

AVUTA and AVUSD
Joint Communication
September 24, 2018

Negotiations were held on September 21, 2018. The following is a summary of changes:

- Article 12-C. 1. Change to timeline of the Probationary/Intern/Temporary observation phase from within forty-five (45) instructional days to within eighty (80) instructional days
- Article 12-C. 2. Change to the language of the permanent observation phase from within ninety (90) instructional days to within one hundred twenty (120) instructional days and clarification of language of a formal observation occurring only the year a formal evaluation.
- Article 12-G. The evaluation form will reflect the current California Standards for the Teaching Profession and Counselor evaluation form will reflect the current California Standards for the School Counselling Profession .
- Article 13-A. 3. and 4. Hourly rate shall change from \$35 to \$50 dollars per hour effective upon ratification of both AVUTA and AVUSD.
- Article 13-C. 3. Meetings and services adds District administrators as a group who may direct the work.
- Article 13-D. 4 Adds language to support hourly pay for required IEP meeting attendance of certificated staff outside of their duty day.
- Article 19-D- Adds language to provide an off schedule \$2500 payment to each Special Education FTE
- Article 20-H. 1. Hourly rate shall change from \$35 to \$50 dollars per hour effective upon ratification of both AVUTA and AVUSD.
- Appendix-B. 1-b. Salary Schedule- Add a column titled "B.A. & Emergency or Intern" \$48,699.00
- Appendix-B. 1-b. Salary Schedule- Class I through Class IV add "Preliminary /Clear Credential"
- Appendix-B. 1-b. Salary Schedule- Add \$4600 to each cell of the salary schedule Class I, Step 1 through Class IV, Step 35

 9/21/18  9-21-18

Trenae Nelson	Date	Michael Castellano	Date
Deputy Superintendent		Chief Negotiator, AVUTA	

ARTICLE 12 - EVALUATION

A. General Provisions

1. The District and unit members shall follow evaluation procedures as set forth in the provisions of this article.
2. Only procedural violations, not the content of the evaluation, shall be subject to the grievance procedure.
3. Evaluation of unit members shall be the responsibility of an assigned site administrator. Evaluation of itinerant teachers shall be the responsibility of an assigned Administrator.
4. Evaluations and formal observations shall be recorded on standardized forms prior to conferencing with the teacher.
5. Course of study/lesson plans are essential to effective education and shall be maintained and shall be available. These can be used to measure what has and will be taught, can be used as part of an effective evaluation, and can help provide continuity in the absence of the teacher.

B. Planning Phase

1. Unit members shall receive written information from their site administrator(s) on District goals, objectives, performance standards, teacher evaluation/observation criteria and forms within thirty (30) instructional days of the beginning of their work year.
2. Unit members shall meet with their evaluator to establish the necessary goals and objectives required of the evaluatee as they relate to the District, school, department, class(es) and unit member. Such goals shall be completed in writing within sixty (60) instructional days of the beginning of the unit member's assignment. Both evaluator and unit member shall sign and retain a copy of these goals.

C. Observation Phase

1. Each Probationary/Intern/Temporary unit member shall be observed in the performance of the unit member's assignment by their evaluator at least two (2) times during the school year. The first observation shall take place ~~no later than forty-five (45)~~ **within eighty (80)** instructional days after the beginning of the unit member's assignment.
 - a. A Pre-Observation Data Sheet (see **Appendix "C-1"**) shall be provided to the unit member to be completed and returned to the site administrator prior to the formal observation of the unit member.
2. Each permanent unit member shall be observed in the performance of the unit member's assignment by their evaluator at least one (1) time during the school year **in which they are receiving a formal evaluation. (See E. Evaluation Phase, 5)** The required observation shall take place within ~~ninety (90)~~ **one hundred twenty (120)** instructional days after the beginning of the unit member's assignment.
 - a. A Pre-Observation Data Sheet (see **Appendix "C-1"**) shall be provided to the unit member to be completed and returned to the site administrator prior to the formal observation of the unit member.
3. A written observation report shall be given to the unit member and a follow-up conference shall be held within ten (10) instructional days of the formal observation.

D. Remediation Phase

- Should an observation indicate performance below the established District standards, the evaluator shall provide the unit member, during the follow-up conference, written notice of any deficiency. Such written notice shall include, but not be limited to:

ARTICLE 12 - EVALUATION (cont.)

D. Remediation Phase (cont.)

- a. Statement of specific improvement needed.
 - b. Specific suggestions for improvement.
 - c. Suggested resources the unit member may use.
 - d. Suggested teaching strategies and any other strategies that will benefit the unit member.
 - e. Time line for accomplishing the correction of the deficiency.
 - f. Tentative time line for a future conference and additional written observations.
- Unit members may request assistance from their evaluator. Assistance may include release time for the unit member to observe or consult with other unit members, mentor teacher time or other peer/administrative support and assistance, as well as specific techniques to be used.
 - In accordance with the time line established at the follow-up conference, at least one more observation and conference shall be held with the correction of deficiencies noted in writing.

E. Evaluation Phase

- The unit member's evaluator shall prepare, no later than thirty (30) calendar days prior to the last school day, a formal written evaluation which shall be presented to the unit member for review.

Within ten (10) instructional days of receipt of the written evaluation a conference shall be held between the evaluator and the evaluatee for the purpose of discussing the evaluation.

- The evaluation shall be signed by both parties. The signature of the unit member does not indicate agreement with the contents of the evaluation, only that the unit member has received a copy of the evaluation.
- Evaluations shall be prepared by the evaluator on the basis of the performance of the unit member in the unit member's assignment.
- Probationary unit members shall receive a formal written evaluation at least once each school year.
- Permanent unit members shall receive a formal written evaluation at least once every other school year.
- The following charts shall be used to determine "needs to improve" and "unsatisfactory" standards and overall evaluations.

PER STANDARD	STANDARD DETERMINED TO BE:
Two (2) elements marked below "Satisfactory"	"Needs to Improve"
Three (3) elements marked below "Satisfactory"	"Unsatisfactory"

OVERALL EVALUATION	EVALUATION DETERMINED TO BE:
Two (2) "Unsatisfactory" Standards	"Unsatisfactory"
Three (3) Needs to Improve" Standards Two (2) "Needs to Improve" Standards in two (2) consecutive years	"Unsatisfactory" Referral to Peer Assistance and Review (PAR) as mandatory participant

ARTICLE 12 - EVALUATION (cont.)

E. Evaluation Phase (cont.)

7. If the unit member has received an overall unsatisfactory evaluation, the unit member shall be annually evaluated until the unit member achieves a positive evaluation or is separated from the District.
8. The unit member shall be offered the opportunity to attach written objections and clarifying or supportive statements to the written evaluation within ten (10) work days of the date of the conference before the evaluation is placed in the unit member's personnel file.
9. Unit members who have received three consecutive evaluations in permanent status indicating they meet or exceed standards may initiate an alternative evaluation process with mutual agreement of the principal.
 - a. The personal growth goals and expected outcomes of the evaluation will be agreed upon by both the unit member and the evaluator.
 - b. The goals of the evaluation may span a two-year evaluation cycle.
 - c. The unit member and evaluator shall meet at least three times each year to discuss progress towards goals.
 - d. The final meeting will be a presentation of the evidence that the goals have been met.

F. Preschool Teachers and Preschool Associate Teachers

1. Article 12 - Evaluation shall apply to Preschool Teachers and Preschool Associate Teachers with the following exceptions:
 - a. Section E. - Evaluation Phase shall apply to Preschool Teachers and Preschool Associate Teachers as follows:
 - 1) Preschool Teachers and Preschool Associate Teachers shall receive a formal written evaluation on the appropriate Preschool Evaluation Form (see **Appendix "C-4"**) at least once each school year for the first three (3) years of employment.
 - 2) At the completion of the third year of employment, Preschool Teachers and Preschool Associate Teachers shall receive a formal written evaluation on the appropriate Preschool Evaluation Form at least once every other school year.

- G. An Evaluation Form Committee made up of four (4) Association members, two (2) District site administrators and one (1) District Office administrator will meet for the purpose of reviewing the teacher evaluation process and making necessary changes at least once every three (3) years. Until the

committee reaches agreement on any changes, the current District forms stay in place. *The California Standards for the School Counselling Profession (by CASC) shall replace the California Standards for the Teaching Profession on the planning, observation and evaluation tools when a school counselor is being evaluated. As revisions of California Standards for the Teaching Profession and/or California Standards for the School Counselling Profession become available, the forms will be updated without the Evaluation Form Committee convening and provided to and approved by the negotiating team the school year prior to use.*

ARTICLE 13 - HOURS AND ADJUNCT DUTIES

A. Duty Day

1. The duty day for Preschool Teachers and Preschool Associate Teachers shall be eight (8) hours. The duty day for all other unit members shall be seven (7) hours and eleven (11) minutes. Each unit member shall receive a minimum of thirty (30) minutes duty-free lunch period within the duty day.
2. Specific assignments for unit members during the duty day shall be made by the site administrator or the unit member's supervisor.
3. Since preparation period duties are limited to calculating grades, writing lesson plans, contacting parents, counseling students or collaborating with peers and/or preparing rooms, unit members who agree with administrative requests to substitute during preparation periods will be compensated at the rate of ~~\$35.00~~ **\$50.00** per period.
4. If a qualified substitute is not available to cover the class of an absent teacher, the students may be assigned to other classrooms, at the discretion of the site administrator, for the period of the absence or until a qualified substitute becomes available. Each participating teacher shall be paid an equal proportion of the certificated hourly rate of ~~\$35~~ **\$50.00** per hour, rounded to the nearest half or whole hour.

B. Student Early Release Days

All schools K-12 shall have one (1) early release day for students, each week ***excluding the first and last week of school, and excluding the weeks containing minimum days*** during the school year. These days will be utilized for the following:

1. One Student Early Release Day per month plus one additional day shall be assigned for individual teacher professional duties including but not limited to student ILP's, progress reports, report card preparation and parent / teacher communications. The scheduled dates for each segment (K-8 and 9-12) shall be determined by a committee made up of three (3) members chosen by AVUTA and three (3) District administrators.
2. The remaining Student Early Release Days shall be used for professional development as determined by District and / or site.
3. Student Minimum Days to facilitate parent conferences in the K-8 program and final exams in the 9-12 program shall be scheduled as follows:
 - a. Four (4) parent conference student minimum days will be scheduled in the elementary program near the end of the first trimester grading period.
 - b. Five (5) final exam student minimum days will be scheduled in grades 9-12.

C. Duty Year

1. Unit members shall have a duty year of 184 days.
2. Unit members shall have the equivalent of two (2) or more full days during the duty year for

classroom preparation. This shall include one (1) full day prior to the beginning of the school year.

ARTICLE 13 - HOURS AND ADJUNCT DUTIES (cont.):

C. Duty Year (cont.):

3. Unit members shall have the equivalent of up to two (2) full days during the duty year for meetings and services directed by the site administrator *or district administrator*.
4. Items #2 and #3 of this section shall not preclude duties as outlined in Article 13, Section D - Adjunct Duties.
5. A unit member's per diem rate of pay for extended contract assignments shall be calculated on a 180 day duty year.

D. Adjunct Duties

1. Unit members may be required to participate in the following segment specific activities:

<u>Elementary</u>
Back to School Night
One (1) Family event

<u>High School</u>
Back to School Night
Graduation

2. Unit members may be required to participate in up to five (5) calendared staff meetings per school year. The dates and times for these meetings shall be provided to staff prior to the first student day. Any change in meeting date or time will be provided to employees seven (7) work days prior to the new meeting date and time. Administration shall excuse an employee from attending a rescheduled meeting if the employee can demonstrate a compelling reason, such as a scheduled appointment. Any staff member excused by administration shall be responsible for obtaining information disseminated. Staff meetings will be at administrative direction and shall not exceed sixty minutes in duration beyond or prior to the duty day.
 3. Unit members may be requested to attend additional staff meetings. These meetings are voluntary in nature and shall not be compensated. These meetings may be initiated by staff members or administration to address site specific topics.
 4. *Any unit member required to attend an IEP scheduled outside the duty day shall be compensated at the certificated hourly rate per Article 20, H.1.*
- 4.5.** Administration may request additional adjunct duties pursuant to Article 20, Section G, Schedule "F".

E. Activities

The Association and management concur that it is an essential requirement to the profession of education and to the benefit/safety of students that activities beyond the duty day are necessary even when said activities are not eligible for pay or other consideration.

ARTICLE 19 - COMPENSATION

A. Bargaining for Total Compensation Package

1. Compensation package includes: salary, health and welfare benefits, and employer required retirement (STRS/PERS) contributions paid per bargaining unit member.
2. Compensation package includes: the effects of increases in statutory compensation costs to the District such as: Medicare, worker's compensation and unemployment insurance.
3. Total compensation package includes Sections A.1 and A.2 of this article.
4. Total compensation package shall be reopened for negotiations in year three (2018-19) of this collective bargaining agreement.

B. Salary

1. Unit members who serve less than one (1) year or one (1) semester on a regular teaching contract shall receive their daily rate of pay for each day of required duty.

2. Pay Warrants

a. Annual salary shall be paid to unit members in twelve (12) equal payments. Unit members currently receiving ten (10) equal payments will have the option to continue this arrangement if they notify the Central Services Office in writing. Each unit member is responsible for re-payment of monies not earned if they leave service to the District before the end of their contract. Unit members shall stay on the same pay warrant plan unless they notify the District in writing. Unit members will not be allowed the option of returning to the ten (10) month pay option once opting for the twelve (12) month pay option.

b. Each unit member shall be paid their regular monthly salary on the first workday of the month with appropriate deductions taken from each warrant.

c. Salary payments for services, in addition to the unit member's regular assignment, shall be made on the first day of the month following the payroll period in which the service was performed or, as soon as the processing is completed.

d. Unit members may authorize the District in writing to make electronic deposits of salary warrants. Such deposits shall be made not later than the day the warrant would normally be released to the employee.

e. Optional salary deductions may be elected in writing by unit members to be taken from gross earnings. Authorization for optional deductions shall remain in effect until the District receives written notice from the unit member altering such authorization. Optional salary deductions must be deposited and recorded to the destination account within a reasonable period of time. Optional salary deductions may include, but are not limited to, the following:

- 1) Credit Unions of choice;
- 2) Tax-Sheltered Annuities of choice (must be approved by San Bernardino County Council);
- 3) Additional insurance of choice;
- 4) Charities of choice; and
- 5) Association dues. The contribution of Association dues shall be assessed in accordance with the distribution of annual salary. For example: those employees on ten (10) equal monthly payments will contribute Association dues in ten (10) equal

installments and those employees on twelve (12) equal monthly payments will contribute Association dues

ARTICLE 19 – COMPENSATION (Cont.):

B. Salary (cont.):

in twelve (12) equal installments. This Association dues deduction schedule shall also apply to Article 22 - Organizational Security, Sections “A” and “B”.

6) Section 125 Plan

3. The District shall provide each unit member with verification of salary advancement credits each year at the time of contract renewal or salary notification.

4. Initial Salary Schedule Placement

a. All certificated staff hired into the District beginning July 1, 1995, shall be limited to actual (K-12) teaching experience or a maximum of five (5) years teaching service for credit for initial salary schedule placement, whichever is less. Effective January 1, 2013 any fully credentialed Speech Language Pathologist who is hired by the district may be awarded a maximum of nine (9) years of qualified teaching credit for initial salary placement.

1) Initial placement on the salary schedule for up to five (5) years maximum shall be given for full years of regular contractual service in elementary (K-6) and/or secondary (7-12) public and private schools which are accredited by a recognized Regional Accrediting Agency, or non-public schools licensed by the State of California for educating Special Education students.

2) If a partial year’s service is requested in writing for a full year’s service credit and this meets the requirements of Section B.4.a. above, then a minimum of 75% of the regular contract days as determined by the contract under which the person worked must have been in paid status.

3) A person serving at least 75% of school days in the immediate prior year in this District as a long term substitute and/or in a contract position shall be granted one (1) year service credit for that year for initial placement on the salary schedule.

5. Salary Schedule Movement (After Initial Placement)

a. Only days worked in regular contract paid status within a contract year shall count towards “Step” movement on the salary schedule. Seventy-five percent (75%) of the contract year must be in paid status to advance on the salary schedule.

b. Full year, partial day assignments, shall count toward salary schedule advancement for the next year when the total of the percentage of time in regular contract paid status meets, or exceeds a full-time equivalent of a teaching position at the end of the contractual period [i.e., 50% per year after three (3) years would equal one (1) “Step” placement; 50% after two (2) years would equal one (1) “Step” placement]. There is no carryover beyond 100%.

6. Re-Employment Salary Schedule Placement

a. Unit members whose initial District employment was in a program conducted under categorically funded projects, and who were subsequently employed as probationary unit member with no break in service in the specifically funded program, shall receive

year-for-year credit for the previous service rendered when salary schedule placement is determined. This does not apply to consulting contracts.

- b. Unit members who have been employed in regular educational employment for the District before being assigned to a program conducted under contract with categorically funded projects, shall be entitled to continue vertical advancement on the salary schedule for each

ARTICLE 19 – COMPENSATION (Cont.):

B. Salary (cont.):

year of service performed while assigned to such programs. This does not apply to consulting contracts.

7. Extended Work Year Contracts

- a. An Extended Work Year Contract shall be offered to individuals approved for continuation of regular duties beyond their regular contract.
- b. The per diem salary of each unit member on an extended work year contract shall be determined by dividing the unit member's salary by the number of days in the unit member's regular contract work year.
- c. Per diem salary shall be paid to any unit member who performs extra days of service with the prior approval of the Board of Trustees.
- d. These extended work year days are expressly understood to be beyond those required under the provisions of the regular work year assignment.

8. Salary Advancement

- a. Course credit for salary placement and movement shall be given for upper division, graduate or post-graduate work taken at four (4) year colleges, universities or graduate schools which are accredited by a Regional Accrediting Commission, or other programs approved by the District. Graduate level courses taken apart from the Bachelor's Degree shall be counted toward salary movement.
- b. Salary credit for placement shall be given four (4) times a year
 - 1) Transcripts showing the course(s) finished, with a completed grade included, shall be submitted to the Human Resources Office no later than June 10th for an August 1st salary change; September 10th for a November 1st salary change; December 10th for a February 1st salary change; or March 10th for a May 1st salary change.
 - 2) A letter of verification from the college/university may serve as a transcript substitute for sixty (60) days from the above due dates.
- c. Units of lower division coursework for class advancement shall require prior approval by the Human Resources Office or the District Superintendent.
- d. Semester units granted by an accredited college or university shall be acceptable for placement on the salary schedule. Quarter units granted by an accredited college or university shall be converted to semester units by multiplying (x) the total quarter units by .667.
- e. A unit member shall be given full service credit for his/her years of service in the Apple Valley Unified School District if previously "frozen" on an academic class in conjunction with a salary class advancement.

9. Salary Schedule

- a. Unit members shall be paid based on his/her placement on the Certificated Salary Schedule.
 - b. For certificated salary schedule placement in Class IV, M.A. + 15 semester hours, the unit member must have accumulated the qualifying 15 semester hours of academic coursework above the Master's Degree after the date the M.A. is granted.
10. Adjusted contract rate - Provided for secondary teachers who volunteer to teach during their preparation periods for a semester or longer, with an understanding that their preparation period will be before or after school. The adjustment shall be an increase of 17% at sites with a six (6) period day.

ARTICLE 19 – COMPENSATION (Cont.):

B. Salary (cont.):

11. Salary Schedule compression effective July 1, 2016.
12. Effective July 1, 2016, 1.066% added to certificated salary schedule and certificated supplemental salary schedules.
- 13a. In lieu of adjusting the Health and Welfare cap for the 2016-17 school year, a one time off schedule payment of \$2,850 to each unit member during the 2016-17 school year.
- 13b. Initial Health and Welfare cap of \$15,860 effective 07/01/2017 (ongoing cost of 3.86% from 13a.)
- 14a. Effective July 1, 2017, 3.2% total compensation package increase inclusive of the request for the full release of AVUTA president at 0.2% per Article 7 – Association Rights, (N) Full Release President. 3.0% added to the certificated salary schedule and certificated supplemental salary schedules.
- 14b. Effective July 1, 2017, Preschool Lead Teachers who have completed ten (10) years of service as certificated AVUSD staff and have achieved a Bachelor's degree shall receive an annual \$2,500 stipend. The stipend does not apply to Preschool Associate Teachers. This shall be reviewed annually due to Preschool Grant funding.
15. Total compensation package shall be reopened for negotiations in year three (2018-19) of this collective bargaining agreement.

C. Health and Welfare Benefits

1. The District shall provide health, dental, vision and life insurance coverage through the High Desert Inland Employee/Employer Trust (HDIET) for unit members and their eligible dependents as part of the total compensation package. The life insurance coverage shall be \$50,000 for unit members and \$5,000 for each eligible dependent. Effective July 1, 2017, the District will contribute a maximum of \$15,860 annually for the health and welfare benefits of an eligible full-time unit member. Part-time unit members shall receive a pro-rata Health & Welfare allowance based on their percentage of employment. If the member's selection of health and welfare benefits results in a total premium in excess of the District's maximum annual contribution (pro-rated for part time employees), the member shall authorize the difference to be deducted from payroll as a condition of receipt of the benefits.

a. All eligible employees shall have the option to voluntarily opt-out of the entire Health & Welfare Benefits Program (includes medical, dental, vision & life insurance) with the option at the unit member's expense to participate in the Life insurance coverage. All unit members shall have the option to opt-out of the Health & Welfare Benefits Program during open enrollment periods, upon providing the district with written verification of having medical coverage from another source.

b. It is understood by the parties that if the number of unit members electing to opt-out of the entire Health & Welfare Benefits Program exceeds ten percent (10%) of the total number of those eligible to participate, the rates may be adjusted by High Desert Inland Employee/Employer Trust or Blue Shield of California.

c. In the event unit members who voluntarily opt-out of the entire Health & Welfare Benefits Program are no longer receiving medical benefits from another source due to a change in circumstances, those unit members may return to the HDIEET, but shall be limited to participation in the HMO only until the next open enrollment period.

2. Duration of benefits shall be as follows:

a. Benefits for a unit member become effective when the properly completed forms are submitted within the time-frame established by the insurance carrier, but not before the first date of contracted employment or the date a unit member reports for full-time duty.

b. Benefits for the unit member who completes their contract year shall continue through the last day of the contract year. The unit member whose employment is terminated prior to the close of the school year shall be entitled to benefits up to, and including, the effective date of termination.

c. Following termination, the unit member shall be entitled to pay for continuing health benefits as prescribed by law.

d. Unit members who have exhausted their accumulated paid leave on account of illness shall continue to receive full benefits, paid for by the District, for the remaining portion of the school year in which the leave was exhausted.

e. Unit members who are on approved Unpaid Leave of Absence may pay the district insurance premiums for the total benefits package to continue coverage while on leave.

3. Part-time unit members shall receive the same health and welfare benefits as full-time unit members and shall pay the difference between the member's pro-rata share and the cost to the District through payroll deduction.

4. District representatives to the Board of Directors for the High Desert Inland Employee/Employer Trust (HDIEET) shall be as follows:

One (1) Administrator

One (1) Association Unit Member

D. *Each Special Education FTE shall receive an annual off schedule payment of \$2,500 (\$1,250 to be paid on January pay warrant and \$1,250 on June pay warrant)*

E. Preschool Teachers and Preschool Associate Teachers

1. Article 19- Compensation shall apply to Preschool Teachers and Preschool Associate Teachers with the following exceptions:

- a. Section B.4.-Initial Salary Schedule Placement on Appendix B-2 (Chart #1 - Preschool Teacher Salary Schedule or Chart #2 - Preschool Associate Teacher Salary Schedule), with only four (4) years of outside service in a licensed Preschool program accepted.
- b. Section B.8.-Salary Advancement - This section is not applicable to Preschool Teachers and Preschool Associate Teachers.

D. F. District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors

- 1. Article 19- Compensation shall apply to District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors with the following exceptions:
 - a. Section B.4 - Initial Salary Schedule Placement - This section is not applicable to District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors.
 - b. Section B.5 - Salary Schedule Movement - This section is not applicable to District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors.
 - c. Section B.6 - Re-Employment Salary Schedule Placement - This section is not applicable to District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors.
 - d. Section B.8 - Salary Advancement - This section is not applicable to District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors.
 - e. Section B.9 - Salary Schedule - This section is not applicable to District's Junior Reserve Officer Training Corps (Jr. ROTC) Instructors.
 - f. Junior ROTC Instructors shall receive the Minimum Instructor Pay (MIP) as established by the Military Service. The MIP is subject to change during the school year and is established by the Military Service. The Military Service shall reimburse the District one-half the MIP.

ARTICLE 20 - EXTRA-CURRICULAR POSITIONS

- A. The Board of Trustees may approve extra-curricular payments to unit members who are employed to perform specific duties beyond their regular duty.
- B. District administration may recommend approval for all, some or none of the extra-curricular positions. Site administration shall notify selected unit members in writing. Unit members shall indicate acceptance by signature.
- C. Unit members who are employed in a position to perform extra-curricular duties beyond their regular duty shall be paid according to the Extra-Curricular Positions/Salary Guide below.
- D. Extra-curricular salary payments shall be made to unit members after the appropriate administrator has certified to the Payroll Department that the extra-curricular duties have been completed as assigned.
- E. Extra-curricular positions shall be a separate duty for a stated period of time or stated season and the assignment shall expire with the certification of completion of the duties.
- F. Job descriptions may be developed and available for positions as identified in the Extra-Curricular Position/Salary Guide below.
- G. Extra-Curricular (or Extra Responsibility) Position/ Salary Guide (all percentages are based on Column I, Step 1 on the certificated salary schedule):

Schedule “A” High School only (7.5% of Class I, Step 1):

Football Head Coach	Athletic Director
Trainer (each Semester)	Activities Director

Schedule “B” High School only (6.5% of Class I, Step 1):

Mock Trial Advisor	Varsity Head Coach for:
Academic Decathlon	Basketball
Choir Director	Wrestling
Band Director	Soccer
Drama Director	Softball
Assistant Football coach (limit 2)	Baseball
AVID Coordinator	Cross Country
	Track and Field
	Volleyball

Schedule “C” High School only (5.5% of Class I, Step 1):

Yearbook Advisor	Varsity Assistant/ JV/ Frosh Coach (Sports listed in “B” and Football)
Newspaper Advisor	Varsity Head Coach for:
Head Counselor	Swim
	Golf
	Tennis
	Water Polo

Schedule “D” (4% of Class I, Step 1):

Senior Class Advisor (HS)	Varsity Assistant/ JV Coach (HS) (Sports listed in “C”)
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Cheer Advisor (HS) (each Semester)
Service Club Advisor (HS) (limit 2 per school)

ARTICLE 20 - EXTRA-CURRICULAR POSITIONS (Cont.)

Schedule “D” (4% of Class I, Step 1) (cont.):

ASB Director (K-8)
Yearbook Advisor (K-8)
AVID Coordinator (K-8)
Advanced Placement Coordinator (HS)

Schedule “E” (3% of Class I, Step 1):

Intramural Athletics (K-8)
Junior Class Advisor (HS)
District Science Fair Coordinator
District History Day Coordinator
District Young Authors Coordinator

Schedule “F”

Other Stipends: Stipends may be awarded for extra duties or extra responsibilities requested by administration.

H. Hourly and Daily Rates of Additional Pay

1. Certificated hourly rate of ~~\$35~~ **\$50.00** – Provided for a variety of reasons, including substitute teaching services during preparation periods, curriculum development, scheduling and counseling, and after school pupil supervision, teaching and counseling services during summer school, intercessions on non-contract days, during before and after school interventions, for English Language Acquisition Program (ELAP) Instructors, and for Gifted and Talented education (GATE) Academy Instructors, Home Hospital teaching and other adjunct duties.
2. Individual daily rates of pay may also be provided to unit members for particular services in the following category:
 - a. Extended Work Year Contracts - Additional days of per diem pay may be provided to counselors, and speech pathologists.