintendent for Human Resources, Office of Athletics and Activities

- d. Have filed a status report on participation and attainment of goals for each year
 - e. Have final approval of the Assistant Superintendent for Human Resources or designee
4. No program shall be considered for addition and/or deletion without due consideration by the site team
 - a. Each program considered will use District Guidelines for addition and deletion as an evaluation guide
 - b. Input shall be solicited from involved and interested constituents
- B. No staff member may be reimbursed for extra-duty compensation unless:
 1. He/she complies with state and federal employment laws as well as district rules and regulations (as they pertain to employment) and all proper documentation is filed with the Department of Human Resources
 2. Has received approval from the Department of Human Resources via a Memorandum of Assignment
 - C. In order for a staff member to be paid for time spent supervising an activity the following must be completed:
 1. A time card must be filled out by the person requesting the compensation. The time card must be filled out each month
 2. The time card must be verified by the building principal or designee
 3. The time card must be approved and processed by the Department of Human Resources
 - D. There is a desire to compensate all staff fairly for time spent in extra-duty situations. In order to do this the following parameters have been established:
 1. The following are situations for which time spent is eligible for compensation:
 - a. Time spent before the normal work day begins and after the normal work day ends (will differ for each building), Saturdays (See Article 8 of The Agreement.)
 - b. Occasional Sunday or overnight situations may be eligible for compensation if pre-approved by the building principal and the Assistant Superintendent for Human Resources or designee. Hours used must be a part of and not above the total building entitlement
 - c. If supervision is necessary during normal sleeping hours (10:00 PM to 6:00 AM) it shall be the responsibility of the principal or administrator on duty. If no administrator is on duty a maximum amount of time will be allotted per event for one person. Documentation to corroborate that such time was actually spent must accompany any request for reimbursement
 2. The following situations are among, but not limited to, those for which time spent is not eligible for compensation:
 - a. Time spent on fund raising, specifically for social events
 - b. Time spent organizing or attending social events such a team parties, dinner theaters, etc.
 - c. Time spent on event organization or rehearsal during the regular work day and especially during regular class time
 - d. Time spent on private instruction
 - e. Time spent during normal sleeping hours (10:00 PM to 6:00 AM)
- II. Decisions about the building plan for the expenditure of the allocated hours must involve a site decision making team.
 - III. The site plan must be submitted to the Department of Human Resources, Office of Activities as soon as possible. The plan must include the following:
 - A. Who is on the team-name and position
 - B. What process is used for making the decisions
 - C. What was decided

- D. When and how often does the site team meet
 - E. What is to be the process for evaluation
 - F. Any other pertinent data
- IV. Any program approved and about which there are questions regarding the appropriateness must be approved by the Assistant Superintendent for Human Resources or Designee prior to implementation
- V. The process to request reimbursement for time spent is as follows:
- A. After the activity is completed each month the employee is to fill out a time card
 - B. The building principal is to verify the time card and sign it
 - C. The time card is to be forwarded to the Department of Human Resources, Office of Activities to be coded and processed
 - D. It would be most helpful if time cards were turned in on a monthly basis

APPENDIX D
MEMORANDUM OF UNDERSTANDING
 Interest Based Collaborative

The parties agree to use the Interest Based Collaborative model for negotiations. All issues involving interests for negotiations will be determined through this process. During the negotiations process, the Negotiations Teams will issue jointly drafted statements on independent logs at mutually agreed upon times and issues. Should either party wish to discontinue using the model, the stated provisions of Article 4: Negotiating Procedure, of the Agreement will be followed.

APPENDIX E
 Procedures to Support Compliance With Article 7 - Teacher Files

A written complaint against a teacher may not be placed in a teacher's personnel file without the knowledge of the teacher. Knowledge is proven by the teacher's signature on the complaint or a witness' signature on the complaint that stated the teacher refused to sign. (Note: It should be remembered that a signature does not indicate agreement, but rather just awareness of the complaint.)

When an administrator receives a complaint about a teacher, it should always be shared with the teacher and the teacher should be given the opportunity to reply to the complaint. In other words, the administrator should have both sides of the issue before making a decision about placing a written complaint in a teacher's personnel file. (Note: It should also be remembered that the only official personnel file is the file housed in the Department of Human Resources at the Educational Service Center.)

Once a complaint has been received and it has been discussed with the teacher to obtain the teacher's view of the issue, the administrator may talk with other individuals who may provide additional information regarding the validity of the complaint. If after these discussions, the administrator decides a complaint is valid, the original complaint, signature, etc. should be placed in the teacher's personnel file in the Department of Human Resources.

Parents/patrons who have a complaint against a teacher should be encouraged to put the complaint in writing. It is too easy to complain verbally about someone's shortcomings. If the complainant's concern is significant enough, the complainant should be willing to submit the complaint in writing. A complaint in writing serves several purposes:

1. It has a tendency to eliminate a large number of frivolous complaints.
2. It prevents the complainant from claiming the administrator misinterpreted what was said.
3. The teacher realizes that the complaint has not been manufactured but is real.
4. It prevents the complainant from denying the complaint was registered when things become confrontative.

APPENDIX F
SALARY NEGOTIATIONS

It is understood that even though the expiration date of the agreement has been extended to December 31, 2008, that salary issues may be brought to the negotiations process on an annual basis by either the St. Vrain Valley Education Association or the St. Vrain Valley School District. It is also understood that salary discussions may include vertical and horizontal increments and whether those increments will be granted or withheld as well as the issue of performance pay.

APPENDIX G
RESERVES

1. That all ending fund balances be appropriated as a beginning fund balance.
2. District reserves will not exceed 4% of the General Fund budget and will be calculated by established CDE formula.
3. The issue of reserves as stated above will not be a subject of negotiations unless the District faces significant decreases in revenues.

APPENDIX H
Procedures for Itinerant Employees

Each traveling specialist must be given 15 minutes to set up and break down in preparation for or in conclusion of instruction.

Travel time allocated to specialists will be dependent on the distance between assignments - longer distances will be allotted a greater number of minutes for travel time than shorter distances.

Principals will work closely with their Art, Music, and P.E. teachers as well as with each other when designing the schedules for the specialists in their respective buildings.

**Appendix I
Site Based Request
for
Variance of Agreement Language**

School: _____ **Date:** _____

What are you trying to achieve?

What Master Agreement article and section do you perceive to be an obstruction to your plan?

What potential solutions were explored and why were they rejected?

What will result when the article and section are suspended?

Results of building ballot (copy of ballot attached) # For _____ # Against _____

Principal Signature

SVVEA Building Representative

Department of Human Resources use only below this line

Your request has been ___ approved ___ denied

Difficulties/Obstacles with your request:

Comments

Signed for the Committee by

Date

APPENDIX J
Memorandum of Understandings

Annually SVVEA and District administration will meet with principals and Association Representatives to communicate and review recent changes in the Agreement.

Memorandum of Understanding
Compensation Issues

The parties have agreed to future negotiations in two areas:

1. *Negotiations for the 2008-09 school year will begin on or about October 1, 2007.*
2. *If the CDE certified student count, exclusive of charter school students, is above the 2007-08 projections, we will reopen negotiations. Any adjustments in salary as a result of the increased student enrollment will be made in January 2008.*

Memorandum of Understanding
Audit of Department of Student Services

The parties agree that an extensive and thorough audit to assess the effectiveness of the Student Services Department will be conducted.

1. *The areas to be examined, but not necessarily limited to, are as follows:*
 - *communications*
 - *administrative staff structure*
 - *classified staff structure*
 - *organizational structure of department subcomponents, i.e., ELL, Bilingual, Special Education*
 - *caseloads of all special education instructional staff, including itinerant staff*
 - *financial expenditures*
 - *professional development (needs assessment)*
 - *substitutes for staffing*
 - *substitutes for staff absences*
2. *Process and timelines*
 - *The audit will be conducted by an independent, outside audit firm/company which specializes in effectiveness audits of this nature.*
 - *Such firm will be selected by the Superintendent and contracted within the Superintendent's budget.*
 - *The timeframe for the audit process will occur between September 1, 2007 and completed by February 28, 2008.*
 - *The audit firm will issue its findings and recommendations to the Superintendent.*
 - *The Superintendent will meet jointly with the SVVEA and District negotiation teams to discuss the report and its recommendations. The teams will discuss the recommendations and feasibility of implementing the recommendations.*

Memorandum of Understanding
Donate-A-Sick-Day

*The St. Vrain Valley Education Association and the St. Vrain Valley School District mutually agree to study the possibility of establishing a **Donate-A-Sick-Day** procedure whereby teachers would have the ability to donate a sick day of theirs to help fellow District employees who have exhausted all available leave. Such study shall be conducted by the Sick Leave Bank Governing Board pursuant to Article 22.8 of the Agreement.*

*No later than January 31, 2008, the Sick Leave Bank Governing Board shall issue a written report to the SVVEA and SVVSD negotiation teams its recommendation as to the feasibility of establishing and implementing a **Donate-A-Day** procedure.*

Memorandum of Understanding

Participation in Summer Professional Development Activities

SVVEA and SVVSD recognize that teachers who have the opportunity to engage in summer professional development activities (group classes, courses), do this strictly on a voluntary basis. Teachers have the right to say no concerning their summer time without reprisal, retaliation or repercussion for a decision not to participate in a summer activity related to professional development. We believe attempts should be made to collect/save activity materials and to inform those who could not participate in order to keep everyone current on professional development activities.