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*Agreement between  
Antelope Valley Union High School District Board of Trustees  
and  
Antelope Valley Teachers Association*

*Supplemental Agreement  
Effective July 1, 2017 through June 30, 2018*

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### APPENDIX:

- Appendix A – Salary Schedule
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**Article 3**  
**SALARIES AND BENEFITS**

- 3.0 The salary schedule for the 2017-2018 school year shall increase the 2016-2017 base salary by zero percent (0%), effective July 1, 2017. The salary schedule is contained in Appendix A. Each certificated unit member employed on September 1, 2017, will receive a one-time, off-schedule payment equal to one percent (1%) of the unit member's 2017-2018 placement on their respective salary schedule.
- 3.1 Unit members shall be contracted for a total number of days of service during the regular work year not to exceed one hundred and eighty-five (185) days and new unit members initial work year shall be one hundred eighty-seven (187) days.
- 3.1.1 As part of this agreement, two (2) hours of the two-day New Teacher Orientation shall be set aside solely for the purposes of Association New Teacher Orientation.
- 3.1.2 Furthermore, new teachers beginning after the start of the school year (missing the orientation) shall be required to attend the two (2) days of Teacher Orientation at the first available opportunity, which would likely be at the beginning of their second year.
- 3.1.3 Returning teachers wishing to attend these two days of New Teacher Orientation may do so. However, it shall not be required that returning teachers attend except those new teachers who missed the orientation the previous year.
- 3.1.4 All teachers serving in a position requiring a Special Education Credential shall be entitled to receive two (2) additional contract days. These two days shall be used for mandatory training. Except in cases of bereavement, a teacher must attend the training to receive pay for these days.
- 3.2 Specific days on which service is to be rendered shall be determined by the adopted calendar for each work year. The calendars for the additional years of this agreement shall be determined by the District and Association. The school calendar for the additional years of the agreement shall not be adopted by the Board until after the District and Association have met and negotiated on the calendar. If the parties are unable to agree on a calendar, the Board may adopt its proposed calendar subject to continued negotiations with the Association. The work year calendar is attached as Appendix B.
- 3.3 Certain certificated employees within the bargaining unit may have extended work year contracts established by the District relative to the needs of the District; including but not limited to Community Day Class teachers, agriculture teachers, work experience teachers, guidance counselors and full-time contract adult school teachers. Compensation for extended year contracts shall be at the unit member's regular daily rate derived by dividing the annual salary by the unit member's number of workdays specified in Paragraph 3.1.
- 3.4 Unit members may be employed for service days other than the regular work year specified in their employment contract and paid at the hourly rate of pay for such assignments and this shall not modify the unit members' permanent or probationary employment status with the District. All such assignments are discretionary and may be filled depending upon the needs of the District and the finances available.
- 3.5 Unit members shall not be required to report for duty when schools are closed due to emergencies or inclement weather and such days shall not be considered workdays.
- 3.6 Unit members will not suffer loss in pay due to closing of school for emergencies or inclement weather.

- 3.7 In the event of emergencies or inclement weather requiring closing of school below the required one hundred eighty (180) days of student attendance, days lost shall be made up preferably on a day(s) normally scheduled to follow the last teaching day or as determined after negotiations with the Association. No additional salary will be paid to unit members for such days.

### 3.8 SALARY SCHEDULE PROVISIONS

- 3.8.1 Unit members employed for the first time by the District shall be granted full credit for prior teaching experience up to a maximum of twenty (20) years which shall permit maximum placement on the twenty-first (21<sup>st</sup>) step.

3.8.1.1 Effective July 1, 2015, current unit members who, when first employed by the District, were not granted up to 20 years of prior teaching experience if they had it, will be placed at the step that takes into account the unit members' prior teaching experience that exceeded 10 years but was no more than 20 years.

- 3.8.2 **ACCEPTABLE UNITS:** All units presented for classification placement on the certificated salary schedule must be semester unit or equivalent, verified by official records of accredited colleges or universities. Quarter units shall be converted to semester units by multiplying the quarter unit by two-thirds (2/3).

Contracts will be written in accordance with degrees and units on file in the Personnel Services Office. Acceptable units earned during the year may be offered for salary progression to be effective the start of the first semester provided the unit member submits verification of said units to the Personnel Services Office within 10 days of the start of the first semester. Exceptions to this requirement may be mutually agreed to by the District and the Association. Unit members failing to meet the deadline specified in 3.8.2 will not receive credit for salary progression until the following school year. Unit members new to the District shall provide written verification of course work beyond their bachelors within 60 days of employment/date of service.

3.8.2.1 Units earned before the granting of a bachelor's degree shall not be counted for purposes of placement on the certificated salary schedules.

3.8.2.2 Lower division units earned prior to the granting of a preliminary teacher or pupil services credential will not be counted for purposes of advancement or placement on the certificated schedule.

3.8.2.3 Unless authorized in advance by the District, only upper division and graduate units from accredited colleges or universities shall be acceptable for horizontal progression on the salary schedule. Unit members may request that salary advancement credit be given for upper division, graduate, and/or lower division coursework proposed to be completed at an accredited college or university when the courses meet any of the following criteria:

3.8.2.3.1 Work directly related to the unit member's credential.

3.8.2.3.2 Work directly related to the unit member's assignment in this District.

3.8.2.3.3 Work that would clearly increase the unit member's value to this District, including, but not limited to: earning an additional credential, earning a supplementary credential, language courses to better assist site specific needs, reading specialist courses, and other courses designed to help certificated members to better assist their students.

The above provision, however, requires that Board approval be granted before the initiation of the coursework in order for credit to be granted.

- 3.8.2.3.4 Unit members shall attain CLAD/CTEL or equivalent state approved certification prior to requesting authorization for horizontal progression on the salary schedule.
- 3.8.2.4 Unit members who possess a preliminary or clear credential will be placed at a minimum on Column 3, at their appropriate step. Unit members may not advance beyond Column 2 without a preliminary or clear credential issued by the state.

Unit members who do not possess a preliminary or clear credential and are currently placed beyond Column 2 will remain at their current column until the credential is issued by the state.

  - 3.8.2.4.1 Unit members who possess a Designated Subject Credential will be placed on the salary schedule according to the following criteria:
    - 3.8.2.4.1.1 Unit members who possess an Initial Issuance/Partial Fulfillment Designated Subject Credential shall be placed on column one of the certificated salary schedule.
    - 3.8.2.4.1.2 Unit members who possess Preliminary Designated Subject Credential shall be placed on column two of the certificated salary schedule.
    - 3.8.2.4.1.3 Unit members who possess a Clear Designated Subject Credential shall be placed on column four of the certificated salary schedule.
    - 3.8.2.4.1.4 Any movement beyond column four will require a bachelor degree, plus the appropriate extra units as defined by the current certificated salary schedule.
- 3.8.2.5 Unit members in possession of a valid preliminary credential may advance to Column 5 without the required Masters if they are in Column 4 and earn fifteen (15) additional units of coursework which are pre-approved by the District after 12/19/86 and the units meet the criteria in Article 3.8.2.3. Certificated Employee Request: Approval of Coursework forms shall be made available in the Personnel Services Office. Failure to gain prior approval may result in the units being excluded from consideration.
- 3.8.2.6 In addition to the Master's requirement exception stated above, unit members in possession of a valid preliminary credential may be placed on or advance to Column 5 and 6 if they have the MA/MS and required number of units which shall satisfy Section 3.8.2. Such units may be earned before or after the Master's program, but not used for the Master's degree. Unit members may be asked to provide the District with verification of a Master's degree course of study.
- 3.8.2.7 The courses must meet the criteria identified in sections 3.8.2.3.1 through 3.8.2.3.3, above.

3.8.2.7.1 Salary advancement under this section is dependant upon (1) employee submitting documentation demonstrating that the coursework requirements have been met and (2) written approval by the District. It is the responsibility of the unit member to acquire their university transcripts.

3.8.2.7.2 The pre-approval of coursework may be waived for an employee new to the District when the units meet with requirements for acceptance.

3.8.2.8 Unit members may advance to Column 6 without the required Masters if they are in Column 5 and earn or have earned seventy-five (75) additional only upper division and graduate units from accredited colleges or universities. Unit members who already have pre-approved units shall receive credit for said units regardless of when earned. Any units not pre-approved must have been earned within the last ten (10) years

3.8.2.9 The possession of the preliminary or clear credential referred to in this section shall apply to unit members hired on or after 1/1/2000.

### 3.8.3 DISTRICT STAFF DEVELOPMENT CREDIT

3.8.3.1 Units of credit will be allowed for classification placement on the certificated salary schedule for Antelope Valley High School District-conducted staff development programs attended outside the unit member's contract day for which they do not receive hourly or stipend compensation.

3.8.3.1.1 The ratio will be one unit of credit for each fifteen hours of staff development time which has been approved by the District for staff development credit.

3.8.3.1.2 Credit will not be given when unit members attend staff development while they are on paid status as part of their contract.

3.8.3.1.3 Some staff development programs may be offered outside the unit members contracted time for hourly or stipend reimbursement. In these cases, unit members may choose either compensation or hours of credit, not both.

3.8.3.1.4 All District staff development programs will qualify for Professional Growth if they are part of the unit members approved Plan for Professional Growth.

3.8.3.2 The District will announce the number of hours of credit for each staff development program. The District will provide to the unit members verification of completion of each staff development program with the specific number of hours noted. Unit members will be responsible for compiling verification of completion and providing those to the Personnel Office in accordance with 3.8.2.

3.9 **INCREMENT:** Unit members placed in Columns 1, 2 or 3 shall not be advanced on the salary schedule beyond the following steps: Column 1 - 5th Step maximum; Column 2 - 8th Step maximum; and Column 3 - 11th Step maximum. Advancement on the salary schedule shall be at the rate of one (1) step for each year of service in the District. Unit members must serve seventy-five percent (75%) of the actual workdays in order to be eligible for the yearly increment.



3.10 **DOCTORATE:** Unit members with an earned doctorate from an accredited institution authorized to grant these degrees, upon verification to the personnel department, shall be granted a yearly stipend of \$3,500.00. Members in possession of a verifiable National Board Certification shall be granted a yearly stipend \$1,500.00 commencing upon the conclusion of the state's payments for the National Board Certification.

3.11 **CAREER INCREMENT:** Prior to the 2000-2001 school year, and beginning with the 18<sup>th</sup> year, certificated employees in Column 3, Step 10 and Columns 4, 5 and 6, Step 13, shall receive a career increment of factor .06 of Column 4, Step 1 of the salary schedule to be added to the annual contracted salary. Every 5 years thereafter, an additional career increment of .06 shall be added on a cumulative basis to the annual contracted salary. Experience for salary placement at the time of employment shall be counted. The career increment shall be considered part of the unit members' base salary and is built into the individual cells of the salary schedule.

Commencing 2000-2001 school year and beginning with the 18<sup>th</sup> year, certificated employees in column 3, Step 10 and Columns 4, 5, and 6, Step 13, shall receive a career increment of factor .06 of Column 2, Step 3 of the salary schedule to be added to the annual contracted salary. Every 5 years thereafter, an additional career increment of .06 shall be added on a cumulative basis to the annual contracted salary. Experience for salary placement at the time of employment shall be counted. The career increment shall be considered part of the unit member's base salary and is built into the individual cells of the salary schedule.

Effective 2006-2007 school year, the longevity increments in Column 5 of the 6 period and 7 period salary schedules, will be adjusted every four (4) steps beginning with Step 23.

Effective 2007-2008 school year, the longevity increments in Column 6 of the 6 period and 7 period salary schedules, will be adjusted every four (4) steps beginning with Step 17.

Effective 2016-2017 school year, the longevity increments in Column 6 of the 6 period and 7 period salary schedules, will be adjusted every three (3) steps beginning with Step 25.

3.12 **PAYROLL:** Salary payments shall be made no later than the last day of the payroll period.

3.13 **HEALTH AND WELFARE BENEFITS**

The current cap on health and welfare benefits is \$1,459.02.

All non-credentialed employees in the bargaining unit are eligible for coverage from the lowest cost medical plan listed under Article 3.13 only. Non-credentialed certificated employees have the option of purchasing coverage from a different health plan offered by the District, at the employee's own expense, by paying the difference between the cost of the lowest cost medical plan listed under Article 3.13 and the other chosen plan. Non-credentialed employees who achieve permanent status will be eligible to receive health benefits from other District offered health plans in accordance with the health and welfare open-enrollment period. Non-credentialed employees will have the right to "buy-up" into another District offered health plan, by paying the difference from lowest cost medical plan listed under Article 3.13 and the other chosen plan, and cover the cap difference, excluding Blue Cross Option 4 \$2000/\$4000 deductible plan. Temporary certificated employees who are not granted permanent status because of the funding source for their positions (ROTC instructors, ROP instructors and counselors, and Nurses) shall be considered permanent employees only for the purposes of health and welfare benefits after serving 2 years in their position. This will be applied to these current temporary/non-permanent employees who have already served 2 years in their position.

- a) **Blue Cross Prudent Buyer Option 1** Annual deductible \$100/\$300, 90%/10% & \$10 office visit coverage, prescriptions \$7 generic, \$25 brand, mail order (90 day supply) prescriptions \$14 generic, \$60 brand; EAP program.
  - b) **Blue Cross Prudent Buyer Option 2** Annual deductible \$100/\$300; 100% coverage & \$0 office visit coverage, prescriptions \$7 generic, \$25 brand, mail order (90 day supply) prescriptions \$14 generic, \$60 brand; EAP program.
  - c) **Blue Cross Prudent Buyer Option 3** Annual deductible \$300/\$600, 90%/10% & \$20.00 office visit, prescriptions \$7 generic, \$25 Brand, mail order (90 day supply) prescriptions \$14 generic, \$60 brand; EAP program.
  - d) **Blue Cross Prudent Buyer Option 4** Annual deductible \$2,000/\$4,000, 80%/20% & \$30.00 office visit, prescriptions \$9 generic, \$35 Brand, mail order (90 day supply) prescriptions \$18 generic, \$90 brand; EAP program.
  - e) **Kaiser – Plan A** \$0 office visit co-pay; \$5 Rx; Vision – eye exam and \$150 towards glasses; Chiropractic care \$10 per visit for 30 visits per year; EAP program
  - f) **Blue Cross California Care** \$10 office visit co-pay; \$5 generic, \$10 brand; Chiropractor \$5 per visit for 40 visits (current plan); EAP program
  - g) **Delta Dental Incentive Program** with a maximum of \$1,500. Members receive services at the 70% level for the first year, which increases 10% each calendar year with usage.
  - h) **Delta DPO Plan** This plan provides a network of dentists with 100% coverage and a maximum of \$2,000 per patient per year. In addition, the plan provides for \$3,000 in orthodontic coverage for children and adults.
  - i) **Medical Eye Services Vision Plan** \$130 frame allowance (current plan used with Blue Cross Prudent Buyer Plans and Blue Cross California Care Plan).
  - j) Provide a mutually acceptable IRC 125 program to permit unit members to utilize pretax dollars for qualified expenditures. IRC 125 contributions shall be held in an interest-bearing escrow account in order to protect the District from future shortages in the IRC 125 account. The District shall preserve that account and its interest until such time as the balance is reduced to zero. All interest accrued will be credited to this account. The District shall provide the Association with a quarterly statement for this escrow account;
  - k) **Delta Care PMI Managed Dental Plan.**
  - l) **Certificated Life Insurance coverage of \$50,000.** The Health and Welfare Benefits Plans are summarized in Appendix C.
- 3.13.1 Unit members regularly employed for at least one-half (1/2) time, but less than full time are eligible for prorated benefits only. Unit members regularly employed for less than one-half time are ineligible for health and welfare benefits.
- 3.13.2 Unit members who are employed subsequent to the first working day of a month shall have their health and welfare benefits commence on the first day of the month following the effective date of their employment.
- 3.13.3 Any unit member on a paid leave of absence shall receive health and welfare benefits provided by the District. Any unit member on an unpaid leave of absence shall be eligible to participate in the health and welfare benefits program available to bargaining

unit members. Participation is at the unit member's expense (subject to verification that the carrier will permit participation).

- 3.13.4 Any unit member who completes the school year and has served seventy five percent (75%) or more and who either resigns effective at the end of the school year, is not reemployed as a temporary teacher for the following school year, or is laid off due to a reduction in programs or decline in enrollment, shall continue to be covered under the District's health and welfare benefits program from the effective date of separation through September 30th of that year.
- 3.13.5 If an eligible unit member should die during the term of this Article, and the unit member has ten (10) or more years of service with the District upon his/her death, the District shall continue to pay the premiums of all insurance (except life) provided by this Article for the employee's spouse and eligible dependents for twelve (12) months from the date of the employee's death.

**3.14 HEALTH AND WELFARE COVERAGE FOR RETIREES AND ELIGIBLE DEPENDENTS**

- 3.14.1 Effective upon adoption by the Board of this Agreement, the District shall provide medical insurance coverage for unit member and eligible dependents, under the same terms and conditions as provided to active employees, whose employment with the District is terminated by regular retirement or who has disability allowance approved after the effective date of this Agreement, under the State Teachers' Retirement System after reaching the fifty-fifth (55th) birthday and who has completed ten (10) years of service including paid leave to the District. For unit members hired after July 1, 2015, unit members are eligible for this benefit after reaching their fifty-fifth (55<sup>th</sup>) birthday and having completed twenty (20) years of service including paid leave to the District. This benefit will continue until the retired unit member is age sixty-five (65) or is eligible for Medicare, whichever comes first, or on the date the unit member determines to discontinue the coverage prior to age sixty-five (65). Each retired unit member for whom the District provides medical insurance coverage under this section shall be eligible to continue the dental and vision plan at the member's cost.
- 3.14.2 Effective upon adoption by the Board of this Agreement, a unit member whose employment with the District is terminated by retirement or who has disability allowance approved after the effective date of this Agreement under the State Teachers' Retirement System after reaching the fifty-fifth (55th) birthday and who has completed five (5) years of service to the District, including paid leave, may maintain health insurance coverage by paying his/her own premiums. The retired unit member may maintain the health insurance coverage until the retired unit member is age sixty-five (65) or on the date the retired unit member determines to discontinue the coverage prior to age sixty-five (65).
- 3.14.3 Effective July 1, 2000 the District will implement a MediGap Program (over 65 supplement) for certificated employees who retired during or subsequent to the 1999-2000 school year under STRS after 10 years of service with the District and are eligible for Medicare A & B. Preliminary funding for this program will be based on one percent (1%) of the 2000-01 certificated salary schedule and up to a maximum of one percent (1%) in future years. Continued funding and level of benefit will be contingent on an actuarial study conducted by the District. The District's intent is to make this program successful.
- 3.14.4 Certificated unit members, current and active as of June 21, 2013, with ten (10) consecutive years of District service, who retire from the District under STRS or PERS, and who are eligible, or will be eligible, for MediCare A + B, shall receive the supplemental Medicare Program. Eligible participants who retire, at the time Medicare

Benefits begin, receive a MediGap Benefit of \$150 per month until age 75, or may choose to receive a one-time monetary buy-out of \$5,000, on the date of their retirement, in lieu of receiving the monthly benefit.

3.14.5 Certificated employees hired after June 30, 2013 will not be eligible to participate in the MediGap Program.

3.14.6 In the event the Patient Protection and Affordable Care Act (PPACA) is modified, repealed or invalidated, in whole or in part, making the provision of MediGap benefits unnecessary, irrelevant or unlawful, e.g., MediGap benefits are covered by the PPACA, the parties agree to immediately meet and negotiate modifications to the District MediGap program.

3.15 **EXTRA DUTY PAY SCHEDULE** - Extra Duty Schedule outlined as per Appendix D.

**MEMORANDUM OF UNDERSTANDING BETWEEN  
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT AND  
ANTELOPE VALLEY TEACHER'S ASSOCIATION CTA/NEA  
REGARDING 2017-2018 WORK YEAR**

This Memorandum of Understanding ("MOU") is entered into this MAY 22, 2017, by and between Antelope Valley Union High School District ("District") and Antelope Valley Teacher's Association CTA/NEA ("AVTA") (collectively referred to herein as the "Parties") regarding the 2017-2018 work year for unit members.

Whereas, the Parties' Collective Bargaining Agreement ("CBA"), Article 3, Salaries and Benefits, Section 3.1, identifies the contracted number of days of service during the regular work year.

Whereas, the Parties agree to extend the work year for unit members for the 2017-2018 school year, only.

IT IS, THEREFORE, NOW AGREED BY AND BETWEEN THE PARTIES THAT:

1. Effective Date. This MOU shall become effective on the date of its execution and approval by each party and shall remain effective until June 30, 2018.
2. 2017-2018 Work Year. Effective July 1, 2017, for the 2017-2018 school year only, unit members shall be contracted for a total number of days of service during the regular work year not to exceed one hundred eighty-six (186) days and new unit members initial work year shall be one hundred eighty-eight (188) days. The additional day of service for the 2017-2018 school year shall be a student free day for professional development.
3. 2017-2018 Salary Schedule. The 2017-2018 salary schedule will be increased to reflect the additional day of service during the 2017-2018 school year.
4. Non-Precedential. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the CBA.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

By:  Date: 5/22/17  
Brett Neal, Assistant Superintendent

**ANTELOPE VALLEY TEACHER'S ASSOCIATION CTA/NEA**

By:  Date: 5/22/17  
Dan Shy, AVTA President

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**MEMORANDUM OF UNDERSTANDING BETWEEN  
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT AND  
ANTELOPE VALLEY TEACHER'S ASSOCIATION CTA/NEA  
REGARDING RELEASE TIME FOR SDC TEACHERS**

This Memorandum of Understanding ("MOU") is entered into this May 5, 2017, by and between Antelope Valley Union High School District ("District") and Antelope Valley Teacher's Association CTA/NEA ("AVTA") (collectively referred to herein as the "Parties") regarding release time for Special Day Class ("SDC") teachers.

Whereas, the Parties' Collective Bargaining Agreement ("CBA"), Article 4, Employee Workday and Duty Obligations, Section 4.0.2, identifies unit members' duties, including duties "in addition to instructional duties."

Whereas, the Parties agree that attending IEP meetings are of a unit member's professional responsibilities.

IT IS, THEREFORE, NOW AGREED BY AND BETWEEN THE PARTIES THAT:

1. Effective Date. This MOU shall become effective on the date of its execution and approval by each party and shall remain effective until June 30, 2018.
2. IEP Monitoring. Effective July 1, 2017, SDC teachers will be provided one (1) day release per quarter to perform duties related to the creation of IEP plans. This is not intended to apply to SDC's teacher's duty to attend scheduled IEP meetings.
3. Non-Precedential. This MOU is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the parties or meaning or application of the CBA.

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**

By: Brett Neal  
Brett Neal, Assistant Superintendent

Date: May 5, 2017

**ANTELOPE VALLEY TEACHER'S ASSOCIATION CTA/NEA**

By: Dan Shy  
Dan Shy, AVTA President

Date: 5/5/17

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**Article 6**  
**VACANCIES, REASSIGNMENTS AND TRANSFERS**

- 6.0 **DEFINITIONS:** For purposes of this article the following definitions shall be used.
- 6.0.1 **JOB CLASSIFICATION:** Job classification refers to a teaching position, a counseling position, a library media position, a program specialist, or a school nurse position.
- 6.0.2 **VACANCY:** Vacancy means any certificated position either newly created or currently unoccupied which the District has determined to fill.
- 6.0.2.1 **SITE VACANCY:** Site vacancy means any certificated position either newly created or currently unoccupied which the District has determined to fill and has opened to unit members at the school site only.
- 6.0.2.2 **DISTRICT-WIDE VACANCY:** District-wide vacancy means any certificated position either newly created or currently unoccupied which the District has determined to fill and has opened to unit members throughout the District as well as outside candidates.
- 6.0.3 **ASSIGNMENT:** Assignment means the initial position classification and teaching discipline (courses) assigned at the time of employment with the District. It shall also include the workplace where the new unit member(s) will be assigned.
- 6.0.4 **REASSIGNMENT:** Reassignment means a change in discipline (e.g., English, math, science) a unit member is assigned to teach within the same school upon the completion of the master schedule each semester. The provisions of this Article do not apply to changes of actual courses taught by unit members that are within the same discipline.
- 6.0.4.1 **VOLUNTARY REASSIGNMENT:** A voluntary reassignment shall be defined as a unit member initiated change in discipline taught.
- 6.0.4.2 **INVOLUNTARY REASSIGNMENT:** Involuntary reassignments are those initiated by the District and may be the result of, but are not limited to, enrollment changes, program changes, school closures, changes in curriculum or course offerings, educational needs of the pupils, or staff vacancies.
- 6.0.5 **TRANSFER:** A transfer is a relocation of a unit member between schools or other administrative sites within the same job classification.
- 6.0.5.1 **VOLUNTARY TRANSFER:** A voluntary transfer shall be defined as a unit member initiated change of site, occurring during or between school years.
- 6.0.5.2 **INVOLUNTARY TRANSFER:** An involuntary transfer shall be defined as any District initiated change of assignment between any two work sites within the District occurring during or between school years. Involuntary transfers are those initiated by the District and shall not occur except when required to meet the needs of the District. Such needs may be the result of, but are not limited to, enrollment changes, program changes, school closures, changes in curriculum or course offerings, demonstrable educational needs of the pupils, or staff vacancies caused by death, retirements, resignations or other circumstances.

- 6.0.6 **SENIORITY:** Effective July 1, 2017 seniority shall refer to the total number of consecutive years of certificated service to the District. In circumstances involving layoffs, seniority shall be defined pursuant to Education Code Section 44848. For the purposes of this paragraph, seniority dates will not be recalculated based on service to the District occurring prior to June 30, 2017.
- 6.0.7 **POSITION RELOCATION:** Position relocation refers to situations wherein a unit member and their position are moved from one site to another as a result of changes in pupil enrollment or other staffing considerations. In these instances the position and its occupant may be moved without the declaration of a vacancy.
- 6.1 **SITE REASSIGNMENT:** Reassignment at the sites of unit members including teachers on special assignment during each school year shall be in accordance with the following procedures.
- 6.1.1 During the second semester of each school year unit members shall be given the opportunity to indicate their preference for assignments on the Assignment Preference form for the following school year.
- 6.1.2 The administrator responsible for developing the master schedule at each school shall meet and confer with the various site specialists before making reassignments to the unit members in that school. The administrator responsible for the master schedule shall consider individual unit member's preferences and the site specialist's recommendation in making these reassignments, and in accordance with the provisions of Section 6.1.7 contained herein.
- 6.1.3 Before involuntary reassignments are made during the school year, the site administrator shall post for three (3) days the site opening for unit member consideration. During the summer, however, the administration shall attempt to contact only those unit members who have provided a written expression of interest in a particular area of the curriculum or a particular job classification.
- 6.1.3.1 The District shall attempt to fill vacancies by voluntary reassignment at the sites when possible prior to posting the vacancy District-wide for transfer consideration.
- 6.1.3.2 Unit members who are being considered for District initiated reassignment or change in job classification in order to fill an announced bargaining unit vacancy shall be given the opportunity to meet with the responsible administrator(s). If the unit member so requests, a conference shall be held with the Superintendent, or his/her designee, to discuss the reassignment or change in job classification.
- 6.1.4 An individual unit member who is dissatisfied with his/her reassignment may consult with the administrator responsible for the master schedule. If the unit member and the administrator responsible for the master schedule reach agreement regarding the unit member's reassignment, the matter shall be deemed finally concluded.
- 6.1.5 In cases where the unit member and administrator responsible for the master schedule disagree as to a unit member's reassignment, the matter shall be referred to the principal for his/her decision. If the unit member so requests, a conference shall be held with the Superintendent, or his/her designee, to discuss the reassignment prior to implementation of the final decision.
- 6.1.6 Mid-year reassignments of unit members to meet unanticipated needs as a result of changes in enrollment, changes in graduation requirements, or changes in the composition of the bargaining unit due to retirements, resignations, dismissals or leaves, may be made by the site administrator for the balance of the school year after consultation with the site specialists and affected unit member(s).



- 6.1.7 The Association and the District recognize that a number of factors must be considered by the administrator in making a decision regarding an individual unit member's reassignment. The goal of the District is to develop and maintain the best educational program at each school given the resident student population and faculty resources at each school. To accomplish this goal, flexibility in making reassignments is necessary. In making the judgmental decisions necessary to meet the needs of students, while at the same time giving due regard to the interests of each unit member, consideration should be given to factors which include, but are not limited to, unit member preferences, recent teaching experience, credentials, training, length of service, and opportunity for professional growth.
- 6.1.8 Where all criteria considered are deemed equal by the District between two or more unit members who may be subject to involuntary reassignment, the unit member with the least seniority in the District will be reassigned.
- 6.1.9 Reassignments shall not be made on arbitrary grounds or for punitive reasons.
- 6.2 **DISTRICT-WIDE VACANCIES:** After site level vacancy reassignments have been completed, the District shall continue to have the sole authority to determine when and where an opening exists for purposes of declaring a District-wide vacancy. The Superintendent, or his designee, may transfer unit members from one school to another school site in accordance with the procedures set forth in this Article.
- 6.2.1 **NOTIFICATION OF VACANCIES:** The District shall develop and send to the Association, and post at each school, a notice of each vacancy as soon as the District determines the need to fill the vacancy. Each notice shall state a deadline for applications which shall be not less than seven (7) working days after the first date of posting, a description of the position and duties, and a list of all qualifications and requirements for the position. The vacancy shall not be filled prior to the posted deadline date. Such announcements will be posted on a bulletin board mutually agreed to by the Association school site representative and the school site administrator. The District and the Association may mutually agree to shorten the above posting period in unique circumstances. If the parties agree to shortening the posting period, the administration shall attempt to contact all the site unit members in order to provide consideration. Between July 1<sup>st</sup> and August 20<sup>th</sup> this posting period may be as short as three (3) days.
- 6.2.1.1 During the summer vacation, notices of all vacancies shall be e-mailed to unit members included on the global faculty and global counselor email list. This shall provide all unit members with sufficient notification and opportunity to apply.
- 6.2.1.2 If any unit member expresses an interest in a transfer, the unit member must respond within two (2) working days by filling out the Certificated Transfer Request form. Those unit members requesting consideration shall be interviewed by the site administration. The District may fill the position immediately if no unit member has expressed an interest in the transfer.
- 6.2.1.3 The announcement of vacancies shall include position, title, work site (subject to change), tentative subject matter assignment, credential requirements, a complete list of all qualifications and other special requirements, and closing date for applications.
- 6.2.1.4 No assignment to fill the vacancies shall be made until after the closing date for applications on the notice of vacancy.
- 6.2.1.5 Upon request by the Association, the District shall make available a list of unit members transferred during the current school year.

## **6.2.2 PROCEDURES FOR FILLING VACANCIES**

- 6.2.2.1 The District shall decide whether a vacancy exists for any certificated positions.
- 6.2.2.2 Once the District determines a vacancy exists, it shall publicly announce the vacancy.
- 6.2.2.3 A unit member may apply to fill an announced vacancy by requesting a transfer or a change in job classification.
- 6.2.2.4 Employment shall not be offered to outside candidates for an announced bargaining unit position until all unit members who have expressed an interest have been interviewed by the District, with the exception of those situations wherein the unit member is not available or cannot be reached.

## **6.3 UNIT MEMBER INITIATED (VOLUNTARY) TRANSFERS**

- 6.3.1 A unit member's request for transfer shall be submitted on the Certificated Transfer Request form, available in either the office of the site administrator or the District Personnel Services Office. The transfer request forms shall be filed with the District Personnel Services Office.
- 6.3.2 All transfer request forms received by the Personnel Services Office by the closing date contained in the vacancy announcement shall be considered for that opening. Unit members may file a request for transfer for general consideration in the District Personnel Services Office each year on or after August 15<sup>th</sup>.
  - 6.3.2.1 The request shall include preference of assignment, location desired, and the unit member's qualifications for such assignment.
  - 6.3.2.2 Such requests shall be considered for vacancies occurring during the current school year up to August 14 of the following school year and shall be invalid thereafter.
  - 6.3.2.3 The unit member must be available for an interview upon reasonable notice if and when requested.

## **6.4 DISTRICT INITIATED (INVOLUNTARY) TRANSFERS**

- 6.4.1 When vacancies are to be filled, current unit members will be given the opportunity to request voluntary transfers. The District will fill the vacancy with a voluntary transfer if the needs of the District can be met prior to the District implementing an involuntary transfer.
- 6.4.2 All unit members who are being considered for District initiated transfers shall be informed. Prior to the recommendation for transfer, the unit member being considered shall be given an opportunity to meet with an administrator of the sending school. If the unit member so requests, a conference shall be held with the Superintendent, or his/her designee, to discuss the transfer.
- 6.4.3 Unit members who are involuntarily transferred due to changes in pupil enrollment shall be given priority consideration for return to their original work location.
- 6.4.4 Unit members who have been involuntarily transferred shall not be eligible to voluntarily transfer back to their previous site, from which they were transferred, for twelve (12) calendar months from transfer date, without consent of the receiving site administrator. This prohibition shall not apply to unit members who are involuntarily transferred or whose position has been relocated due to changes in pupil enrollment or other staffing considerations.

- 6.5 **CRITERIA FOR TRANSFERS:** The unit member who meets the qualifications in the posted vacancy notice described in Section 6.2.1 shall not be denied the position in favor of an outside applicant. A unit

member must have received an overall satisfactory evaluation on his/her most recent evaluation to be eligible to voluntarily transfer to a vacancy.

Transfer decisions shall be governed by the following criteria in the order of their appearance.

- 6.5.1 Meets qualifications in posting.
- 6.5.2 Length of service in the District.
- 6.5.3 Training, including major and minor fields of study, experience and performance evaluations of the unit members.
- 6.5.4 Staff diversity, including racial, ethnic and gender considerations.
- 6.5.5 Opportunity for professional growth of the unit member.
- 6.5.6 Permanent status in the District unless otherwise agreed to by the District and Association.
- 6.5.7 Transfers initiated by unit members are limited to one (1) per school year unless otherwise agreed to by the District and Association.

**6.6 DENIAL OR IMPLEMENTATION OF TRANSFER**

- 6.6.1 If a unit member's request for a voluntary transfer is denied, the unit member shall be granted, upon request, a meeting with the administrator who denied the request in order to discuss the reasons for the denial. These reasons shall be put in writing to the unit member within ten (10) days if requested by the unit member.
- 6.6.2 Transfers shall not be made or denied on arbitrary, capricious or discriminatory grounds or for disciplinary reasons.
- 6.6.3 Employment will not be offered to outside candidates for announced positions until all transfer requests of unit members have been considered by the District.

**6.7 MOVING OF MATERIALS:** The District will provide assistance in moving personal materials to the new work location when requested by a transferred unit member.

**6.8 STORAGE OF MATERIALS:** Upon unit member request, the District shall provide those on leave or on vacation, with suitable storage to ensure, to the extent possible, the safekeeping of District instructional materials.

**Article 16**  
**TEACHER SUPPORT PROGRAMS**

**16.1 DISTRICT PARTICIPATION IN THE ANTELOPE VALLEY TEACHER INDUCTION (AVTI) PROGRAM.**

16.1.1 The District shall conduct an induction program as authorized by the California Commission on Teacher Credentialing (CCTC) pursuant to Senate Bill 2042. In its role as CTC Program Sponsor, the district will provide induction services to general education and special education teachers. The induction program shall be called Antelope Valley Teacher Induction (AVTI), and its implementation shall be contingent upon the availability of funds in the district's Local Control and Accountability Plan as authorized by the Board of Trustees.

**16.1.2 FUNDING**

16.1.2.1 This program shall be implemented only to the extent that funds, allocated in the Local Control Accountability Plan, are provided. It is understood the funding shall include the mentor stipend, release-time costs, administrative costs, and all other costs created by the Antelope Valley Teacher Induction program.

**16.1.3 SELECTION COMMITTEE**

16.1.3.1 Mentors working in full-time capacity shall be called Teacher Induction Mentoring Specialists and will be hired, according to the job description approved by the Board of Trustees. On-site support providers, as needed, and just-in-time on-site coaches shall be selected from the pool of trained induction mentors.

16.1.3.2 The selection committee will for support providers be composed of seven (7) members with at least four (4) of them being certificated bargaining unit members.

16.1.3.3 The administrators who will serve on the hiring committee will be selected in accordance with applicable law.

16.1.3.4 The selection committee membership shall be determined no later than April 1st of any year. All committee members may serve for a term of three (3) years. The members of the initial committee shall serve staggered terms as determined by the Association prior to the first election.

16.1.3.5 Whenever possible, the committee shall meet during the regular work hours of the bargaining unit members. In the event the committee meetings are scheduled outside of such regular work hours, bargaining unit members working thirty (30) minutes or more shall be compensated at the contracted hourly rate. In any event, however, committee meetings shall be scheduled by consensus of the committee.

16.1.3.6 District-approved committee expenses incurred by members of the committee including, but not limited to, travel for classroom observation and meals for after-hours meetings shall be compensated for actual and necessary expenses.

16.1.3.7 The selection committee shall seek applications for the AVTI Support Provider from the eligible certificated employees.

16.1.3.8 The selection committee shall operate under such rules as it may adopt by a majority vote to regulate its procedural process or by Roberts Rules of Order. A majority vote shall mean at least seven (7) members voting in favor.

#### 16.1.4 APPLICATIONS AND SELECTION OF SUPPORT PROVIDERS

- 16.1.4.1 Applications will be made using forms developed for this purpose. The committee will make them available at each school site and on the network.
- 16.1.4.2 The selection committee shall choose nominees by a majority vote for recommendation to the Board of Trustees.
- 16.1.4.3 The selection committee shall evaluate and screen the nominees and make appropriate recommendations to the Superintendent no later than 7 days after the final interview.
- 16.1.4.4 The Board of Trustees will select AVTI Support Providers for the following year by the first Board meeting in June of each year.
- 16.1.4.5 The Board of Trustees shall consider for AVTI Support Providers only those who are recommended by the selection committee through the procedures set forth in this Article.
- 16.1.4.6 The Board of Trustees may reject any recommended nominee.
- 16.1.4.7 No member of the selection committee as an individual shall have access to the personnel file of any applicant. An application, however, shall include written consent by the applicant for the release of appropriate personnel file information when required by the committee. The deliberations of the committee shall be considered confidential and all individuals involved are precluded from releasing confidential information to others not involved in the selection process.
- 16.1.4.8 Members of the selection committee may make classroom observations of the candidate at a mutually agreed upon time as one part of the selection process. Committee members, upon approval of the site administrator, shall be given release time to participate in such observation. Such release time shall be paid for only from funds provided by the State for such purpose within the AVTI Program.
- 16.1.4.9 Methods of indirect observation, such as taping or videotaping, shall not be used except with the express written consent of the applicant.
- 16.1.4.10 All certificated employees who meet the minimum qualifications (16.1.5) are eligible for designation as a AVTI Support Provider. If a member of the selection committee applies, he/she shall resign from the selection committee before the review and selection process begins.
- 16.1.4.11 All documents required shall be submitted to the Selection Committee Chair on or before the established deadline.

#### 16.1.5 MINIMUM QUALIFICATIONS FOR A AVTI Support Provider

To be eligible to be a AVTI Support Provider, an applicant must:

- 16.1.5.1 Be a credentialed member of the bargaining unit with permanent status at the time of assumption of duties as a AVTI Support Provider.
- 16.1.5.2 Have at least three (3) years of teaching experience within the last six (6) years.

- 16.1.5.3 Have demonstrated exemplary teaching ability including, among other things:
- Effective communication skills,
  - Subject matter knowledge,
  - Mastery of a wide-range of teaching strategies necessary to meet the needs of pupils in different contexts,
  - Strong interpersonal skills,
  - Teaching experience within a culturally diverse setting,
  - Recognition of beginning through advanced levels of teaching skills,
  - Committed to supporting and working with new teachers,
  - Knowledge of the California Standards for the Teacher Profession.
- 16.1.5.4 Agree to complete mentoring training throughout the year. Failure to complete this training will result in dismissal from the program.

16.1.6 TERM OF SERVICE, HOURS AND COMPENSATION OF AVTI SUPPORT PROVIDERS

- 16.1.6.1 Each employee designated by the Board of Trustees, as a AVTI Support Provider shall work the regular workday of other unit members. However, AVTI Support Providers shall perform up to the equivalent of one hour per assigned AVTI Participant in excess of the regular work year in addition to any release time provided. This does not include training hours. All services for the regular workday and regular work year shall be mutually determined by the AVTI Support Provider and the AVTI Program Administrator.
- 16.1.6.2 In addition to non-instructional time (such as conference/preparation periods) AVTI Support Providers may be granted release time for the purpose of assisting AVTI Participants as well as Staff and Curriculum Development.
- 16.1.6.3 The AVTI Support Provider shall serve for a term of three years. Upon completion AVTI Support Provider may reapply, be reviewed, and be re-nominated. Should a Support Provider wish to resign before serving a second year, that resignation shall be submitted to the Program Administrator by April 1st.
- 16.1.6.4 A AVTI Support Provider may be reappointed after serving three (3) years only if he/she has reapplied for consideration and has proceeded through the review and selection process.
- 16.1.6.5 The selection committee dates of service are established as:
- 16.1.6.5.1 Election or selection by the appropriate component of the committee's representatives prior to April 1. Vacancies will be filled by the process in Section 16.1.3.1 through 16.1.3.4.
  - 16.1.6.5.2 The selection committee receives, reviews, and selects nominees prior to May 31.
  - 16.1.6.5.3 The Board of Trustees selects AVTI Support Providers by the first Board meeting in June.
  - 16.1.6.5.4 The AVTI Support Provider begins service on July 1<sup>st</sup> of the year of service and remains in the program until June 30<sup>th</sup> in the year the term expires.

## 16.1.7 DUTIES OF THE AVTI SUPPORT PROVIDER

The AVTI Support Provider:

- 16.1.7.1 May provide staff development for teachers and others at a school.
- 16.1.7.2 May provide District-wide staff development.
- 16.1.7.3 Shall be supervised by the AVTI Induction Program Administrator.
- 16.1.7.4 Shall keep and submit a monthly log online or on the appropriate form, which will be turned in to the program director before compensation is issued.
- 16.1.7.5 Shall develop a sustaining and thoughtful mentoring relationship with each AVTI Participant, characterized by openness, sharing, and reflection.
- 16.1.7.6 Shall maintain confidentiality and discretion about AVTI Participants. Establishing trust is a primary requirement. This is a non-evaluative project.
- 16.1.7.7 Shall provide appropriate individualized assistance and support for each AVTI Participant assigned. Shall develop goals with each AVTI Participant with the use of the Individual Learning Plan (ILP). Shall assist the teacher in making periodic adjustments to the ILP after receiving feedback from formative assessments and similar sources. Shall assist teachers in developing and maintaining the individual portfolio to be used in the formative assessment process. Shall work with AVTI Participants to implement local AVTI Program activities, including support, professional development, and colloquium as set out in the program design.
- 16.1.7.8 Shall provide on-site support to the AVTI Participants by providing guidance, assistance, and information that builds on pre-service education and leads the AVTI Participant to effective professional practice.
- 16.1.7.9 Shall collaborate with AVUHSD LTT Advisory Team and other support-provider teachers to help improve the AVTI Program.
- 16.1.7.10 Shall participate in all professional development activities for support providers.
- 16.1.7.11 Shall attend all induction mentor training, and additional AVTI training not to exceed 5 days throughout each school year. Failure to complete this training will result in dismissal from the program.
- 16.1.7.12 Shall attend all AVTI Support Provider meetings and the Beginning Teacher Orientation in July or August.
- 16.1.7.13 May at the discretion of the AVTI Induction Program Administrator utilize up to 3 release days (18 hours) per Participating Teacher per year for the AVTI Induction Program.
- 16.1.7.14 Shall meet informally a minimum of once per week with AVTI Participants and formally at least once a month with AVTI Participants.
- 16.1.7.15 Shall confer with experienced colleagues and local school teacher as appropriate to assist with AVTI Participant support.
- 16.1.7.16 Shall participate in the program evaluation process.

- 16.1.7.17 Shall comply with AVTI Induction Program reporting procedures.
- 16.1.7.18 Shall have no authority over any other teacher by virtue of his/her position as a Support Provider.
- 16.1.7.19 Shall not perform any administrative duties.
- 16.1.7.20 Shall facilitate triad meetings at least once per year between Participating Teacher and his/her supervising administrator.

#### 16.1.8 GENERAL PROVISIONS FOR SUPPORT PROVIDERS

- 16.1.8.1 All release time required or otherwise provided by the operation of the AVTI Induction Program shall be covered by certificated personnel or administrative budget.
- 16.1.8.2 Use of program funds will include release time, travel, supplies, conference attendance, as well as other appropriate expenditures.
- 16.1.8.3 In addition to release time provided in 16.1.8.2, the Support Provider may, at his/her own option, use any or all of his/her stipend to purchase additional release time for purposes of professional growth. The AVTI Induction Program Administrator must approve this time. Such time shall be purchased at the regular substitute rate.
- 16.1.8.4 In no event shall Support Providers have access to, or participate in, the evaluation of any member of the bargaining unit. Nor shall any oral or written documentation developed by the Support Provider, while assisting another unit member, be used by that unit member's evaluator in his/her evaluation, any hearing or any other disciplinary action.
- 16.1.8.5 Support Providers shall not be exempt from any extra-duty assignments or staff meetings required of any other member of the bargaining unit, nor shall he/she by virtue of appointment as a Support Provider be exempted from liability to layoff.
- 16.1.8.6 Arrangements for release time for Support Providers and/or selection committee members shall not be such as to increase class size, teacher/pupil ratio, or extra-duty assignments for other teachers.
- 16.1.8.7 Support Providers may be terminated from the AVTI Induction Program for unsatisfactory service at any time. Pay will be prorated based on services rendered.
- 16.1.8.8 A Support Provider may resign from the AVTI Induction Program by mutual agreement between the Support Provider and the AVTI Induction Program Administrator.
- 16.1.8.9 Evaluation of the Support Provider will be a District evaluation separate from the Support Provider's regular evaluation and it shall be based on the duties of the Support Provider listed in 16.1.7. The Support Provider may be evaluated on these responsibilities utilizing 'Option B' evaluation format. The AVTI Induction Program Administrator and Support Provider will meet at mutually agreeable times for evaluation purposes.
- 16.1.8.10 The AVTI Induction Program Administrator shall be responsible for the annual evaluation of Support Providers.
- 16.1.8.11 Each Support Provider shall develop an Individual Support Plan; submit one reflective progress report and a final self-evaluation shall be submitted by April 30<sup>th</sup>.



- 16.1.8.12 The AVTI Induction Program shall not affect transfer and reassignment rights and obligations.
- 16.1.8.13 The Support Provider is expected to perform services throughout the school year, he/she shall receive one-tenth (1/10th) of the stipend payment according to the monthly payment schedule determined by Business Services.

**16.2 JUST-IN-TIME SUPPORT FOR PARTICIPATING TEACHERS AND PRE-INTERN AND INTERN PROGRAM**

**16.2.1 APPLICATIONS AND SELECTION OF COACHES**

- 16.2.1.1 Applications will be made using forms developed for this purpose and will be available at each school site and on the network.
- 16.2.1.2 Written applications for Coaches shall be submitted to the site Coach selection panel at least one week prior to the interviews.
- 16.2.1.3 The site selection panel shall establish a Coach pool at each site to accommodate present and future identified Pre-Interns.
- 16.2.1.4 Each site Coach selection panel will establish a process timeline for selecting Coaches.

**16.2.2 MINIMUM QUALIFICATIONS FOR A COACH**

To be eligible to be a Coach, an applicant must:

- 16.2.2.1 Be a credentialed member of the bargaining unit with permanent status at the time of assumption of duties as a Coach.
- 16.2.2.2 Have at least three (3) years of teaching experience within the last six (6) years.
- 16.2.2.3 Have demonstrated exemplary teaching ability including, among other things:
  - Effective communication skills,
  - Subject matter knowledge,
  - Mastery of a wide-range of teaching strategies necessary to meet the needs of pupils in different contexts,
  - Strong interpersonal skills,
  - Teaching experience within a culturally diverse setting,
  - Recognition of beginning through advanced levels of teaching skills,
  - Commitment to supporting and working with new teachers,
  - Knowledge of the California Standards for the Teaching Profession.

**16.2.3 DUTIES OF THE COACH**

The Coach:

- 16.2.3.1 Shall provide ongoing formal and informal support and assistance for 1-3 (maximum) Pre-Interns.
- 16.2.3.2 Shall attend District Coaching training 2 release days annually.

- 16.2.3.3 Shall meet weekly with assigned Pre-Intern(s). Group meetings are acceptable.
- 16.2.3.4 Shall assist Pre-Intern(s) in the development of an Individual Instruction Plan (for completion of the subject area requirement).
- 16.2.3.5 Shall complete a minimum of one classroom observation of each assigned Pre-Intern, quarterly.
- 16.2.3.6 Shall provide information to and engagement in reflective conversations with assigned Pre-Interns.
- 16.2.3.7 Shall have not authority over any other teacher by virtue of his/her position as a Coach.
- 16.2.3.8 Shall not perform any administrative duties.

#### 16.2.4 GENERAL PROVISIONS FOR THE COACH

- 16.2.4.1 In no event shall Coaches have access to, or participate in, the evaluation of any member of the bargaining unit. Nor shall any oral or written documentation developed by the Coach while assisting another unit member, be used by that unit member's evaluator in his/her evaluation, any hearing or any other disciplinary action.
- 16.2.4.2 Coaches shall not be exempt from any extra-duty assignments or staff meetings required of any other member of the bargaining unit, nor shall he/she by virtue of appointment as a Coach be exempted from liability to layoff.
- 16.2.4.3 Arrangements for release time for Coaches and/or selection committee members shall not be such as to increase class size, teacher/pupil ratio, or extra-duty assignments for other teachers.
- 16.2.4.4 Coaches maybe be terminated from the Pre-Intern Program for unsatisfactory service at any time. Pay will be prorated based on services rendered.
- 16.2.4.5 If a Coach is terminated, he/she may appeal to the Coach selection panel.
- 16.2.4.6 Compensation shall be \$1,000 annually per Pre-Intern, with responsibility for maximum of 3 Pre-Interns.
- 16.2.4.7 Coaches will determine the number of Pre-Interns they will support up to the maximum.

#### 16.2.5 PROVISIONS FOR COACHES WORKING WITH INTERNS

- 16.2.5.1 Coaches who work with University Interns shall participate in the Coaching training provided by the participating university in lieu of the District provided Coaching training.
- 16.2.5.2 Individual interns shall select their own Coaches as long as the Coach has met the minimum qualifications as defined by section 16.2.2 of this agreement.

# Appendix A

## Salary Schedules



**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**  
**CERTIFICATED SALARY SCHEDULE 2017-2018**  
**6 PERIOD WORK SCHEDULE**

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
	BACHELOR'S	BACHELOR'S+15 OR SPECIAL CREDIT	BACHELOR'S + 30 With PRELIMINARY SINGLE SUBJECT CREDENTIAL	BACHELOR'S +45 OR MASTERS with PRELIMINARY CREDENTIAL	*BACHELOR'S + 60 WITH MASTER OR MASTERS +15 with PRELIMINARY CREDENTIAL	*BACHELOR'S +75 WITH MASTERS OR MASTERS +30 with PRELIMINARY CREDENTIAL
STEP	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY
1	42,298	45,259	55,837	56,263	56,682	57,109
2	44,841	47,801	55,905	56,331	56,751	59,644
3	47,379	50,338	55,970	56,397	59,223	62,183
4	49,918	52,878	56,037	58,799	61,762	64,719
5	52,454	55,417	58,376	61,338	64,302	67,261
6	52,454	57,952	60,916	63,875	66,836	69,799
7	52,454	60,490	63,456	66,417	69,375	72,336
8	52,454	63,030	65,994	68,953	71,912	74,875
9	52,454	63,030	68,529	71,489	74,452	77,412
10	52,454	63,030	71,067	74,027	76,989	79,953
11	52,454	63,030	71,067	76,568	79,530	82,488
12	52,454	63,030	71,067	79,105	82,069	85,028
13	52,454	63,030	71,067	81,644	84,603	87,563
14	52,454	63,030	71,067	81,644	84,603	87,563
15	52,454	63,030	71,067	81,644	84,603	87,563
16	52,454	63,030	71,067	81,644	84,603	87,563
17	52,454	63,030	71,067	81,644	84,603	90,637
18	52,454	63,030	74,143	84,714	87,674	90,637
19	52,454	63,030	74,143	84,714	87,674	90,637
20	52,454	63,030	74,143	84,714	87,674	90,637
21	52,454	63,030	74,143	84,714	87,674	93,708
22	52,454	63,030	74,143	84,714	87,674	93,708
23	52,454	63,030	77,212	87,785	90,746	93,708
24	52,454	63,030	77,212	87,785	90,746	93,708
25	52,454	63,030	77,212	87,785	90,746	96,778
26	52,454	63,030	77,212	87,785	90,746	96,778
27	52,454	63,030	77,212	87,785	93,815	96,778
28	52,454	63,030	80,284	90,855	93,815	99,849
29	52,454	63,030	80,284	90,855	93,815	99,849
30	52,454	63,030	80,284	90,855	93,815	99,849
31	52,454	63,030	80,284	90,855	96,886	102,919
32	52,454	63,030	80,284	90,855	96,886	102,919
33	52,454	63,030	83,357	93,927	96,886	102,919
34	52,454	63,030	83,357	93,927	96,886	106,005
35	52,454	63,030	83,357	93,927	99,958	106,005
36	52,454	63,030	83,357	93,927	99,958	106,005
37	52,454	63,030	83,357	93,927	99,958	109,091
38	52,454	63,030	86,425	96,999	99,958	109,091

\* Must satisfy section 3.8.2.7.1 through 3.8.2.9 of Agreement (Pre BA/BS UNITS DO NO APPLY)\*\*.

Board approved 6/14/17. Effective July 1, 2017.

\*\*Career increments are reflected in the individual cells of the salary schedule.

Doctorate	\$3,500.00
National Board Certification	\$1,500.00
Hourly	\$37.75

**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT  
CERTIFICATED SALARY SCHEDULE 2017-2018  
7 PERIOD WORK SCHEDULE**

This salary schedule is for a guaranteed year-long, seven period teaching assignment (six classes & one conference/prep) which includes, but is not limited to, Independent Study & CDC. These salaries shall be for STRS credit.

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
	BACHELOR'S	BACHELOR'S +15 OR SPECIAL CREDIT	BACHELOR'S + 30 with PRELIMINARY SINGLE SUBJECT CREDENTIAL	BACHELOR'S +45 OR MASTERS with PRELIMINARY CREDENTIAL	*BACHELOR'S + 60 WITH MASTER OR MASTERS +15 with PRELIMINARY CREDENTIAL	*BACHELOR'S +75 WITH MASTERS OR MASTERS +30 with PRELIMINARY CREDENTIAL
STEP	SALARY	SALARY	SALARY	SALARY	SALARY	SALARY
1	49,352	52,805	65,144	65,644	66,134	66,627
2	52,317	55,768	65,223	65,720	66,210	69,588
3	55,275	58,726	65,301	65,800	69,095	72,547
4	58,235	61,690	65,377	68,599	72,056	75,506
5	61,196	64,654	68,106	71,561	75,017	78,831
6	61,196	67,610	71,066	74,523	77,978	81,432
7	61,196	70,572	74,028	77,485	80,936	84,393
8	61,196	73,533	76,989	80,443	83,896	87,357
9	61,196	73,533	79,955	83,404	86,858	90,313
10	61,196	73,533	82,916	86,367	89,824	93,276
11	61,196	73,533	82,916	89,329	92,784	96,237
12	61,196	73,533	82,916	92,288	95,745	99,197
13	61,196	73,533	82,916	95,251	98,708	102,157
14	61,196	73,533	82,916	95,251	98,708	102,157
15	61,196	73,533	82,916	95,251	98,708	102,157
16	61,196	73,533	82,916	95,251	98,708	102,157
17	61,196	73,533	82,916	95,251	98,708	105,742
18	61,196	73,533	86,497	98,835	102,285	105,742
19	61,196	73,533	86,497	98,835	102,285	105,742
20	61,196	73,533	86,497	98,835	102,285	105,742
21	61,196	73,533	86,497	98,835	102,285	109,323
22	61,196	73,533	86,497	98,835	102,285	109,323
23	61,196	73,533	90,078	102,418	105,871	109,323
24	61,196	73,533	90,078	102,418	105,871	109,323
25	61,196	73,533	90,078	102,418	105,871	112,906
26	61,196	73,533	90,078	102,418	105,871	112,906
27	61,196	73,533	90,078	102,418	109,454	112,906
28	61,196	73,533	93,662	106,000	109,454	116,489
29	61,196	73,533	93,662	106,000	109,454	116,489
30	61,196	73,533	93,662	106,000	109,454	116,489
31	61,196	73,533	93,662	106,000	113,037	120,075
32	61,196	73,533	93,662	106,000	113,037	120,075
33	61,196	73,533	97,246	109,585	113,037	120,075
34	61,196	73,533	97,246	109,585	113,037	123,676
35	61,196	73,533	97,246	109,585	116,618	123,676
36	61,196	73,533	97,246	109,585	116,618	123,676
37	61,196	73,533	97,246	109,585	116,618	127,275
38	61,196	73,533	100,827	113,165	116,618	127,275

\* Must satisfy sections 3.8.2.7.1 through 3.8.2.9 of Agreement (Pre BA/BS UNITS DO NO APPLY)\*\*

\*\*Career increments are reflected in the individual cells of the salary schedule.

Board approved 6/14/17. Effective July 1, 2017

Doctorate	\$3,500.00
National Board Certification	\$1,500.00
Hourly	\$37.75

# Appendix B

## Certificated School Calendar





**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT**  
**2017-2018**  
**Certificated School Calendar**

AVTA TA:04/13/17  
 District TA:04/13/17  
 Board Approval Date:05/03/17

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Days/ Instr.	Legal	Local	SPED Days	Cont. Days									
Jul	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	0	1	0	2	1								
Aug	1	2	3	4	NCD	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	19	0	0	0	22	21				
Sep						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	0	20	20		
Oct	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				21	0	0	0	22	22			
Nov						1	2	3	4	5	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	16	2	4	16	16
Dec						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	31			17	2	4	16	16
Jan	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31						17	2	4	17	17	
Feb						1	2	3	4	5	6	7	8	9	12	13	14	15	16	19	20	23	24	25	26	27	28			17	2	0	18	18
Mar						1	2	3	4	5	6	7	8	9	12	13	14	15	16	19	20	23	24	25	26	27	28			17	0	5	17	17
Apr	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30									20	0	0	21	21
May		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31					22	1	0	22	22	
Jun						1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29				0	0	0	1	1
<b>TOTALS</b>																						180	10	22	190	188	188	186						

Progress Reports Due: 09/06/17, 11/07/17, 02/06/18, 04/24/18  
 Grades Due: 10/10/17, 12/19/17, 03/20/18, 06/04/18

**Legal Holiday per Education Code Section 37220**

CERTIFICATED CONTRACT YEAR	Date	Day of Week	Holiday	Date	Day of Week	CERTIFICATED PD/STUDENT FREE DAYS
New SPED Teacher Training	July 27 & 28	Thur/Fri	Independence Day	July 4	Tuesday	PD/Student Free Days: Oct 25, Feb 7, Apr 11, Jun 1
New Teacher Orientation	July 31 & Aug 1	Mon/Tues	Labor Day	Sept 4	Monday	
Ret. SPED Teacher Training	July 31 & Aug 1	Mon/Tues	Veteran's Day	Nov 10	Friday	
All Teacher Professional Dev.	Aug 2 & 3	Wed/Thur	Thanksgiving	Nov 23	Thursday	
First Day of Student Attendance	Aug 7	Mon	Christmas	Dec 25	Monday	
Last Day of School Attendance	May 31	Thur	New Year's	Jan 1	Monday	End of 1st Quarter
			Martin Luther King, Jr.	Jan 15	Monday	End of 2nd Quarter
			Lincoln Day	Feb 12	Monday	End of 3rd Quarter
			Washington Day	Feb 19	Monday	End of 4th Quarter
			Memorial Day	May 28	Monday	
						<b>2018 Summer School</b>
						TBD

**DWHS & RRRHS Student Minimum Days**

End of 1st Quarter	Oct 6	Fri
End of 2nd Quarter	Dec 15	Fri
End of 3rd Quarter	Mar 16	Fri
End of 4th Quarter	May 31	Thur

Thanksgiving Break	Nov 20-24
Winter Break	Dec 18 - Jan 5
Spring Break	March 19-23



# Appendix D

## Extra Duty Pay Schedule



## Appendix D

### EXTRA DUTY PAY SCHEDULE

- 1.0 Any coaching and advisory position that is vacant during the school year, as a result of resignation, termination or creation of a new position, may be posted at that time. These mid-year positions must be posted a minimum of ten (10) workdays. Other than any mid-year vacancies, unit members interested in a coaching or advisory assignment for the following school year shall apply for consideration on or before April 1st of each year. The principal or designee shall consider the experience, qualifications and performance of each unit member requesting consideration and annually select the best-qualified person for the extra duty pay assignment. The administration shall attempt when possible to complete this process before the end of the school year. The District shall not be obligated to fill all extra duty pay assignments each year.
  - 1.1 Athletic coaching positions will be posted and selected immediately following the conclusion of each sport's season. One week after the final contest of a sport, the coaching position will be posted for a minimum of 10 school days, followed by the selection process. An example would be: Football Team "A" finishes their last game on November 10<sup>th</sup>. The school site would then post the position no earlier than November 17<sup>th</sup>, and it would remain posted for a minimum of 10 school days. This time-line concept would apply to every sport of the Fall and Winter seasons.

All openings for Spring coaching positions will be posted May 1<sup>st</sup> for a period of 10 school days and then the selection process will take place.
- 2.0 The administration shall attempt to assign extra duty pay assignments to members of the staff at the site where the assignment is available when possible. It may be necessary to utilize non-certificated temporary athletic team coaches under circumstances wherein an annual search among the District's certificated employees has not identified coaching personnel able to fulfill the District's coaching needs.
- 3.0 Coaching and advisory stipends may be shared by unit members when two or more individuals are assigned to do a coaching or advisory job. However, unless otherwise provided for in the Agreement, there shall be no more than one stipend at each site.
- 4.0 All extra duty pay assignments must be Board approved and provided for in this Agreement.
- 5.0 The stipends listed in 5.0 below are the maximum amounts to be paid by the District for extra duty assignments and for services rendered on or after July 1, 1994. The ratios are based upon of Column 2, Step 4 of the teacher's salary schedule. Effective July 1, 2015, after 5 consecutive years of coaching or activity advisement in the same sport or activity for which a stipend is awarded, permanent certificated employees shall receive a \$500 increase to their stipend beginning in their 6<sup>th</sup> year of coaching or activity advisement in that same sport or activity. Current coaches or activity advisors will receive credit for prior service consistent with the criteria above.
  - 5.1 **COACHING**

When both a boys and girls team is fielded, each team shall have a separate coach when possible and each coach shall receive a stipend. To the extent a unit member takes on two (2) assignments and receives two (2) stipends, practices shall not normally be held concurrently. Varsity coaches whose teams qualify for extended seasons (CIF regulation playoffs/finals) shall receive additional compensation derived by dividing the number of weeks or partial weeks by the number of weeks of regular season play as defined by CIF, beginning at the "practice begins" date through the "date of Last Contest" date. School holidays of Christmas Holiday and Spring Break shall not count as weeks of regular session play.

5.2 COACHING

5.2.1	Athletic Coordinator	.095
5.2.2	Head Coach (Baseball, Basketball, Football, Track & Field, Wrestling, Softball, Volleyball, Cross Country, Golf, Soccer, Tennis, Swimming)	.08
5.2.3	Assistant Coach (all sports)	.06
5.2.4	Athletic Trainer (per 12 weeks)	.06

5.3 ADVISORS

Curriculum related clubs are defined as clubs that meet regularly on campus and are actively involved in representing both the school and the District in competition with other schools and Districts.

The Alternative Education Programs shall have up to ten (10) stipends from the extra duty schedule. For the purposes of extra curricular activities all alternative programs will be treated as "one site." The Alternative Education Program principal and unit member will annually agree upon the scope and responsibilities of each position.

5.3.1	ASB/Leadership	.095*
5.3.2	Curriculum Related Activities (To include, but not limited to: Academic Decathlon, DECA, Citizen Bee, FBLA, FFA, FHA, Mathletes, VICA, CSF, Environmental Coord, Tutorial Coord, Renaissance Testing Coord, ELL Coord, GATE, Grad Club, House Coord, National Honor Society, Reading Club)	.05
5.3.3	Advanced Placement Coordinator	.05
5.3.4	Drama	.06
	5.3.4.1 Stagecraft/Set Construction	.06
5.3.5	Dance Team	.06
5.3.6	ICC (Inter-Campus Communication Council)	.07
5.3.7	Music	
	5.3.7.1 Instrumental Director	.095
	5.3.7.2 Field Percussion	.075
	5.3.7.3 Vocal Director	.085
	5.3.7.4 Jazz Ensemble	.075

	5.3.7.5	Field Guard	.075
	5.3.7.6	Field Drill	.075
5.3.8		Pep Squad	.06
5.3.9		Speech	.05
5.3.10		Student Newspaper	
	5.3.10.1	Journalism	.07*
	5.3.10.2	Printing	.05
5.3.11		Yearbook	.07*
5.3.12		Class Advisor	.05
5.3.13		On Site Production/Publication	.05
5.3.14		Inter-Mural	.05
5.3.15		World-wide Web	.05
5.3.16		Dress for Success Advisor	.05
5.3.17		HOSA Advisor	.05
5.3.18		Cadet Corps Advisor	.05
5.3.19		Conflict Resolution Coordinator	.04
5.3.20		Robotics Advisor	.07
5.3.21		Theater Manager	.06
5.3.22		Title I Site Coordinator	.08
5.3.23		Title IV Site Coordinator	.04
5.3.24		TUPE Coordinator	.04
5.3.25		Site Senior Project Coordinator	.095
5.3.26		District Mock Trial Coordinator	.05
5.3.27		Science Safety Coordinator	.05
5.3.28		District Senior Project Coordinator	.95

Criteria to be developed regarding the number of performances required for the stipend to be earned.

6.0 DAILY AND HOURLY CERTIFICATED SALARY SCHEDULE

Effective for services performed on or after July 1, 1994.

6.1 DAILY RATE

The daily rate of .005495 of Column II, Step 3 salary schedule (Appendix B) shall be paid for extended employment assigned by the District, which is beyond the unit member's basic employment contract. The daily rate includes payment for six (6) hours per day.

6.2 HOURLY RATE

The hourly rate of .00075 of Column II, Step 3 of salary schedule (Appendix B) shall be paid for the following types of assignment beyond the unit member's basic employment contract when assigned by the District.

6.2.1 Home teaching, GATE, period substitute, summer session, Driver's Training and any other hourly assignments that may be offered on an as needed basis.

6.3 ADULT EDUCATION

Unit members working as Adult Education Teachers shall be paid as per section 6.2.

7.0 Salary schedule for authorized positions for which additional income is included in the basic contract effective for services performed on or after July 1, 1994.

7.1 GUIDANCE COUNSELOR; PROGRAM SPECIALIST; NURSE; WORK EXPERIENCE COORDINATORS - Placement on the Certificated Salary Schedules x (times):

Ratio 1.02 for the first year  
Ratio 1.04 for the second year  
Ratio 1.06 for the third and subsequent years.  
Ratio 1.18 for Head Counselors.

7.2 DEPARTMENT CHAIRPERSON

Contingent upon the table of organization authorized for the individual school (guidance department included). The ratios are based on Column 2, Step 3, of the certificated salary schedule (Appendix B).

7.2.1 DEPARTMENT SIZE	ANNUAL RATE OF PAY EFFECTIVE July 1, 1994
1.0 3 Teachers	.036
3.2 7 Teachers	.043
7.2 11 Teachers	.051
11.2 15 Teachers	.058
15.2 20 Teachers	.065
20.2 plus Teachers	.072

8.0 COUNSELORS will receive an additional 15 contract days. Desert Winds/CDC/ROP counselors will receive an additional 13 contract days. Head Counselors will receive an additional 18 contract days. Work Experience Coordinators will receive an additional 13 contract days. (Refer to Article 3.1)



9.0 AGRICULTURE TEACHERS

All Agriculture teachers will receive an additional twenty days of extended contract at their daily rate of pay based upon periods taught as outlined below:

- 1 period of Agriculture class = 4 days of extended contract time.
- 2 periods of Agriculture class = 8 days of extended contract time.
- 3 periods or more of Agriculture class = 20 days of extended contract time.

All Agriculture teachers will receive up to an additional ninety hours of pay at the district rate for project supervision duties based upon periods taught as outlined below:

- 1 period of Agriculture class = 18 hours of pay.
- 2 periods of Agriculture class = 36 hours of pay.
- 3 periods or more of Agriculture class = 90 hours of pay.

- 10.0 Each comprehensive site will have two "Initial IEP" stipend positions of \$1,500.00. It will be the responsibility of the unit member who holds this stipend position to handle all initial IEP's at their respective site, including placement and processing protocols.