

**Collective Bargaining  
Tentative  
Contract Agreement**

**between**

**Palos Verdes Peninsula  
Unified School District**

**and**

**Palos Verdes  
Faculty Association**

**July 1, 2013 through June 30, 2015**

**Subject to PVFA ratification and Board of Education Adoption**

**The Articles included are those in which changes  
have been made to the previous Contract Agreement**

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### **ARTICLE 2 - TERM**

- 2-1 This Agreement shall remain in force and effect up to and including June 30, ~~2013~~ **2015** and thereafter shall continue in effect year-by-year unless one of the parties notifies the other in writing of its request to modify, amend, or terminate the Agreement.
- 2-2 Both parties subscribe to the belief that problem solving through collaborative relationships promotes a positive climate and program improvement. The parties further believe that teacher input ensures successful implementation of decisions. Should one-time funds be allocated to individual school sites, a consultative decision-making process, which includes teacher input, will be employed prior to the expenditures of said funds.
- 2-3 Except as noted above, or by mutual agreement, during the term of this Agreement, the parties expressly waive and relinquish the right to meet and negotiate and agree that the parties shall not be obliged to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District and the Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.  
Notwithstanding the above, the parties agree to continue to meet and negotiate for the purpose of renumbering articles, sections and subsections of the collective bargaining agreement; removing obsolete or redundant language from the collective bargaining agreement; and adding missing language from previous agreements to the collective bargaining agreement. All additional revisions to the contract outside of this agreement must be ratified by the parties before implementation.
- ~~2-4 Notwithstanding the above, the District and the Association agree not to reopen negotiations for 2012-13 unless otherwise noted in this agreement.~~
- 2-4 Notwithstanding the above, the District and the Association agree to reopen negotiations for 2014-15 on Compensation and Benefits (Article 7) and two other articles as selected by each party.

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### **ARTICLE 6 - HOURS OF EMPLOYMENT AND STAFF DEVELOPMENT**

6-1 The minimum required number of work days for unit members listed in 6-1 shall be as follows:

6-1.1	Regular classroom teachers	185	180
6-1.2	Librarians	190	185
6-1.3	Nurses	190	185
6-1.4	Psychologists	190	185
6-1.5	Counselors:		
	High School	195	190
	Intermediate	190	185
6-1.6	Speech Therapists	185	180
6-1.7	Program Specialists	200	195

6-2 The unit member's minimum on-site **regular** working day shall include a cumulative total of 30 minutes before or after the student day. Unit members shall arrive at school a sufficient time before school begins and remain a sufficient time after the end of the student day to take care of professional responsibilities and obligations.

6-3 In addition to the above minimum time and required work days, unit members are responsible for adjunct duties beyond their instructional duties, which include but are not limited to, program development, professional growth activities, parent conferences, committee assignments, faculty and District meetings, special help to student(s), back-to-school nights, student supervision, **communication with parents (using district provided technology)**, and other assignments which are deemed to be necessary for the efficient operation of the school. The District's intent is that such adjunct duties relate to the instructional program.

6-4 The District shall make every effort to conduct individualized Education Plan (IEP) meetings during regular work day hours as defined in 6-2 and attempt to minimize unit members participation recognizing the legal requirements of the IEP process. Substitutes will be provided when necessary for participating teachers.

6-5 On back-to-school nights, unit members may leave their ~~site job~~ fifteen (15) minutes after **student dismissal**. ~~the shortened day for students ends~~. On days of final semester examination, unit members whose daily assignment is at a high school may leave that school site fifteen (15) minutes after **student dismissal** ~~the school day for student ends~~.

6-6 ~~If the regular school day for students should be lengthened or shortened, the length of the work day for unit members shall remain the same as that in effect at the time of ratification of this contract.~~ Intermediate school teachers and high school teachers shall not be required to teach more than five (5) classes/periods daily, except that the District retains the right to assign teachers as paid substitutes, when necessary, during their conference/preparation period. It is the intent of the District to use qualified volunteers when they are known to be available for period substitution. **Per period substitution shall be paid the Contract Hourly Rate.**

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6-7 ~~Unit members who are in part time assignments shall be at their assigned work location(s) and responsible for assigned duties for a time that is prorated using the stipulated minimum time numbers in items 6-2 and 6-3 above as the base.~~

6-7 Elementary school teachers shall be relieved of adjunct duties either before school or during morning recess daily. The determination of which time the adjunct duty relief shall occur shall be made by mutual agreement of the individual school principals and teaching staffs.

6-8 Within the workday, classroom teachers shall, in addition to their lunch period, have daily preparation time as described below for classroom duties and other duties relating to their assignment:

1.	Grades 1-5	50 minutes <del>1 hour</del> – Average Per Day
2.	Intermediate School	1 period
3.	High School	1 period

6-9 Each unit member shall be entitled to a duty-free lunch period of at least thirty (30) minutes.

6-10 In accordance with past practice, the District shall provide substitute teacher time for teachers when the completion of assigned duty responsibilities would exceed normal work hours. Specifically, said release time may be used for K student assessment and for 4<sup>th</sup> & 5<sup>th</sup> grade teachers during parent conference time and as needed for K and 4<sup>th</sup> & 5<sup>th</sup> grade report card preparation.

6-11 **Staff Development:**

A coordinated and consistent staff development program shall be implemented at all schools as coordinated by the Curriculum & Instruction Department which provides for regularly scheduled time for staff meetings, collaboration time and/or site or District professional development through a plan instituting late start or early release of students on specified days. Specifically:

6-11.1 **Elementary** - Beginning March 10, 2014, there will be a 1:30pm student dismissal time on each Monday at all sites to provide 1.5 hours for staff meetings, grade level collaboration time and/or site or District professional development on a rotating basis as determined by the Principal and Faculty Advisory Committee.

6-11.2 **Intermediate** - There will be early dismissal or late start on designated days and specified weeks thus providing time for staff meetings, grade level or department collaboration time and/or site or District professional development on a rotating basis as determined by the Principal and Faculty Advisory Committee.

6-11.3 **High School** - There will be early dismissal or late start on designated days and specified weeks thus providing time for staff meetings, grade level or department collaboration time and/or site or District professional development on a rotating basis as determined by the Principal and Faculty Advisory Committee or Leadership Team.

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### 6-12 Shared Teaching Assignments:

#### 6-12.1 Eligibility:

Shared teaching assignments shall be available only to tenured teachers who possess a clear credential, who are already employed by the district and who have mutually agreed to work together. Teachers may submit their request for such an assignment to the Superintendent or designee by March 1 of the preceding school year.

Teachers requesting a shared assignment shall be informed in writing of the status of their proposal by June 10.

#### 6-12.2 Hours and Responsibilities:

Both teachers will work the equivalent of half of the school days required of full-time teachers and will perform a proportionate share of adjunct duties.

Both teachers shall meet with the principal before school opens to establish exact working days and meeting responsibilities. Both teachers shall attend parent conferences, communicate regarding staff meetings and attend back-to-school nights. Both teachers also may be expected to attend specific in-service meetings and to work a full day on at least the first two days of the first week of school.

Both teachers shall assume full responsibility for the class instructional program. They will regularly meet to jointly develop lesson plans and ensure clear lines of communication with parents/guardians.

The principal shall approve the teachers' working calendar before school opens.

#### 6-12.3 Salary, Leaves and Absences:

Each teacher will receive one half of his/her annual salary according to individual placement on the salary schedule.

The employee and the district's contribution to the retirement system shall be one half of that normally paid. Upon completing a year's work at half time, the teacher will receive one-half year of service toward advancement on the salary schedule and one-half year's credit toward years of service in the teachers' retirement system.

Whenever one of the teachers sharing an assignment is absent, the other teacher sharing the assignment shall make every reasonable effort to perform substitute teaching duties. For this service, his/her pay shall correspond with district substitute pay for day-to-day substituting. If an absence extends beyond two consecutive weeks, he/she shall receive his/her regular teacher's pay beginning with the first day of substitute service.

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Teachers sharing an assignment shall accrue sick leave and other leave benefits at one half the normal rates. Worker compensation insurance shall be paid on the employee's actual salary.

6-13 Summer School Assignments:

Applications for District summer school shall be available by March 15 and must be submitted to Human Resources by April 1. Selection of staff will be made by Human Resources according to program needs, contract status, experience, credentialing and professional preparation.

~~6-13~~ Staff Development

~~A site based process utilizing a faculty advisory committee or equivalent shall be implemented at each site for creating a schedule commencing in October, 2012, which provides a regularly scheduled time for staff meetings, collaboration and/or staff development through the early release or late start of students.~~

~~Schools that already have a plan in place for 2012-13 may opt to continue with their plan as approved or change the plan to a new configuration.~~

~~The plan shall be submitted to the principal for approval. The plan must meet the state required minimum number of minutes of instruction. Schools will be encouraged to have the day for staff meetings, collaboration and/or staff development on the same day of the week across the District.~~

**ARTICLE 7 - COMPENSATION AND BENEFITS**

7-1 Unit members will be paid according to the attached Appendices C through K, as appropriate according to assignment. **Effective July 1, 2013, all schedules will be adjusted to reflect the number of workdays in 6-1 and a 2% across-the-board salary increase (not including Career Increments).**

7-2 Work Days / Calendar:

See Article 6-1 for unit members' required number of work days. **The work year calendars for 2013-14 and 2014-15 are a part of this agreement (see attached).**

All compensation for a paid task outside the normal assignment shall be paid within one pay cycle.

~~The District and Association agree to negotiate all calendars that impact the PVFA bargaining unit. Calendars agreed upon in negotiations between the District and Association shall be taken to PVFA for ratification and the PVPUSD Board of Education for approval. Upon approval, the calendar shall be distributed to stakeholders: employees; parents/community; and posted to the District and PVFA websites.~~

7-3 Normal step and column advancement shall occur (see **Appendix A – Salary Regulations**).

The District shall offer both 403(b) and 457(b) voluntary Deferred Compensation Plans.

7-4 **FRINGE BENEFITS**

7-4.1 CalPERS Health Plan

7-4.1.1 Section A – Benefits

Active / Full Time Unit Members: Effective January 1, **2014** ~~2009~~ the District will make the following annual contributions (~~paid tentatively~~) to full-time unit members medical insurance:

\$~~4,653~~ **4430** for Employee Only  
\$~~6,215~~ **5900** for Employee + 1 Dependent  
\$~~7,040~~ **6700** for Family Plan

1. Part-time unit members receive a prorated share of the annual contribution (See 7-4.1.2 below).

2. The parties agree that the total annual District contribution for medical benefits for full-time current unit members shall not exceed the dollar figures in 7-4.1.1 above. Any increase in the CalPERS costs in excess of the above maximums, shall be paid by the unit member(s) through payroll deductions.

3. The District will contribute the same percentage for dental, vision, and life Insurance as in 2006-07 for the term of the contract.

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4. For the purpose of collective bargaining, it is agreed that the status quo during negotiations for a successor agreement shall be defined as those dollar amounts set forth in Paragraph 7-4.1.1 above.

5. The District contribution for an employee whose spouse is also employed by the District is referred to as the Two-E Couple Rate and is calculated to be the combination of what each employee is entitled to on an individual basis.

### 7-4.1.2 Section B - Eligibility of Employees Working in Less Than 100% Assignments

All of the bargaining unit members who work in not less than a 50% full-time equivalent position shall be eligible to participate in the Health plan, with the District's contribution and supplemental reimbursement to be prorated in accordance with the percentage of their full-time equivalent position. The following chart illustrates the application of this prorating formula:

<u>DAILY ASSIGNMENT</u>	<u>% OF AMOUNT PAID BY DISTRICT</u>
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

No employee whose assignment is less than 50% shall be entitled to any health and welfare benefits.

The amount of the contribution and supplemental reimbursement paid on behalf of qualified retirees between the ages of 55 and 65 shall be prorated in accordance with the above formula.

Pro-rated District contribution and supplemental reimbursement are for newly-hired/approved part-time unit members, hired after June 15, 1992, (providing they are at least 0.5 full-time equivalent employees), thus "grand-fathering" persons presently employed part-time and presently receiving full-time benefits.

7-4.1.3 The District will maintain an expanded IRC 125 plan for interested unit members and encourage participation.

7-4.1.4 The District will provide a confidential Employee Assistance Plan (EASE) for unit members.

### Other Compensation:

7-5 Per Period Substitution: Pay of unit members for period substitution (grades 6-12) shall be at the rate of ~~\$35.00~~ **\$40.00** per hour.

7-6 Retiree Supplemental Reimbursement: The District will make a per year supplemental reimbursement (as explained in Article 18) , which may only be applied toward additional group medical coverage for bargaining unit members who retire and who are at least 55 years of age and who have at least 15 years



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of service in the District. This supplemental reimbursement will continue until the retiree reaches age 65, or until death of the retiree prior to age 65, whichever comes first. If the age for Medicare eligibility changes, both parties agree to meet and negotiate regarding this article.

- 7-7 Contract Hourly Rate: Unless otherwise indicated in this agreement, when District representatives and unit members agree to the assignment of a unit member to a paid task and or responsibility outside the normal assignment and/or during the summer, pay shall be at the rate of ~~\$35.00~~ **\$40.00** per hour. The District reserves the right to determine the need for any such assignments.
- 7-8 Extra Duty Assignments: Unit members will be compensated for extra duty assignments as defined by the District according to the schedules in Appendix B. To qualify for compensation for extra-duty assignments unit members shall: (1) receive prior approval from the District for the assignment, (2) receive pay for no more than two extra-pay assignments in any one school year, unless specifically authorized by the Superintendent or designee, and (3) spend a total of not fewer than 300 hours performing the duties of the assignment.
- 7-9 Mileage: Unit members eligible to receive mileage payment shall be paid at the maximum rate allowed by the Internal Revenue Service (IRS) for income tax purposes.
- 7-10 Outdoor Education: Unit members shall be paid for the Elementary School Outdoor Education program at the rate of ~~\$150~~ **\$175** per night duty.
- 7-11 Sixth Period Assignment: Sixth period assignment compensation at the high school and intermediate schools will be paid at 20% of the unit member's daily rate for each day the unit member is assigned to that class. (See Salary Schedule 2)
- 7-12 Summer School: The daily rate of pay for District summer school, including preparation time, will be on an hourly basis and pay five (5) hours for a four (4) hour class, and two and one-half (2 1/2) hours for a two (2) hour class. The unit member's hourly rate will be determined by taking his/her monthly salary and dividing by 140 (20 days x 7-hour day).
- 7-13 Combination Class: Unit members assigned to teach an elementary school non-special education combination class (students from more than one grade level) shall be paid a stipend of \$2500 per school year.
- 7-14 Staff Development: Staff Development Days shall be designated on the school calendar as non-instructional days and unit members shall be paid their individual regular daily rate of pay.

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### ARTICLE 9 - EVALUATION PROCEDURES

#### 9-1 General:

- 9-1.1 All unit members shall be evaluated.
- 9-1.2 The evaluator shall be the principal or the principal's designee. In the case of unit members who travel from school to school in the performance of duties, the evaluation shall be made by a designated evaluator.
- 9-1.3 The time lines set forth in this article have no bearing on any dismissal procedure. However, nothing in this article shall in any way affect the legal rights of unit members in dismissal proceedings.
- 9-1.4 All references to the California Standards for the Teaching Profession be changed to reflect the most recent changes in these standards (~~2009~~).

#### 9-2. Evaluation Procedures:

- 9-2.1 Unit members with permanent status in the District shall be evaluated according to these procedures at least every other year; unit members without permanent status will be evaluated annually according to these procedures.
- 9-2.2 A unit member with permanent status in the District or an evaluator may request an evaluation in any given year.
- 9-2.3 Unit members with permanent status who have been employed by the District for at least ten years and whose previous evaluations meet or exceed District standards shall, by mutual agreement of the administrator and unit member, be evaluated once each five years (pursuant to terms and conditions of Education Code 44664).
- 9-2.4 Unit members to be evaluated in a given school year will be so informed by October 15th. The evaluator is responsible for the final written evaluation summary which must bear his/her signature along with the signature of the evaluator's designee when appropriate.
- 9-2.5 A planning conference shall be held by November 1st between evaluator and evaluatee to jointly develop goals/objectives for the school year using the standards as enumerated in the California Standards for the Teaching Profession:
  - Standard 1 – Engaging and supporting all students in learning.
  - Standard 2 – Creating and maintaining effective environments for student learning.
  - Standard 3 – Understanding and organizing subject matter for student learning.
  - Standard 4 – Planning instruction and designing learning experiences for all students.
  - Standard 5 – Assessing student learning.
  - Standard 6 – Developing as a professional educator.

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- 9-2.5.1 From a discussion of these standards, a set of goals and objectives will be jointly developed forming the basis for the final evaluation. **For purposes of this procedure, the words "jointly develop" mean a united collaborative approach between the evaluator and evaluatee in defining reasonable plans, objectives, goals, and means of assessment.** ~~—etc.~~ These goals and objectives may be revised during the course of the year pursuant to the above.
- 9-2.5.2 The performance of non-instructional certificated personnel which cannot be evaluated appropriately under other provisions of this section shall be evaluated and assessed as it relates to job responsibilities defined by the District and by means which measure and reasonably relate to the fulfillment of those responsibilities.
- 9-2.5.3 Appeals:  
~~For purposes of this procedure, the words "jointly develop" mean a united approach between the evaluator and evaluatee in defining reasonable plans, objectives, goals, means of assessment, etc.~~ In cases where there is no agreement **on goals**, the principal may make the determination. Should the evaluatee take exception to the principal's determination of the evaluation plans, objectives, goals, means of assessment, etc., he/she may request a review by a third party who shall assist the evaluatee and the principal in trying to reach a mutually satisfactory agreement. This third party must be mutually agreed upon between the principal and the evaluatee. If this process does not result in an agreement, or if the parties cannot mutually agree on a third person, The evaluatee may request a review by the Superintendent. The Superintendent or the Superintendent's designee shall decide the matter. **If the appeal process is used, it must be completed by November 15<sup>th</sup>.**
- 9-2.6 At least one preliminary performance review conference of the evaluator and the evaluatee shall be held prior to February 1<sup>st</sup> in which the following elements shall be included:
- 9-2.6.1 **Formal classroom observations of at least 20 minutes in duration are a part of the evaluation process. Dates of observations shall be noted in the mid-year and/or final evaluation.**
- 9-2.6.1 Review of plans, goals and objectives, and modification according to constraints.
- 9-2.6.2 Review of supportive data relating to assessment. Examples: reports, classroom observations, student work, tests, commendations, parent contacts.
- 9-2.6.3 Identification of weaknesses and commendation of strengths. Development of specific remedial action, if needed.

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- 9-2.7 Non-administrative personnel shall not be required to participate in the evaluation and/or observation of other non-administrative certificated personnel. ~~nor shall they be required to assess their own performance.~~
- 9-2.8 When an evaluation is based on information not directly observed by the evaluator, said information may not be used until the evaluator has investigated the information and determined the veracity of the allegation and notified the unit member of his/her findings.
- 9-2.9 A conference and the final evaluation document shall be presented to the evaluatee not later than thirty (30) calendar days before the last school day scheduled on the school calendar adopted by the Board of Education for the school year in which the evaluation takes place.
- 9-2.10 The evaluator shall write the final evaluation summary. The evaluator and the evaluatee shall meet briefly to sign the final evaluation. The evaluatee's signature does not indicate evaluatee's agreement with the written evaluation. It indicates he/she has read it and understands that he/she has the opportunity of responding to it in writing. If the evaluatee submits a written response, it shall become a permanent part of all copies of the evaluation report.
- 9-3 The evaluation under this procedure shall be the only ~~Staff~~ evaluation made and/or filed in the unit member's personnel file.
- 9-3.1 The timelines set forward in this procedure may be extended by mutual consent or due to unforeseen circumstances affecting the evaluatee or evaluator.
- 9-3.2 At such time as it is determined by the evaluator that something may negatively affect the unit member's evaluation, the unit member shall be notified by the evaluator within a reasonable period of time of the incident.
- 9-3.3 Nothing in this article shall preclude the District from placing a report of any incident in a unit member's file even though such material is not used in the evaluation document.
- 9-4 If a bargaining unit member receives an unsatisfactory rating in the area of teaching methods or instruction, the District will pay the tuition or registration fee for courses or programs recommended by the District, except in cases where bargaining unit members opt to use credit for the course for advancement on the salary schedule. The District will also provide released time, where appropriate, when attendance and/or participation in the formal elements of the program conflict with the bargaining unit member's regular assignment.
- 9-5 A unit member with an overall "unsatisfactory" rating on the end of the year Final Evaluation will not advance a step on the salary schedule for the subsequent year. A unit member receiving such an evaluation shall be allowed to resume normal salary placement effective to the start of the year once an evaluation is issued without an "unsatisfactory" rating. (Refer to Article 8 - Peer Assistance & Review).

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### ARTICLE 11 - CLASS SIZE HIRING RATIOS

- 11-1.1 ~~Beginning in 2009-10,~~ The District will **allocate** staff to **school sites**, on a District-wide basis, **according to the following:**
- Grades 9-12 based on a ratio of one full-time equivalent teaching position for up to 34 students.
  - Grades 6-8 based on a ratio of one full-time equivalent position for up to 34 **students**.
  - Grades 4-5 based on a ratio of one full-time equivalent teaching position per 32 students.
  - ~~The District shall offer Class Size Reduction (CSR) classes for Kindergarten and 1<sup>st</sup> through 3<sup>rd</sup> Grade under Option 1.~~ The District **will make a reasonable effort to comply with** ~~participate in~~ **Class Size Reduction (CSR)** as revised ~~(SBX3-4)~~ using a staffing ratio of up to 24:1 (TK-3). However, ~~the District reserves the right to reduce or eliminate participation in the CSR Program if the District determines it can no longer fund the program(s) for budgetary, enrollment, or facility reasons, and/or the District changes budgetary priorities. In such cases,~~ the staffing ratio shall revert to **26:1** ~~28:1~~ at TK through 3<sup>rd</sup> Grade.
- 11-1.2 **In staffing sites with the above computing these ratios** the following shall be excluded: management and supervision personnel, special education teachers, librarians, counselors, psychologists, nurses, music, and reading specialists, and personnel employed to work exclusively on federally-funded programs.
- 11-1.3 In grades 6-12, the District will make every effort to limit an individual teacher load to 170 students in core area assignments (Math, Science, English / Language Arts and Social Studies) with exceptions for ~~High School AP and/or Honors designated teachers and those teaching six (6) periods.~~ **Every effort will be made to limit an individual teacher load to 204 students for an assignment of six (6) classes.**
- 11-2 Kindergarten classes at all schools will have an instructional day of 240 minutes per day at each site. Individual sites may approve alternative schedules (as per contract provision Article 24-3) with banked minutes for early dismissal as long as the Kindergarten instructional day averages at least 240 minutes per day.
- 11-3 The District will confirm compliance with the contractual staffing ratios by the third week of the school year and the first week of the second semester.
- 11-4 Special Education classes/programs shall be staffed in compliance with Federal and State law. ~~For example, the current limits are:~~
- ~~11 5.1 Education Code Section 56362c RSP Teachers 28:1. Effective July 1, 2005, the parties will take all necessary steps to support and successfully apply for a waiver from the State in order to increase the RSP caseloads to 32:1.~~
- ~~11 5.2 Education Code Section 56363.3 Speech and Language Specialists 55:1. (Additional compensation will be considered when a case load exceeds 55:1).~~
- ~~11 5.3 In addition, the Education Code also establishes a process for waiving these limits.~~

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### ARTICLE 12 - TRANSFERS AND REASSIGNMENTS

#### 12-1 Transfers:

12-1.1 A transfer is a change in position from one school to another. A transfer may be requested by a unit member, or may be initiated by the Superintendent and/or his staff.

#### Reassignments:

12-1.2 A reassignment is defined as any change which results in a unit member being assigned to a different grade level (K-5) or being assigned to another level or department at the same intermediate or high school site or from one unit classification to another unit classification.

12-1.3 A request for transfer or reassignment is in no way prejudicial to the unit member. The request may be withdrawn at any time prior to the official granting of the request.

#### Special Education:

Changes in the assignment of traveling unit members and changes in the assignment or transfer of Special Education unit members (Special Education Teachers, Resource Specialists and Speech Therapists) or Reading Resource teachers to coincide with individual school enrollment and/or needs are not considered transfers or reassignments subject to the provisions in this article. The assignment for Special Education unit members is determined by the **Student Services Department** ~~Pupil Services Department~~ and is governed by a number of critical factors such as the fluctuating numbers of special education students throughout the school district and at each site, the changing nature of the delivery of special education services, the changing educational needs of individual sites and the credentials of a unit member.

#### 12-2 Voluntary Transfer or Reassignment:

12-2.1 Unit members who desire a transfer shall file an application with the Human Resources Department by May 15 for the following year's placement and such application will remain active and on file for twelve (12) months or as designated by the employee. Such application shall include the school(s) and/or grade level/subject matter to which he/she desires to be transferred, with preferences noted. The form shall contain unit member summer contact information if a unit member wishes to be considered for vacancies which occur after the school year has ended.  
~~Unit members who desire a reassignment shall communicate their preference to the site principal.~~

12-2.2 The District agrees to interview and consider unit members for vacancies they have applied for and for which they are qualified and credentialed to fill.

12-2.3 If a transfer or reassignment is to be made, the unit member shall be notified in writing of the new assignment.

12-2.4 All the following criteria shall be used in consideration of transfer or reassignment requests:

12-2.4.1 Legal requirements of the District.

12-2.4.2 Individual training, experience, credentials.

12-2.4.3 Skills in areas which are secondary to the regular assignment.

12-2.4.4 Seniority (Length of the service rendered to the District by the unit member).

12-2.4.5 Balance of staff relative to training, experience and background.

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- 12-2.4.6 Educational needs of the school or department to which the unit member is transferred or reassigned.
- 12-2.4.7 Preference of the unit member.
- 12-2.4.8 Best interest of the District.
- 12-2.4.9 Past written evaluations.

12-2.5 If a unit member's request for a voluntary transfer is denied, the unit member, upon request, shall be granted a meeting with the Administrator who denied the request to discuss the reasons for the denial. Following the meeting, the unit member may request and shall receive a written rationale for the denial.

12-2.6 A unit member may appeal a denial for transfer to the Superintendent.

12-2.7 A transfer request shall not be denied arbitrarily, capriciously or without basis in fact.

### 12-3 Involuntary Transfer or Reassignment:

Involuntary transfers/~~reassignments~~ may be made for the following reasons: A decrease in the number of students which requires a decrease in the number of unit members at the worksite, elimination of program(s) and/or funding, worksite closings, or upon determination by the Superintendent that an involuntary transfer/~~reassignment~~ is in the best interest of the District. An involuntary transfer ~~and/or reassignment~~ is limited to once in any three year period, unless by mutual agreement with the unit member.

Prior to such a transfer ~~or reassignment~~ being made, a meeting shall be held, upon the request of the unit member, to discuss the reasons for the transfer. Upon request, the reasons shall be given in writing. The impending transfer ~~or reassignment~~ shall be discussed with the unit member at the earliest reasonable date the District is aware that a transfer ~~or reassignment~~ will take place. In the event that there must be a transfer ~~or reassignment~~ during the school year because of declining enrollment or enrollment shifts, such a transfer may take effect immediately.

Involuntary transfers ~~or reassignments~~ shall not be made outside the major or minor fields of study and/or the areas of qualification as established by the unit member's credential(s).

12.3.1 When an involuntary transfer ~~or reassignment~~ is to become effective after the school year has begun, the unit member being transferred ~~or reassigned~~ shall be provided, upon request, two (2) paid working days to prepare and organize his/her classroom environment and materials. The District shall provide assistance in moving a unit member's material to wherever a unit member is being transferred ~~or reassigned~~.

12.3.2 If a decrease in the number of students or elimination of program(s) and/or funding occurs, the District shall seek volunteers prior to making any involuntary transfer/~~reassignment~~. If an involuntary transfer/~~reassignment~~ becomes necessary, the unit member with the least district seniority and the appropriate credential shall be transferred ~~or reassigned~~.

12.3.3 If a particular worksite is to be closed, unit members at that site shall be accorded first priority for filling any new or vacant positions at the site or sites to which the students at the closing site are being placed.

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Unit members from the closed site shall be given first priority in filling vacancies that arise for which they have an appropriate credential. When two (2) or more unit members apply for the same vacancy, the position shall be given to the unit member with the greatest seniority.

### 12-4 Reassignment:

12-4.1 Unit members who desire a reassignment shall communicate their preference to the site principal.

12-4.2 All the following criteria shall be used in consideration of a reassignment request:

- 12-4.4.1 Legal requirements of the District.
- 12-4.4.2 Individual training, experience, credentials.
- 12-4.4.3 Skills in areas which are secondary to the regular assignment.
- 12-4.4.4 Seniority (Length of the service rendered to the District by the unit member).
- 12-4.4.5 Balance of staff relative to training, experience and background.
- 12-4.4.6 Educational needs of the school or department to which the unit member is ~~transferred~~ or reassigned.
- 12-4.4.7 Preference of the unit member.
- 12-4.4.8 Best interest of the District.
- 12-4.4.9 Past written evaluations.

12-4.3 Involuntary reassignments may be made for the following reasons: An increase and or decrease in the number of students which requires a change in assignments of unit members at the worksite, elimination of program(s) and/or funding, or upon determination by the Superintendent or designee that an involuntary reassignment is in the best interest of the District. An involuntary reassignment is limited to once in any three year period, unless by mutual agreement with the unit member.

12-4.4 Prior to such a reassignment being made, a meeting shall be held with the unit member to discuss the reasons for the reassignment and shall be discussed with the unit member at the earliest reasonable date the District is aware that a reassignment will take place. In the event that there must be a reassignment during the school year because of declining enrollment or enrollment shifts, such a reassignment may take effect immediately.

12-4.5 Involuntary reassignments shall not be made outside the major or minor fields of study and/or the areas of qualification as established by the unit member's credential(s).

12.4.6 When an involuntary reassignment is to become effective after the school year has begun, the unit member being reassigned shall be provided, upon request, two (2) paid working days to prepare and organize his/her classroom environment, plan curriculum and gather materials.

### 12-5 Posting of Vacancies:

12-5.1 A "vacancy" refers to a position created by the resignation or retirement of a unit member which must be filled according to staffing ratios, or a newly created position.

12-5.2 The District shall post vacancies on the web site, in all school buildings and work sites, and send such notifications to designated PVFA representatives as they occur.



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12-5.3 The vacancy posting shall include the following information: location of vacancy, tentative grade level and/or subject area, credential requirements, duration of assignment, extra-pay assignment, and the closing date for submission of applications.

12-5.4 In filling posted vacancies, the District shall consider unit members from the "active" file for voluntary transfers and unit members returning to work from leaves of absence.

12-5.5 All unit vacancies, including extra-pay jobs, shall be announced to all unit members by District e-mail and posted at each school site, except in cases involving unforeseeable circumstances which require the immediate placement of unit members in a position. Such notifications shall take place at least five (5) days prior to the filling of the vacancy.

### 12-6 Transfer Relating to School Closure and/or Declining Enrollment:

12-6.1 Teachers involuntarily transferred because of school closure or declining enrollment shall have the right of first refusal to any opening which occurs prior to fifteen (15) days before the opening of the semester following the transfer, except for an opening which must be filled by transferees or teachers returning from leave or layoff who are not qualified for any other available openings. Once a teacher selects an opening, he/she will have no rights of first refusal. If more than one teacher requests the same position as provided in this paragraph, the District will use the criteria provided in Section 6 which follows.

### 12-7 Transfers and Reassignments Related to Reopening a School, Consolidation, and/or Reconfiguration

12-7.1 The following steps will be used in the event of a school opening, consolidation, and/or reconfiguration:

12-7.1.1 The District will advertise all known openings for bargaining unit positions by FTE.

12-7.1.2 The District will accept voluntary requests for transfers ~~and/or reassignments~~ based on credential(s), qualifications, and criteria established by the District.

12-7.1.3 When credentials, qualifications, and criteria are equal, District seniority shall prevail.

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### **APPENDIX A - SALARY REGULATIONS**

#### A-1 Experience credit for Step Placement:

##### A-1.1 Teaching

Teaching experience in PVPUSD or elsewhere equal to 75 percent of the teaching days of any school year is credited as one year. Less than that in any one year is not credited. Summer school teaching does not apply, nor does day-to-day substitute teaching.

New hires shall be limited to five (5) years of service credit, starting on Step 6, unless the District determines a need in a specific subject area(s). For those specific cases, maximum credit shall be 11 years, starting on Step 12. (Examples of District needs include math, science, special education, teachers with multiple credentials, and other areas with agreement from PVFA.

Initial placement on the salary schedule recognizes, on a year-for-year basis, any applicable combination of the following up to the sixth step.

A-1.1.1 Service as a teacher, counselor, librarian, supervisor, and/or administrator in a properly accredited elementary or secondary school.

A-1.1.2 Service as an instructor in an accredited public or private college or university.

A-1.1.3 Service as a librarian in an approved public library.

A-1.1.4 Service as a nurse in a public agency.

A-1.1.5 Service as a psychologist or psychometrist in a public agency.

##### A-1.2. Military

Active military service in the armed forces of the United States of America (excluding active duty for training) shall be allowed to the extent of one step for each ten months of verified service to a maximum of two steps of full-time credit.

##### A-1.3 Related

Rating-in credit to a maximum of two steps may be granted for approved experience at the discretion of the Superintendent, provided such related experience is in a field corresponding to the unit member's assignment or college major. Verification of experience is the responsibility of the new staff members and, if approved, is allowable only upon original placement.

##### A-1.4 Peace Corps, VISTA, Teaching-Related Programs

Service with the Peace Corps, VISTA, or other teaching-related programs shall be allowed to the extent of one step for each ten months of verified service in which the unit member has the same duties as a person in the position for which the unit member is hired. Service with the teaching-related programs in which the trainee had the same duties and responsibilities as regular contract unit members in the District will be credited in the same manner as any other contract

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teaching service providing the service was full time. Receipt of credit is contingent upon official verification of Peace Corps, VISTA, or other comparable teaching-related service.

### A-1.5 Total Credit

Total credit allowed for prior teaching experience, related experience, and military service - individually or combined - shall not result in placement beyond Step 6 (or Step 12, if based on the terms and conditions in Section 1.1). The above rating-in policies, which represent changes from previous policy, are effective with hiring for the 2005-2006 school year and are not retroactive.

## A-2 Advancement of Schedules

### A-2.1 Step Advancement

After the initial rating-in a unit member may advance only one step each year, provided he/she has served 75 percent of the working days during the school year, (excluding summer session) and provided that the most recent formal evaluation, as described in Article 9 of this Agreement, of the unit member shows that his/her overall performance was not rated as "unsatisfactory" (See 9-5).

### A-2.2 Course Approval

If the Association and the District agree that there will be column advancement, the following shall apply: A unit member who wishes to apply college or university credit toward advancement on the salary schedule must obtain approval of the course from the **Director Human Resources** ~~his/her immediate supervisor and from the Administrator of Personnel Services~~ prior to the unit member taking the courses. The unit member is responsible for submitting the course approval form to the **Human Resources Office** ~~Personnel Office through the immediate supervisor~~. The District will approve for salary advancement no more than six (6) semester units, or their equivalent, per semester during the regular school year, and no more than fifteen (15) semester units, or their equivalent, during the summer recess. Additionally, the following is required if courses are to be accepted for credit on the salary schedule.

A-2.2.1 All courses must be taken in accredited colleges or universities.

A-2.2.2 Courses may not be duplicated for salary credit.

A-2.2.3 Courses must be taken after the receipt of the bachelor's degree.

A-2.2.4 All courses must be passed with a "C" grade or higher.

A-2.2.5 The unit member must indicate, in writing, how each course will improve professional competency and/or be of value to the District in the current or probable future assignment of the member.

A-2.2.6 A course must have value to the District in the current or probably future educational assignment of the unit member.

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### A-2.3 Column Advancement:

The unit member is responsible for submitting a written application for transfer from class to class on the salary schedule by May of the school year prior to the school year of the proposed class transfer. The transfer request is to be submitted to the **Human Resources Personnel Office** ~~through the unit member's immediate supervisor~~. Transfers from class to class will be affected at two time periods during the year, only. The first time is in the fall when verification of course work completed by September 1 must be submitted to the **Human Resources Personnel Office** no later than November 15; the salary adjustment is then made retroactive to **the beginning of the unit member's regular work year**. ~~September 1~~. The second time is in the early spring when verification of course work completed by February 1 must be submitted no later than April 1; the salary adjustment is then made retroactive to February 1.

A-2.3.1 Effective July 1, 2003, a Juris Doctorate degree will be considered the equivalent of a Masters' Degree for placement on the salary schedule(s).

### A-2.4 Career Increments

Unit members are eligible for career increments as indicated on salary schedules A, 2, F, G, H, K, & T after 14 years of service (Step 15) credited by the District and after 19 years of service (Step 20) credited by the District and after 24 years of service (Step 25) credited by the District, and again after 29 years of service (Step 30) credited by the District. "Credited by the District" refers to salary schedule credit, with salary adjustments made effective at the beginning of the unit member's regular work year.

## **APPENDIX B -- SALARY – Extra Pay Assignments**

B-1 Compensation to unit members for District-approved extra-pay assignments shall be 7% based on their placement on the 2005-06 teachers' schedule A (effective January 1, 2006) not including career increments, for the duration of this agreement.

B-2 The activities for extra-pay assignments are as follows and are limited to no more than two (2) stipends per year per unit member. Exception to the two (2) assignments per unit member rule may be made at the sole discretion of the Superintendent or designee.

1. Band, Drama, Forensics, Vocal Music, Model United Nations, Academic Decathlon Advisor, High School Math Team/Club Sponsor
2. Pep Club (Song and Cheer), Drill Team, School Yearbook, School Newspaper
3. All Varsity Head Coaches (boys and/or girls)
4. Activities Director (two [2] stipends)
5. Athletic Director (2)
6. Department Chairperson
7. Dance

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8. All coaches other than Varsity Head Coaches
9. Drama Production/Stagecraft, Spring Musical Director, Spring Orchestra Director
10. Intermediate Math Club Advisors, Intermediate Yearbook Sponsor
11. Lead Teacher
12. Lead Teacher at Satellite Sites (1.5 Stipends).
13. Five additional stipends for high school academic programs.

**APPENDIX C -- SALARY SCHEDULE A (185 Days) - Teacher**

**APPENDIX D -- SALARY SCHEDULE 2 – Added Responsibility**

**APPENDIX E -- SALARY SCHEDULE S – Summer School**

**APPENDIX F -- SALARY SCHEDULE F (190 Days) – Intermediate Counselor**

**APPENDIX G -- SALARY SCHEDULE T (195 Days) – High School Counselor**

**APPENDIX G1 -- SALARY SCHEDULE T (195 Days) – High School Counselor – Added Responsibility**

**APPENDIX H -- SALARY SCHEDULE G (185 Days) – Speech Therapist**

**APPENDIX I – SALARY SCHEDULE K – (190 Days) Psychologist**

**APPENDIX J – SALARY SCHEDULE H – (200 Days) Program Specialist, Special Education**

**APPENDIX K – Calendars (2013-14 & 2014-15)**

**APPENDIX L – Evaluation Forms**



# PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR FOR 2013-2014 SCHOOL YEAR

School Month	First Week					Second Week					Third Week					Fourth Week					Days of Instruction			Teacher Work Days																				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	K-5	6-8	9-12																					
First	AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY																		
Second	19	20	21	22	23	26	#27	28	29	30	2	3	4	5	6	9	10	11	12	13	16	17	18	19	#20	23	[24]	25	26	27	30	[31]	1	2	3	13	13	13	16					
Third	16	17	18	19	20	23	24	25	26	27	30	1	2	3	4	7	8	9	10	11	20	20	20	20	20	23	24	25	26	27	30	1	2	3	4	20	20	20	20					
Fourth	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	4	5	6	7	8	20	20	20	20	20	28	29	30	31	1	4	5	6	7	8	20	20	20	20					
Fifth	11	12	13	14	15	18	19	20	21	22	25	26	#27	28	[29]	2	3	4	5	6	17	17	17	17	17	2	3	4	5	6	2	3	4	5	6	17	17	17	17					
Sixth	9	10	11	12	13	16	17	18	19	#20	23	[24]	25	26	27	30	[31]	1	2	3	10	10	10	10	10	23	[24]	25	26	27	30	[31]	1	2	3	10	10	10	10					
Seventh	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	18	18	18	18	18	20	21	22	23	24	27	28	29	30	31	18	18	18	19					
Eighth	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	18	18	18	18	18	17	18	19	20	21	24	25	26	27	28	18	18	18	18					
Ninth	3	4	5	6	7	10	11	12	13	14	17	18	19	20	#21	24	25	26	27	[28]	15	15	15	15	15	17	18	19	20	#21	24	25	26	27	[28]	15	15	15	15					
Tenth	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	20	20	20	20	20	14	15	16	17	18	21	22	23	24	25	20	20	20	20					
Eleventh	28	29	30	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	#23	20	20	20	20	20	12	13	14	15	16	19	20	21	22	#23	20	20	20	20					
	26	27	28	29	30	2	3	4	#5	6	9	10	11	12	13	16	17	18	19	20	8	8	8	8	8	2	3	4	#5	6	9	10	11	12	13	16	17	18	19	20	8	8	8	10
<b>TOTALS</b>															179	179	179	185																										

SCHEDULE OF SCHOOL HOLIDAYS AND RECESSES FOR 2013-2014
Thursday, July 4, 2013 Independence Day
Friday, August 16, 2013 CA Admission Day Observance
Monday, September 2, 2013 Labor Day
Monday, November 11, 2013 Veterans' Day
Thursday, November 28, 2013 Thanksgiving Day
Friday, November 29, 2013 Local Holiday
Tuesday, December 24, 2013 Local Holiday
Wednesday, December 25, 2013 Christmas Day
Tuesday, December 31, 2013 Local Holiday
Wednesday, January 1, 2014 New Year's Day
Monday, January 20, 2014 Martin Luther King, Jr. Day
Friday, February 14, 2014 Lincoln's Birthday Observance
Monday, February 17, 2014 Presidents' Day/Washington's Birthday
Friday, March 28, 2014 Local Holiday
Monday, May 26, 2014 Memorial Day
*****
<b>NOTE:</b> All schools and the District offices will close at the end of the work day on Friday, December 20, 2013, and reopen at 7:30 a.m. on Monday, January 6, 2014; exact Maintenance/Operations Department schedule to be determined.

**TEACHER SERVICE DAYS**

- Pre- & Post-School Service Days: August 22 and June 9
- Staff Development Days: August 23 & 26, January 27, and June 6

**FIRST DAY OF INSTRUCTION**

- Tuesday, August 27 (minimum day K-12 students)

**LAST DAY OF CLASSES, K-12**

- Thursday, June 5 (minimum day K-12 students)

**GRADUATION**

- Grade 8 - Wednesday, June 4 (minimum day 6-8 students)
- Grade 12 - Thursday, June 5 (minimum day K-12 students)

**RECESS PERIODS**

- Winter Recess: December 23, 2013 - January 3, 2014
- Spring Recess: March 24 - 28, 2014

10/9/2013

**TRIMESTER REPORTING PERIODS - GRADES K-8**

1st: August 27 - November 22  
 2nd: November 25 - March 7  
 3rd: March 10 - June 5

**QUARTER REPORTING PERIODS - HIGH SCHOOL**

1st: August 27 - October 25  
 2nd: October 28 - January 17  
 3rd: January 21 - March 21  
 4th: March 31 - June 5

**PARENT CONFERENCE DAYS FOR K-8 STUDENTS**

**Grades K-5**

- Parent conferences December 3, 4, & 5 and March 13 will be on a minimum day schedule.

**Grades 6-8**

- Parent conferences January 29 and 30 will be on a minimum day schedule.

**BACK-TO-SCHOOL NIGHT**

- K-5 September 12
- 6-8 September 19
- 9-12 September 26

**NOTE:** Minimum day schedules will prevail at the level designated on the day after back-to-school night.

**LEGEND**

- [ ] -- Legal Holiday
- [ ] -- Local Holiday
- [ ] -- Vacation Recess
- -- K-5 Parent Conference Days (Minimum Day Schedule)
- -- Staff development day for teachers; work day for classified staff; K-12 classes not in session
- ⬡ -- 6-8 Parent Conference Days (Minimum Day Schedule)
- ⬢ -- Classified Furlough Days - TBD
- # -- K-12 minimum day schedule



# PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR FOR 2014-2015 SCHOOL YEAR

School Month	First Week					Second Week					Third Week					Fourth Week					Days of Instruction			Teacher Work Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	K-5	6-8	9-12	
First	18	19	20	21	22	#25	26	27	28	29	1	2	3	4	5	8	9	10	11	12	14	14	14	17
Second	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	6	7	8	9	10	20	20	20	20
Third	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	20	20	20	20
Fourth	10	11	12	13	14	17	18	19	20	21	24	25	#26	27	28	1	2	3	4	5	17	17	17	17
Fifth	8	9	10	11	12	15	16	17	18	#19	22	23	24	25	26	29	30	31	1	2	10	10	10	10
Sixth	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	18	18	18	19
Seventh	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	18	18	18	18
Eighth	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	#27	20	20	20	20
Ninth	30	31	1	2	[3]	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	15	15	15	15
Tenth	27	28	29	30	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	#22	20	20	20	20
Eleventh	25	26	27	28	29	1	2	3	#4	5	8	9	10	11	12	15	16	17	18	19	8	8	8	9
											<b>TOTALS</b>			180	180	180	185							

SCHEDULE OF SCHOOL HOLIDAYS AND RECESSES FOR 2014-2015
Friday, July 4, 2014 Independence Day
Friday, August 16, 2014 CA Admission Day Observance
Monday, September 1, 2014 Labor Day
Tuesday, November 11, 2014 Veterans' Day
Thursday, November 27, 2014 Thanksgiving Day
Friday, November 28, 2014 Local Holiday
Wednesday, December 24, 2014 Local Holiday
Thursday, December 25, 2014 Christmas Day
Wednesday, December 31, 2014 Local Holiday
Thursday, January 1, 2015 New Year's Day
Monday, January 19, 2015 Martin Luther King, Jr. Day
Friday, February 13, 2015 Lincoln's Birthday Observance
Monday, February 16, 2015 Presidents' Day/Washington's Birthday
Friday, April 3, 2015 Local Holiday
Monday, May 25, 2015 Memorial Day
*****
<p><b>NOTE:</b> All schools and the District offices will close at the end of the work day on Friday, December 19, 2014, and reopen at 7:30 a.m. on Monday, January 5, 2015; exact Maintenance/Operations Department schedule to be determined.</p>

**TEACHER SERVICE DAYS**

- Pre- & Post-School Service Days: August 20 and June 5
- Staff Development Days: August 21 & 22, January 30,

**FIRST DAY OF INSTRUCTION**

- Monday, August 25 (minimum day K-12 students)

**LAST DAY OF CLASSES, K-12**

- Thursday, June 4 (minimum day K-12 students)

**GRADUATION**

- Grade 8 - Wednesday, June 3 (minimum day 6-8 students)
- Grade 12 - Thursday, June 4 (minimum day K-12 students)

**RECESS PERIODS**

- Winter Recess: December 23, 2014 - January 3, 2015
- Spring Recess: March 30 - April 3, 2015

10/09/2013

**TRIMESTER REPORTING PERIODS - GRADES K-8**

1st: August 25 - November 21  
 2nd: November 24 - March 6  
 3rd: March 9 - June 4

**QUARTER REPORTING PERIODS - HIGH SCHOOL**

1st: August 25 - October 24  
 2nd: October 27 - January 16  
 3rd: January 20 - March 20  
 4th: March 23 - June 4

**PARENT CONFERENCE DAYS FOR K-8 STUDENTS**

**Grades K-5**

- Parent conferences December 2, 3, & 4 and March 12 will be on a minimum day schedule.

**Grades 6-8**

- Parent conferences January 28 and 29 will be on a minimum day schedule.

**BACK-TO-SCHOOL NIGHT**

- K-5 September 4
- 6-8 September 11
- 9-12 September 18

**NOTE:** Minimum day schedules will prevail at the level designated on the day after back-to-school night.

**LEGEND**

- ☐ -- Legal Holiday
- ☐ -- Local Holiday
- ☐ -- Vacation Recess
- -- K-5 Parent Conference Days (Minimum Day Schedule)
- # -- K-12 minimum day schedule
- -- Staff development day for teachers; work day for classified staff; K-12 classes not in session
- ⬡ -- 6-8 Parent Conference Days (Minimum Day Schedule)
- ⬠ -- Classified Furlough Days -TBD