

**AGREEMENT BETWEEN
RICHMOND SCHOOL DISTRICT
AND THE
RICHMOND TEACHER'S ASSOCIATION RTA/CTA
JULY 1, 2022 THROUGH JUNE 30, 2025**

Signature Page:

District:

Brian Boyer, Superintendent/Principal

Date

Sadie Albonico, President
Richmond Elem. School District
Board of Trustees

Date

RTA:

Heather Cluck, President/Negotiator
Richmond Teachers Association

Date

Sarah Loflin, Vice-President/Negotiator
Richmond Teachers Association

Date

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ARTICLE I CONTRACT

- A. The articles and provisions contained herein constitute a bilateral and binding agreement ("Contract") by and between the Governing Board of the Richmond Elementary School District ("Board") and the Richmond School Teachers' Association/CTA/NEA ("Association"), an employee organization.
- B. This agreement shall remain in full force and effect from July 1, 2022, through June 30, 2025; and thereafter shall continue in effect year by year unless one of the parties notifies the other in writing no later than March 15 of any year, of its request to modify or amend the Agreement for the following year.
- C. Negotiations shall be closed for 2022-23 except for the annual selection of four (4) benefit plans (Article XVIII, A.1.) and the conclusion of successor agreement negotiations, salary and benefits unless both parties mutually agree to amend any portion of this agreement.
- D. For 2023-24, salary, benefits, and two (2) other articles may be re-opened for negotiations.
- E. Successor contract negotiations shall take place in 2024-25.

ARTICLE II RECOGNITION

- A. The Board recognizes the Association as the exclusive representative of all certificated employees for the purpose of meeting and negotiating, excluding management, supervisory, classified and confidential employees.

ARTICLE III ASSOCIATION RIGHTS

- A. Representatives of the Richmond CTA / RTA (Association) authorized by the President shall have the right of using school facilities and equipment at reasonable hours for Association business when such facilities and equipment are not otherwise in use, subject to the following conditions:
 - 1. In the case of any scheduled Association activity, the President or his/her designees shall provide advance notice to the Superintendent/Principal or designee regarding the specific time and the type of activity to be conducted.
 - 2. Superintendent/Principal or designee can verify that such requested activity and use of the facilities and the equipment will not interfere with the school, its programs, and/or duties of its teachers.

3. The use of the equipment and facilities is limited to the incidental use of such equipment and facilities and is in accordance with normal administrative procedures.
- B. The Association may use bulletin board spaces designated by the Superintendent/Principal or designee subject to the following conditions:
1. A copy of each posting shall be made available to the Superintendent/Principal or designee at the time of posting.
 2. The Association will not post information which is defamatory of the District's management personnel or which interferes with the right of the District to maintain discipline in the work place.
 3. The Association President shall have the primary responsibility of posting materials on the bulletin board and for keeping such notices timely.
- C. The Association may place material in the mail boxes of teachers provided such material is accurately identified by the Association and approved by the Association President. Placement shall be made by an authorized Association representative. Copies of all such materials shall be delivered to the Superintendent/Principal or designee.
- D. The Association shall be provided reasonable input into the District's budget planning process.
- E. The Association shall be consulted by the District on matters of curricula, course content, materials and media.
- F. The Association president shall receive a copy of the entire "Board packet", less any confidential information at the same time as Board members.
- G. Within thirty (30) days of ratification of the Agreement by both parties, the District shall prepare one copy to the Association. The District will provide a copy of the Agreement to any new Association member hired during the term of the Agreement.
- H. Notwithstanding any other provisions of this Article, the parties agree that this Article is not intended as a general or specific waiver of any right to the Association or unit members, nor shall it be applied to reduce or restrict any right or privilege of the Association or unit members derived from other provisions of this Agreement or from law.

ARTICLE IV DISTRICT RIGHTS

- A. The parties agree that the District retains all of its powers and authority to direct, manage, and control to the extent of the law except as limited by law and the express terms and conditions of this Agreement.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by specific and expressed terms of this contract, and then only to the extent such specific and expressed terms are in conformance with the laws of the State of California.
- C. The Board will amend its written policies and procedures and take such other action by resolution or otherwise as may be necessary to give full force and effect to the provisions of this contract.
- D. The Board of Trustees retains its right to temporarily amend, modify, or rescind policies and practices referred to in this contract in cases of emergency or natural events over which the parties have no control.
- E. Notwithstanding any other provisions of this Article, the parties agree that this Article is not intended as a general or specific waiver of any right of the District nor shall it be applied to reduce or restrict any right or privilege of the District derived from other provisions of this Agreement or from law.

ARTICLE V NEGOTIATION PROCEDURES

- A. Initial proposals to the Board from the Association and from Board of Trustees to the Association will be presented simultaneously at the regular March Board meeting.
- B. The parties shall meet and negotiate in good faith beginning no later than April 15. The parties may, by mutual agreement after the initial meeting, postpone further negotiations until the budget of the State of California has been passed, signed, and chaptered.
- C. Negotiations shall take place at mutually agreeable times and places. Negotiations shall be balanced between school hours and after-school hours to minimize interruptions in classrooms or work areas.
- D. Each party may utilize the services of an outside negotiator with prior notice of at least 5 business days.
- E. The district and the Association may discharge their respective duties required by the agreement by means of authorized officers, individual representatives, and officers.

**ARTICLE VI
EMPLOYEE STATUS**

- A. All unit members shall retain probationary status per Education Code 44929.23

**ARTICLE VII
DAILY WORK HOURS**

- A. Unit members shall be provided a duty-free lunch period for a minimum of 40 minutes.
- B. Effective July 1, 2017, the work day for unit members will begin at 7:45 A.M. and will end at 2:45 P.M. Unit members will assist with the 2:45 P.M. dismissal on a rotating basis.
1. The increase in the workday as set forth in this amended section B shall include an additional thirty minutes of instructional time for students for electives. The Student instructional calendar will be aligned accordingly. The daily requirement for yard duty shall be reduced by fifteen minutes.
- C. Unit members shall attend Open House, Back to School Night, and any fundraising events that their classrooms sponsor.
- D. In order to support the Richmond Community Association and other school events such as band concerts and graduation, unit members are encouraged to attend functions which include or benefit their grade level students.
- E. Every effort will be made by the District to assure substitutes for both the library and the computer lab when the need arises. This will lessen the interruption of release time when those classified employees are absent. In the event that unit members do not receive a minimum of 120 minutes per week of prep time as provided by library, computer lab and/or other mechanisms as chosen by the District, the unit member shall be paid for the missed prep time at their individual hourly rate of pay.

**ARTICLE VIII
SCHOOL CALENDAR**

- A. The school calendar shall show 180 teaching days per year, three (3) inservice days, plus two (2) additional work days mutually agreed to by the Superintendent/Principal and unit members
- B. Scheduled Holidays: The District agrees to provide all certificated unit members with all scheduled holidays on the District calendar.
- C. Each school year the unit members shall be consulted for the following school year calendar.

ARTICLE IX LEAVES

A. Sick Leave

1. Full time unit members are entitled to ten (10) days of sick leave per full year. Sick leave is for the illness and/or medical/dental appointments of the unit member or the unit member's child, parent, spouse, registered domestic partner or domestic partner's child, or any relative living in the immediate household. Unit members who work less than full time or less than a full year shall be entitled to sick leave at a proportional rate.

Unused sick leave shall be carried over from school year to school year. Unit members cannot be reimbursed monetarily for unused sick leave at the termination of employment.

2. In addition to sick leave that a unit member may accumulate within the District, the unit member shall also be entitled to all unused sick leave that may have accumulated while employed in a position requiring certification in another school district which has been transferred to the District in accordance with Education Code 44979.
3. The District shall provide each unit member with an accounting of accumulated sick leave by October 1 of each year or will provide a running total of accumulated sick leave on the unit members monthly pay stub.
4. If a unit member cannot report for work as assigned due to illness or injury, he / she shall notify the Superintendent/Principal or designee as soon as possible.
5. To lessen classroom disruption, a unit member who is absent due to illness shall, before the end of that student day, notify the office of his / her intention not to return the next day when possible.
6. The District may require a physician's verification of illness or fitness for duty after three (3) or more days of consecutive absence.
7. If a teacher has utilized all accumulated sick leave and is still absent from duties on account of illness or accident for a period of five (5) school months or less, whether or not the absence arises out of or in the course of employment, then the amount of salary received in any month by the employee shall be no more than the difference between the daily rate of pay, or if no substitute employee was used, the amount which would have been paid to the substitute. The five (5) months or less period during which the above deductions occur shall not begin until all other paid sick leave provisions for which the teacher is eligible have been exhausted. Health and welfare benefits shall be paid by the District for this time period only.

B. Personal Necessity Leave

1. Unit members shall be entitled to use up to seven (7) out of the unit member's accumulated ten (10) sick days per year, as paid Personal Necessity Leave. The reasons for Personal Necessity Leave are set forth below:
 - a. Death or serious illness of a member of the unit member's immediate family.
 - b. Accident involving the unit member, unit member's property or the person or property of a member of his / her immediate family.
 - c. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.
 - d. Response to an official order from another government jurisdiction for reasons not brought about through connivance or misconduct of the unit member of such emergency nature that the presence of the unit member is required during his / her regular working hours and no alternative meeting time during non-duty hours can be arranged.
 - e. Other serious personal business which cannot be resolved on a non-working day, if approved by Superintendent/Principal.
 - f. Of the seven (7) days of personal necessity leave allowed, two (2) days may be taken at the sole discretion of the teacher. Two days of notice will be given to the Superintendent/Principal before being taken.
 - g. Such other reasons which may be prescribed by the Superintendent/Principal, including immediate family weddings, graduations, and childbirth. For purposes of this subdivision g, "immediate family" means mother, father, sister, brother, or children of the unit member or spouse.
2. Except in case of death of an immediate family member, or accident involving the employee, his or her property or the person or property of an immediate family member, an employee shall use the Request for Extended Leave/Absence Verification Form, (Attachment C) to notify the Superintendent of the need for Personal Necessity Leave at least two (2) days prior to the anticipated absence from duty. Superintendent will notify the employee of his/her approval/disapproval within twenty-four hours of the employee's leave request.
3. Immediate family shall be defined the same as provided in bereavement leave set forth in the Article. (See Paragraph D.)

4. Within two working days upon returning from Personal Necessity Leave in case of the death of an immediate family member, or accident involving the employee, his or her property or the person or property of an immediate family member, the employee shall submit an Absence Verification Form.
5. Employees may be denied paid Personal Necessity Leave benefits for absences for purposes other than those defined above and/or for failure to comply with the absence verification requirements.
6. Personal Necessity Leave is not accumulated year to year and shall not be used for the extension of a holiday or vacation.

C. Personal Activity Time (PAT)

1. A unit member may use up to two (2) days of PAT time during a school year. These days are in addition to sick days. The employee shall not be required to provide the reasons for the leave.
2. The employee shall use the Request for Leave or Absence Verification Form, to notify the Superintendent of the request for personal leave at least two (2) days prior to the anticipated absence from duty. The Superintendent will notify the employee of his/her approval or disapproval within twenty-four hours of the employee's leave request.
3. These days may not be accrued and are in addition to the entitlement to Personal Necessity Leave days set forth above.

D. Bereavement Leave

1. Every unit member shall be entitled to three days of paid leave of absence, or five days if more than 300 miles round trip is involved on account of the death of any member of his / her immediate family. In case of death of a spouse, child, or parent, this leave may be extended as deemed necessary by the Superintendent/ Principal. Bereavement leave will not be deducted from annual sick leave.
2. Immediate family will include the following members of the unit member's family and the unit member's spouse's family: father, mother, step-parents, children, sister, brother, aunt, uncle, niece, nephew, grandfather, grandmother, grandchildren, son-in-law, daughter-in-law, step-son and step-daughter. Also, any relative who is a member of the unit member's household is considered immediate family.

E. Extended Illness Leave (Differential Paid Leave) Education Code 44977.

1. When a unit member is absent from his / her duties on account of illness or accident, or the illness or accident of a spouse or children (including step children) for a period of five (5) months or less, whether or not the absence arises out of or in the course of the employment of the unit member, the amount deducted from a unit member's salary due him / her for any month in which the absence accrues shall not exceed the sum which is actually paid a substitute teacher employed to fill the unit member's position; or if a substitute teacher was not employed, the amount which would have been paid to the substitute teacher had he / she been employed.
2. The five school month differential pay commences when the unit member has exhausted all current and accrued sick leave.
3. The unit member may receive only one five month period per accident or illness. If the school year terminates before the five month period is exhausted, the unit member can take the balance of the benefit into the next school year.
4. The unit member shall be allowed to return at such time as the unit member's physician determines that he/she is capable of performing his/her professional duties. The Superintendent or his/her designee shall be notified of such determination.
5. When a unit member has exhausted all available sick leave and differential leave and is not medically able to resume the duties of his/her position, he/she will be placed on a re-employment list in accordance with the provisions of Education Code Section 44978.1

F. Family Medical Leave, Family Care Leave, Maternity/Paternity Leave, and Pregnancy Disability Leaves

1. Family medical leave, family care leave, maternity/paternity leave, and leaves related to pregnancy disability shall be provided as set forth in State and federal law pursuant to Education Code 44977.5.

G. Military Leave

Leaves of absence for military service may be granted with, or without pay, as provided in California State law governing military service and training. If absent for unpaid military leave, a unit member may elect to use personal necessity leave and/or accumulated sick leave.

H.

Industrial Accident and Illness

1. The District is insured for the benefit of the unit member who sustains a personal injury in the performance of the job. Industrial accident or illness is defined as an illness or injury supported by a physician's certificate and qualifying as being work-connected under the Labor Code.
2. All unit members shall be granted industrial accident and illness absences with full pay for each such qualifying accident or illness.
3. Allowable leave shall not exceed 60 working days for the same accident.
4. Allowable leave shall not be cumulative from year to year. When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
5. Industrial accident or illness absence shall commence on the first day of absence from work and shall be reduced by one day for each day of authorized absence regardless of any temporary disability award.
6. During any paid industrial accident and illness absence, the unit member shall endorse to the District the temporary disability indemnity checks received because of the industrial accident or illness. The District, in turn, shall issue the unit member appropriate warrants for the payment of not more than full salary and shall deduct normal retirement and other authorized contributions.
7. Periods of paid industrial injury absence / leave shall not be considered a break in service.
8. When entitlement to industrial accident / illness leave has been exhausted, entitlement to earned sick leave will then be used.
9. If a unit member is receiving a compensation award, the person shall be entitled to use only as much of sick leave, as when added to the compensation award, will provide for a full day's pay.

I.

Jury Leave

Unit members shall be provided leave if called for jury duty (excluding service on the grand jury). The unit member shall notify the Superintendent/Principal of the notice for jury duty as soon as possible after receiving the notice and shall provide a copy of the notice to the District office. The unit member will receive normal salary and endorse jury service compensation (less mileage) over to the District.

J. Family Care Leave

The District will provide unpaid Family Care Leave to the extent required by federal and state law.

K. Sabbatical Leave

Except as required by law, any grant of sabbatical leave shall be at the sole discretion of the Governing Board.

L. Catastrophic Leave

1. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.
(Ed Code 44043.5)
2. Eligibility Requirements. Sick leave days may be donated to a teacher for a catastrophic illness or injury if all of the following requirements are met:
 - a. The teacher who is, or a member of a family who is, suffering from a catastrophic illness or injury may request that sick leave days be donated. Teachers shall be required to submit a doctor's statement indicating the nature of the illness or injury and the probable length of absence from work.
 - b. The district determines that the teacher is unable to work due to the teacher's or family member's catastrophic illness or injury.
 - c. The teacher has exhausted all of his/her fully paid sick leave days.
 - d. The District shall notify the teacher, in writing, of the number of donated days. The number of days donated by each individual and the person donating those days shall remain confidential.
3. If a determination is made that catastrophic leave is justified, the Superintendent/Principal or designee, in cooperation with the Association President, shall provide a written request to begin to solicit donations of sick leave credit from unit members at such intervals and in such amounts as the Superintendent / Principal or designee determines are appropriate under the circumstances. Identity of donors shall be kept confidential.
4. For the purpose of this section only, unit members will maintain a minimum of 15 days sick leave balance.

5. Donated sick leave will not be subtracted from the donor's account until the day it is used by the teacher.
6. A unit member may donate up to ten (10) days of sick leave per incident of catastrophic illness.
7. Donations of sick leave are specific to a particular sick leave bank. Donated days shall not be transferred from one sick leave bank to another sick leave bank.
8. Donations of sick leave will be determined by a lottery draw. Sick leave not used will be returned to the individual(s) that donated the day.

M. Other Leave Provisions

1. Unit members shall advance to the next appropriate step on the salary schedule each year if they are in paid status for seventy- five (75%) or more of the contracted year.
2. District shall contribute its share of employee benefits during periods of paid leave, and any periods of unpaid leave required by state and federal law. Otherwise, during periods of unpaid leave, employees shall remain eligible to participate in the District Health and Welfare benefit plan to the extent required by state and federal law, however unit members shall be responsible for the full amount of premiums due for such periods.
3. A certificated unit member, returning from an unpaid leave, will notice the District in writing of their intent to return to work for the subsequent school year on or before June 1 of the current school year.
4. If the unit member has maintained the health benefit during the unpaid leave, the District will reinstate the district portion of the health premium for July and August. If the unit member fails to return to work, the District cost for the two months will be repaid by the employee.
5. However, if the unit member has declined/terminated the district Health/Dental benefits during the unpaid leave, reinstatement will begin as of the first work day of the new school year.

**ARTICLE X
HEALTH AND SAFETY**

- A.** The District shall make reasonable provisions for the safety and health of its teachers while in the course of their employment, and all teachers are expected to cooperate to the best of their ability in the prevention of accidents to themselves.

- B. Teachers shall be provided, consistent with safeguarding of private information, with the names of pupils known to be afflicted or suffering from physical, medical and / or emotional problems that may constitute a safety or health hazard as soon as they are available in the school year.
- C. In the event of a bomb threat, no teacher shall be required to enter or inspect the suspected bomb location unless and until the area is proclaimed safe by a public safety officer charged with such duties.
- D. All teacher work areas shall meet CAL-OSHA standards.
- E. A member of the Association shall serve on the District Safety Committee.

ARTICLE XI ASSIGNMENTS AND REASSIGNMENTS

- A. An **assignment** is the position in which a unit member is asked to serve. Upon initial employment the Superintendent / Principal shall assign a unit member to the positions, subject areas, and programs in which they will serve.
- B. In so far as possible, all assignments shall be made in a timely manner to allow for adequate preparation. The District will make every attempt to notify unit members of their assignments no later than June 30.
- C. A **reassignment** is the movement of a unit member from one subject area to another subject area, one grade level to another grade level, or from a grade level to a split grade level. A reassignment may be initiated by the unit member (voluntary) or by the District (involuntary). Members requesting a reassignment must fill out the Transfer Request Form – Attachment H.
- D. Reassignment shall be made by the District based upon consideration of demonstrated command of subject matter, previous evaluations, effects on students, unit member requests, enrollment patterns, and seniority.
- E. A vacancy in the bargaining unit position will be posted at Richmond School on the Association bulletin board. Except where circumstances require a shorter period of time, the vacancy will be posted for at least 5 calendar days prior to the selection of the person to fill the vacancy. If the posting occurs during regular recess periods (e.g., summer) the posting period shall be 10 calendar days and the notice shall also be mailed to each unit member's home address of record in the office 10 days prior to the closing date.
- F. If two or more unit members with appropriate credentials apply for a classroom vacancy, the most qualified member, as determined by the District, shall receive the assignment. In the event of equal seniority (unit members who rendered paid service on the same day) the District shall determine seniority for each particular assignment based on the needs of the District and its students. If the issue of

seniority is the deciding factor in the making of an assignment by the District, the seniority of equally qualified unit members shall be determined by lot.

Qualified unit members requesting a reassignment shall be considered for available positions before new employees are hired.

- G. Whenever possible reassignments will be made in a timely manner to allow time for preparation and transition.
- H. For unit members who are reassigned involuntarily during the school year or within two weeks of the first day of school for students, the district shall provide reasonable release time to prepare for the new assignment but no less than five (5) days.
- I. The District shall privately notify a unit member of an involuntary reassignment prior to any announcement to other unit members, staff, or public.
- J. A unit member who has been involuntarily reassigned, shall upon request, be granted a meeting with the Superintendent/Principal to discuss the reasons for the reassignment. If requested, the unit member will receive specific written reasons for the reassignment.
- K. Involuntary reassignments shall not be punitive or disciplinary in nature. They shall be based exclusively on the legitimate educational related needs of the District.
- L. Unit members returning from leave shall be afforded the rights provided under this Article, Assignment and Reassignment.

ARTICLE XII CO/EXTRA CURRICULAR ACTIVITIES

- A. The Board recognizes the importance of co and extra curricular activities as a scholastic and physical benefit to the students. Therefore, to insure the existence of these activities, the Superintendent/Principal shall formulate a program based upon student interest.
- B. The final selection for advisors / coaches shall be the responsibility of the Superintendent/Principal. Prior year assignments will be considered when making selections, but will not necessarily be the governing factor in selection.

In the event no unit members are available, assignments will be offered to non-certificated coaches.
- C. All advisors / coaches will be responsible for adhering to policies and procedures established and approved by the District.
- D. Girls' and boys' basketball and girls' volleyball will consist of two teams each and will be paid per team.

- E. The Sutter's Fort stipend will be paid to two teachers (\$1,000 each) every other year for a total of \$2,000. Each teacher will be equally responsible for the shared workload.
- F. Stipends will be paid per Attachment B.

ARTICLE XIII EVALUATION

A. Criteria

The District shall evaluate unit member competency per Education Code Section 44662, as it reasonably relates to:

1. The progress of pupils toward the standards of expected student achievement at each grade level in each area of study. The teacher should:
 - a. Determine student needs through the use of appropriate diagnostic techniques and tools.
 - b. Use knowledge of the curriculum and the standards to plan appropriate long and short term goals.
 - c. Develop and implement learning activities relevant to these goals.
 - d. Develop and / or utilize appropriate evaluation techniques and appropriate methods for recording student progress.
2. The Instructional techniques and strategies used by the employee. The teacher should:
 - a. Demonstrate knowledge of techniques and strategies effective for the subject matter taught.
 - b. Determine and utilize appropriate instruction in terms of correct levels of difficulty and / or appropriate degrees of complexity.
 - c. Organize and make maximum use of instructional time.
 - d. Develop and utilize effective organization and presentation of instructions and lessons.
 - e. Develop and utilize a variety of materials, equipment, and teaching techniques.
 - f. Use knowledge of sound principals of learning.

3. The employee's adherence to curricular objectives:
 - a. Demonstrate knowledge of the curriculum and subject matter for which the employee is responsible.
 - b. Use knowledge of the district curriculum guides, scope and sequence, frameworks, and course outlines to implement instruction.
 - c. Develop and / or utilize a system to monitor the pace and progress of instruction toward the intended curricular objectives.
4. The establishment and maintenance of a suitable learning environment within the scope of the employees' responsibilities.
 - a. Establishes and maintains standards and procedures which promotes an orderly learning environment.
 - b. Develop and maintain open channels of communications between home and school.
 - c. Develop and maintain an atmosphere of mutual respect among pupils, teachers and staff.
 - d. Establish and maintain professional working relationship among colleagues and staff members.
 - e. Implement the programs and procedures established within the school.

B. General Procedures

1. Within the first three weeks of school, there shall be a staff meeting designed to review the evaluation system guidelines and procedures.
2. All probationary employees will be evaluated annually. However, the Superintendent/Principal may choose to evaluate those employees with prior satisfactory evaluations every other year. The employee will be notified during the goal setting conference that evaluation will not take place during that school year.
3. Supervision and evaluation will be conducted by the Superintendent/Principal.

4. The sources of data used for the evaluation of performance will be multidimensional and will include two observations. Other data may be obtained from peers, students, and parents.
5. The written evaluation report shall be based on the employee's performance of instructional and non-instructional duties, attainment of objectives, and professional conduct.

C. Process

1. There will be at least three conferences a year:
 - a. An initial conference by October 15 to discuss goals, plans, activities, and expected student outcomes.
 - b. Unsatisfactory Evaluation
A mid year conference will be held during February to revise goals, to check progress and to note areas of strengths and weaknesses. If an unsatisfactory evaluation is given in any or all areas, the Superintendent/Principal will detail in writing the unsatisfactory condition and the improvement plan within 10 school days.
 - c. A final summary conference will be held by May 15.
 - d. Forms / Format
The evaluation summary will be on the District's negotiated form. (Attachment D-Planning Conference Worksheet & Attachment E- Teacher Performance Evaluation Form)
 - e. The employee has the right to respond in writing to the evaluation. That response will be attached to the evaluation.
 - f. No certificated employee shall be held accountable for any aspects of the educational program over which he / she has no authority or ability to correct.

**ARTICLE XIV
SUPPORTING TEACHERS**

The Richmond Teachers Association (RTA) and the Richmond School District are continuously striving to provide the highest possible quality of education. In order for students to succeed in learning, teachers and other must succeed in teaching. Therefore, the parties agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and peer assistance. Teachers who are interns, serving their first year in the District and/or have received an overall unsatisfactory evaluation are viewed as valuable professionals. The District and RTA support the availability of resources to support teachers' success in the profession.

Therefore, the Richmond Teachers Association and the Richmond School District agree to the following:

1. Each teacher who is hired as an intern, is serving his/her first year in the District or has received an unsatisfactory overall rating on his/her summary evaluation will be provided a Supporting Teacher (ST). Those teachers who receive unsatisfactory ratings on portions of their evaluation or who request the services of a Supporting Teacher (ST) will be assigned an ST at the District's discretion.
2. The duties of the ST position shall be as follows:
 - a. An ST will provide service for 10 consecutive months on an as needed basis.
 - b. The ST shall be limited to working with one (1) teacher needing support per school year.
 - c. An ST shall provide assistance to a teacher needing support in the following areas: A) Engaging and Supporting all Students in Learning; B) Planning Instruction and Designing Learning Experiences for all Students; C) Creating and Maintaining Effective Environments for Student Learning; and school site and District policies and procedures.
 - d. This assistance shall not involve the participation in, nor the conducting of the annual evaluation of certificated unit members as set forth in Article XIII of the Collective Bargaining Agreement.
3. Listed below are the minimum qualifications for an ST:
 - a. A full-time clear credentialed teacher with at least five years of recent teaching experience. Three of the five full-time years must be in-district experience.
 - b. Demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, knowledge and commitment to District curricular goals and standards, and mastery of a range of teaching strategies necessary to meet students' needs in different contexts.
 - c. Ability to work cooperatively and effectively with other teachers and administrators, demonstrated effective leadership skills and experience in working on school/District committees.
4. The District will post the ST position(s) when there are teachers needing support (see 1)

- a. Each applicant will be required to submit a completed application to the District.
 - b. All applications will be treated with confidentiality and will not be disclosed except as required by law.
 - c. The Superintendent and Association President or designee shall work collaboratively to choose the individuals who will serve as Supporting Teachers.
 - d. The ultimate determination of which unit member serves as a Supporting Teacher (ST) shall rest with the Superintendent/Board.
5. Functions performed by unit members as STs under this document shall not constitute either management or supervisory functions as defined by Government Code Section 3540.1(g) and (m).
 6. Unit members who perform functions as STs under this document shall have the same protection from liability and access to appropriate defense as other public school employees.
 7. Stipends

ST's will receive a stipend of \$1,000 per year.
 8. This shall not, in any way, limit the right of the District to evaluate, discipline, and/or non-reelect probationary certificated employees as provided under the Collective Bargaining Agreement, the Education Code and Board policies, and/or District administrative regulations.

ARTICLE XV PERSONNEL FILES

- A. A teacher's personnel file shall not include ratings, reports, or records which were prepared by unidentifiable examination committee members.
- B. A teacher may inspect and receive copies of material in his / her personnel file which may serve as a basis for affecting the status of his / her employment except materials which were obtained prior to his / her employment.
- C. A teacher may inspect such materials in his / her personnel file, with the exception of the specified items in Section B, during the normal business hours of the District Office at times other than when the teacher is required to direct student instruction or conduct activities. Such inspection shall take place in the presence of the Superintendent / Principal or designee. A teacher may authorize an Association representative, or a representative of choice, to review his / her personnel file. Such authorization must be in writing and provide no greater right to the Association representative than the right of the teacher.

- D. Information of a derogatory nature, except as specified in Section B, may not be put into a teacher's personnel file without allowing the teacher an opportunity to review and comment thereon. A teacher shall have the right to enter, and have attached to any such derogatory statement, his / her own comments thereon. The review and comment upon materials of a derogatory nature shall take place during the normal business hours of the District Office and at times other than when the teacher is required to direct student instruction or conduct activities.
- E. All material placed in a teacher's personnel file shall be dated and signed by the contributor.
- F. The District shall maintain the teacher's personnel file in the office of the Superintendent/Principal.
- G. A teacher's personnel file shall be closed to all but the Superintendent/Principal and/or the confidential secretary and as indicated in Section C.
- H. A log shall be kept with each teacher's file. The log shall indicate the purpose, time, date, name of all individuals opening the file, excluding the Superintendent/Principal and confidential secretary.

ARTICLE XVI GRIEVANCE

A. Definitions

A **Grievance** is a claim by the Association or by one or more teachers that there has been a violation of a provision of this Agreement which adversely affects the Teacher.

A **Grievant** is the person filing a grievance.

A **party of Interest** is any person who might be taken into the grievance procedure in order to resolve a claim.

A **day** is any duty day in which the grievant is required by contract to render service, including any days of paid leave. Without the written agreement of both parties, the period of time from the end of one school year to the beginning of the next is exempt from the time line in this procedure.

B. Purpose:

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may occur from time to time affecting the welfare and the working conditions of teachers.
2. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any

appropriate member of the administration, and to have the grievance adjusted without intervention by the Association, at the discretion of the teacher.

3. Since it is important that grievances be processed as rapidly as possible, the time limits specified should be considered maximums and every effort should be made to expedite the process. Time limits may, however, be extended by mutual consent. Failure by the grievant to comply with the stated time requirements shall result in settlement of the grievance on the basis of the last disposition. If the District fails to abide by the time requirements, the grievance shall be deemed denied and the grievant may proceed to the next level.
4. In the event a grievance is filed at such a time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, the District and the Association will make every effort to process the grievance before the end of the fiscal year.

A. **Procedure**

1. **Step 1 (Informal)** Before filing a written grievance, an employee or the Association who believes a grievance has arisen shall present the claim orally to the Superintendent/Principal. The Superintendent/Principal shall meet with the employee and attempt to resolve the matter. Such discussion shall take place within ten (10) days of the act or omission which is the basis for the grievance. The teacher or the Association must state to the Superintendent/Principal that the discussion is to initiate the first step of the grievance procedure.
2. **Step 2 (Written)** (Attachment F) If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision (oral or written) is rendered within five (5) days and the grievant wishes to pursue the grievance, the grievant shall file the grievance in writing simultaneously with the Superintendent/Principal and the Association President.

The written grievance shall state, at a minimum, the grievant's name, date of the alleged violation or omission, facts forming the basis of the grievance, the remedy requested, the date the grievance was made known to the Superintendent/Principal in step 1 and the date and nature of the Superintendent/Principal's response, the grievant's signature and the date.

Within ten (10) days after the receipt of the written grievance by the Superintendent/Principal, the Superintendent/Principal shall investigate the grievance in an effort to resolve it, and will notify the teacher and the Association president, in writing, of the decision.

3. **Step 3 (Arbitration)** If a grievance is not resolved at any of the prior levels, the Association may submit a request to the

Superintendent/Principal for arbitration within seven (7) days of the receipt of the written response in Step 2. If an arbiter can not be found locally or agreed upon within ten (10) days, the Association may request in writing to the Superintendent/Principal that the American Arbitration Association (AAA) supply a list of five (5) names. Each party will alternately strike from the list until one name remains.

An effort will be made to schedule arbitration hearings after school, if this is not possible the grievant will be given reasonable release time. The arbiters decision will be in writing. The arbiter is without power or authority to make any decisions which requires the commission of an act prohibited by law or which is a violation of this Agreement.

The decision of the arbiter will be advisory only and shall be submitted to the Superintendent/Principal, the Association, and the Board for consideration. The Board shall take recommendation from the Superintendent/Principal and the Association before making a final decision at the next scheduled Board meeting.

The decision of the Board shall be final and binding on all persons involved in the grievance.

The District and the Association will share equally in any cost of the arbitration. However, if the Board's decision is contrary to the arbiter's finding and finds against the Association member, the Board will bear all costs. Should the Board not accept the arbiter's decision, but find in favor of the Association member, the unit and the district will share in the cost.

Nothing herein contained shall abrogate the right of the grievant or the Association to appeal the Board's decision to an appropriate court of law.

ARTICLE XVII PLACEMENT AND ADVANCEMENT ON SALARY SCHEDULE

- A. The Certificated Salary Schedule will be contained in **Appendix A**.
- B. A newly hired unit member may be given up to ten (10) years credit for comparable service outside the District at the rate of one step for one full year of service.
- C. Credit will be paid for units as indicated on the salary schedule based on the following:
- D. **College Course Work**
 - 1. Course credit for class placement and movement shall be given for all upper division units that enhance the individual classroom or the K – 8 curriculum, taken at colleges, universities, or graduate

schools which are accredited by a regional accrediting commission or other programs approved by the District and have been earned within the prior five (5) years.

2. All division units must be pre-approved by the Superintendent/Principal.
 3. A unit shall be one semester unit credit granted by an accredited institution. Quarter units will be credited as two-thirds (2/3) of one semester unit.
 4. When a disagreement arises over the approval of course work, the disagreement shall be referred to a committee for resolution. This committee shall consist of a teacher, a board member, and one other member mutually agreed upon by the District and the Unit. Both the administrator, or administrator designee, and the member with the course work in questions can present their positions to the committee.
 5. No repetition of courses shall be allowed unless the unit member can justify the need for repetition to the Superintendent/Principal.
- E. Written confirmation, grade slips or transcripts, of the completion of the work must be submitted to the Superintendent/Principal before September 15.
- F. Professional advancement work undertaken during duty hours for which the District provides substitutes or pays registration fees and/or participation costs, must be pre-approved for salary advancement.
- G. At the time of contract agreement, course work currently in progress, if affected by any change of contract language, will be identified and allowed.
- H. For additional work beyond the contract day not compensated by a stipend, unit members will be paid at an hourly rate of \$35.00.
1. This rate shall apply to required professional development and/or training, and any extra work approved by the District.
 2. The hourly rate shall not apply to attendance beyond the contract day at IEP, SST, or 504 meetings or parent/teacher conferences.
 3. This section does not apply to any education for which a unit member shall receive credit applied to movement on the salary schedule.
- I. For any unit member who is an intern, each trimester they will be provided a release day for the reasons listed, including but not limited to, observing other teachers, working on requirements to attain their full credential, or attending training.

ARTICLE XVIII BENEFITS

A. District Contributions

1. Coverage will be provided by SISC III and will include health (including RX and mental health coverage), dental, vision and a \$10,000 basic life insurance policy that includes accidental death and dismemberment for unit members.
2. The maximum District contribution toward the costs of medical, dental, vision coverage for each eligible, covered unit member shall be \$1,265 per month for an annual contribution of \$15,180. In addition, the District will provide a life insurance policy consistent with past practice.
3. Unit members may choose from one of four plans offered. The four plan available shall be mutually agreed by the District and the Association.
4. Unit member may choose to enroll in a plan whose cost exceeds the maximum contribution in A2 above. The difference in cost will be deducted monthly from their paycheck.

B. Upon initial enrollment in benefits, new unit members' benefits commence effective the first of October.

C. Unit members who have remained in fully paid status for the entire school year through June will receive continuing health benefits through September 30th of that year.

D. For any time in unpaid leave status, the unit member must pay the employee and the employer portion of the benefits to remain enrolled, unless the employer is required to pay its portion of benefits by state or federal law. The employer paid portion of the benefits shall be reinstated upon the first date in paid status upon return from leave.

ARTICLE XIX RETIREMENT

A. The following retirement incentives shall be available to all unit members who have worked for the District at least ten (10) years, have reached the age of 62 and notify the District of their retirement by the regularly schedule Board meeting in March of the school year in which they are retiring:

1. Two years of service credit (if the District qualifies to provide the Golden Handshake);
2. Retiree Health Benefits: Until age 65, a retired teacher may work 30 days in exchange for insurance coverage for themselves and spouse at the 80-M, RX 200/10-35 plan plus vision and dental coverage through SISC.

- a. The District and the retiree shall work together and come to a mutual agreement as to what work will be performed for the aforementioned 30 days.
- B. Any other retirement incentive, including but not limited to, health benefits, cash, service credit, etc. that is made available to bargaining unit members shall first be negotiated and agreed to by the District and Association.
- C. Unit members may purchase, district health benefits at the current school rate until the member reaches the age of 65 and/or qualifies for Medicare if they do not qualify for the incentive above.

ARTICLE XX MAINTENANCE OF BENEFITS

- A. With respect to matters not covered by the agreement, which are proper subjects of collective bargaining as defined by California State employer – employee relations law, the Board agrees it will make no changes without appropriate consultation and negotiation with the Association.

ARTICLE XXI VISION AND IMPROVEMENT PLAN

- A. The Primary purpose of the **Vision and Improvement Plan (VIP)** is to promote and recognize staff for activities that are designed and implemented for the betterment of the students at Richmond School. Any staff member may qualify for one **VIP** stipend per year.
Any staff member wishing to participate, must design an activity and seek approval from the Superintendent/Principal.

ARTICLE XXII SAVINGS

- A. If any provision of this contract or any application thereof is held by the highest court of the State or by a Federal Court to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such court decision, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXIII PARENT/GUARDIAN COMPLAINT PROCESS

- A. **Application**

The following procedure shall apply to complaints against teachers expressed by parents or guardians of pupils enrolled in the schools of the District.
Complainant's concerns must deal with issues impacting their own children.

- B. Complaints shall be referred to the superintendent. The superintendent shall meet with the employee. At the superintendent's discretion, a joint meeting may be scheduled between the parent, teacher, and superintendent.

C. **Formal Procedure**

In the event the complainant declines to meet, or if a resolution regarding the issue is not reached at the informal level, the following procedures shall apply:

1. The complainant shall submit the completed Complaint Form to the superintendent. If the complainant fails or refuses to put the complaint in writing, the matter shall be dropped.
2. Step 1
 - a. Within seven (7) school days of receipt of the written complaint, the superintendent shall present a copy of the complaint to the employee.
 - b. The employee may prepare a written response to the complaint within seven (7) school days of being presented with a copy of the written complaint.
 - c. The superintendent shall conduct such investigation, including conferences, as is deemed necessary. The superintendent will prepare a written statement of his/her decision or recommendation within fourteen (14) school days of the employee's receipt of the complaint.
3. Step 2 (See Attachment G)
 - a. If the complaint is not resolved at Step 1, it may be presented to the Board for consideration by either the complainant or the employee. A written request for further consideration must be received by the board secretary within fourteen (14) school days of the receipt of the Superintendent's decision.
 - b. Consideration by the board does not give the right to an evidentiary hearing.
 - c. The decision of the board is final.

C. **Other Procedural Considerations**

1. During any step of the procedure, either the complainant or the employee may prepare a written statement which shall be attached to the original written complaint. The original written complaint form shall be used to determine the nature and scope of the complaint unless

otherwise agreed upon by the complainant and the employee.

2. The complaint may be dropped at any stage by written notice to that effect from the complainant, but may not thereafter be renewed.
3. Should the complainant fail to meet appeal time lines, the complaint shall be terminated at that point. The decision in place at that time shall become the final decision on this issue.
4. Either the complainant or the employee may have a representative at any formal step in the procedure.
5. Board consideration of a complaint shall take place in closed session to the extent permitted by law.

ATTACHMENT A

185 DAYS

RICHMOND SCHOOL DISTRICT CERTIFICATED SALARY SCHEDULE 4%, 3%, 2%, 1% 2023-24

	Intern	BA<45	BA+45	BA+60	BA+75/MA
Step	Salary	Salary	Salary	Salary	Salary
1	44138	50716	52745	54855	57049
2	46918	52745	54855	57049	59331
3	46918	54855	57049	59331	61704
4	46918	57049	59331	61704	64172
5	46918	59331	61111	63555	66097
6	46918	61704	62944	65462	68080
7	46918	61704	64832	67426	70123
8	46918	61704	66777	69448	72226
9	46918	61704	68781	71532	73671
10	46918	61704	70844	72962	75144
11	46918	61704	72261	74422	76647
12	46918	61704	73706	75910	78180
13	46918	61704	75180	77428	79744
14	46918	61704	76684	78977	81339
15	46918	61704	78218	80556	82965
16	46918	61704	78218	82168	84625
17	46918	61704	78218	83811	86317
18	46918	61704	78218	85487	88043
19	46918	61704	78218	83201	89804
20	46918	61704	78218	83201	91600
21	46918	61704	78218	83201	93432
22	46918	61704	78218	83201	94367
23	46918	61704	78218	83201	95310
24	46918	61704	78218	83201	96264
25	46918	61704	78218	83201	97226

3.00% Increase

185 DAYS

RICHMOND SCHOOL DISTRICT
CERTIFICATED SALARY SCHEDULE

4%, 3%, 2%
2024-25

	Intern	BA<45	BA+45	BA+60	BA+75/MA
Step	Salary	Salary	Salary	Salary	Salary
1	44138	51730	53800	55952	57630
2	46918	53800	55952	58190	59935
3	46918	55952	58190	60517	62333
4	46918	57630	59935	62333	64203
5	46918	59359	61733	64203	66129
6	46918	61140	63585	66129	68113
7	46918	61140	65493	68113	70156
8	46918	61140	67458	70156	72261
9	46918	61140	69481	72261	73706
10	46918	61140	71566	73706	75180
11	46918	61140	72997	75180	76684
12	46918	61140	74457	76684	78217
13	46918	61140	75946	78217	79782
14	46918	61140	77465	79782	81377
15	46918	61140	79014	81377	83005
16	46918	61140	79014	83005	84665
17	46918	61140	79014	84665	86358
18	46918	61140	79014	86358	88085
19	46918	61140	79014	88085	89847
20	46918	61140	79014	89847	91644
21	46918	61140	79014	89847	93477
22	46918	61140	79014	89847	95346
23	46918	61140	79014	89847	97253
24	46918	61140	79014	89847	99198
25	46918	61140	79014	89847	101182

2.00% Increase

Attachment B

RICHMOND SCHOOL STIPEND NAME AND PAYMENT SCHEDULE 2024-25

SPORTS 01-0002-0-1100-1110-4200-000-00	AMOUNT	PAY SCHEDULE	NAME	AMT/DATE PAID
CROSS - COUNTRY K-8	\$ 1,100.00	Pay when complete		
FLAG FOOTBALL 7th - 8th GR	\$ 1,100.00	Pay when complete		
GIRLS BASKETBALL 7th GR	\$ 1,100.00	Pay when complete		
GIRLS BASKETBALL 8th GR	\$ 1,100.00	Pay when complete		
BOYS BASKETBALL 7th GR	\$ 1,100.00	Pay when complete		
BOYS BASKETBALL 8th GR	\$ 1,100.00	Pay when complete		
VOLLEYBALL 7th GR	\$ 1,100.00	Pay when complete		
VOLLEYBALL 8th GR	\$ 1,100.00	Pay when complete		
TRACK 6th - 8th GR	\$ 700.00	Pay when complete		
DRILL TEAM 7th/8th GR	\$ 600.00	Pay when complete		
ACADEMICS 01-0002-0-1100-1110-4100-000-00	AMOUNT	PAY SCHEDULE	NAME	AMT/DATE PAID
GEOGRAPHY BOWL	\$ 375.00	Pay when complete		
SPELLING BEE	\$ 375.00	Pay when complete		
CHESS CLUB	\$ 375.00	Pay when complete		
6th GRADE OUTDOOR ED CAMP	\$ 750.00	Pay when complete		
8TH GRADE ADVISOR	\$ 1,100.00	Pay Nov & May		
YEARBOOK	\$ 1,100.00	Pay when complete		
LEADERSHIP	\$ 2,000.00	Pay Nov & May		
BEHAVIOR COORDINATOR	\$ 2,000.00	Pay Nov & May		
SUPPORTING TEACHER (PER CANDIDATE)	\$ 1,000.00	Pay when complete		
LAVA BEDS	\$ 550.00	Pay when complete		
TECHNOLOGY	\$ 2,000.00	Pay Nov & May		
GATE	\$ 1,100.00	Pay Nov & May		
ACADEMICS (ELOP) 01-2902-0-1100-1110-4100-000-00	AMOUNT	PAY SCHEDULE	NAME	AMT/DATE PAID
COORDINATOR	\$ 3,500.00	Pay Nov & May		
MORNING	\$ 1,800.00	Pay Nov & May		
AFTERNOON	\$ 1,800.00	Pay Nov & May		
TOTAL	\$ 29,925.00			

ATTACHMENT C
RICHMONT SCHOOL DISTRICT
Request for Extended Leave/Absence Verification

List below the number of days and dates of each absence and check the appropriate reason for absence(s).

Name _____	Date Submitted _____
Anticipated Date(s) of Absence _____	Last Day Worked _____
Actual Date(s) of Absence _____	Day Returned _____
Total Number of Days Absent _____	
Reason for Absence _____	

CHECK ONE BOX ONLY OR INDICATE ORDER OF PREFERENCE FOR USING LEAVE

Leaves Approved by Contract:

- | | |
|---|---|
| ☐ Bereavement Leave | ☐ Industrial Illness |
| ☐ Extended Illness Leave (Differential) | ☐ Military Service |
| ☐ Family Care Leave (unpaid) | ☐ Pregnancy/Maternity |
| ☐ Catastrophic Leave | ☐ Personal Necessity Leave |
| ☐ Jury Duty | ☐ PAT (Personal Activity Time) |
| ☐ Sick Leave (Doctor's note is required after 3 or more consecutive absences.) | |
| ☐ Other Leave _____ (specify) | |

Substitute Teacher Requested: _____

☐ With Pay: # _____ Working days from _____ to _____ inclusive
(Using accrued sick leave or personal days. Payment of sick days is based on days available at time of leave.)
Sick leave _____ PAT _____

☐ Without Pay: # _____ Working days from _____ to _____ inclusive
(Unpaid days can result in a loss of accrued sick days for Certified employees.)

*If reason is illness, disabling condition, childbirth or family illness, a Certification of Health Care Provider form is required. Please note that District employees on unpaid leave must cover the cost of health benefits during the unpaid leave period. If an employee declines to submit payments for insurance during leave of absence, insurance will cancel until they return to work (with no break in service).

With the exception of emergency situations, approval is required prior to absence.

I understand that submission of a request for leave will result in the above leave balances being deducted by the amount of leave requested. If I am unable to take this leave, or a change is made in the duration, I will provide an amended, approved leave request.

Employee

Date

Superintendent

Date

Office Use Only

Leave Balance Sufficient For This Absence? ☐ Yes ☐ No If No, Employee Notified _____

DateSubstitute

Hired? ☐ Yes ☐ No

Name _____

ATTACHMENT D

Richmond Elementary School District

PLANNING CONFERENCE WORKSHEET

(To be completed by teacher before planning conference)

Teacher: _____ Date: _____

Administrator: _____

Set Focus:

1. a. What content standard(s) (course outcomes) are you addressing?

- b. What specifically do you want students to be able to know or do by the end of the lesson?

2. a. How will you assess student learning toward this standard? (Describe culminating activities or performance task to demonstrate student learning.) Attach rubrics or scoring guide as appropriate. _____

- b. What evidence will you gather to show student learning toward the standard in **this** lesson? _____

3. What prior knowledge are students bringing to this lesson? _____

4. How will you differentiate for special needs students? (at-risk, English learner, high achieving)

5. What challenges do you anticipate? _____

ATTACHMENT E

Richmond Elementary School District TEACHER PERFORMANCE EVALUATION FORM

Teacher's Name: _____ Position: _____ School/Department: _____
 Evaluator's Name: _____ Position: _____ School/Department: _____
 School Year: _____ Date: _____
 Observation Dates/Time/Duration: _____

EVALUATION KEY: UL: Unsatisfactory and lack of satisfactory progress over time; U = Unsatisfactory; 1,2,3 - Low to high satisfactory performance range; NA = Not applicable or not observed

CURRICULUM AND INSTRUCTION

Planning and Preparation	UL	U	1	2	3	NA
1. Communicates high standards and expectations to students.	☐	☐	☐	☐	☐	☐
2. Is up to date regarding curriculum content.	☐	☐	☐	☐	☐	☐
3. Effectively plans instructions	☐	☐	☐	☐	☐	☐
4. Curriculum reflects State and CPS frameworks and learning expectations.	☐	☐	☐	☐	☐	☐
5. Effectively plans assessments of students' learning.	☐	☐	☐	☐	☐	☐
6. Monitors students' understanding of the curriculum effectively and adjusts instruction, materials, or assessments where appropriate.	☐	☐	☐	☐	☐	☐

Comments:

Instruction	UL	U	1	2	3	NA
1. Makes learning goals clear to students.	☐	☐	☐	☐	☐	☐
2. Uses appropriate instructional strategies.	☐	☐	☐	☐	☐	☐
3. Uses appropriate questioning strategies.	☐	☐	☐	☐	☐	☐
4. Evaluates, tries innovative approaches, and refines instructional strategies, including use of technologies, to increase student learning and confidence to learn.	☐	☐	☐	☐	☐	☐

Comments:

Learning Environment	UL	U	1	2	3	NA
1. Creates an environment that is positive for student learning and involvement.	☐	☐	☐	☐	☐	☐

2. Maintains appropriate standards of behavior, mutual respect, and safety.	☐	☐	☐	☐	☐	☐
3. Promotes confidence and perseverance in students to stimulate increased personal responsibility for achieving the goals of the curriculum.	☐	☐	☐	☐	☐	☐
4. Strives to ensure equitable opportunities for student learning especially in regards to race, gender, ethnicity, class and student learning style/physical needs.	☐	☐	☐	☐	☐	☐
5. Demonstrates appreciation for, and sensitivity to, the diversity among individuals especially in regards to race, gender, ethnicity, class and student learning style/physical needs.	☐	☐	☐	☐	☐	☐

Comments:

Parent Interactions	UL	U	1	2	3	NA
1. Is constructive and cooperative in interactions with parents and receptive to their contributions.	☐	☐	☐	☐	☐	☐
2. Communicates with parents regarding curriculum and instruction and student progress towards meeting learning goals.	☐	☐	☐	☐	☐	☐

Comments:

Contributing Member of Staff	UL	U	1	2	3	NA
1. Shares responsibility for accomplishing the goals and priorities of the school, grade, team, and/or department and for achieving school and district improvement plan objectives.	☐	☐	☐	☐	☐	☐
2. Collaborates with colleagues to develop consistent policies and procedures that create a school culture conducive to learning.	☐	☐	☐	☐	☐	☐

Comments:

Professional Learning and Growth	UL	U	1	2	3	NA
1. Is a reflective and continuous learner.	☐	☐	☐	☐	☐	☐
2. Engages in school and district based professional development activities.	☐	☐	☐	☐	☐	☐

Comments:

Performance to Routine Professional Obligations	UL	U	1	2	3	NA
1. Responsibility meets professional obligations as regards punctuality, attendance, and assigned routine duties, policies and guidelines in performing professional responsibilities.	☐	☐	☐	☐	☐	☐

Comments:

SUMMARY:

- ☐ Teacher successfully completed Administrative Assessment and is recommended for continued employment.
- ☐ Teacher recommended to engage professional improvement plan.
- ☐ Teacher not recommended for continued employment

ADDITIONAL COMMENTS:

TEACHER COMMENTS:

Evaluator's Signature: _____

Date: _____

Teacher's Signature: _____

Date: _____

(Teacher signature does not necessarily indicate agreement with evaluation, only that evaluator reviewed with teacher.)

ATTACHMENT F

WRITTEN GRIEVANCE FORM

(Presented to Superintendent/Principal and RTA President)

Grievant: _____

Date of alleged violation: _____

Date of informal conference: _____

Result of informal conference (please be specific):

Provision(s) of Agreement allegedly violated (please include article, section and page number):

How has the District violated this provision(s)?

What is your requested remedy (please be specific)?

Signature of Grievant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of RTA President: _____ Date: _____

ATTACHMENT G

COMPLAINT FORM

PARENT COMPLAINT PROCESS: The Richmond District has adopted a process by which parent concerns can be heard and resolved. This process is described in the AR 1312.1 of the Richmond School Board Policy. A copy is attached to this form for your convenience.

School staff will assist you in reaching a speedy resolution of your concern. After you have met with school staff you may appeal your concern to the superintendent and finally to the school board. Remember your concern report starts with the teacher.

Complainant's Name

Student's Name

Name of Staff Member Involved in Complaint

Location/Date/Approximate Time of Event

STEP 1: I personally met with the above named staff member on _____ (Date of Meeting) and discussed this issue with him/her. I understand that the school district wishes to resolve complaints at the "earliest possible stage." However, I now desire to proceed to STEP 2 and accordingly file this written complaint with the superintendent/principal.

STEP 2: Complaint Description: On a separate piece of paper, please provide a brief but specific summary of the complaint and the facts surrounding it. Also include a specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.

Identify Names of Adults and Student Witnesses: _____

Proposed Solution of Complaint: _____

I believe these statements to be true and accurate based on my knowledge of the incident.

Complainant's Signature

Telephone Number

Address

Date Filed

ATTACHMENT H
TRANSFER REQUEST FORM

Date: _____

Teacher's Name

Current Grade Level

Desired Grade Level

Please provide a brief explanation of the desired transfer: _____

Is there a current vacancy in the particular grade level to which you wish to transfer? If yes, please explain. _____

Teacher's Signature