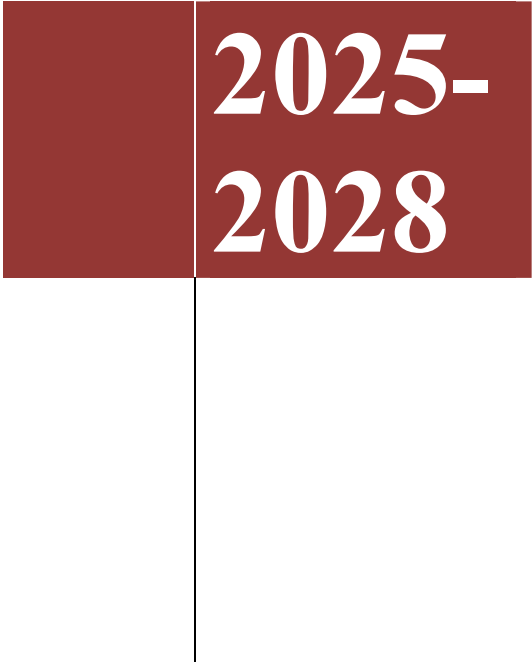




**2025-
2028**

COLLECTIVE BARGAINING AGREEMENT

**Between: East County Bargaining Council/Centennial Education
Association and Centennial School District**

Table of Contents

PREAMBLE	3
ARTICLE 1 – RECOGNITION	4
ARTICLE 2 – GRIEVANCE PROCEDURES	6
ARTICLE 3 – MANAGEMENT RIGHTS	10
ARTICLE 4 – ASSOCIATION/COUNCIL RIGHTS	11
ARTICLE 5 – EMPLOYEE RIGHTS	16
ARTICLE 6 – PERSONNEL FILES	22
ARTICLE 7 – COMPLAINT PROCEDURE	24
ARTICLE 8 – ASSIGNMENT, VACANCIES & TRANSFERS	26
ARTICLE 9 – EMPLOYEE EVALUATION	31
ARTICLE 10 – REDUCTION IN FORCE	34
ARTICLE 11 – CALENDAR AND WORK DAY	39
ARTICLE 12 – WORKLOAD	49
ARTICLE 13 – INSTRUCTION	51
ARTICLE 14 – PROFESSIONAL DEVELOPMENT	56
ARTICLE 15 – EVERY STUDENT SUCCEEDS ACT	61
ARTICLE 16 – COMPENSATION	62
ARTICLE 17 – INSURANCE	69
ARTICLE 18 – EXTRA DUTY	72
ARTICLE 19 – PAID LEAVE OF ABSENCE	74
ARTICLE 20 – UNPAID LEAVES OF ABSENCE	79
ARTICLE 21 – GENERAL PROVISIONS	83
ARTICLE 22 – DURATION OF AGREEMENT	84
APPENDIX A-1 – 2025-2026 SALARY SCHEDULE	85
APPENDIX A-2 – 2026-2027 SALARY SCHEDULE	86
APPENDIX A-3 – 2027-2028 SALARY SCHEDULE	87
APPENDIX B – 2025-2028 SALARY SCHEDULE INDEX	88
APPENDIX C – EXTRA DUTY SCHEDULE	89
APPENDIX D – JOB SHARING POLICY & AGREEMENT FORM	94
APPENDIX E – MOUS	98

PREAMBLE
CONTRACT BETWEEN
THE EAST COUNTY BARGAINING COUNCIL
and
CENTENNIAL SCHOOL DISTRICT NO. 28
2025-2028

This Agreement is entered into between the Board of Education on behalf of Centennial School District No. 28, herein referred to as the "District," and the East County Bargaining Council, herein referred to as the "Council." The Centennial Education Association is herein referred to as the "Association." All professional personnel of the bargaining unit are herein referred to as "Employees."

The purpose of this Agreement and the intent of the parties hereto is to set forth the full agreement between the parties concerning salaries, related economic benefits and conditions of employment for the period of time defined herein.

ARTICLE 1 – RECOGNITION

1.1 Bargaining Representation

The District recognizes the East County Bargaining Council as the exclusive collective bargaining representative with respect to economic benefits and other conditions of employment to the extent required by Oregon Law, Chapter ORS 243.650 to 243.782, for the term hereof for all Employees in the bargaining unit defined as follows:

- 1.1.1 Full-time or part-time Employees employed by the District, who are required, as a condition of employment, to possess an academic certificate, license, degree, or the equivalent, issued by TSPC, the State of Oregon, an institution of higher education, or a professional society, or anyone who performs the functions reserved (under OAR 584-036-0011) for Employees who hold such professional or academic credential.
 - 1.1.2 Employees who retire during the school year and are hired to complete the year on a temporary contract shall be Employees of the unit for the term of that temporary contract. They will receive and are eligible to use one paid sick leave day per month worked on the extended contract. They are not entitled to insurance benefits, other paid leaves, or tuition reimbursement and will not have deductions/contributions made toward PERS/OPSRP. They are not covered by Articles 8 and 10. Except in cases where Employees on RIF are eligible and qualified to fill mid-year positions, the District will give Employees who want to retire during the school year an opportunity to apply to complete the year on a temporary contract. Upon request to complete the year, the District will have twenty (20) working days to approve or reject the Employee's request. Employees may withdraw their letter of intent within ten (10) working days of notification of the District's decision.
 - 1.1.3 Retirees hired for subsequent school year(s) after the year of their retirement are Employees. They are eligible for one paid sick leave day per month. They are not entitled to insurance benefits, other paid leaves and tuition reimbursement and will not have deductions/contributions made toward PERS. The District may stipulate the term of employment for retirees except that in no case shall re-employment extend beyond the limit that allows the retiree to remain eligible for PERS benefits.
 - 1.1.4 Rehired retirees may defer any contractual early retirement benefits for which they are eligible until the end of the work contract, or, at their option, they may elect to take their early retirement benefits at the time of their retirement.
- 1.2 Part-time Employees shall receive the full rights and privileges of this Agreement except that their benefits on economic items (salary, insurance, tuition, paid leaves) shall be in proportion to the amount of time they are employed. If step (experience) credit on the

salary schedule is provided for all Employees, Employees who work less than 0.5 FTE shall receive one (1) step for each two (2) years of experience.

- 1.3 The District agrees not to negotiate with or recognize any other Employees' organization other than the Council, or its designated representatives such as the Centennial Education Association ("the Association") for the duration of this Agreement.
- 1.4 For this contract, the following definitions apply unless otherwise indicated:
 - 1.4.1 Employee: All unit Employees represented by the Association in the bargaining unit as defined in Section 1.1 above.
 - 1.4.2 Member: Dues paying individual.
 - 1.4.3 Probationary: An Employee who has not completed the probationary period. An Employee is probationary for their first three years of employment.
 - 1.4.4 Substitute: Anyone employed to take the place of a regular Employee who is temporarily absent for less than ninety (90) consecutive workdays in the same school year.
 - 1.4.5 Temporary:
 - 1.4.5.1 Anyone employed to take the place of a regular Employee who is temporarily absent and whose employment extends ninety (90) workdays or more. Such an Employee shall be included in the unit starting with the ninetieth (90th) workday or as soon as the District becomes aware that their employment will extend ninety (90) workdays or more, whichever comes earlier.
 - 1.4.5.2 Anyone contracted on a temporary basis for ninety (90) workdays or more. Such an Employee shall be included in the unit from the beginning of their employment.
 - 1.4.5.3 Vacancies identified after August 15 may be posted as temporary. Such an Employee shall be included in the bargaining unit from the beginning of their employment.
 - 1.4.5.4 The Human Resources office will notify the OEA office with a copy of the notification to the CEA President when a temporary Employee exceeds 90 days of employment.

ARTICLE 2 – GRIEVANCE PROCEDURES

- 2.1 A determined effort shall be made to settle grievances at the lowest possible level in the established procedure. There shall be no suspension of services or interference with the operation of the school system during the time which is necessary to get a resolution of the problem causing the grievance. Meetings of discussions involving grievances shall not interfere with Employee duties or classroom instruction. Both parties agree that the grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 2.2 For the purpose of this Agreement, certain terms or conditions need to be defined:
 - 2.2.1 Grievant: An Employee or Employee of the bargaining unit or Association who initiates complaints.
 - 2.2.2 Grievance: The difference of opinion by an Employee, a group of Employees or the Association regarding the meaning, interpretation or application of this Agreement.
 - 2.2.3 Right to Representation: The grievant may be represented or accompanied by a designated Association representative, including an Employee of the Association or its affiliates, or an individual hired by the Association at all stages of the grievance procedure. The Association shall have the right to be present and to state its view at all stages of the grievance procedure beyond the informal level. The Association shall have the right to receive copies of all grievance correspondence and documents. The grievant shall have the right to receive all readily available necessary documents. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.
 - 2.2.4 Written Grievance: A written grievance shall include the facts upon which the grievance is based and the contract Article(s) allegedly violated, the issues involved and the relief sought.
- 2.3 Grievances will be processed in the following manner and within the stated time limits. The time limits stated herein shall be interpreted to mean “workdays.”
 - 2.3.1 The time limits established in this procedure may be reduced by mutual agreement.
 - 2.3.2 The time limits specified may, however, be extended by mutual written agreement.
 - 2.3.3 During the summer, time limits shall be counted in District workdays, when the District office is open for business.

2.3.4 For Employees who meet the definition of “teacher” under the provisions of ORS 342.815(9) and pursuant to ORS 342.895(5), no moratorium shall be placed on grievance timelines while an Employee is on a program of assistance, except that while an Employee is on a program of assistance:

2.3.4.1 No grievance or other claim of violation of applicable evaluation procedures, or fundamental unfairness in a program of assistance for improvement shall be filed. Grievances based on other portions of the contract may be filed.

2.3.4.2 This moratorium shall end when the plan of assistance is completed. The Employee/Council will, then, have twenty (20) workdays to file/continue grievances that were subject to that moratorium.

2.4 Informal Level

The grievant shall promptly attempt to resolve the potential grievance informally with their principal or immediate supervisor. The grievant shall request a meeting with the principal or immediate supervisor in writing, including in the request a statement that the purpose of the meeting is to resolve the grievance at the informal level. If the principal or immediate supervisor does not have the authority to resolve the problem, they shall immediately notify the grievant of that fact and direct the grievant to the supervisor who has authority to resolve the problem. If the grievant has been directed by their supervisor to another administrator with authority to resolve the problem, the grievant will proceed to Level One with the supervisor to whom they have been referred.

2.5 Level One

If the potential grievance is not resolved informally, it shall be reduced to writing by the grievant who shall submit it to the appropriate supervisor as determined in 2.4 above. If the grievant does not submit the grievance in writing to the appropriate supervisor as determined in 2.4 above within twenty (20) workdays after the facts upon which the grievance is based first occur or first become known to the grievant, the grievance shall be deemed waived.

2.5.1 The supervisor to whom the written grievance was directed shall reply in writing to the grievant within five (5) workdays after receipt of the written grievance.

2.6 Level Two

If the grievant is not satisfied with disposition of their grievance at Level One, or if no decision has been rendered within five (5) workdays after the presentation of the written grievance, they may file the grievance with the superintendent five (5) workdays after the decision at Level One or ten (10) workdays after the written grievance was presented to the supervisor as determined in 2.4 above. If the grievant does not submit their written

grievance to the superintendent within these specified time limits, the grievance shall be deemed waived.

- 2.6.1 The superintendent or their designated representative shall thoroughly review the grievance, arrange for necessary discussion and provide a written answer no later than ten (10) workdays after receipt of the grievance.

2.7 Level Three Arbitration

- 2.7.1 If the Employee is not satisfied with the decision at Level Two, they may submit their grievance to the Association within five (5) workdays, and the Association shall determine if the Council will support the grievance through arbitration.
- 2.7.2 Grievances that are arbitral as hereafter provided, and not settled at Level Two, may be appealed to arbitration by delivering written notice of a request for arbitration to the superintendent within fifteen (15) workdays of receipt of the decision of Level Two.
- 2.7.3 When a request has been made for arbitration, the parties or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, the Association shall, within ten (10) workdays of the appeal, request that the Employment Relations Board submit an initial list of seven (7) arbitrators who are based or with an office in Oregon or Washington. As soon as the list has been received, the parties or their designated representatives shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list and the seventh (7) remaining name shall be the arbitrator. If the ERB cannot produce a list of seven (7) available arbitrators based or with an office in Oregon or Washington, the parties will request the list be supplemented with any available arbitrator.
- 2.7.4 The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties' desire to present, shall render a written decision to the Employee, the Association and the District. The arbitrator may not add to, subtract from or amend the terms of this Agreement. A decision of the arbitrator shall be binding on the parties.
- 2.7.5 The costs for the services of the arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and cost of the hearing room shall be borne equally by the District and the grievant. Any other expenses incurred shall be paid by the party incurring those expenses.

2.8 No Reprisals

There shall be no reprisals against any Employee utilizing the grievance procedures, or to a party of interest thereto, by the District or any Employee of the School District.

2.9 Cooperation

The District shall promptly furnish information or documents requested by the Association in order to process the grievance in accordance with the PECBA.

2.10 Association Grievance

2.10.1 If a grievance affects Employees in more than one building, the Association may submit such grievance in writing to the superintendent/designee directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even if the grievant does not wish to do so.

2.10.2 If a grievance arising from action or inaction on the part of a member of the administration at a level above the principal or immediate supervisor, the grievant will submit such grievance in writing to the superintendent/designee and the Association directly and the processing of such grievance will be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even if the grievant does not wish to do so.

2.11 Separate Grievance Files

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.

2.12 Any resolution between a grievant and the District that deviates from the contract is not final unless the Council President/designee and superintendent/designee sign off.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.1 The District, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights and authority, duties and responsibilities conferred upon and invested in it by the laws and the Constitution of the State of Oregon. Such powers, rights, authority, duties and responsibilities shall include but are not limited to:
 - 3.1.1 The executive management and administrative control of the school system and its properties and facilities.
 - 3.1.2 The hiring of all Employees and, subject to the provision of law and this Agreement, to determine their qualifications and the conditions of their continued employment or their dismissal or demotion and promotion and transferring all such Employees.
- 3.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices shall be limited only by the specific terms of this Agreement and then only to the extent that such specific terms are in conformance with the Constitution and laws of the State of Oregon.
- 3.3 If any provision of Article 3 conflicts with any other provision of a contract Article, the other Article shall control.

ARTICLE 4 – ASSOCIATION/COUNCIL RIGHTS

4.1 Released Time for Meetings

Whenever any Employee is requested or required by the District to participate during working hours in conferences or meetings they shall suffer no loss in pay.

4.2 Use of School Buildings

4.2.1 The Association/Council and its representatives shall have the right of access to school buildings for purposes of Association/Council activities related to Centennial District subject to the following conditions:

4.2.1.1 Buildings may not be used during the summer when school is not in session without approval of the superintendent or their designee.

4.2.1.2 There must not be any interference with regular school programs.

4.2.1.3 The Association/Council must notify and receive approval in advance from the principal prior to usage.

4.2.1.4 The Association/Council will be bound by District Policy regarding any facility within a building that has specific public usage restrictions or requires District approval prior to use.

4.3 Use of School Equipment

Any Association member conducting Association business shall have the right to use equipment in the school buildings at reasonable times when such equipment is not otherwise in use. The principal will approve the use of school-owned equipment. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and for repairs necessitated as the result of Association neglect or misuse.

4.4 Bulletin Board

4.4.1 The Association/Council shall have in each school building, the use of a bulletin board in each faculty lounge.

4.4.2 The Association/Council may have the use of a second bulletin board provided they purchase it and it is removable without major wall damage. The principal may approve the location and size of the second board.

4.5 Right to Speak at Meetings

Upon request, an Association/Council representative shall be allowed to speak at the conclusion of any faculty or other professional meeting, subject to notification of the

person in charge of the meeting. If the faculty or professional meeting prevents an Association meeting, the Association shall be allowed to hold its meeting ten (10) minutes prior to the end of the Employee workday and make such an announcement of it at the end of the faculty meeting. Attendance at such a presentation shall be voluntary, and shall not be considered a reduction in planning time.

4.6 Non-Interference

In accordance with the PECBA, the District shall not interfere with Association/Council representatives in the exercise of their rights and responsibilities under the law as agents of the exclusive bargaining representative.

4.7 Right to Information

- 4.7.1 Upon request, the District agrees to furnish to the Association/Council information necessary for its functioning as exclusive bargaining representative pursuant to the terms of the PECBA.
- 4.7.2 Upon request, the District will provide the Association/Council with any documents and/or data as required by law.
- 4.7.3 The Association/Council agrees the District may charge a reasonable fee to produce the information pursuant to applicable law, unless the contract specifies otherwise or the information is readily available.
- 4.7.4 The Association/Council will be provided with the names and addresses of all new Employees and all retiring Employees as soon as such information is available. Changes of address, marital/domestic partner status, etc., normally reported to the District to assure accurate records, will be forwarded to the Association/Council each month.

4.8 Use of School Mail Systems

- 4.8.1 The Association/Council will have the use of school mailboxes and the interschool mail/internet system, as long as all such mail or material is identified as Association/Council business and complies with all applicable laws, regulations, and District acceptable use policies. The Association/Council acknowledges that such District systems may be subject to public records law.
 - 4.8.1.1 Such Association/Council mail or material shall remain confidential and shall not be monitored and/or reviewed by the District, its representatives or its contracted service providers unless compelled by public records laws or investigating violations of applicable laws, regulations, or acceptable use policies.

4.8.1.2 If the parties fail to reach a successor Agreement prior to the expiration date of this current Agreement, the Association's/Council's right to use the District internet system shall continue unless and until the parties enter into the "30-day cooling off period" of bargaining.

4.8.1.3 The Association shall refrain from using the District mail and/or internet system for political purposes except as allowed by law.

4.9 Association/Council Letter of Representation

The Association/Council will have the right to prepare and provide a letter informing all newly hired Employees that the Council is recognized as the exclusive negotiating representative for all Employees identified in the Agreement. The letter will be provided by the Association/Council to the District by June 1 to be transmitted to the new Employees personally, when the Employees pick up material from the Office of Human Resources, or by mail. Delivery shall be completed prior to the first day students officially return to the school in the fall.

4.10 Employee Information

4.10.1 Current Employees

The District shall provide to the Association at least every 120 calendar days an electronic database of each Employee in the bargaining unit (both active and non-members) that includes seniority, first date of service, FTE, classification or title, PERS classification, Employee ID number (as currently provided), worksite, position on the salary schedule, and mailing address. In addition, a seniority list including licensure and endorsements shall be provided by December 1 (with recognition that licensure and endorsement status changes frequently as licenses are renewed by individual Employees).

4.10.2 New Employees

Whenever a new Employee is hired into the bargaining unit, the District shall provide the above information within ten (10) days of the Employee's hire date. The Association may meet with new Employees during new Employee orientation or individual or group meetings for at least 30 minutes within 30 calendar days from the date of hire without loss of pay or benefits.

4.11 Orientation Programs

The Association shall be provided the opportunity for input in District level Employee orientation programs.

4.12 Association/Council Leave

- 4.12.1 The District shall provide seventy-five (75) days of release time for the Association President or their designee to perform their functions as Association/Council representatives for the purpose of negotiations, grievances and contract maintenance. The Association/Council shall reimburse the District for all costs of substitute salary, fixed charges, etc. The days are non-accumulative and must be used or lost during the year granted. Use will be limited to a maximum of four (4) days in any one month per member. The principal or supervisor shall be notified one (1) week prior to the release day except for emergencies.
- 4.12.2 In addition, the District shall approve, upon request, half-year or full-year leaves of absence for a member elected or appointed to serve in an OEA state position if a suitable temporary replacement can be obtained. OEA shall reimburse the District for all costs of temporary salary, fixed charges, etc.
- 4.13 Dues Authorization
- 4.13.1 By October 10 and then for any Employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of Employees who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. The District will enact dues deduction during the pay period following notification.
- 4.13.2 The Association shall provide a formal letter from the OEA Membership Department that confirms that OEA possesses sufficient documentation of dues deduction authorization for those members. Upon request by the District, the Association shall make available to the District for its review documented proof of dues deduction authorization for members.
- 4.13.3 Members who wish to withdraw authorization for dues deduction must notify the Association in writing. The Association shall notify the District when an Employee should no longer have dues deducted. The District shall cease dues deductions in accordance with OEA policies and procedures regarding membership dues withdrawal.
- 4.14 Deductions
- 4.14.1 Upon written notification from the OEA authorizing the District to make a payroll deduction for Association membership dues, the District will deduct one-tenth (1/10) of CEA-ECBC-OEA-NEA dues from the regular salary check of the Employee each month for ten (10) months, beginning in November and ending in August each year. Within ten (10) business days after each pay period, the District shall remit to the Oregon Education Association, in a single payment, the combined OEA/NEA dues, including voluntary association contributions, deducted for the month.

- 4.14.2 For the months of September and October, the District will remit one-half (1/2) of CEA annual dues each month to the local Association and send all remaining money to OEA-NEA. For the months of November through August, the District will send all money obtained through appropriate dues deductions to the OEA-NEA.
- 4.14.3 Deductions for members who join the Association after the start of the school year will be appropriately prorated so that payments will be completed by the following August.
- 4.14.4 The Association/Council agrees to hold the District harmless against any and all claims, suit orders or judgment brought against the District as a result of this Section.

4.15 Employee Information to OEA

- 4.15.1 Each month, the District shall provide the OEA Membership Specialist the following information for each Employee in the bargaining unit (both active members and non-members). Information shall include the Employee ID number (as currently provided), FTE, classification or title, worksite and any NEA/OEA/CEA dues paid, including voluntary Association contributions. This information shall be provided in the current electronic manner as is currently being provided by the District.
- 4.15.2 Whenever a new Employee is hired into the bargaining unit, the District shall provide the above information to the OEA Membership Specialist within ten (10) days of hire.
- 4.15.3 The District shall notify the OEA Membership Specialist monthly whenever an Employee in the bargaining unit is placed on an unpaid leave of absence for more than thirty (30) days, retires, is laid off, resigns, or changes their name.

4.16 Indemnification

The Association agrees to indemnify, defend, and hold the District harmless from Employee or former- Employee claims, orders, or judgments against the District concerning the dues deductions procedures outlined in this agreement. The Association's obligations are contingent upon the District: 1) giving the Association at least two-week's notice, in writing, of any claim; 2) and fully cooperating with the Association and its designated counsel in the defense of the claim. The Association's obligation does not extend to criminal allegations or actions brought against the District by the Association. In the event the District properly invokes this paragraph, the Association will provide the attorney to defend against the claim. In the event the District wishes to use its own attorney, the District will pay the fees and costs of said attorney.

ARTICLE 5 – EMPLOYEE RIGHTS

5.1 Representation

- 5.1.1 Upon request, an Employee may have a representative of the Association present to advise and represent them during any meeting where an Employee is required to appear before any administrator, superintendent or Board member concerning the Employee's dismissal, non-renewal, suspension with or without pay, or a written reprimand, or in any such meeting which the Employee reasonably believes may lead to disciplinary action.
- 5.1.2 Evaluation conferences are excluded from the application of Section 5.1.1.
- 5.1.3 In the case of programs of assistance, a draft of the program of assistance will be initially reviewed and discussed and will not be finalized and an Employee's signature on the program required until at least five (5) working days after the initial presentation of the program. The Employee may bring an Association representative of their choice to the meeting to finalize the program of assistance as long as the Association representative confines their role to (a) inquiring about the subject matter of the meeting to follow; (b) during the discussion between the Employee and the administrator, the representative may participate only to the extent of seeking clarification of portions of the program; (c) before the end of the meeting, the representative may suggest other assistance to be provided and describe mitigating circumstances or problems to the administrator.
- 5.1.4 When a request for representation is made under 5.1.1, the meeting shall be delayed no longer than two work days in order for the Employee to obtain Association representation, unless a longer delay is agreed to by the District and the Association.
- 5.1.5 The Superintendent or designee may place an Employee on paid administrative leave if the superintendent or designee determines it is in the best interest of the District.

5.2 Employee Discipline

- 5.2.1 No Employee shall be disciplined (including but not limited to being reprimanded or reduced in rank or basic salary) without just cause. All information forming the basis for disciplinary action will be made available to the Employee and the Association at the Employee's request. Any violation of this provision may be used as a basis for a grievance; however, this Article does not apply to the dismissal of permanent or probationary Employees or the non-renewal of probationary Employees' contracts (such matters are excluded because they are governed by the Fair Dismissal Law) nor does it apply to assignment to or retention in Extended Duty assignments. However, the District

will not remove an Employee from an extra duty assignment during the term of the assignment without providing a rationale.

5.2.2 No Employee in the bargaining unit shall be dismissed or removed from employment without due process. Due process for the purpose of this Section is defined as:

5.2.2.1 Upon a written request, the Employee will be given the reasons and given the information forming the basis for such action in writing prior to any final action.

5.2.2.2 The Employee will have an opportunity to respond to the charge.

5.2.2.3 The Employee will have an opportunity to discuss the matter with their supervisor.

5.2.2.4 Upon request, the Employee shall be allowed a hearing with the Board as required by the Fair Dismissal Law.

5.2.3 The District may issue Employees non-disciplinary written coaching and guidance documents that notify Employees of an expectation, standard, policy, or procedure, and/or that notify Employees that certain types of behavior are prohibited, and any future occurrences will result in discipline up to and including dismissal. These non-disciplinary written coaching and guidance documents may include:

- Letters of Expectations; and
- Letters of Directive.

A Letter of Reprimand is a formal disciplinary document.

5.3 Personal Life

The personal life and/or conduct of an Employee is an appropriate concern for attention by the District only if it affects the performance of their contractual duties.

5.4 Criticism of Employees

Any negative question or criticism of an Employee and/or their instructional methodology by a supervisor or other administrator, shall be made in private, not in the presence of or to students, parents, members of the community, or Employees (exclusive of the Association representation).

5.5 Nondiscrimination

The Association and the District affirm their adherence to the principles of free choice and agree that they shall not discriminate against any Employee because of age, race, color, religion, creed, gender, gender identity, sexual orientation, politics, national origin, mental or physical disability, membership or non-membership in the Association, or any other basis protected under applicable law. Alleged violations of this Section are subject to the District's complaint process but are not subject to the grievance and arbitration procedure of this Agreement.

5.6 Association Activities

Employees shall have the right to join, assist, and participate in the Association and its legal activities. The District will advise all new Employees at the time of their employment that the Association is their exclusive bargaining representative. There shall be no reprisal against any Employee for participation in Association activities.

5.7 Personal Property

5.7.1 The District will provide and Employees will use locked storage to store valuable personal property when not in use. Such storage shall be reasonably accessible to each Employee's workstation.

5.7.2 Employees must obtain written District permission to bring personal property onto work sites except those items that are routinely necessary to complete their work assignment.

5.8 Electronic Surveillance

5.8.1 The primary purpose of electronic surveillance is to ensure the safety of Employees, students and visitors to District property, and to safeguard District facilities and equipment.

5.8.2 Video cameras and other electronic surveillance equipment may be used in areas as deemed appropriate by the superintendent in order to provide safe and secure learning environments for students and Employees.

5.8.3 Only the superintendent or the superintendent's designee may determine the additional installation of electronic surveillance beyond that which exists at the time of this contract ratification. Such additional installation will be to provide a safe and secure learning environment.

5.8.4 Only the superintendent or the superintendent's designee(s) may view/listen to surveillance material and information. In the case of a disciplinary action, the Employee and their representative shall be provided a copy of any surveillance material used as evidence.

5.9 Use of Phones and Internet Systems

- 5.9.1 The primary purpose of schools' phones and internet systems is to enhance the communication among school Employees, students, parents, and the community-at-large, and to access outside resources to enhance the instructional program.
 - 5.9.2 Employees shall be allowed use of phone and internet systems for personal business during non-instructional time including breaks, prep periods, and before and after the student contact time so long as such use does not violate District acceptable use policies/procedures and so long as such use is not for the purpose of conducting one's own personal business for financial gain. Except in the case of an emergency, personal long-distance calls must be made with the Employee's personal calling card or personal phone.
 - 5.9.3 A copy of the District's Acceptable Use Policy/Procedures shall be included in the District's Employee handbook and shall be reviewed annually for Employees.
- 5.10 Safe Working Conditions
- 5.10.1 The District shall strive to maintain a safe and healthful working environment for Employees in accordance with state and federal environmental rules and regulations.
 - 5.10.2 Employees shall be informed of situations in which Employees may have been or may be exposed to potentially contagious diseases, illnesses or environmental hazards, when notified by the local department of health or other government agency.
 - 5.10.3 In the event that a work site is found in violation of state/federal environmental standards, corrective action shall be initiated in accordance with state and federal requirements.
 - 5.10.4 A Safety Committee (ORS 654.176) shall exist at every building site with Association designated Employees on the committee, in addition to complying with OAR 437-004-0250. The committee shall meet at least monthly to address environmental/safety problems or solutions.
 - 5.10.5 Temperature in the Workplace. The parties acknowledge that the District's buildings are of advanced age and were constructed when the need for climate control, particularly air conditioning, was not acute. The District will make reasonable efforts to maintain indoor ambient air temperatures during the student day of 65-80 degrees Fahrenheit. In the event that indoor ambient air temperatures exceed these standards, the Employee may request a portable solution (e.g., portable air conditioner, fan or heater).

- 5.10.6 The District will provide Employees access to filtered drinking water.
- 5.10.7 Each school building shall utilize the designated District system to disseminate information to Employees assigned to work with or supervise students who (a) have a behavior plan as part of an IDEA or 504 plan, or (b) are the subject of a report made to the school by the County Juvenile Department, in accordance with ORS 419.015(3)(b), as soon as the District is made aware of such situations. The Building Rep and CEA President can request access to reports as needed. The Building Rep and CEA President will be provided with a copy of each building's system by October 15.
- 5.10.8 No reprisals or discrimination shall be made to any Employee who makes disclosures of an unsafe or unhealthy working environment, in accordance with ORS 654.062(5), OAR 839-004-0004 and OAR 839-004-0221.
- 5.10.9 The District shall provide information and assistance about disability and workers compensation claims, upon request of Employees.
- 5.11 Technology and Equipment
 - 5.11.1 The Executive Supervisor of Instructional Technology & Assessment will meet with all Computer Resource Employees (CREs) at least four (4) times a year to receive feedback on all computer issues in buildings and to discuss possible changes and solutions to these problems. The CREs will provide feedback to staff in their buildings and be the conduit for problem solving and professional development with the Technology Department.
 - 5.11.2 The Association shall be provided an opportunity to have input prior to any significant changes or additions to technology systems and/or policies relating to (a) Employee use of technology, email, and/or the internet, or (b) Employee supervision of student use of computers, email, and/or the internet.
 - 5.11.3 The District will assume the risk for technology equipment used by any Employee assigned to more than one building when damage or loss of said equipment occurs off District property and reasonable security precautions have been taken (e.g. the technology equipment is in a locked vehicle, under a seat, in a trunk or locked compartment, as examples).
 - 5.11.4 The District will assume the risk for technology equipment used by any Employee when damage or loss of said equipment occurs off District property and reasonable security precautions have been taken (e.g. the technology equipment is in a locked vehicle, under a seat, in a trunk or locked compartment, as examples). The District assumes the cost above the diminished value if the Employee used reasonable precautions.

- 5.11.5 The Association and District will collaborate on the development of an implementation plan for new classroom related technology. The plan will require professional development for all staff during non-student contact time.
- 5.11.6 Employees may elect but will not be required to use their personal phone for two factor authentication purposes.

ARTICLE 6 – PERSONNEL FILES

6.1 File Maintenance

Employee personnel files will be maintained in accordance with ORS 342.850. Except as provided below, the file shall contain all material relevant to an Employee's employment and shall be the sole depository for all such material. The file shall be housed in a location known to the Employee.

6.1.1 An Employee's immediate supervisor may maintain a building or working file. The contents of this file shall be available to the immediate supervisor, the supervisor's designee(s), and, upon request, the Employee, and the Employee's designee(s).

6.1.2 The District representative will store all material related to the investigation of an Employee in a file separate from the Employee's personnel file. If the investigation does not result in disciplinary action against the Employee, no investigatory records shall be placed in the Employee's personnel file. The investigatory file shall only be accessible to the Employee or their designee, to the superintendent and their designee, to the appropriate licensing agency, or upon lawful subpoena.

6.2 Confidentiality

6.2.1 Personnel files are confidential and shall only be open for inspection (in accordance with ORS 342.850) by the Employee, persons designated by the Employee, and persons designated by the District.

6.2.2 Building/working files and investigatory files regarding allegations of misconduct are considered personnel files for purposes of the confidentiality provisions of this Agreement.

6.3 Employees have the right to review and receive copies of any materials that are made part of any file. Such copies will be provided within five (5) business days of the request.

6.4 A copy of any material, other than material confidential under law, will be given to the Employee prior to its placement in the Employee's personnel file. This initial copy will be provided at no cost to the Employee. The Employee will also sign the copy of the material to be placed in the personnel file. The Employee's signature shall indicate that they have read the material, but do not necessarily agree with the contents. If an Employee refuses to sign the document, the document shall be placed in the personnel file with a notation indicating the Employee's refusal.

6.5 All available information forming the basis for discipline shall be made available to the Employee and the Association within ten (10) work days of the Employee /Association's request. No additional information may be presented by the District as evidence in

subsequent discipline/appeal proceedings except as rebuttal to evidence/testimony presented by the Council.

- 6.6 The Employee will also have the right to submit at any time a written statement relating to any of these matters and such statement shall be placed in the personnel file.
- 6.7 At least once during the year Employees will have the right to indicate those documents in their file that they believe to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by an appropriate Employee of the administration and a decision made within twenty (20) working days. Evaluation and disciplinary materials may not be removed.

ARTICLE 7 – COMPLAINT PROCEDURE

- 7.1 A complaint shall be defined as any negative remark or criticism regarding an Employee which is made to any member of the administration or to the District by a parent, student, or other person, which may be used in the evaluation of an Employee or may be placed in the Employee's personnel file or may be used as the basis for disciplinary action.

If a complaint is made that, by law or statute, requires the District to report the incident/claim to an outside Federal/State agency and/or could lead to criminal charges against the Employee, the complaint procedure shall be suspended pending the outcome of any investigation by the outside agency.

7.2 Informal Level (Optional)

- 7.2.1 Within three (3) work days of receiving a complaint, the administrator may choose whether to schedule a meeting and discuss the complaint informally with the Employee. Prior to this meeting, the Employee shall be informed of the name of the complainant, the general nature of the complaint, and the right to request Association representation. The principal/supervisor and Employee shall mutually determine when a discussion of the complaint will be held. The Employee may request Association representation, and the discussion shall be delayed no longer than three (3) work days in order for the Employee to obtain representation.

7.3 Formal Level

- 7.3.1 If the District intends to use a complaint in the Employee's evaluation or to place the complaint in the Employee's personnel file, or to use the complaint as a basis for discipline against the Employee, the complaint shall be reduced to writing and the administrator shall conduct a formal meeting to review the complaint with the Employee. The meeting shall be held within ten (10) work days of when the administrator received the initial complaint except by mutual agreement between the administrator and the Employee.
- 7.3.2 Two work days prior to the formal meeting, the Employee shall be given a copy of the written complaint and shall be informed of their right to Association representation.
- 7.3.3 The written complaint shall be signed by the complainant or the administrator and shall include all available information, including the name of the person who initiated the complaint, the nature of the complaint, and the remedy requested, if any, or the matter will be closed.
- 7.3.4 The Employee may request a meeting with the complainant through the Administrator to hear the complaint directly. In cases of harassment, discrimination, retaliation, bullying, violence or threat of violence, the

Administrator can exercise discretion on whether or not to submit the meeting request to the complainant. The complainant may decline the meeting.

7.4 General Provisions

- 7.4.1 No Employee who is a recipient of a complaint shall engage in any form of reprisals against the complainant. The Employee and the Council/Association must respect all confidentiality relative to such complaints and the complainant.
- 7.4.2 The Employee shall have the right to Association representation of their choice at all stages. This representative may be a designated Association representative, including an Employee of the Association or its affiliates or an individual hired by the Association.
- 7.4.3 Any complaint that the administrator chooses not to discuss with the Employee shall not be placed in the Employee's personnel file, shall not be considered in the Employee's evaluation and shall not be used against the Employee in any subsequent action by the District.
- 7.4.4 Only complaints that are determined to be valid will be placed in the Employee's personnel file, used in the Employee's evaluation, or used as a basis for discipline.
- 7.4.5 If the complaint is placed in the Employee's personnel file, it shall include at least the following information: name of the Employee against whom the complaint is made, the date and the nature of the complaint, and the name(s) of the complainant(s). The Employee shall be supplied with a copy of the complaint. The Employee shall have the right to attach a written response to the complaint.

ARTICLE 8 – ASSIGNMENT, VACANCIES & TRANSFERS

8.1 Assignments

8.1.1 New Employees

The superintendent will give notice of assignments to new Employees when they are hired.

8.1.2 Notification of Returning Employees

All returning Employees will be given written notice of their course assignment by June 1.

8.1.3 Changes in Assignment

In the event changes in such assignments are made after notification, Employees affected will be notified as soon as known by the supervisor and be provided copies of policies and all relevant District-adopted grade/course curriculum materials. Any Employee subject to an involuntary change at any time from room, building, department, and/or grade level (grade K – 5) will be granted one (1) 8-hour day at the rate of twenty-five (\$25) per hour to complete the transfer if the notice of transfer occurs before August 15.

8.1.4 Changes in Assignment on or after August 15

In the event of change in such assignment on or after August 15:

8.1.4.1 If changing from room to room or building to building, the Employee shall have two (2) days without other responsibilities to prepare for the assignment.

8.1.4.2 If changing from grade to grade at grades K-5, the Employee shall have two (2) days without other responsibilities to prepare for the new assignment.

8.1.4.3 If changing from department to department at grades 6-12, the Employee shall have two (2) days without other responsibilities to prepare for the new assignment(s). If the change is the majority (prorated based on FTE) of the courses, the Employee will have a release time of two (2) days. If the change is less than a majority of the assignment, the Employee will have release time during the affected period(s) for two (2) days.

8.1.4.4 In making any of the changes described above, the Employee may opt to receive compensation in lieu of days without other

responsibilities or a combination thereof. Compensation shall be at the rate of \$25/hour. Days without responsibilities shall be mutually agreed upon with the supervisor/building principal.

- 8.1.4.5 If an Employee is given a course change(s), the Employee will be given one (1) day without other responsibilities to prepare, or compensation in lieu of the day without other responsibilities, or a combination thereof.

8.1.5 Job Sharing

The District will consider requests by Employees to job share on the basis of district wide criteria. If approved, the job share will be subject to District Policy GCEC. The District shall notify the council two (2) weeks prior to the initial reading of any change in the policy to be proposed to the District. (See attached policy – Appendix D).

8.2 Vacancies

8.2.1 Vacancy Defined

A vacancy shall mean a new or existing bargaining unit position that is unfilled.

- 8.2.1.1 Unfilled position(s) used to place Employee(s) being involuntarily transferred, or returned from leave or layoff, shall not be considered as vacancies.

- 8.2.1.2 Unfilled positions that are absorbed by adjustment of staff within or between buildings shall not be considered as vacancies.

8.2.2 Posting

Vacant bargaining units and administrative positions will be posted on the District website. During the school year, electronic copies of job postings will be sent to all Employees. Vacancies that are to be filled by staff adjustment from within the building/district will not be posted nor will copies be sent to faculty representatives. Preferred skills, training, experience and methodology to be considered may be identified on the vacancy announcement.

8.2.3 Summer Vacancies

Vacancies occurring during the normal summer months will be posted on the District's website.

8.3 Transfers

8.3.1 Transfer Defined

A transfer shall be defined as the movement of an Employee from one building in the school district to another building in the school district, grade level to grade level K-8, or 50% or more of a change to a different department for grades 6-8 and specialists.

8.3.1.1 Voluntary Transfer

A voluntary transfer is one that is initiated, requested, and/or agreed upon by an individual Employee.

8.3.1.2 Involuntary Transfer

An involuntary transfer is one that is initiated by the District but excludes the following:

8.3.1.2.1 Building specific programming (i.e., looping);

8.3.1.2.2 Reduction in Force (RIF - Article 10)

8.3.1.2.3 Elective courses offered based on forecasting

8.3.1.2.4 Involuntary Process

8.3.1.2.4.1 If there is a need for a transfer, the principal or supervisor will first ask for volunteers.

8.3.1.2.4.2 The principal or supervisor will determine whether the move is voluntary or involuntary, and it will be noted in the Employee's notification/ assignment letter.

8.3.1.2.4.3 The District retains the right to make any final placements.

8.3.2 Application for Transfer

Employees who desire to transfer to another building for the next school year shall file a written statement of such desire, including their preferred grade-level(s) or subject area assignment, with the Human Resources Office by March 1 and shall include a summer address. Requests for transfer must be renewed annually.

8.3.3 Voluntary Transfers

When making transfers, the District will consider but not be limited to, the following criteria:

- 8.3.3.1 Certification and instructional requirements.
- 8.3.3.2 Legal requirements.
- 8.3.3.3 Educational attainments.
- 8.3.3.4 Teaching experience.
- 8.3.3.5 Service to District - seniority.
- 8.3.3.6 Personal qualifications as determined during an interview or based on the hiring administrator's personal experience working with the applicant.

8.3.4 Involuntary Transfers

- 8.3.4.1 The Association president shall be notified of all involuntary transfers, along with a written statement of reasons for such transfers, within ten (10) working days of such decisions.
- 8.3.4.2 Notice of a pending involuntary transfer will be given to the Employee as soon as practicable.
- 8.3.4.3 When an Employee is a final candidate for an involuntary transfer, they will have the opportunity to make known to the appropriate administrators their wishes regarding possible options.
- 8.3.4.4 An Employee receiving an involuntary transfer shall be notified in writing of the reasons for the transfer at the time of the notice. An Employee who is transferred involuntarily will be extended the opportunity to meet with the superintendent/designee, the appropriate building administrator, and, at the Employee's option, union representation.
- 8.3.4.5 The Employee shall receive personal notice at least 24 hours prior to the general staff being informed of an involuntary transfer.
- 8.3.4.6 Normally, no Employee shall be subject to more than three (3) involuntary transfers within any five (5) year period of employment in the District.

- 8.3.4.7 Upon notification, the Employee will be provided information about adopted curriculum materials, either how to access the materials electronically, if they are available electronically, or provided the materials themselves within ten (10) working days if the transfer occurs before August 15th (July 8 for CTC), and within five (5) working days if the transfer occurs on or after August 15th (July 8 for CTC). If materials have to be ordered, orders will be placed with the vendor within five (5) working days of notification of transfer.

ARTICLE 9 – EMPLOYEE EVALUATION

9.1 Employees shall be evaluated in accordance with ORS 342.850, utilizing written criteria from the District Professional Growth and Accountability (PGA) model, which shall be provided to each new Employee at the time of employment. Extra copies are available, upon request, from the district office; provided, that no remedy shall be granted for the District's breach of this Subsection unless the breach substantially prejudices the rights of the evaluated Employee. The District may implement change(s) in existing evaluation policy after providing the Council an opportunity to provide input regarding the change(s).

9.1.1 If a substantive change is made in the Professional Growth and Accountability model, a joint committee of equal parts CEA and District will convene to determine said changes to report to the District.

9.2 The criteria for evaluation of each Employee shall be defined in the District Professional Growth and Accountability model.

9.3 By the start of each school year, Employees shall be informed in writing via the District website, handbook, and/or email of the annual evaluation cycle timeline and the criteria being used by the evaluator. The criteria may include any district/building/personal goals. Employees may consult with their administrator regarding the evaluation process at any time.

9.4 Upon request by either party, individual pre-observation conferences with the evaluator shall be granted. However, the evaluator may also conduct unannounced observations. These unannounced observations are exempted from pre-observation conferences.

9.5 The evaluation shall be in writing. Upon request, a copy of the written evaluation shall be submitted to the Employee at the time of the personal conference or within a reasonable time.

9.6 The evaluation process shall further include a post-evaluation interview in which the results of the evaluation are discussed with the Employees.

9.7 Employees will not be required or asked to participate, at any level, in the evaluation of another Employee.

9.8 Program of Assistance

A Program of Assistance is defined as a written plan that will identify specific deficiencies, expectations, corrective steps, additional District resources with timelines for the plan and how the success of the plan will be measured.

9.8.1 A program of assistance will be established, if one is needed, to remedy any deficiency specified in ORS 342.865 (1)(a) Inefficiency; (d) Neglect of duty,

including duties specified by written rule; (g) Inadequate performance; and/or (h) Failure to comply with such reasonable requirements as the District may prescribe to show normal improvement and evidence of professional training and growth. A program of assistance shall be for a minimum of forty (40) working days.

- 9.8.2 A draft of the program of assistance will be initially reviewed and discussed with the Employee and an Association representative, if one is requested by the Employee. Unless the Employee specifically requests otherwise, the Association President shall be notified at least five (5) working days prior to this review meeting. Upon finalization of the plan, the Employee will sign, verifying that they were able to provide input and review the plan, timelines for completion, as well as informed of what the results could be if the plan is unsuccessful. It will not be finalized and an Employee's signature on the plan required until at least five (5) working days after the initial presentation of the plan. If after five (5) working days no input is provided for consideration, the plan shall go into effect as drafted.
- 9.8.3 The Employee may bring an Association representative of their choice to the meeting to finalize the program of assistance as long as the representative confines their role to inquiring about the subject matter of the meeting to follow. During the discussion between the Employee and the administrator, the Association representative may participate only to the extent of seeking clarification of portions of the program of assistance. Before the end of the meeting, the representative may suggest other assistance to be provided and may describe mitigating circumstances or problems to the administrator.
- 9.8.4 The Employee may have Association representation at any meetings associated with the program of assistance, including any observation pre and/or post-conferences, so long as the Association representative acts in the capacity as a witness to the meeting. The representative may make notes of the conference, but will be restricted in participation.
- 9.8.5 Interim meetings shall be conducted during the program of assistance so as to provide input to the Employee of progress being made toward the accomplishment of a successful program.
- 9.8.6 Peer Assistance
 - 9.8.6.1 The District will offer peer assistance for an Employee who is placed on a program of assistance. The Employee who will receive the assistance shall jointly select the person with mutual input from the Association and the District.
 - 9.8.6.2 Participation in peer assistance is voluntary.

- 9.8.6.3 The District will determine adequate release time for both Employees to participate after receiving input from the Employee and the peer assistant.
- 9.8.6.4 No witness or document relating to, or arising from, peer assistance will be used for any purpose.

ARTICLE 10 – REDUCTION IN FORCE

10.1 Reduction in Force

The District shall determine when a reduction in force is necessary and which programs will be affected. However, the District agrees that such layoffs shall be implemented in accordance with the following procedure:

- 10.1.1 Whenever the District determines that a reduction in staff is necessary, it shall provide the Association/Council a layoff list within twenty (20) working days of its determination, which shall include seniority, endorsements, establishment of cultural and linguistic expertise as defined by ORS 342.934, and licenses of each affected Employee. Affected Employees shall be notified at least thirty (30) calendar days prior to the effective date of the layoff. In the event of school closure due to lack of funds, however, the notice shall be twenty (20) calendar days.

The District will offer the opportunity for Employees who would not otherwise be laid off to voluntarily apply for a one (1) year unpaid leave of absence. Any leave request must be mutually agreed upon by the District and the Employee. Upon written request, such unpaid leave may be extended for an additional year providing the layoff conditions remain in effect. An Employee who volunteers for such a leave shall have the option, at their own expense of accessing OEBB, through COBRA coverage for up to 18 months. Employees on said voluntary leave shall have the same rights to return to the District as Employees returning from a leave of absence.

- 10.1.2 In the implementation of a reduction in staff or recall, the District will apply the following factors and prioritize seniority when determining which Employees will be retained under this Article provided they have competence to fill the remaining positions, in accordance with ORS 342.934 which includes the exception below in 10.1.2.4:

10.1.2.1 Professional or TSPC License;

10.1.2.2 Seniority is defined as the length of current teaching service to the District. Seniority is computed from the Employee's first day of unbroken teaching service in the District. Approved leaves of absence will not be considered as interruptions in service;

10.1.2.3 Competence is defined as the ability to teach a subject or grade level based on successful Employee evaluations, teaching experience related to the subject or grade level, or educational attainments, but not based solely on being licensed to teach. For the purposes of this

provision, “grade level” shall mean elementary (K-5), middle (6-8), or high school (9-12);

10.1.2.4 Seniority Exception Per ORS 342.934

A school district shall retain a qualified Employee with cultural or linguistic expertise, as defined by ORS 342.934, who has less seniority, if the release of the less-senior Employee would result in a lesser proportion of Employees with cultural or linguistic expertise compared to Employees without cultural or linguistic expertise. As of contract ratification, ORS 342.934 defines cultural and linguistic expertise as: The expertise of one Employee measured against the expertise of another Employee, based on consideration of any of the following factors:

- A. An Employee's linguistic ability in relation to an in-district language, as determined by a school district using a method of verification or attestation of fluency for all in-district languages;
- B. An Employee's completion of a teacher pathway program that is implemented by a teacher pathway partnership at the national, state, regional or local level and that has the primary focus of increasing the number of culturally or linguistically diverse Employees; or
- C. An Employee's current work assignment that requires the Employee to work at least 50 percent of the Employee's work assignment time:
 - i. At a school where at least 25 percent of the student population consists of students from a historically underserved background, if the Employee is assigned to one school; or
 - ii. At programs or schools where at least 25 percent of the student population consists of students from a historically underserved background, if the Employee is assigned to multiple programs or schools.

"In-District language" means a heritage language or a language other than English that is spoken:

- by five percent or more of the students enrolled at the school where an Employee is assigned or, if the Employee is not assigned to a school, of the students enrolled in the schools of the school district; or

- At five percent or more of the homes of the students enrolled at the school where an Employee is assigned or, if the Employee is not assigned to a school, of the homes of the students enrolled in the schools of the school district.

10.1.3 Employee's Status

10.1.3.1 Employees with temporary status are not covered by this Article.

10.1.3.2 The post-retirement Employee shall not cause a reduction in force of any contract or probationary Employee.

10.1.3.2.1 Employees with probationary status shall be reduced first.

10.1.3.2.2 If further reductions in force are made within that group, the reduction shall be made from among the contracted Employees remaining in that group.

10.1.4 Tie-Breaker

Any ties in calculations of seniority shall be broken by drawing lots. Seniority shall be determined by lowest to highest lots drawn. (i.e. #1 would have the greatest seniority)

10.2 Layoff Benefits

10.2.1 The District shall extend coverage under its medical program, provided for in Article 17, for the balance of the layoff to Employees with contract and probationary status who are laid off. The District will pay the cost of such medical premiums during the first sixty (60) days following layoff and such coverage may be continued by the Employee for the balance of the layoff provided the Employee pays the premium. Employees who accept other employment shall not be eligible for the extension of group insurance coverage. For end-of-school-year layoffs, the sixty (60) days begin October 1 of the following school year.

10.2.2 All benefits to which an Employee was entitled at the time of their layoff will be restored, in accordance with current contract benefits, upon their return to active employment. The Employee will be placed on the proper step of the salary schedule for the Employee's current position according to the Employee's experience and education.

10.3 Recall Procedure

10.3.1 Recall shall be by inverse order of layoff.

- 10.3.2 Notice of recall shall be sent via certified mail to the last address given to the personnel office by the Employee. An Employee shall have ten (10) calendar days from the date the notice of recall was received to notify the District of their intent to return. The Employee must report on the starting date specified by the District, provided the reporting date is at least twenty (20) calendar days from the date the notice of recall was received. Failure to notify the District of intent to return or to return to work within the time limits shall be considered the resignation of said Employee. This reporting timeline shall be extended for an Employee who has taken a position in another district and is required to give that district a sixty (60) days' notice before leaving employment.
- 10.3.3 Employees with contract and probationary status who are laid off from the District shall be eligible for recall as outlined above for a period of twenty-seven (27) months after the effective date of their layoff unless they:
- 10.3.3.1 Resign, in which event a written resignation shall be sent to the District.
- 10.3.3.2 Fail to return when recalled as described above.
- 10.3.4 An Employee who is employed full time who accepts or rejects part-time or substitute, or temporary work will not lose their right to recall to regular full-time employment with the District. An Employee who is employed part time who accepts or rejects full-time or substitute work will not lose their right to recall to regular part-time employment with the District.

10.4 Appeal Procedure

Any "appeal" from the District's decision on layoff or recall, pursuant to this Article, shall be by means of expedited arbitration. The procedures outlined in Article 2.7 shall apply except as follows:

- 10.4.1 The Association shall have ten (10) workdays from the time the Employee received written notice of layoff to request expedited arbitration in writing.
- 10.4.2 The Association and the District shall, then, have ten (10) workdays to mutually select an arbitrator. Failing to do so, the Association shall request that ERB provide a list of seven (7) arbitrators who can hear the case within one (1) calendar month.
- 10.4.3 The Arbitrator is authorized to reverse the layoff or recall decision made by the District, if the District:
- 10.4.3.1 Exceeded its jurisdiction;

- 10.4.3.2 Failed to follow the procedure applicable to the matter before it;
- 10.4.3.3 Made a finding or order not supported by substantial evidence in the whole record; or
- 10.4.3.4 Improperly construed the applicable law.

ARTICLE 11 – CALENDAR AND WORK DAY

11.1 School Calendar

The Association President may request to schedule a meeting with the Superintendent or designee prior to the development of a calendar proposal to communicate concerns of the membership. The proposed school calendar will be submitted to the Association/Council leadership for review, suggestions or recommendations at least two (2) weeks prior to final District action to adopt the calendar. The District welcomes suggestions but retains the power of final approval.

11.2 Employee Work Year

11.2.1 The school work year for returning Employees shall be 192 days.

11.2.1.1 The school work year for new Employees shall be one hundred ninety-four (194) days. For these two (2) additional days Employees will be granted three (3) credit hours toward educational advancement on the salary schedule. New Employees must be in attendance for all sessions in order to receive credit. This does not affect the Employee's tuition reimbursement. This credit will be applied no later than September 10th. Time on the first day will be set aside for CEA orientation.

11.2.1.2 District-wide, non-instructional staff without assigned classes and daily instruction (e.g., TOSAs, instructional coaches, etc.) may exchange up to 10 contract days for non-work calendar days for approved duties upon mutual agreement with their supervisor. The exchanged days must occur between August 1 and June 30 of a single school calendar year.

11.2.2 Planning/Late Start Days

Late arrival day for students will continue to be scheduled once a week for one (1) hour every scheduled school week.

11.2.2.1 Up to five (5) late start days a year will be used for non-professional development District-directed activities.

11.2.2.2 Elementary-level Learning Specialists and Speech Language Pathologists shall be released from student instruction on late start days in order to use the time for IEP development and preparation, student evaluations, progress monitoring, program development, report writing, and consultation with building staff regarding student instruction. This will not result in any reduction in guaranteed prep time or lunch time.

11.2.2.3 The District will provide 10 minutes passing time between any District directed meeting or professional development and the start of student contact time.

11.2.2.4 The day after winter break will be a late start day. The late start time will be reserved for Employee directed prep time

11.2.3 Holidays

There will be six (6) paid holidays: Labor Day, Veterans' Day, Thanksgiving Day, New Year's Day, Presidents' Day and Memorial Day.

11.2.4 Vacation Days

Within the normal work year, Employee shall be allowed the following vacation periods which are not counted as part of the 192-day normal work year for which the annual salary is paid: three (3) consecutive calendar days at Thanksgiving, not less than thirteen (13) consecutive calendar days for a winter break and not less than one (1) week (Monday through Friday, plus the weekend before and after) for a spring break.

11.2.5 Grading and Conference Preparation Days

11.2.5.1 **PreK-grade 12 Conference Preparation:** Each Employee who directly serves students will have one-half (1/2) day for conference prep for every conference session scheduled by the district. All Employees from PreK-grade 12 will be responsible for conferencing with students and their guardians during district scheduled conferences.

11.2.5.2 **PreK-grade 12 Trimester/Semester Preparation:** Each Employee who directly serves students will have one-half (1/2) day for trimester/semester preparation.

11.2.5.3 **PreK-grade 12 Report Card Preparation:** Each Employee who directly serves students will have one-half (1/2) day for report card/grading prep.

11.2.5.4 **Grades 6-12 Mid-term Progress Reports:** Each Grade 6-12 Employee who directly serves students will have one-half (1/2) day for mid-term progress report prep. All Employees from Grades 6-12 will be responsible for issuing a mid-term progress report to guardians of students they serve.

- 11.2.5.5 **PreK-5 Instructional Collaboration time:** Each PreK-5 Employee who directly serves students will have one-half (1/2) day for instructional collaboration at the middle of each term. The District will schedule one-half (1/2) day of instructional collaboration and data review for elementary licensed staff. The District will seek input from a joint advisory group consisting of two (2) representatives from the District and two (2) representatives from the Association to review the effectiveness and structure of collaboration and data review time. The District will determine the structure of collaboration and data review time based on input from the advisory group. This language will take effect at the start of the 2026-27 school year. The District will communicate the use of these days by June 30 each year for the following year and ensure the focus aligns with the District's instructional priorities and school improvement goals.
- 11.2.5.6 A half day for purposes of this Article is defined as four hours of time during an eight-hour day, with a minimum of three consecutive hours.
- 11.2.5.7 Licensed staff who are not responsible for grading and conferences will complete work directed by their supervisor during grading and conference day preparation time (unless those days are exchanged under 11.2.1.3).
- 11.2.5.8 On early release grading/conference prep days, there will be no district/building meetings scheduled, except in case of emergency and for Employees who are not responsible for grading and conferences.
- 11.2.5.9 Grading and conference day preparation may be performed remotely by members.
- 11.2.5.9.1 When there is professional development and grading or conference preparation on the same workday, professional development will be scheduled for the first half of the day, if possible.
- 11.2.5.9.2 Travel time will not represent a reduction in the amount of time provided for report card or conference preparation. Such travel is not mandated by the district and Employees are encouraged to be safe.
- 11.2.5.9.3 The District may direct the location of an Employee for whom there is written documentation of grading

timeliness, accuracy, or completion concerns within the previous 12 months.

11.2.6 Inservice Days

11.2.6.1 For full-time Employees, there shall be no less than twelve (12) hours to be set aside exclusively for individual planning and preparation prior to the start of the school year. Any meetings or activities related to an additional paid responsibility of an Employee may count toward that twelve (12) hour total.

11.2.6.2 Part-time Employees shall be granted prorated pay and work time for two (2) days of work at the beginning of the year and one (1) day at the end of the school year after students are dismissed for the purpose of preparation and planning.

11.3 Extended Duties

Extended Duties are duties (exclusive of regular classroom instruction) that extend beyond the normal work year.

11.3.1 Employees who accept an offer of additional days on an extended contract shall be paid their per diem rate.

11.3.2 Employees who are involved in curriculum development, traffic safety, textbook adoption, or similar professional activities after the end of the work year or work day shall be paid according to Appendix C.

11.3.3 Except as provided in Appendix C, for all other assignments supervising students (e.g., Saturday School) twenty-five (\$25) dollars per hour shall be paid as additional compensation for the actual time worked.

11.4 Additional Work Day

11.4.1 High school counselors will be granted five (5) paid summer work days. Additional days, paid for compensatory time, may be granted as determined by the building principal.

11.4.2 An Employee may be granted additional workdays on a per diem basis. There must be a demonstrated need as determined by the building principal and approved by the superintendent.

11.5 Inclement Weather

Employees shall not be required to report to work and shall not be charged leave time when student attendance is not required due to inclement weather. This includes

previously scheduled leave time. If the District requires students and/or staff to make up days lost due to inclement weather, then all Employees shall be required to fulfill their regular duties on those days without additional compensation. Itinerant Employees should follow the closure instructions of the administrator at building in which they are physically located at the time of release. Additionally, itinerant Employees will not be directed to travel from one building to another during district-determined inclement weather.

11.6 Workday

11.6.1 The Employee's workday shall not be less than seven (7) hours thirty (30) minutes or more than eight (8) hours.

11.6.2 All Employee shall be entitled to a duty-free uninterrupted lunch period of not less than thirty (30) minutes per day.

11.6.3 An Employee shall not be required to extend their working hours beyond the regular workday more than twice a month, up to a total of five (5) times per year, unless the District provides time and a half overtime compensation (based on the Employee's normal per diem rate of pay) or compensatory time off at a time and a half rate. Compensatory time shall be scheduled by the Employee and their building principal. On days with a planned extension, meetings will not be scheduled for the affected Employees. At least a three (3) week notice will be given prior to planned extensions of the work day.

11.6.4 Employees shall have the right to a 7-1/2-hour work day on the last workday before a holiday or break with no disruption to student instruction and student supervision requirements.

11.7 Preparation Time

All full-time Employees in a given building shall receive the same amount of preparation time as other full-time Employees in that building as set out below. Preparation time will be counted in blocks of no less than fifteen (15) minutes. Preparation time shall be pro-rated for part-time Employees. By September 1 of each year, the Association will be provided with schedules for each building specifying minimum preparation time.

IEP, IEP-related meetings, School Intervention Problem Solving Meetings, Functional Behavior Assessments, 504 meetings, and Behavior Intervention Plans may interrupt prep time outside the student contact time. A classroom teacher who is required to attend more than four (4) of these types of meetings in a month during their individual prep time will be compensated at their per diem rate in 15-minute increments for any additional time spent in such meetings during their prep period for the remainder of the month.

The District is guaranteed one hundred eighty (180) minutes a week for staff

meetings, late start staff development, and other District directed meetings. Coaching session(s) that are requested by Employees or directed as a Plan of Assistance will not count towards the 180 minutes, nor shall IEP or IEP related meetings or School Intervention Problem Solving team meetings. Weeks with less than five (5) working days will be prorated (Appendix E).

11.7.1 Elementary

- 11.7.1.1 Full-time elementary Employees shall receive daily preparation time to total not less than three hundred sixty-five (365) total minutes per week.
- 11.7.1.2 Of the three hundred sixty-five (365) total minutes per week in Article 11.7.1.1, full-time elementary Employees shall receive preparation time of no less than one hundred twenty-five (125) minutes per week during student contact time in blocks of no less than thirty (30) uninterrupted minutes per day except on late start or abbreviated days. On late start or abbreviated days with no scheduled preparation time, Employees will receive a fifteen (15) minute relief break scheduled by the building administrator. Prep time may be provided before, after or during student attendance hours on abbreviated school days.
- 11.7.1.3 The District will make all reasonable efforts to provide a minimum of 5 minutes passing time in between instructional blocks for Elementary, Physical Education, and Music teachers.
- 11.7.1.4 Employees supervising another Employee's class when a substitute is not available for 30 minutes or more will receive per-diem pay based upon the current substitute rate, in addition to their regular daily pay.

11.7.2 Middle and High School

- 11.7.2.1 Full-time middle school /high school Employees shall receive daily preparation time to total not less than three hundred sixty-five (365) total minutes per week.
- 11.7.2.2 Of the three hundred sixty-five (365) total minutes per week in Article 11.7.2.1, full-time middle school/high school Employees shall receive one instructional period for the days that follow a regular bell schedule per day during student contact time.
- 11.7.2.3 For high school, during finals week, employees shall receive no less than the minimum of one (1) testing period for preparation.

11.7.3 Preparation time during weeks with less than five (5) days student attendance required will be reduced on a pro rata basis (a day = 1/5).

11.7.4 Middle and High School

When an Employee agrees to substitute during their duty-free preparation period the Employee shall be compensated at their normal per diem rate of pay.

11.7.5 Any District-required training including, but not limited to, initial setup of District equipment, online training, and student information systems, will not be taken out of Employee preparation time.

11.8 Employees shall not be assigned to cover a second class during their instructional time, unless agreed upon. If agreed upon, the Employee will receive per-diem pay, in addition to their regular daily pay.

11.9 Licensed Special Education Specialists/Learning Specialists

Licensed Special Education Specialists refers to those who provide Special Education services, including Occupational Therapy, Speech and Language therapy, Physical Therapy, specialized consulting, and classroom instruction. Learning Specialists refer to those licensed to deliver Special Education classroom instruction.

11.9.1 Learning Specialists at the Middle and High School levels shall receive no less than one (1) daily preparation period and one (1) daily case management period.

11.9.2 All licensed Special Education specialists will be allocated up to three (3) days of substitute coverage annually, or additional compensatory time at the Employee's normal per diem rate of pay. The Employee will have the right to choose the option. Up to two (2) additional days may be provided with pre-approval from the Director of Student Services.

11.9.3 In the case of extended absences or extended vacancies, it is the responsibility of the District to provide a solution to maintaining services to students. Student services will not be delayed if a specialist is on an extended absence or if there is an extended vacancy. Specialists who agree to help cover caseloads during another specialist's extended absence or during an extended vacancy will be compensated at their normal per diem rate of pay by submitting a timesheet for services performed within the IEP and approved case management time. In addition, special education consultants who agree to cover case management duties, agree to substitute in a special education classroom, or agree to substitute as an educational assistant, will be provided compensation at their per diem rate by submitting a timesheet. Special education consultants who agree to cover for an extended vacancy will receive a reduction in their regular duties commensurate with the time they spend covering the vacancy. The reduction will be mutually agreed upon by the Employee and the supervisor.

- 11.9.4 Duties during the school day will not be assigned to licensed Special Education Specialists unless a limitation of building resources necessitates such a schedule. If a building is unable to develop a schedule that takes the burden of duties off of Specialists, the administrator will first work with the Association representative to problem solve the schedule. If the schedule is not able to be resolved at the building level, District leadership will work with Association leadership to jointly review and problem solve the building schedule. In the case that limited resources require a duty assignment, no more than one duty during the work day shall be assigned.

11.10 Counselors/Child Development Specialists

- 11.10.1 Counselors/Child Development Specialists will be allocated up to three (3) days of substitute coverage annually, or additional compensatory time at the Employee's normal per diem rate of pay. The Employee will have the right to choose the option. Up to two (2) additional days may be provided with pre-approval from the Director of Student Services.
- 11.10.2 Duties for counselors will be limited to sixty (60) minutes per day beyond what other educators are assigned.

11.11 Building Lead Duties

When no licensed administrator is present at the school building for more than one hour during student contract time, an administrator may assign, and an Employee may agree to serve in a building lead role. An Employee working in this capacity will receive the extra duty rate of pay in Appendix C.1.2. Employees serving in a building lead role may not make formal disciplinary decisions, including formal exclusion from a classroom.

11.12 English Language Development (ELD) Specialists

One ELD Specialist at each secondary school building will be assigned one (1) intake/case management prep period in their regular schedule.

11.13 Conference Scheduling

In order to provide more opportunities for parents to conference with Employees during times that parents are normally more available, the parties agree as follows:

- 11.13.1 Work Year: Adjustments in parent/Employee conference schedules shall not increase the 192-workday calendar for any Employee and shall not reduce the number of days/hours set aside (Article 11) for: Planning/Late Start Days, Inservice Days, and Grading and Conference Day Preparation.
- 11.13.2 Workday: The contractual maximum workday for Employees is eight (8) hours (7 ½ hours on the day prior to a holiday or break) including a 30-minute duty

free lunch. Adjustments in parent/Employee conference schedule may alter this contractual work day during weeks when conferences are held within the following parameters:

- 11.13.2.1 The conference period shall not extend more than three (3) consecutive workdays totaling no more than an average of eight (8) work hours per day. Individual work days during this period may be four (4) hours, eight (8) hours or twelve (12) hours in length. The maximum hours for conferences are sixteen (16).
- 11.13.2.2 Four (4) hour days shall begin no earlier than 8:00 a.m.
- 11.13.2.3 Eight (8) hour days shall begin no later than 12 p.m.
- 11.13.2.4 Twelve (12) hour days shall begin no later than 8:00 a.m.
- 11.13.2.5 The work hours during each day shall be consecutive.
- 11.13.2.6 Breaks of, at least 15 minutes shall be provided during every four (4) hour block and a 30-minute uninterrupted meal break shall be provided during each eight (8) or twelve (12) hour day.
- 11.13.2.7 During this conference period, student contact time, conference prep time, etc. may be combined with conference time on any individual workday.
- 11.13.2.8 The contractual half (1/2) hour early release shall apply to any day during the conference period that falls on the day before a holiday or break.
- 11.13.3 Student Contact: Adjustment in parent/Employee conference schedules shall not increase the annual total student contact time for any Employee.
- 11.13.4 Preparation Time: Adjustment in parent/Employee conference schedules shall not reduce the weekly allotted preparation time for any Employee in excess of the normal conference schedule reduction.
- 11.13.5 Each building may adopt its own conference schedule as long as it complies with the provision of this Article. The conference schedule for each building shall be adopted by mutual agreement between the building administration and a majority of the building Employees. Employees are expected to follow the schedule as agreed upon by the majority of the building's Employees.
- 11.13.6 An Employee with extenuating circumstances which prevent participation in the conference schedule that extends a normal work day may reschedule conferences. In such a case, missed hours beyond the normal workday will be

rescheduled by mutual agreement between the Employee and the building administrator. Rescheduled conferences must occur before or after the week of the building's scheduled conferences and take place during scheduled building hours.

ARTICLE 12 – WORKLOAD

- 12.1 The District and the Association/ECBC agree that the pupil- Employee ratio is an important factor in maintaining quality education and agree to establish a class size committee to address concerns from Employees and/or administrators regarding class size issues.
- 12.2 An Employee who believes their workload is excessive compared to other Employees in the District may discuss the situation with the principal. If not satisfied with the response at this level, the Employee may discuss the matter with the Assistant Superintendent and may suggest option(s) for the District's consideration. The Employee, upon request either to the Association representative or to the Assistant Superintendent, will have their concern addressed by the class size committee. In lieu of a class size committee, the Association president or designee will meet with the Director of Human Resources to address the concern. The Employee and the CEA president will receive a response from the class size committee within fifteen (15) school days.
- 12.3 The Association President shall be provided with a District printout of class size by school and by class by September 15 and by February 1 of each school year.
 - 12.3.1 For Special Education caseloads, the District will annually publish its guidelines and review process for allocation. National licensed Special Education Specialists' caseload guidelines will be considered as part of the District's guidelines. By October 15, the Association will be provided with current caseloads including the students the Employee is case managing and students on the Employee's support services provider list.
- 12.4 By October 15 of each year a class size committee of three (3) Employees appointed by the Association President and three (3) administrators will meet to address any concerns it receives from an Employee pursuant to Article 12.2, and may have future meetings as necessary to address Article 12.2 concerns it receives from Employees. The Committee's scope is to review class sizes, consider options, and formulate recommendations for District consideration. The committee will consider the following factors in deciding upon its recommendation(s):
 - 12.4.1 The number of students in the class,
 - 12.4.2 School and District class size averages,
 - 12.4.3 The number and characteristics of special need students,
 - 12.4.4 The instructional level of the classroom (e.g. primary, intermediate, etc.),
 - 12.4.5 The Employee's professional experience,
 - 12.4.6 The amount of educational assistant time or specialist assistance provided,

- 12.4.7 Other factors as suggested by the Employee.
- 12.5 Class size computations for a grade or school shall be made on the ratio of classroom Employees to students exclusive of specialists. If a school council, however, agrees to increase its level of specialists or otherwise modify its staffing allocation, then such occurrence should be a factor considered in class size discussions by the class size committee.
- 12.6 In situations where a class size or a specialist load exceeds the level desirable, the committee will consider the following options:
- 12.6.1 Transfer/reassignment of students,
 - 12.6.2 Adding certified staff,
 - 12.6.3 Additional educational assistant time,
 - 12.6.4 Development of split classrooms,
 - 12.6.5 No changes due to financial/physical space/time limitations,
 - 12.6.6 Other options mutually agreed to between the Employees and administrators on the committee.
- 12.7 All elementary classroom Employees will complete at the beginning of the school year and correct for changes during the year a list of students in the room, identifying special conditions for any student (e.g. IEP for behavior, EL Program, TAG, etc.) that should be considered in reviewing class sizes. The principal or designee will review this information for the grade level at the time of assigning a student new to the building. The principal will also present this information to the Superintendent or designee when class sizes at that grade level are being reviewed for District decision-making.
- 12.8 At any time after being assigned an exceptional student (e.g. IDEA or 504 eligible, EL Program, TAG), the Employee may request additional training to provide them with the necessary skills for dealing with that particular exceptional student.
- The case manager will meet with the Employee within one week of the request to identify useful training and resources. This may include District or outside specialists and/or other District Employees, who will consult, model classroom techniques, identify workshops or resources (courses or reading material, etc.). The Employee and case manager will create a schedule for accessing such assistance. An Employee who continues to have concerns about available training may contact the principal.

ARTICLE 13 – INSTRUCTION

13.1 Academic Freedom

13.1.1 Academic Freedom and Responsibility in the Instructional Program

13.1.1.1 To encourage students to reach their own conclusions and judgment on issues, the Employee has the responsibility to provide students balanced information representing various points of view on controversial issues. The Employee is free to present their own opinions or convictions in the field of their professional competence, but these must be clearly stated as their opinions as well as the premise from which they are derived. These opinions, when stated, should appear after the students have discussed the material and issue.

13.1.2 It is the Right of Employees:

13.1.2.1 To present various points of view on controversial subjects in a balanced manner so that students will be encouraged to reach their own judgment.

13.1.2.2 To participate in the development of curriculum and the selection of teaching materials. Supplemental materials and instructional methodology may be used by Employees in accordance with District policy and building procedures.

13.1.2.3 To select for classroom study controversial issues related to the curriculum and appropriate to the maturity, intellectual and emotional capacities of the students.

13.1.2.4 To have access to adequate instructional resources so that all sides of an issue can be presented adequately.

13.1.2.5 To call upon teaching colleagues, administrators and professional organizations for assistance and advice.

13.1.2.6 To teach in their area of academic competence without regard to their race, sex, or ethnic origin.

13.1.2.7 To express their own point of view in the classroom as long as they clearly indicate it is their own opinion and explain the basis for this position.

13.1.2.8 To work in a climate conducive to rational and free inquiry.

13.1.3 It is the Responsibility of Employees:

- 13.1.3.1 To ensure every student their right to confront and study controversial issues related to the curriculum and appropriate to their maturity, intellectual and emotional capacities.
- 13.1.3.2 To follow legislative, the State Board of Education and District prescribed curriculum using approved materials and resources.
- 13.1.3.3 To protect the right of every student to identify, express and defend their opinions in the classroom without penalty as long as it does not conflict with the classroom activity or infringe upon the rights of students or others involved.
- 13.1.3.4 To promote the fair representation of differing points of view in all issues studied.
- 13.1.3.5 To ensure that classroom activities do not adversely reflect upon any individual or group because of race, creed, sex, or ethnic origin.
- 13.1.3.6 To develop students' skills in problem solving.
- 13.1.3.7 To adhere to the written policy concerning academic freedom established by the Board of Education.
- 13.1.3.8 To provide a procedure for the students whereby they receive full and fair consideration when they take issue with teaching strategies, materials, course requirements or evaluation procedures.
- 13.1.3.9 To exemplify objectivity in the search for truth, to demonstrate respect for minority opinion and to recognize the function of dissent within the democratic process.

13.1.4 It is the Responsibility of the District:

- 13.1.4.1 The District shall protect Employees in the use of controversial material, methodology, or content as long as such use complies with District policy and procedures and is in accordance with the District's adopted curriculum. Copies or summaries of such policies and procedures shall be included in the staff handbook.

13.2 Grading of Students

The Employee shall maintain the responsibility to determine grades of students. No grade will be changed without consultation with the Employee, or department chair if the member is unavailable. In the event a grade is changed, the party changing the grade will

assume accountability for that change. Within ten (10) days of the change, the Employee shall be notified in writing of the change and the reasons for it.

13.3 Site Based Decision Making

13.3.1 The District in order to improve the quality and effectiveness of education, shall establish site councils at each school in conformance with state statutes and regulations in accordance with ORS 329.704.

13.3.2 The duties of the site councils shall be those prescribed in the statute.

13.3.3 A site council, in reaching decisions on matters within its responsibilities, shall not alter, amend or modify the Agreement without the approval of the District and the East County Bargaining Council.

13.3.4 Employee participation on a site council is voluntary and lack of participation shall not be noted negatively in an Employee's evaluation or personnel file and shall not be used as a subject of discipline.

13.4 Procedure to Support Inclusionary Practices

The parties agree that sustaining instruction and a focused learning environment is an important priority. Employees and administration will work in collaboration and each further agrees to assist the other in their mutual efforts to employ a range of supports and interventions that are culturally responsive and focused on sustaining students' access to instruction and the learning environment. Employees will consistently implement the accommodations, modifications and supports reflected in 504, IEP and behavior plans in accordance with state law. Staff will have access to the district-wide behavioral response and intervention practices and procedures manual and a copy of the student rights and responsibilities handbook at the beginning of each school year.

13.4.1 Employee Notification

Employees who are assigned students who are known to have an IEP, or Section 504 plan, or District-generated behavior intervention plan, shall be provided access to a copy of the IEP, 504 plan, or District-generated behavior intervention plan, and/or relevant information. Employees shall review and consistently implement the plans including modifications and accommodations in accordance with IDEA, ADA, and/or applicable state law, and shall have the opportunity to consult with appropriate staff members upon request.

13.4.2 Written Procedure

13.4.2.1 The District will make available on its web site a copy of its adopted behavioral response and intervention practices. Employees shall adhere to these practices.

13.4.2.2 Building administrators/supervisors will meet with Employees annually to collaboratively establish and/or review written behavioral response and intervention practices and procedures for each building and learning space to ensure uniform implementation of District practices. In addition, annual professional development shall be provided on inclusive school culture, climate, and social-emotional behavioral supports for all Employees. Employees shall adhere to the procedures.

13.4.3 Safety Concerns

13.4.3.1 If student behavior causes physical harm, presents an imminent threat of harm, demonstrates physical aggression, constitutes repeated verbal abuse, demonstrates targeted harassment, and/or negatively impacts an Employee's ability to maintain a safe learning environment, the Employee supervising the student may request immediate assistance from the Employee's building administrator or designee who will take appropriate action to address the situation.

13.4.3.2 Following the administrator's action to address the situation, the administrator:

- Will communicate with the Employee the action taken within twenty-four (24) hours to describe the action taken;
- The administrator will communicate one on one with the Employee prior to returning the student to the learning environment if the administrator removes the student from the Employee's classroom to address the situation;
- May schedule a meeting with the Employee and any other relevant stakeholders to determine whether the student behavior is part of a pattern that needs to be addressed through established district wide behavioral response and intervention practices or was a unique incident that is unlikely to be repeated; and
- May, in consultation with the Employee, stakeholders, and student, evaluate whether restorative practices are appropriate.

13.4.3.3 Any disciplinary action, up to and including exclusion from the classroom or school, will be at the discretion of the building administrator or designee after an investigation (which includes gathering information from the Employee) and due process procedures are complete. In the case of severe physical harm to the

Employee, the Employee may request that the student be moved to an alternative learning environment for an agreed upon amount of time up to the end of the class period at secondary or the end of the day for elementary. The building administrator may consult with the Employee in determining any appropriate disciplinary action for the student.

- 13.5 The District will follow state and federal laws relative to any individual who physically or verbally abuses or intimidates or interferes with any Employee performing their duties.

ARTICLE 14 – PROFESSIONAL DEVELOPMENT

14.1 Inservice Workshops, Conferences, Programs

- 14.1.1 The District agrees to pay the full cost of District approved tuition and other District approved expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such session which an Employee is required and/or requested to take by the administration.

14.2 Tuition Reimbursement

- 14.2.1 Courses must be taken for credit and must contribute directly to more effective instruction by the individual Employee. Specific matters of interpretation or approval of courses shall be subject to the decision of the superintendent or their designee.
- 14.2.2 The District approves up to six (6) quarter hours' tuition each year or four (4) semester hours per year for each licensed Employee. These hours may accumulate to twelve (12) quarter hours or eight (8) semester hours in a three-year period. Part-time Employees of half-time or more may be reimbursed only for the pro-rata share of two (2) quarter hours, based on the percentage of full-time they work.
- 14.2.3 Full tuition cost (including fees defined below) at Portland State University rate will be reimbursed at either undergraduate or graduate rates depending upon types of courses taken. The amount of reimbursement will be determined by the rate charged by Portland State University rate per credit hour as the measure of tuition reimbursement effective with the commencement of the current school year, or by the institution attended by the Employee, whichever is less. The District pays the tuition/fees only. If an Employee takes semester hours, reimbursement will be calculated using the following formula:

$1\frac{1}{2} \times (\text{PSU rate per credit hour}) = \text{amount of reimbursement per semester hour.}$

The PSU fees shall be defined as tech, building, incidental student and health fees only.

- 14.2.4 Employees shall follow administration rules for applying for tuition, conference, workshop, or seminar reimbursement. The Employee shall:
 - 14.2.4.1 Prior to enrolling in the course or incurring any costs, obtain their administrator's signature and approval on a "Letter of Intent" form, and submit the completed "Letter of Intent" to Human Resources who will review and respond with final approval within ten (10) Employee work days of receipt.

- 14.2.4.2 For courses, submit documents verifying payment and official grade slip as evidence of completion of the course. For conferences, workshops, or seminars submit proof of learning or attendance.
- 14.2.5 Tuition shall start with classes taken in the fall quarter of the new school year and continue through summer session.
- 14.2.6 It is the responsibility of the Employee to see that evidence of satisfactory completion of the course and a receipt or other evidence showing cost are submitted to the superintendent's office immediately upon availability from the college.
- 14.2.7 Employees may request payment of tuition subject to the terms of Section 14.2.4 prior to completion of the course by submitting a receipt or canceled check for the tuition paid. Verification of successful completion of the class(s) must be received within thirty (30) working days upon conclusion of the term. If verification is not received, the District may elect to deduct from the Employee's next check, the amount of the tuition payment. District action of deducting from the check does not mean the Employee waives their right to reimbursement for the class(s) if evidence of successful completion of the course is presented within one year from the date of the payroll deduction specified herein.
- 14.2.8 Employees may use the monetary equivalent of up to three (3) credit hours at the PSU rate a year to pay for workshops, seminars, conferences and their related fees, including travel costs. This does not affect any accumulated hours from previous years. Reimbursement for substitute costs will only be allowed for one experience a year. Upon completion of the workshop, seminar, or conference, validation of learning or proof of attendance must be submitted to the principal or designee.
- 14.2.9 If an Employee resigns or retires from the District for the ensuing school year, the District shall not be obligated to pay for any class/workshop, seminar, conference taken during the summer term. If prepayment was made, reimbursement shall be withheld from the final paycheck.
- 14.3 District Staff Development
 - 14.3.1 Employees will be permitted to take District staff development courses (including Summer Institute) at no cost to the Employee. Credit for these courses will not be charged to the Employee's tuition reimbursement account, except in cases where credit is earned by the Employee.
 - 14.3.2 Employees will receive credit toward advancement on the Centennial salary schedule for District staff development courses taken and for any unpaid time of

thirty (30) hours outside the regular workday required of an Employee of a professional committee (such as site council or a District curriculum committee).

14.3.3 District staff development courses shall be those noncredit courses offered by the District and approved by the superintendent or designee.

14.3.4 For the purposes of this Agreement, thirty (30) hours of District staff development equals one (1) quarter hour of college credit.

14.3.5 Scheduling Staff Development for Part-Time Employees

District staff development is directed by the District through the building administrators or supervisors. Those administrators direct who should attend required staff development sessions. Part-time licensed staff may be required, by administration, to work additional hours beyond their regular schedule for staff development. Part-time licensed staff must be given four (4) weeks' notice of the change in schedule. The Employee shall be paid at their per diem rate for the extra time worked. If required to attend, and if there was time between the end of the staff development session and the beginning of their teaching start time, that time would be paid time at their regular per diem rate of pay. Such additional work would be limited to six (6) times per year.

14.4 Continuing Professional Development

An Employee shall have the right to choose the District Plan or Individual Plan and under neither one shall the Employee be required to set CPD goals that reflect evaluation goals.

14.5 National Certification

14.5.1 The District shall provide a one-time only bonus of one thousand dollars (\$1,000) for Employees who are Nationally Certified.

14.5.2 The District shall provide up to ten (10) days per year (from professional leave account) for all Employees working on their National Board Certification.

14.6 Mentor Employee Program

14.6.1 The District reserves the right to establish and discontinue a Newly Hired Employee/Mentor Employee Program.

14.6.2 Employees may submit a letter of interest to be a Mentor Employee to the building principal.

14.6.3 No employee shall be designated as a Mentor Employee unless willing to perform in that role.

- 14.6.4 A Mentor Employee will work with no more than one newly hired employee per year, except in circumstances when an Employee agrees to take more than one newly hired Employee.
- 14.6.5 No Mentor Employee shall participate, at any level, in the evaluation of newly hired Employees.
- 14.6.6 The District will provide a qualified substitute for the Mentor Employee when necessary to fulfill Mentor Employee obligations as per State Department regulations and/or District guidelines.
- 14.6.7 CPD units will be issued for each hour for each Employee of the mentor team for every hour of individual consultation. Consultation time will be recorded in a log.
- 14.6.8 When the Mentor Employee works with the newly hired Employee outside the workday, the Mentor Employee will be compensated at the curriculum rate, unless the Mentor Employee is participating in the state mentor grant.
- 14.6.9 Should the state provide grant dollars for mentor programs, and the District receives a grant, grant dollars shall be distributed as stipulated in the grant.
- 14.6.10 Newly hired Employees may also request from their building administrator a mentor Employee within their building for their first school year of employment. Building administrators shall seek mentor Employees for all newly hired Employees. When possible, mentor Employees should be assigned to the same building as their newly hired Employee mentee.

14.7 Professional Leave

The Centennial School District will create a pool of professional leave days equal to the number of bargaining FTEs as identified in the proposed budget each year which may be used by Employees for activities related to professional teaching duties. Each building will be allotted days based on the number of Employees assigned to the building. Employees who would like to request a day of professional leave may submit a request to their principal prior to December 1 of each school year. Final approval rests with the building administrator. No Employee shall be granted more than three (3) days during the school year. On April 15 of each school year, up to ten (10) days of unused professional leave shall be transferred and be assigned to a district-wide pool for the remainder of the school year. Applications for professional leave shall be made at least three (3) days prior to the date of expected leave on proper District application forms.

- 14.7.1 Examples of professional leave with pay are, but not limited to:

- 14.7.1.1 Visits to other school systems,

- 14.7.1.2 Participation in professional teaching programs,
- 14.7.1.3 Professional opportunities which will extend the outlook and improve the service to students.

ARTICLE 15 – EVERY STUDENT SUCCEEDS ACT

- 15.1 The District and the Association will form a mutual committee to investigate the impact and effects the Every Student Succeeds Act federal legislation or future iterations of these Federal laws may have on the teaching staff related to conditions of employment.
- 15.2 No decision and/or action related to the ESSA or its implementation shall violate the provisions of this Agreement without the approval of the District and the Council.
- 15.3 Changes in mandatory subjects of bargaining related to implementation of the ESSA shall be subject to bargaining between the District and the Council. Such bargaining shall be conducted pursuant to ORS 243.698 except that the duration of bargaining shall be one hundred and twenty (120) days including mediation.

ARTICLE 16 – COMPENSATION

16.1 Salary Schedule and Index

The salary schedule(s) and index for Employees are attached to this Agreement as Appendix A and B and by this reference incorporated herein. This salary schedule(s) and index shall be the official salary schedule(s) and index for all Employees and shall not be deviated from except through mutual consent of the District and the Association/Council.

Effective July 1, 2025, the salary schedule for 2025-2026 (Appendix A-1) shall reflect a 6% increase above the salary schedule in Appendix A-3 of the 2022-2025 Agreement.

Effective July 1, 2026, the salary schedule for 2026-2027 (Appendix A-2) shall reflect a 3% increase above the 2025-2026 salary schedule (Appendix A-1).

Effective July 1, 2027, the salary schedule for 2027-2028 (Appendix A-3) shall reflect a 3% increase above the 2026-2027 salary schedule (Appendix A-2).

16.1.1 Employees who work less than full-time will be paid at a pro-rata portion of the full-time salary.

16.1.2 Employees who are granted extended contract(s) to work beyond the normal work year shall be paid at their normal per diem rate for each additional day (or portion thereof).

16.1.3 Employees who are employed during the summer to teach academic courses shall be paid their per diem. By June 15 all summer employment opportunities shall be posted on the District website and made available for Employees by contacting the Human Resources Office.

16.1.4 Employees of courses designated as recreational or enrichment (driver education, sports programs, outdoor science, music, etc. or curriculum development) shall be paid at the curriculum rate.

16.2 Step Placement and Advancement

16.2.1 Employees shall be placed and shall advance on the steps of the salary schedule as follows:

16.2.1.1 Employees new to the District shall be placed on the salary schedule allowing full credit for each year (135 consecutive work days or more) regardless of prior professionally or academically licensed experience service in the public schools, K-12.

- 16.2.1.2 Prior experience in private or parochial schools, District approved experience in colleges or universities, or other situations will be given year for year (135 consecutive work days or more) if the institution where the prior experience was obtained, required a professional license in order to be employed.
- 16.2.1.3 Substitute experience shall not count unless it was done on a full-time contract basis. Continuous service of 135 consecutive work days or more, or one (1) or two (2) assignments of no less than 135 consecutive work days of substitute teaching shall qualify as a year of experience in accordance with ORS 342.840. Credit for a part of a year will not be given unless two (2) segments or less total a school year.
- 16.2.1.4 Non-degree professionals with a restricted Career and Technical Education (CTE) teaching license shall be placed on the salary schedule at the appropriate experience step, equating to two (2) years (minimum 16 months) of work experience relevant to the area of teaching assignment with one (1) year of teaching experience up to a maximum Step 10. For hard to fill position, as determined by the Director of Human Resources at the time of job posting, some CTE positions may receive 1:1 experience credit. In all cases, determination of approved work experience is at the discretion of the Human Resources Director. A final salary will be presented to the candidate at the time of the offer and will not be decreased thereafter.
- 16.2.1.5 If designated hard to fill by the Director of Human Resources at the time of job posting, 1:1 experience credit will apply to School Social Worker, School Psychologist, and Speech Pathologist positions. A final salary will be presented to the candidate at the time of the offer and will not be decreased thereafter.
- 16.2.2 Employees shall receive advancement (increments) on the salary schedule for each year (135 consecutive work days or more including paid leave) of work completed in the District.
- 16.2.3 Beginning in the 2022-2023 school year, a salary step (Step 15 + 5 years) was added to the salary schedule for Employees at a range of BA 60 or higher, which reflects an additional step increase of the same dollar amount as other step increases in each range. This new “Step 15 range max + 5 years” step will be available to Employees who have been at Step 15 the maximum step of their respective range for five (5) years in the Centennial School District.

- 16.2.4 The following positions will receive stipends of \$2,000 annually: Speech-Language Pathologist, School Psychologist, Learning Specialist, Occupational Therapist, Physical Therapist, and Special Education Consultants.

16.3 Column Placement and Advancement

16.3.1 Initial Salary Column Placement

- 16.3.1.1 Any academic certificate, license, degree, or the equivalent, issued by TSPC, the State of Oregon, an accredited institution of higher education, or a professional society, shall qualify for placement on the corresponding column of the salary schedule.
- 16.3.1.2 College hours used for initial placement must be earned subsequent to the earning of a bachelor degree and contribute directly to the new Employee's assignment. Specific matter of interpretation of approved course work is at the discretion of the Human Resources Director.
- 16.3.1.3 Speech Pathologists, School Psychologists, Occupational Therapist, Physical Therapists, and Social Workers hold a MA degree that requires more credits and more hours of practicum than a regular MA degree or a classroom licensing program.

Given that these Centennial School District specialists hold this type of MA, the Association/Council and the District agree to place specialists with masters degrees requiring 60 credit hours (90 trimester hours) on the salary scale at MA+45.

- 16.3.1.4 Non-degree professionals with a restricted Career and Technical Education (CTE) teaching license shall qualify to be placed on the BA column of the salary schedule. College hours used for educational column advancement on the salary schedule must be earned subsequent to earning a bachelor's degree.
- 16.3.2 Employees, either new or returning, may request a meeting with the Human Resources Director and present information as to hours or degrees not previously counted toward salary placement. If additional hours or degrees are counted, the change in placement will be retroactive for twelve (12) months.
- 16.3.3 For purposes of educational column advancement on the salary schedule, previously approved college credit hours earned by the end of summer term shall apply effective the beginning of the next school year, provided proof of successful course completion is received by September 10. Previously approved credit hours earned between September 1 and January 1 of a school year shall

be effective on February 1 of that school year on a pro-rata basis provided proof of successful course completion is received by January 10.

16.3.4 The District agrees to accept the following as proof of successful completion of the pre-approved class(s).

16.3.4.1 An official grade slip from the institution where the class was taken, official transcripts indicating successful completion of the class and/or a letter from the instructor and/or registrar of successful completion of the class. The letter must be on the institution letterhead, indicating the class number and name, the credits completed and the grade. The letter must be signed by the instructor or registrar and may be mailed or faxed to the Human Resources Department. Verification must be in the Human Resources Department by September 10 and January 10.

16.4 Salary Checks

16.4.1 All Employees will be paid on a 12-month period. June, July and August checks will be available on June 25 or the last District workday prior to the 25th if weekends or holidays interfere.

16.4.1.1 Exceptions will be Employees who are leaving the District employment for reasons other than retirement, and will receive their July check not later than June 30 of the current school year.

16.4.2 Salary checks will be paid on the 25th of each month or on the last working day prior to the 25th if weekends or vacations interfere unless extenuating circumstances make this impossible.

16.4.3 An Employee may request by the 10th day of the month and the District shall grant an earned advancement on their salary. The advance pay will be deducted from their check in the month granted. Employees shall be limited to four (4) draws per year. No requests may be made after May 10.

16.4.4 Employees electing to have their checks sent monthly during the summer break may initiate the request by submitting stamped, self-addressed envelopes to the payroll department prior to June 1st. The checks will be mailed July 25th and August 25th.

16.4.5 The Employee's Earning Record stub attached to the monthly paycheck will provide each Employee as much of their salary breakdown as the payroll computer system has capacity.

16.4.6 Employees may opt to have their salary paid by "direct deposit" to the financial institution of their choice.

16.5 Payroll Deductions

- 16.5.1 Upon appropriate written request from the Employee submitted prior to stated deadlines, the District will deduct from that Employee's salary and make appropriate remittance for the following approved deductions:
 - 16.5.1.1 United Way (during annual fundraising campaign).
 - 16.5.1.2 Centennial Educational Foundation.
 - 16.5.1.3 OnPoint Credit Union.
 - 16.5.1.4 Premiums for insurance programs (prior to September 10).
 - 16.5.1.5 Membership dues to the United Teaching Association (CEA-ECBC-OEA-NEA) – (In accordance with Article 4).
 - 16.5.1.6 United States Savings Bonds.
 - 16.5.1.7 Section 125 Payroll Deduction Plan with a west coast administrator (prior to October 1).
- 16.5.2 Any Employee contracted after the start of the school year shall request deductions according to deadlines set by the payroll office.

16.6 PERS/OPSRP

- 16.6.1 The District shall be relieved of any obligation to otherwise pick-up, assume, or pay the six percent (6%) Employee contribution/payment required by ORS 238.200 and ORS 238A.330.
- 16.6.2 The District agrees to adopt a School Board resolution to make an election under IRS Codes to allow a pre-tax deduction of the six percent (6%) Employee contribution/ payment required by ORS 238.200 and ORS 238A.330. Such deduction shall be made from each Employee's pre-tax gross wages.

16.7 Student Teachers

- 16.7.1 Money paid to the District by a college placing a student teacher in the District, intended as an honorarium for the District Employee supervising the student, shall be paid to the supervising Employee.
- 16.7.2 The minimum honorarium paid to the supervising Employee is \$100 unless more than one Employee is supervising the student teacher, in which case the

honorarium paid to the District by the college will be divided equally among the supervising Employees.

16.8 Travel Allowance

- 16.8.1 Authorized expenses shall be paid to Employees at the current IRS rate on July 1 of the school year.
- 16.8.2 Employees who are required to use their own automobile in performance of their duties will be reimbursed for such travel at the IRS rate per mile.
- 16.8.3 All Employees will be provided Comprehensive Liability Coverage under the District's policy while traveling on approved District business.
- 16.8.4 Employees required by their principal or supervisor to purchase supplies for their classes will be reimbursed for their travel for such purposes at the IRS rate.

16.9 Early Retirement

16.9.1 Definition:

Retirement may be a viable option for some Employees. The District wants to provide an incentive for early retirement. Any Employee who has had ten (10) years of unbroken service prior to October 1, 2000, but had a break in service after ten (10) years and is currently re-employed by the District, shall also be able to retire under the provisions of this Article. Any Employee who retires under the provisions of PERS prior to age 65, and who has completed ten (10) years of service with the District, shall be eligible for the District's plan. However, this benefit shall sunset as of October 1, 2000 for all certified Employees hired on or after that date.

16.9.2 Stipend

- 16.9.2.1 The early retirement program will provide a monthly payment of \$562.50 for a maximum of 48 months.
- 16.9.2.2 The District's obligation to pay the stipend fee shall terminate at the end of 48 months, upon the request of the Employee to cancel the program, age 65, death, or the return to active employment which would reinstate PERS membership and payments to the retirement fund.

16.9.3 Insurance

16.9.3.1 The Employee will have the option to purchase medical, dental and vision insurance until age 65, subject to approval of the carrier.

16.9.3.2 The Employee may accept the insurance coverage as provided in the early retirement plan. The Employee will pay the difference for added coverage and the premium difference from rate at time of retirement. The Employee may also purchase family coverage.

16.9.4 Compensation from Outside Agencies on School Campuses

16.9.4.1 An Employee may accept work on school campuses with Centennial School District students from outside agencies (e.g. SUN program). The agency shall be responsible for establishing the salary amount and will pay the Employee directly. The District will not be responsible for any salary/ benefits nor the establishment of any salary rates.

16.9.5 Employees whose duties entail completing documentation for Medicaid billing will be reimbursed by the District for the minimum licensing or certification fee that qualifies them to do Medicaid billing.

16.10 Multilingual Stipend

Effective July 1, 2026, Employees, whose job description does not require bi-lingual proficiency, but who have proficiency in English as well as proficiency (reading, writing, and speaking) in a second language shall be eligible to receive an annual stipend of \$2,000 prorated by monthly payments.

Employees must apply for this additional differential and demonstrate eligibility through the District-determined language proficiency process as required. If the Employee qualifies, they will receive the stipend retroactively to the start of the school year they qualified. Employees receiving the differential are expected to use their language as needed with students, families and community members, as well as upon request.

ARTICLE 17 – INSURANCE

17.1 District Contribution

The District shall contribute the following amounts for the 2025-2028 contract to cover the purchase of family medical, family dental with orthodontia, and/or family vision insurance.

School Year	Amount Per Employee Per Month
2025-2026	\$1552
2026-2027	\$1577
2027-2028	\$1602

17.1.1 The District contribution will be prorated for Employees who work less than full-time.

17.2 Optional Plans

The District will also make available life, long-term disability insurance, cancer and accidental death insurance plans to all Employees, although purchase of these benefits will be optional.

17.3 Choice of Plans

The Association/Council shall have the right and responsibility to select the insurance benefit carriers and plans available to Employees from those offered by OEBC.

17.4 Resignations

When an Employee resigns from the District, all benefits of this Article shall be prorated as to percent of time worked.

17.5 Insurance Pooling

If the insurance cap does not cover the full cost of the medical, vision, and dental insurance premiums for Employees, an insurance pool will be implemented by the October paycheck according to the following formula.

The total of Employees unspent District contributions equals “the pool.” All Employees without out of pocket medical, vision, dental insurance premiums will be distributed on an equal percentage basis and apply to all Employees who have out-of-pocket medical, vision, and/or dental insurance premium contribution expenses. “Pool” dollars will be applied down the list until the “pool” is exhausted. The “pool” shall be determined by

multiplying the unspent District contributions by a percentage as indicated in the table below.

School Year	Pool Percentage to Employees
2025-2028	90%

The “pool” shall apply only to medical, dental and vision plan premiums for Employees whose coverage exceeds the monthly insurance cap. “Pool” dollars may not be applied to optional plans described in Article 17.2.

Employees must (re)enroll with OEGB by October 1 to be eligible for “pool” dollars with the following exceptions:

- New Employees hired after September 1st or hired after the pool is established will be eligible for “pool” dollars starting in October or the first month insurance is deducted from their paycheck, whichever is later.
- Employees who have an eligible mid-year qualified status change as defined by OEGB will be eligible for “pool” dollars.
- These Employees will receive the District provided insurance contribution and a District contribution from the pool up to the maximum individual amount as determined by the October pool calculation.

17.5.1 Leftover Insurance Pool Funds (Appendix E)

17.5.1.1 School Year Leftover Pool Percentage to District

Any amount of pool dollars not utilized to pay for insurance premiums through OEGB shall be proportionally given back to Employees who contributed to the pool. Before the proportions are determined, the District shall receive a percentage of these funds based on the table in the following table.

School Year	Leftover Pool Percentage to District
2025-2028	10%

The proportion given back to Employees will be determined based on how much the Employee donated compared to the total donated pool. This payment will be given to such Employees in the form of employer-funded health flexible spending account (FSA) or limited flexible spending account (LFSA), up to the allowable IRS limit and if the Employee is eligible for these accounts based on IRS tax code

or other regulatory requirements, and if allowable by the District's FSA/LFSA provided/vendor. An Employee must contribute to the pool during open enrollment and be eligible to receive a minimum of \$20 per month, per the calculation, to be eligible to receive funds described in this Section. Payments will begin with the January payroll following open enrollment and will continue through June payroll of the same year. Retroactive payments will be made.

If not allowable or if contributions are unable to be made, CSD and CEA will meet to discuss options.

17.6 The District shall provide Section 125 Plans (A and B) for use by Employees.

17.7 Domestic Partners

17.7.1 For all purposes within this Article, the term "domestic partner" shall be defined to mean same or opposite gender and follow the OEGB rules for the determination of that status.

ARTICLE 18 – EXTRA DUTY

18.1 Definition of Extra Duty

Extra duty is work or responsibilities performed by an Employee for approved tasks not related to the individual's regular assignment. To qualify for payment, the following criteria must be met:

- 18.1.1 The responsibility must take place outside of class time and extend beyond the regular work day. The activity or program must be an approved extra duty because not all activities or programs outside of class time or beyond the regular school day are extra duty.
- 18.1.2 The assigned person must be qualified either by experience, interest or training to direct the assignment or activity.
- 18.1.3 The District and the Council agree to bargain over the pay rate if any significant changes are proposed in duty responsibilities.
- 18.1.4 The Employee agrees to detailed written job responsibilities, duties, hours, and other obligations set by the District.

18.2 Extra Duty Schedule and Index

The compensation rates for Extra Duty positions are attached to this Agreement as Appendix C and by this reference incorporated herein. These rates shall be the official compensation rates for all Extra Duty positions in the District and shall not be deviated from, except through mutual written consent of the District and the Association/Council. These rates shall be indexed to negotiated annual compensation percentage increases.

18.3 New Positions

- 18.3.1 If the need for an extra duty position not specified above should occur while this agreement is in force, the District shall determine the placement of the position on the extra duty schedule based on the job description of the new position and a fair evaluation of like or similar positions. The District shall advise the Council of the new position and solicit the Council's input as to appropriate placement on the extra duty schedule.
- 18.3.2 At the end of the school year following the creation of a new extra duty position, a review may be conducted of the extra duty position to determine if the position has been appropriately placed on the extra duty schedule. The District shall inform the Employee assigned to the position and the Council that a review is being conducted and solicit input. Such a review may be initiated by the District, the Council, or the Employee assigned to the position.

- 18.4 Vacancies in extra duty positions shall be posted as per Article 8 of this Agreement.
- 18.5 Extra duty positions not associated with a teaching assignment are voluntary.
- 18.6 When filling an extra duty position or volunteering to supervise or assist with school related activities beyond the normal workday, an Employee shall be reimbursed for all related expenses pre-approved by the District.
- 18.7 Due process rights shall be afforded an Employee when employed in an extra duty position only in the event of mid-season termination.
- 18.8 Extra Duty notice for the subsequent year confirming the position stipend shall be provided in writing to the Employee no later than June 15. Upon request, the principal or designee shall meet with the Employee in advance of the assignment to outline the scope of the work required. If a vacancy occurs after June 15, an Employee volunteering to fill the vacancy shall be provided written notice confirming their employment and stipend prior to commencing work.

ARTICLE 19 – PAID LEAVE OF ABSENCE

19.1 Approval Requirements

All absences and leaves must have administrative approval. The Employee's immediate supervisor's recommendation and the approval of the superintendent or their designee constitute administrator's approval.

All requests for absences and leave except sick leave must be submitted in writing on District approved forms. All written requests should be made in advance of the absence. Some situations do not lend themselves to prior approval. When this happens, the written application must be submitted to the immediate supervisor within five (5) days after the occurrence.

19.2 Sick Leave and Paid Leave Oregon

19.2.1 Employees shall be granted ten (10) days' sick leave during each school year pursuant to ORS 332.507(2). Such sick leave shall be credited to said Employees on the first work day of the fall trimester/semester. In case of Employees who begin service after the beginning of the school year, sick leave shall be credited on the first day of active teaching service and consist of one (1) day for each month remaining in the school year.

19.2.2 No maximum shall be placed on sick leave accumulation. The Employee's sick leave hours shall be displayed on the Employee's monthly pay statement.

19.2.3 An Employee who has accumulated sick leave during employment in another school district, and who was so employed during the preceding years, shall, upon proper verification, be allowed the number of sick leave days accumulated in accordance with ORS 342.596.

19.2.4 Employees may use their accumulated paid leave for family illness or other allowable purposes, including parental leave. Parental leave will be granted in accordance with the Family Medical Leave Act, Oregon Family Leave Act, Paid Leave Oregon, and/or SB454 Oregon Sick Time Law.

19.2.5 Paid Leave Oregon (also known as Paid Family Medical Leave Insurance - PFMLI) is a program that may offer paid leave if Employees meet requirements set by the State of Oregon. Accumulated leave may be used before, after, or concurrently with Paid Leave Oregon leave to ensure the Employee receives up to, but not more than, their normal salary. The District may use a third party equivalent plan that is certified by the State of Oregon to be the same or better than the State plan for paid family medical leave insurance. Employees apply for this benefit directly with the State employment agency, or the equivalent plan administrator if the District elects to use an equivalent plan.

19.2.6 An Employee who receives a benefit under Workers' Compensation Insurance, Short Term Disability, or Paid Leave Oregon may elect, if permitted by the insurance, plans and programs, to use accrued paid leave to make up the difference between their benefits and their normal salary. Employees must notify the District of their election to supplement insurance benefits with accrued leave at the time of application. Upon receiving written notice of such an election, the District shall deduct and apply the number of accrued leave hours necessary to ensure the Employee receives their normal salary. Under no circumstances will the Employee be allowed to use accruals to receive more than their normal pay. If combined use of accruals and PLO benefits exceed the Employee's normal pay, the Employee will be notified in writing of the overpayment and the funds will be deducted from the employee's paycheck(s) after establishing a reasonable repayment plan with the Employee not to exceed the following three pay periods.

19.3 Emergency/Personal Leave

19.3.1 When an Employee is absent because of emergencies or personal business that cannot be conducted outside the regular workday, and the absence is not covered by any other leave, the employer will allow the Employee to accrue up to three (3) days of personal leave, per year, with the Employee to be paid their daily per diem rate. Personal leave cannot be used for a second business. Personal leave is a negotiated benefit, not a leave of right. It is to be used only when needed. Employees are not required to take all three (3) days. Employees will not have to state the reason for said leave. Employees are responsible for notifying the building principal by entering the absence into the sub system five (5) working days before the absence.

19.3.1.1 New staff hired after the school year has commenced will have Personal Leave Days allocated as follows, based upon the Employee's first paid day of employment with the District:

Beginning of School to Winter Break: Up to three (3) days of personal leave.

Post-Winter Break to Spring Break: Up to two (2) days of personal leave.

Post-Spring Break to End of Year: Up to one (1) day of personal leave.

19.3.2 In cases of emergency, leaves may be granted by phone and written requests within two (2) days of the Employee's return.

- 19.3.3 Employees may choose to carry over up to two (2) unused personal leave days for use in the subsequent school year. Total accruals may not exceed five (5) total days at any time.

19.4 Employees' Sick Leave Donation Bank

- 19.4.1 On or before October 31 of each year, a participating Employee may contribute up to twenty-four (24) hours of sick leave to a common donation bank in eight (8) hour increments. To be eligible for the bank, Employees must donate at least once within the life of the contract. This donation can only be made once per year, is irrevocable, and may only accumulate up to a total equal to the number of FTE in the bargaining unit. Participation in the donation of the hours shall be voluntary. The District shall be defended and held harmless from any claim arising from honoring the donation. The District is not responsible for any personal tax liability that may be incurred by the donating Employee or the receiving Employee, should any liability arise. Part-time Employees will be pro-rated, both for donation and receipt of donated days. Employees on Workers Compensation who receive reimbursement of lost days through their workers' compensation claim may not benefit financially from the sick leave bank by receiving more than their regular salaried amount.

- 19.4.1.1 If the total sick leave bank accruals drop below sixty-five (65) days at any point in the year the Association may notify the District and reopen the bank for fifteen (15) business days when Employees may donate an additional eight (8) hour block of time.

19.4.2 Procedure for Committee Members

Grants from the donated days will be determined by the CEA Executive Council or their designees. Inquiries to the Human Resources Department shall be referred to the CEA President.

19.4.3 Application for Sick Leave Donation Days

When an Employee has used all available paid leave days, the following procedure will be implemented.

- 19.4.4 The Employee will notify the Association of the need for donated days.

- 19.4.5 The Association Executive Council will review the request.

- 19.4.6 The Association Executive Council will notify the District Human Resources Office that an Employee has requested and been approved for donated days.

- 19.4.7 Payroll will process the days as instructed by the Association.

19.4.8 Employees are limited to 520 hours (65 days).

19.5 Emergency Leave for Bereavement

An Employee shall be granted five (5) days' absence with full pay because of the death of any member of their immediate family. They may be granted three (3) extra days for which they will receive a pay reduction equivalent to rate of pay for a professional substitute. Use of such days must occur within one (1) month of the death of the immediate family member, or up to six months in cases where the end-of-life ceremony is delayed.

19.5.1 Immediate family (to include in-law and step relatives) shall be defined as to mean spouse, same sex or opposite sex domestic partners, parents, children, brother or sister, grandparents, grandchildren, same sex or opposite sex domestic partner's parents, children, brother or sister, grandparents, grandchildren or spouse's immediate family as already defined. Other persons shall be considered as members of the immediate family, provided they are living in the home of the Employee or are dependent upon the Employee for support.

19.5.2 Employees may use the three reduced pay days for the purposes of dealing with issues related to the death. These days must be used within six months of the death.

19.5.3 An Employee shall be granted one (1) day's absence with full pay to attend the funeral of a close friend or a distant relative. In the event of special extenuating circumstances, the District may grant up to two (2) additional days for this leave.

19.6 Legal Leave

19.6.1 Mandatory Legal Appearance

19.6.1.1 An Employee shall be absent with pay under Article 19 if they are subpoenaed as a witness in a legal proceeding, except when such subpoena is on behalf of the association in proceedings (other than grievance hearings) against the school district, providing they turn in a copy of the subpoena and any witness fees that they receive to the business office.

19.6.1.2 Jury Duty

Employees called for jury duty will normally be expected to serve during the period they are summoned. The District will grant full pay providing the Employee turns in the jury fee to the business office, and reports back to work on any day when released in advance.

19.7 Military Duty Leave

In accordance with ORS. 408.29, an Employee may request leave for annual active duty. Such leave shall not exceed fifteen days, comprising no more than eleven work days, in one calendar year. Employees shall be released without loss of time, pay or rights and benefits to which they are entitled provided that they have been employed at least six (6) months prior to the request.

ARTICLE 20 – UNPAID LEAVES OF ABSENCE

20.1 General Unpaid Leaves

20.1.1 Leaves of absence without pay normally for up to one (1) year may be granted by the District upon the recommendation of the superintendent for the following reasons:

20.1.1.1 Career Development

20.1.1.2 Health or Unavoidable Circumstances

20.1.1.3 Military Duty

20.1.1.4 Family Leave

20.1.1.5 Good Cause

20.1.1.6 Domestic Violence/Sexual Assault/Stalking

20.1.1.7 Association Leave

20.1.2 In order to receive favorable consideration by the superintendent and District, the following conditions must be met:

20.1.2.1 The request shall include the kind of leave, the reasons for the unpaid leave, the date the leave is proposed to commence, and the date the Employee would resume their duties;

20.1.2.2 The Employee must have been employed by the District for at least two (2) consecutive years preceding the year of requested leave, except for leaves required by state and federal law;

20.1.2.3 If an Employee's request for unpaid leave is denied, the District shall provide the Employee a written statement of the reasons for denial within ten (10) workdays after the denial; provided that this shall not be construed as infringing upon the District's exclusive discretion over granting or denial of such requests.

20.1.3 An individual returning to the District after a year's leave without pay will be credited with all benefits which they had at the beginning of the leave and will be reassigned to a similar position. They will be subject to the same staff reduction and reassignment policies and procedures as other Employees during the duration of the leave.

20.1.4 Extensions or renewals of leave of one (1) year shall be applied for in writing.

- 20.1.5 Notification of return shall be received by the District not later than March 1 of the school year in which the Employee intends to return. Failure to meet this deadline shall mean that the individual has resigned the position.

This condition shall be waived when the return date is unknown, during an existing school year, beyond the control of the Employee, or when the leave is subject to state statute or federal law.

20.2 Career Development Leave

- 20.2.1 A leave of absence without pay may be granted by the District for career development activities such as: study, travel and professional experience.
- 20.2.2 The request for leave must include a proposed plan of activities and a statement of goals.
- 20.2.3 An Employee may not request a career development leave while on a Program of Assistance.
- 20.2.4 Upon return from leave, the Employee will be granted experience credit pursuant to the provisions of Article 16 of this Agreement.
- 20.2.5 Requests for Career Development leave must be submitted in writing to the superintendent on or before March 1 previous to the school year for which the leave is requested.

20.3 Health or Unavoidable Circumstances Unpaid Leave

- 20.3.1 A leave of absence without pay may be granted by the District for sickness or other unavoidable circumstances to an Employee at any time during the school year.
- 20.3.2 As a minimum, leaves for health or unavoidable circumstances will be granted to Employees for health-related conditions in accordance with state statute and federal law.
- 20.3.3 An Employee receiving such a leave shall be eligible for reinstatement to a comparable position in the next school year provided they submit acceptable evidence that the Employee is able to perform the functions of the assignment. The Employee shall provide a status report from the Employee's medical services no later than March 1 prior to return to work.
- 20.3.4 When the Employee returns, they will retain all benefits accrued in the District prior to the leave. No increment increase will be allowed for the leave period unless the emp Employee completed at least 96 days of their contract.

20.4 Military Duty Unpaid Leave

- 20.4.1 Unpaid Military leave shall be granted in accordance with state statute and federal law.
- 20.4.2 If the Employee is on probation at the time of leaving for service, they shall return at that level and serve out the remainder of the probationary period even though they receive salary advancement because of their military service.

20.5 Family Leave

- 20.5.1 Family leave shall be granted in accordance with state OFLA statutes and federal FMLA laws.
- 20.5.2 A request for unpaid Family leave of absence that goes beyond FMLA/OFLA of up to one (1) year may be granted by the District to an Employee (including expectant or adoptive parents) who has pressing family responsibilities which require their presence at home.
 - 20.5.2.1 A written request shall be submitted to the building principal at least one (1) month prior to the commencement of the leave unless an emergency situation develops, in which case the Employee may be excused from duties immediately by the superintendent, pending action by the District.
 - 20.5.2.2 The Employee shall be reinstated not later than the beginning of the next grading period following written notification of the Employee's availability for work. Written notification shall be at least one (1) month prior to reinstatement.
 - 20.5.2.3 The reinstatement shall be to the Employee's former position if the Employee returns in the same school year in which the leave is taken or on the first day of the following Employee work year. The reinstatement shall be to the same or substantially similar position if the return of the Employee is in the following school year. No increment will be allowed for the school year in which the leave is taken unless the Employee has completed at least 96 days of the teaching year.
- 20.5.3 FMLA and/or OFLA leave may be eligible for limited-duration compensation through Paid Leave Oregon and/or the Oregon Paid Sick leave law along with accrued paid leave provided in this Agreement.

20.6 Good Cause Leave

- 20.6.1 The superintendent shall have the authority to grant short leaves of absence without pay to any Employee of the professional staff upon request for any reason which they believe is in the best interest of the School District.
- 20.7 Domestic Violence/Sexual Assault/Stalking Leave
- 20.7.1 The District will grant unpaid leaves for domestic violence/sexual assault/stalking, as set forth in Oregon Senate Bill 946 (2007) and District Policy GCBDC/GDBDC.
- 20.8 The District shall grant a two (2) year unpaid leave of absence to any member elected to one of the two major executive positions in the OEA or one of the five major executive positions in the NEA. Extensions of up to two (2) additional years for a member continuing to serve in this capacity may be approved by the District upon request by the Council. The Council shall provide the District with a list of those positions. Requests for such leave shall be made at the time a member accepts nomination of one of those positions. No less than six (6) months prior to the conclusion of the member's term of office, they shall notify the District in writing of their intention to return to the bargaining unit at the conclusion of their term of office.

ARTICLE 21 – GENERAL PROVISIONS

21.1 Negotiations Procedure

- 21.1.1 This Agreement shall automatically renew for successive one-year periods unless either party provides written notification to the other party by November 15 of the year prior to expiration of its intent to renegotiate the Agreement.
- 21.1.2 This Agreement may not be modified in whole or in part by the parties concerned except by an instrument in writing duly executed by both parties.
- 21.1.3 The provisions of this Agreement supersede all previous agreements.
- 21.1.4 The District agrees to distribute and make available a complete on-line copy of this Agreement to each Employee. Employees may receive a printed copy, upon request through the school district's office of Human Resources. The East County Bargaining Council shall prepare the final copy in preparation for printing/distribution. Newly hired Employees shall be given a printed copy of this Agreement upon employment.

21.2 Strikes and Lockouts

- 21.2.1 Strikes: During the term of this Agreement, Centennial Employees will not initiate, cause, permit or participate in any strike, work stoppage, slowdown or any other concerted activity against the District.
- 21.2.2 Lockouts: The District shall not, as a result of a dispute with the Council, deny employment to Employees during the term of this Agreement.

21.3 Separability

If any provision of the Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction or by the inability of the employer or the Employees to perform to the terms of the Agreement, the remainder of the Agreement shall remain in effect. Either party may request that such provision be renegotiated to arrive at a mutually satisfactory replacement.

21.4 Compliance Between Individual Contract and Master Agreement

Any individual contract between the District and an individual Employee heretofore or hereafter shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any provision inconsistent with this Agreement, the Master Agreement shall be controlling.

ARTICLE 22 – DURATION OF AGREEMENT

- 22.1 All provisions of this Agreement shall be effective on the date of ratification and shall remain in effect through June 30, 2028. This Agreement shall be binding upon the District and all Employees.
- 22.2 This Agreement shall automatically be extended subsequent to the above termination date unless either party gives ten (10) days' notice terminating the Agreement or its successor is put into effect.
- 22.3 IN WITNESS WHEREOF, the Council has caused this Agreement to be signed by its president, and the Board has caused this Agreement to be signed by its chairperson and attested by its clerk.

EAST COUNTY BARGAINING COUNCIL



Stephanie Myhre (Jun 3, 2026 11:49:55 PDT)

Stephanie Myhre, ECBC President

Date: 06/03/2026

CENTENNIAL BOARD OF DIRECTORS



Pam Shields (Jun 8, 2026 00:19:23 PDT)

Pam Shields, Board Chair

Date: 06/08/2026

CENTENNIAL EDUCATION ASSOCIATION

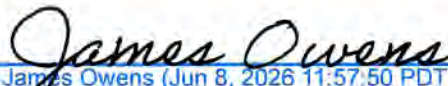


Drew Rosa (May 20, 2026 17:23:13 PDT)

Drew Rosa, President

Date: 05/20/2026

CENTENNIAL SCHOOL DIST. NO. 28



James Owens (Jun 8, 2026 11:57:50 PDT)

James Owens, Superintendent

Date: 06/08/2026



Alicia Brown (May 20, 2026 12:07:25 PDT)

Alicia Brown, Bargaining Chair

Date: 05/20/2026



Dr. Tasha Katsuda, Assistant Superintendent

Date: 06/03/2026



Bruce Scherer, OEA Consultant

Date: 05/21/2026

APPENDIX A-1 – 2025-2026 SALARY SCHEDULE

6.0% Increase over previous schedule

STEP	BA	BA 15	BA 30	BA 45	BA 60	MSTR BA 75	MA15 BA 90	MA30 BA 105	MA45 BA 120
0	53,049	54,376	55,702	57,028	58,354	59,681	61,007	62,333	63,659
1	55,065	56,392	57,718	59,309	60,636	62,227	63,553	64,879	66,487
2	57,081	58,407	59,734	61,590	62,917	64,773	66,100	67,426	69,314
3	59,097	60,423	61,750	63,871	65,198	67,320	68,646	69,972	72,147
4	61,113	62,439	63,765	66,153	67,479	69,866	71,192	72,518	74,975
5	63,129	64,455	65,781	68,434	69,760	72,412	73,739	75,065	77,802
6	65,145	66,471	67,797	70,715	72,041	74,959	76,285	77,611	80,635
7	67,161	68,487	69,813	72,996	74,322	77,505	78,831	80,158	83,462
8	69,176	70,503	71,829	75,277	76,603	80,051	81,378	82,704	86,290
9	71,192	72,518	73,845	77,558	78,884	82,598	83,924	85,250	89,123
10	73,208	74,534	75,861	79,839	81,165	85,144	86,470	87,797	91,950
11	75,224	76,550	77,876	82,120	83,447	87,690	89,017	90,343	94,778
12	77,240	78,566	79,892	84,401	85,728	90,237	91,563	92,889	97,611
13			81,908	86,683	88,009	92,783	94,109	95,436	100,438
14					90,290	95,330	96,656	97,982	103,266
15					92,571	97,876	99,202	100,528	106,098
15-Longevity					94,852	100,422	101,748	103,074	108,930

APPENDIX A-2 – 2026-2027 SALARY SCHEDULE

3.00% Increase over previous schedule

STEP	BA	BA 15	BA 30	BA 45	BA 60	MSTR BA 75	MA15 BA 90	MA30 BA 105	MA45 BA 120
0	54,641	56,008	57,374	58,740	60,106	61,472	62,838	64,204	65,570
1	56,718	58,084	59,450	61,089	62,455	64,094	65,460	66,826	68,482
2	58,794	60,160	61,526	63,439	64,805	66,717	68,083	69,449	71,394
3	60,871	62,237	63,603	65,788	67,154	69,340	70,706	72,072	74,312
4	62,947	64,313	65,679	68,138	69,504	71,963	73,329	74,695	77,225
5	65,023	66,389	67,755	70,487	71,853	74,585	75,951	77,318	80,137
6	67,100	68,466	69,832	72,837	74,203	77,208	78,574	79,940	83,055
7	69,176	70,542	71,908	75,187	76,553	79,831	81,197	82,563	85,967
8	71,252	72,618	73,984	77,536	78,902	82,454	83,820	85,186	88,880
9	73,329	74,695	76,061	79,886	81,252	85,077	86,443	87,809	91,797
10	75,405	76,771	78,137	82,235	83,601	87,699	89,065	90,431	94,710
11	77,481	78,847	80,213	84,585	85,951	90,322	91,688	93,054	97,622
12	79,558	80,924	82,290	86,934	88,300	92,945	94,311	95,677	100,540
13			84,366	89,284	90,650	95,568	96,934	98,300	103,452
14					92,999	98,190	99,556	100,922	106,365
15					95,349	100,813	102,179	103,545	109,282
15-Longevity					97,699	103,436	104,802	106,168	112,199

APPENDIX A-3 – 2027-2028 SALARY SCHEDULE

3.0% Increase over previous schedule

STEP	BA	BA 15	BA 30	BA 45	BA 60	MSTR BA 75	MA15 BA 90	MA30 BA 105	MA45 BA 120
0	56,281	57,689	59,096	60,503	61,910	63,317	64,724	66,131	67,538
1	58,420	59,827	61,234	62,923	64,330	66,018	67,425	68,832	70,537
2	60,559	61,966	63,373	65,343	66,750	68,720	70,127	71,534	73,537
3	62,698	64,105	65,512	67,763	69,170	71,421	72,828	74,235	76,543
4	64,836	66,243	67,650	70,183	71,590	74,123	75,530	76,937	79,542
5	66,975	68,382	69,789	72,603	74,010	76,824	78,231	79,638	82,542
6	69,114	70,521	71,928	75,023	76,430	79,526	80,933	82,340	85,548
7	71,252	72,659	74,066	77,443	78,850	82,227	83,634	85,041	88,547
8	73,391	74,798	76,205	79,863	81,270	84,929	86,336	87,743	91,547
9	75,530	76,937	78,344	82,283	83,690	87,630	89,037	90,444	94,553
10	77,668	79,075	80,482	84,703	86,110	90,332	91,739	93,146	97,552
11	79,807	81,214	82,621	87,123	88,531	93,033	94,440	95,847	100,552
12	81,946	83,353	84,760	89,544	90,951	95,734	97,142	98,549	103,558
13			86,898	91,964	93,371	98,436	99,843	101,250	106,557
14					95,791	101,137	102,544	103,952	109,557
15					98,211	103,839	105,246	106,653	112,562
15-Longevity					100,631	106,541	107,948	109,354	115,567

APPENDIX B – 2025-2028 SALARY SCHEDULE INDEX

Each position as a percent of the base

RANGE													
STEP	BA	BA15	BA30	BA45	BA60	BA75	BA90	BA105	BA120	MSTR	MA 15	MA 30	MA 45
0	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%	115.0%	117.5%	120.00%	112.5%	115.0%	117.5%	120.00%
1	103.8%	106.3%	108.8%	111.8%	114.3%	117.3%	119.8%	122.3%	125.33%	117.3%	119.8%	122.3%	125.33%
2	107.6%	110.1%	112.6%	116.1%	118.6%	122.1%	124.6%	127.1%	130.66%	122.1%	124.6%	127.1%	130.66%
3	111.4%	113.9%	116.4%	120.4%	122.9%	126.9%	129.4%	131.9%	136.00%	126.9%	129.4%	131.9%	136.00%
4	115.2%	117.7%	120.2%	124.7%	127.2%	131.7%	134.2%	136.7%	141.33%	131.7%	134.2%	136.7%	141.33%
5	119.0%	121.5%	124.0%	129.0%	131.5%	136.5%	139.0%	141.5%	146.66%	136.5%	139.0%	141.5%	146.66%
6	122.8%	125.3%	127.8%	133.3%	135.8%	141.3%	143.8%	146.3%	152.00%	141.3%	143.8%	146.3%	152.00%
7	126.6%	129.1%	131.6%	137.6%	140.1%	146.1%	148.6%	151.1%	157.33%	146.1%	148.6%	151.1%	157.33%
8	130.4%	132.9%	135.4%	141.9%	144.4%	150.9%	153.4%	155.9%	162.66%	150.9%	153.4%	155.9%	162.66%
9	134.2%	136.7%	139.2%	146.2%	148.7%	155.7%	158.2%	160.7%	168.00%	155.7%	158.2%	160.7%	168.00%
10	138.0%	140.5%	143.0%	150.5%	153.0%	160.5%	163.0%	165.5%	173.33%	160.5%	163.0%	165.5%	173.33%
11	141.8%	144.3%	146.8%	154.8%	157.3%	165.3%	167.8%	170.3%	178.66%	165.3%	167.8%	170.3%	178.66%
12	145.6%	148.1%	150.6%	159.1%	161.6%	170.1%	172.6%	175.1%	184.00%	170.1%	172.6%	175.1%	184.00%
13	0.0%	0.0%	154.4%	163.4%	165.9%	174.9%	177.4%	179.9%	189.33%	174.9%	177.4%	179.9%	189.33%
14	0.0%	0.0%	0.0%	0.0%	170.2%	179.7%	182.2%	184.7%	194.66%	179.7%	182.2%	184.7%	194.66%
15	0.0%	0.0%	0.0%	0.0%	174.5%	184.5%	187.0%	189.5%	200.00%	184.5%	187.0%	189.5%	200.00%

APPENDIX C – EXTRA DUTY SCHEDULE

C.1 Curriculum Related Positions

C.1.1 The annual stipend for the following curriculum related positions shall be as indicated below:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Computer Resource Employee	\$1148	\$1183	\$1218
▪ Family Engagement Coordinator	\$1148	\$1183	\$1218
▪ TAG Resource Employee	\$1164	\$1199	\$1235
▪ Math Resource Employee	\$1164	\$1199	\$1235
▪ MS Testing Coordinator	\$1164	\$1199	\$1235
▪ Computer Resource Employee shall also receive and accumulate one (1) day of release time for every forty (40) workdays. These release days may be used in half-day increments.			
▪ TAG Resource Employee shall also receive and accumulate two (2) days, or four (4) half-days per year of release time with administrative approval. Days to be used for TAG testing, writing individual learning plans, and staff development opportunities.			
▪ Math Resource Employee shall also receive two (2) half-days of release time per year with administrative approval. The half days will be used for planning and preparation related to fulfilling responsibilities for this extra duty position.			

C.1.2 The hourly stipend for the following duties shall be as indicated below:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Curriculum Work/Bldg. Inservice	\$42.79	\$44.07	\$45.39
▪ Traffic Safety	\$42.34	\$43.61	\$44.92
▪ Textbook Adoption	\$42.34	\$43.61	\$44.92
▪ Committee Chairperson	\$44.83	\$46.18	\$47.56
▪ Other non-core duties assigned by an administrator outside of the contract day	\$42.34	\$43.61	\$44.92

C.2 Teacher Specialist

C.2.1 The Teacher Specialist position is an extra duty assignment that Employees may be appointed to during a school year, as the need is identified. The District recognizes this licensed position to be for the purpose of assisting Employees and administrators in the developing, achieving and maintaining the best possible services for students. The Teacher Specialists include, but are not limited to, those listed below:

- School to Work Experience Coordinator
- College Counseling Coordinator
- Student Services
- Middle School Athletic Coordinator
- Alternative Education

- TAG Coordinator
- High School Curriculum Resource
- Drug and alcohol
- Assessment
- Student Management
- Music
- Computer
- Teen Parenting
- Community Work Experience Coordinator
- SAT Coordinator
- Advanced Placement Coordinator

C.2.2 The Teacher Specialist shall receive a stipend in compensation for work assigned by the supervising administrators and required to be done outside the regular workday.

C.2.3 The supervisor and Teacher Specialist shall meet to determine cooperatively, the expectations and approximate hours required for these duties. They shall be compensated for any work agreed upon by the supervising administrator(s) and required to be done outside the regular workday. They shall be compensated at their normal per diem rate, based on time cards submitted by the Specialist. Each plan must be approved by the building principal to assure budget capacity to receive a stipend in compensation for work assigned by the supervising administrators and required to be done outside the regular workday.

C.2.4 When any Teacher Specialist position is going to be filled because of the addition of such a position or because a vacant position is to be filled, the following process will be followed:

C.2.4.1 If the position is a full-time assignment, it will be advertised the same as any other position, according to Article 8. The stipend or per diem pay, if any work outside of the regular workday is required and is performed, shall automatically attach to the Employee selected for the position.

C.2.4.2 If the position is limited to persons in a single building, or to a certain portion of the staff in one or two buildings, the supervisor will contact the individuals who are eligible to determine their interest in the extra duty position.

C.2.4.3 If the position is not limited as described above, but could be performed by any Employee with appropriate interest and qualification, the position will be posted as in Article 8.

C.3 Department Head Stipend

C.3.1 Employees serving as Department heads at the high school will receive either an annual stipend (as in C.3.2) or one period release time for department head work. The option shall be approved by the high school principal.

C.3.2 The annual Department Head Stipends shall be based on the number of FTE in the department as follows:

2025-26

2026-27

2027-28

▪ Up to 2 FTE	\$1768	\$1821	\$1876
▪ 2.1 to 4 FTE	\$2190	\$2256	\$2324
▪ 4.1 to 6 FTE	\$2631	\$2710	\$2792
▪ 6.1 to 8 FTE	\$2999	\$3089	\$3181
▪ 8.1 to 10 FTE	\$3369	\$3470	\$3574
▪ 10.1 to 12 FTE	\$3652	\$3762	\$3875
▪ 12.1 to 14 FTE	\$4026	\$4147	\$4271
▪ 14.1 to 16 FTE	\$4345	\$4475	\$4609
▪ 16.1 18 FTE	\$4366	\$4497	\$4632
▪ 18.1 to 20 FTE	\$5102	\$5255	\$5413

C.4 Elementary Addendums

C.4.1 The annual stipend for the following elementary positions shall be as indicated:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Bldg. Resource Teacher	\$1162	\$1195	\$1231
▪ Safety Patrol	\$593	\$611	\$629
▪ Outdoor Education	\$1093	\$1126	\$1160

C.4.2 The hourly stipend for the following elementary programs shall be as indicated:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Building Inservice	\$33.62	\$34.63	\$35.67

C.4.3 The annual per-school stipend for the following elementary positions shall be as indicated:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Elementary Music	\$1600*	\$1648*	\$1697*
▪ Elementary Band**	\$1600*	\$1648*	\$1697*
▪ Elementary Track	\$384	\$395	\$407

**Minimum of two after school concerts per year. Additional after school concerts, approved by the on-site Administrator, beyond two will be compensated at \$400 per event, for a total maximum stipend amount per school of \$2,000 per year.*

***If an organized and approved band program is in place at elementary school.*

C.5 Middle School Addendums

C.5.1 The annual stipend for the following middle school positions shall be as indicated:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Yearbook	\$773	\$797	\$820

C.5.2 The annual per-school stipend for the following middle school positions shall be as

indicated:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Band Director	\$2400*	\$2472	\$2546
▪ Choir Director	\$2400*	\$2472	\$2546

**Minimum of two after school concert per year. Additional after school concerts, approved by the on-site Administrator, beyond two will be compensated at \$400 per event, for a total maximum stipend amount per school of \$3,200 per year.*

C.6 High School Addendums

C.6.1 The annual stipend for the following high school positions shall be as indicated:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
• Culinary Arts	\$1107	\$1141	\$1175

C.7 Ski Trips

C.7.1 The per-trip stipend for the following ski trip positions shall be as indicated below:

	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
▪ Ski Club Adviser/Trip Coord.	\$132	\$136	\$130
▪ Ski Club Trip Chaperone	\$116	\$119	\$123

C.8 Music and Drama Production

There is not a standard stipend to be paid to any individual involved in music and drama productions. The amounts listed below represent the stipend allocation as a percentage of the Base Salary Step 0 of the BA Column of the District's licensed salary schedule (Appendix A). The District is free to administer these funds in accordance with program needs.

▪ Music Production	24% annual maximum
▪ Drama Production	5% per production

C.9 Coaching and Advisory Stipends

The extra duty pay for each coaching/advisory group listed below shall be a percentage of the Base Salary Step 0 of the BA column of the District's licensed salary schedule (Appendix A) as follows:

Group:	A	B	C	D	E	F	G	H
Step 1	16.0%	15.0%	12.0%	10.0%	9.0%	8.0%	6.0%	5.0%
Step 2	16.5%	15.5%	12.5%	10.5%	9.5%	8.5%	6.5%	5.5%
Step 3	17.0%	16.0%	13.0%	11.0%	10.0%	9.0%	7.0%	6.0%

- | | |
|--|--|
| <p>A. Head Football Coach
Head Basketball Coach
**Head Instrumental Coach
*Head Track Coach</p> <p>B. Head Baseball Coach
Head Wrestling Coach
Head Dance Team Coach
Head Soccer Coach
Head Softball Coach
Head Volleyball Coach
ASB Advisor
Head Varsity Rally Advisor</p> <p>C. Head Swimming Coach
Head Cross Country Coach
Head Water Polo Coach
**M.S. Athletic Director
*Head Tennis</p> <p>D. Assistant Football Coach
Assistant Basketball Coach
Assistant Wrestling Coach
Assistant Track Coach
Assistant Baseball Coach
Assistant Softball Coach
Head Ski Coach
Head Tennis Coach
Head Vocal Music
Head Forensics Coach
Assistant Soccer Coach
Assistant Volleyball Coach
Assistant Instrumental Music
JV Rally Advisor
Freshman Rally Advisor</p> | <p>E. Head Middle School Football Coach
Assistant Swimming Coach
Assistant Dance Team Coach
Assistant Forensics Coach
Annual Advisor
Head Golf Coach
School Paper Advisor
Academic All Stars
Assistant Water Polo Coach
Assistant Tennis</p> <p>F. Head Middle School Coaches
Class Advisor
Aerie Advisor
FBLA
DECA
International Club Advisor
Middle Sch. Student Council Advisor
Student Store (year-round)</p> <p>G. Assistant Middle Sch. Coach
Color Guard
Link Advisor (2)</p> <p>H. Drama Club Advisor
Heliacal Advisor
Earth Club
Art Club
MECha
Electric Car Club</p> |
|--|--|
- *This is a co-ed single head coach stipend.
**This stipend is paid for each semester.

Extended Season—For athletic or activity team(s) who qualify for State play-offs sponsored by OSAA, head and varsity coach(s) will be paid 5% of their personal extra-duty pay for that assignment per week beginning with Monday of the first week of any state play-off season. The pay will increase to 7.5% of their personal extra-duty pay for that assignment for any subsequent week of the state play-off season.

APPENDIX D – JOB SHARING POLICY & AGREEMENT FORM

Code: GCEC
Adopted: 4/09/14

JOB SHARING POLICY

The District determines when job-sharing is an appropriate personnel practice and directs the superintendent to establish procedures for job-sharing as an employment option, subject to the following guidelines:

1. Responsibility for determining whether or not a job is to be shared will rest with the superintendent or his/her designee;
2. The program's effectiveness and efficiency must be the primary consideration in determining whether a job is to be shared;
3. The results of job-sharing will not be detrimental to the district's goals and philosophy;
4. The district's overall cost of a job-share shall not exceed that of one full-time equivalency (1.0).

END OF POLICY

Legal References: ORS 332.107 Eugene Education Association v Eugene School District 4J, Case Nos. UP-8-87 and UP-18-87,9 PECBR 9391 (1987); rev'd 91 Or App.72 (1988); vacated and remanded 306 Or.659 (1988).

JOB SHARING AGREEMENT FORM

Job sharing is considered an appropriate personnel practice in certain limited situations providing it ensures quality educational experiences to all involved students, continues effective instructional services, and maintains the same level of curriculum offerings as provided prior to the establishment of a job-sharing assignment at no increased cost. Job share assignments are defined as certified positions that were previously held by full-time Employees and may be assumed by two staff members instructing the same students. In reference to District policy GCEC, implementation of a job-sharing assignment requires completion of the following agreement:

A. GENERAL ASSIGNMENT

1. Assignment: The job share assignment is _____

2. Duration: This agreement is for the _____ school year.
3. Compensation and Fringe Benefits: Job share Employees will be subject to the rights and benefits of the negotiated agreement. The amount of fringe benefits that are due a full-time Employee shall be prorated pursuant to the existing collective bargaining agreement.
4. Employee Status: We acknowledge that we both will have the status of part-time Employees and will retain only the rights as indicated in ORS 342.845. Teaching experience shall be credited at half-time each.
5. Work Day and Benefits: Both Employees acknowledge and consent that the work they will be required to do under this contract, such as dual appearance at faculty meetings and the like, will not be compensated as extra work. The Employees agree that the cost to the district of fringe benefits to both of them shall not exceed the total cost to the district of fringe benefits for one full-time Employee. If the benefits do exceed such costs, the Employees shall bear the extra costs themselves on an equal basis.
6. Position Openings: Employees working part time in the job share assignment under this agreement will be entitled to bid for other position openings within the district. However, there is no guarantee or right by the job share Employee to such openings although they will be considered. If one Employee accepts a full-time position, there is no obligation to continue the job share agreement for the other job share Employee on a job share basis.
7. District Meetings: Both Employees will attend all district meetings.

JOB SHARING AGREEMENT –GCEC—AR (cont’d)

8. Principal Approval: The proposed job-sharing assignment must have the approval of the building principal. If the building principal denies the request, the job share Employees making the application may request a voluntary transfer through the human resources office.

B. EMPLOYEE TEAM RESPONSIBILITIES

1. Report Cards: Each Employee will be responsible for grading in his/her area. The morning Employee will keep attendance and lunch count. A coordinated effort will be made on social aspects of grading.
2. Field Trips: If field trips overlap from morning to afternoon, both Employees will be in attendance.
3. Programs: Both Employees will be present at all school programs.
4. Parent Contact: Parents will be contacted by individual Employees as problems arise. If it is a problem common to both Employees, a conference between both Employees and the parent will be arranged.
5. Parent Conference: Both Employees agree to conduct scheduled parent conferences for their students or an equal number of students depending on the circumstances relating to their teaching assignment.
6. Planning Time: Employees will be scheduled so that they will have a minimum amount of designated time to plan together.
7. Room Arrangement: Both Employees will cooperate to plan and implement a pleasant learning environment.
8. Discipline: Prior to the start of school, room standards will be arranged by mutual agreement. An attempt will be made for consistent discipline.
9. Substitute Teachers; At the beginning of the school year, both Employees will agree to an arrangement for substitute teachers to cover their particular assignment. This agreement is subject to the approval of the principal.
10. Pre-approved Leave or Extended Leave:
 - a. A job-share Employee shall be compensated at a daily substitute rate, if a pre-approved leave or extended leave is ten (10) consecutive days or less.
 - b. If a job-share partner is on a pre-approved leave of absence for more than ten (10) consecutive days, on the eleventh day, the Employee who has

been working in a full-time capacity, will receive full-time teaching salary and benefits, until the partner who is absent returns.

- c. The job-share Employee who has worked as a full-time Employee while his/her partner has been on a leave of absence or is absent for ten (10) consecutive days or more, will receive on the eleventh day, full-time teaching salary, retroactive to the first day worked.
- d. The job-share Employee who has worked as a full-time Employee while his/her partner has been on leave of absence or is absent for ten (10) consecutive days or more, will receive on the eleventh day, prorated sick leave hours retroactive to the first day worked.

C. BUILDING RESPONSIBILITIES

- 1. Faculty Meetings: Both Employees will attend all regularly scheduled faculty meetings as requested by the principal.
- 2. Building In-Service: If job share Employees are required by the building principal to attend a building in-service activity, the principal shall notify the job share Employees at least two weeks prior to the scheduled in-service activity. The principal may release job share Employees from schedule building level in-service activities.
- 3. Beginning – and – End-of-year Tasks: Cumulative folders, inventory, room cleanup, etc.: Employees shall share responsibilities on the first and last work day.
- 4. Teaching Hours: May be reversed at the trimester/semester, if both Employees and principal agree.

Employee _____
Employee _____
Principal _____
HR Director _____
Superintendent _____

Date _____
Date _____
Date _____
Date _____
Date _____

APPENDIX E – MOUS

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE EAST COUNTY BARGAINING COUNCIL/ CENTENNIAL EDUCATION ASSOCIATION
AND THE CENTENNIAL SCHOOL DISTRICT
2025-2028
REGARDING CLASS SIZE, CASELOAD, AND INDIVIDUAL PREPS

Section 1.

The District and Association agree that the pupil-Employee ratio is an important factor in maintaining quality education and agree to establish a class size committee to address concerns from Employees and/or administrators regarding class size issues. This MOU is effective starting July 1, 2026.

All Class Size Committee provisions of Article 12 are suspended and not in effect during the term of this MOU. As per Article 12.2, an Employee who believes their workload is excessive compared to other Employees in the District may discuss the situation with the principal. If not satisfied with the response at this level, the Employee may discuss the matter with the Assistant Superintendent and may suggest option(s) for the District's consideration. The Employee, upon request, will meet with the Director of Human Resources to address the concern. The Employee and the CEA president will receive a response from the Director of Human Resources within fifteen (15) school days.

Section 2.

In addition, the following class size thresholds have been established.

Elementary Classrooms:

The following class enrollment targets shall be established with the expectation of providing premium pay as indicated in the chart below to individual classroom Employees if the classroom enrollment exceeds these targets. The student enrollment counts will be determined by student information system data effective the last day of the calendar month.

Position	Class Student Enrollment Threshold	Large Class Premium \$200 per month	Extra Large Premium \$400 per month
K	22	23-26	27 or more
1	24	25-28	29 or more
2	26	27-30	31 or more
3	30	31-34	35 or more
4	30	31-34	35 or more
5	32	33-35	36 or more

Counselors/Child Development Specialists:

The following monthly caseload thresholds shall be established with the expectation of providing overload pay to individual Employees if student caseload numbers exceed these thresholds. If the caseload exceeds the thresholds, the District shall pay two hundred dollars (\$200) for that month. The caseload counts will be determined by student information system data effective the last day of the calendar month.

Position	Case load
Elementary	1:525
Middle	1:475
High School	1:400

Middle School and High School:

The following classroom enrollment thresholds shall be established with the expectation of engaging in a workload relief conversation, as outlined in Section 1, if student enrollment exceeds these targets. Alternatively, if the overall average classroom enrollment exceeds the following amounts by three (3) or more students for the month, the District will pay three hundred dollars (\$300) for that month. The student enrollment counts will be determined by student information system data, effective the last day of the calendar month.

Position	Class Size Average	Large Class Size Average Conversation Counts	Large Class Size Average Stipend \$300 per month (after the first student overage)
Middle School	32	33-35	36 or more
High School	34	35-37	38 or more

Learning Specialists:

The following monthly caseload thresholds shall be established with the expectation of providing premium pay of \$200 per month to Employees if the caseload numbers exceed these thresholds. The caseload counts will be determined by student information system data effective the last day of the calendar month.

Position	Daily Student Count on Caseload and Support
Learning Specialist	32
Self Contained	13

<u>FLS</u>	10
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School Psychologist and Speech Language Pathologists:

The following caseload thresholds shall be established for school psychologists and speech language pathologists. For Schools psychologists, the threshold is for students receiving special education services in their buildings, with the exception of students identified as Speech and Language Impairments only. The following caseload thresholds shall be established with the expectation of engaging in a workload relief conversation if student enrollment exceeds these thresholds.

Position	Daily Student Count on Caseload and Support
School Psychologist	1:130
Speech Pathologist	1:55

ELD Specialists:

The following monthly caseload ratio shall be established with the expectation of providing premium pay to individual Employees if student caseload numbers exceed this ratio. If the caseload exceeds the ratio after rebalancing caseloads within the building, the District will pay two hundred dollars (\$200) for that month. The caseload counts will be determined by student information system data, effective on the last day of the calendar month.

Position	Daily Student Count on Caseload and Support
Elementary ELD	1:60

Section 3.

The following individual subject preparation limitations shall be established with the expectation of providing additional compensation to individual Employees if the limits are exceeded. Educators must complete the workload relief conversation outlined in Section 1 prior to being eligible for the payment described in this Section.

An individual subject preparation is defined as an individual and unique course teaching assignment that requires the educator to prepare, to take attendance, and to provide a grade for student performance in the course. The following courses are excluded from the limit:

- Advisory and similar courses
- Online only courses
- Combined courses
- Peer tutor or teacher aide

- Courses that do not require material additional individual preparation work to deliver compared to other assigned courses.

The District will pay \$2000 per year prorated by term to any secondary educator for each individual subject preparation assignment that exceeds four (4).

This Memorandum of Understanding shall expire on **June 30, 2028**.

**EAST COUNTY BARGAINING
COUNCIL**

Stephanie Myhre

Stephanie Myhre (Jun 3, 2026 11:49:55 PDT)

Stephanie Myhre, ECBC President

Date: 06/03/2026

CENTENNIAL BOARD OF DIRECTORS

Pam Shields

Pam Shields (Jun 8, 2026 00:19:23 PDT)

Pam Shields, Board Chair

Date: 06/08/2026

**CENTENNIAL EDUCATION
ASSOCIATION**

Drew Rosa

Drew Rosa (May 20, 2026 17:23:13 PDT)

Drew Rosa, President

Date: 05/20/2026

Alicia Brown

Alicia Brown (May 20, 2026 12:07:25 PDT)

Alicia Brown, Bargaining Chair

Date: 05/20/2026

CENTENNIAL SCHOOL DIST. NO. 28

James Owens

James Owens (Jun 8, 2026 11:57:50 PDT)

James Owens, Superintendent

Date: 06/08/2026

Dr. Tasha Katsuda

Dr. Tasha Katsuda, Assistant Superintendent

Date: 06/03/2026

Bruce Scherer

Bruce Scherer, OEA Consultant

Date: 05/21/2026

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE EAST COUNTY BARGAINING COUNCIL/ CENTENNIAL EDUCATION ASSOCIATION
AND THE CENTENNIAL SCHOOL DISTRICT
2025-2028
REGARDING PREPARATION TIME

For the 2025-2028 school year, the district is guaranteed up to one hundred eighty (180) minutes a week twice a month and one hundred twenty minutes (120) twice a month for staff meetings, late start staff development, and other District directed meetings. For months that have more than four (4) weeks, the district will not exceed ten (10) meetings for the month. Coaching sessions that are requested by members or directed as a Plan of Assistance will not count towards the 180/120 minutes, nor shall IEP or IEP related meetings or School Intervention Problem Solving team meetings. Weeks with less than five (5) working days will be prorated.

At the end of the 2025-2028 contract term, status quo for bargaining shall be contract language, as follows:

Preparation Time

The District is guaranteed up to one hundred eighty (180) minutes a week for staff meetings, late start staff development, and other District directed meetings. Coaches sessions that are requested by members or directed as a Plan of Assistance will not count towards the 180 minutes, nor shall IEP or IEP related meetings or School Intervention Problem Solving team meetings. Weeks with less than five (5) working days will be prorated.

This Memorandum of Understanding shall expire on **June 30, 2028** or upon implementation of workgroup recommendations, whichever comes first.

**EAST COUNTY BARGAINING
COUNCIL**

Stephanie Myhre

Stephanie Myhre (Jun 3, 2026 11:49:55 PDT)

Stephanie Myhre, ECBC President

Date: 06/03/2026

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CENTENNIAL BOARD OF DIRECTORS

Pam Shields

Pam Shields (Jun 8, 2026 00:19:23 PDT)

Pam Shields, Board Chair

Date: 06/08/2026

**CENTENNIAL EDUCATION
ASSOCIATION**



Drew Rosa (May 20, 2026 17:23:13 PDT)

Drew Rosa, President

Date: 05/20/2026



Alicia Brown (May 20, 2026 12:07:25 PDT)

Alicia Brown, Bargaining Chair

Date: 05/20/2026



Bruce Scherer, OEA Consultant

Date: 05/21/2026

CENTENNIAL SCHOOL DIST. NO. 28



James Owens (Jun 8, 2026 11:57:50 PDT)

James Owens, Superintendent

Date: 06/08/2026



Dr. Tasha Katsuda, Assistant Superintendent

Date: 06/03/2026