

1 **ARTICLE 25 OTHER PROGRAMS**

2 **Section 25.1. Summer School**

3 a. **Posting** – The District shall follow current contract language outlined in Article 12, Section 12.4.

4 b. **Selection** – Applications will be solicited from both currently employed District personnel and non-  
5 District personnel; however, District personnel will be given priority where qualified as determined by  
6 the District. Selection shall be related to course offerings and successful teaching experience.

7 Summer school contracts are issued subject to student enrollment and may be revoked if enrollment is  
8 decreased from original registration or if anticipated enrollment does not materialize.

9 Where applications for Summer School are in excess of the number of positions to be filled, the  
10 following list of criteria shall be used for selection:

- 11 1. Applicant must be legally qualified for the position.
- 12 2. Applicant regularly employed at the level under consideration shall have preference.
- 13 3. Applicant with major or minor field shall have preference.
- 14 4. Applicant applying for summer position, the same as his or her regular position, shall have  
15 preference.

16 Selection processes shall take place at least annually offering Summer School based on the above-stated  
17 criteria.

18 All unit members making application for a position shall be given the opportunity to interview, unless  
19 the interviewing administrator is from the unit member’s own site.

20 All unit members who have made application and are selected according to the prioritized criteria listed  
21 above shall be hired and placed prior to the placement of any non-bargaining unit members.

22 All Summer School applicants will fill out the in-house application form, which shall be available at each  
23 site, by the posted deadline.

24 c. **Pay** – The current Summer School hourly rate of pay will be increased by the same percentage increase  
25 applied to all other salary schedules (Appendix I).

26 d. **Preparation Time** – Unit members participating in Summer School shall be paid at the current Summer  
27 School hourly rate of pay for a minimum of thirty (30) minutes of preparation time for each four (4)  
28 hours of instructional time completed. Passing periods, nutrition breaks or breaks of any type shall not  
29 be counted as preparation time for pay purposes.

30 e. **Class Size/Enrollment** – Class sizes are to be adjusted no later than the fourth (4<sup>th</sup>) student attendance  
31 day of the summer session.

32 The District is not obligated to maintain a class when average enrollment drops below fifteen (15)  
33 students over the term of the session.

34 Due to the remedial nature of mandated Summer School programs, the District shall attempt to staff  
35 classes at a ratio of thirty to one (30 to 1) whenever possible. Under no circumstances shall class sizes

1 exceed current contract language.

- 2 f. **Training** – The District may make available to teachers selected to work in Summer School up to four (4)  
3 hours of annual training/planning. If participants are required to attend, they will be compensated for  
4 up to a total of four (4) hours using the current Summer School hourly rate of pay. Participants will fill  
5 out a time sheet. If the unit member is trained during working hours, then the unit member shall  
6 receive release time from the present work assignment. The Association will be provided the  
7 opportunity to consult on the training curriculum on an annual basis.

8 **Section 25.2. Intensive Instructional Programs (IIP)**

- 9 a. **Posting** – The District shall post IIP positions at least annually and follow current contract language  
10 outlined in Article 12, Section 12.4.

11 The District and the Association acknowledge that program offerings and design may vary from site to  
12 site.

- 13 b. **Selection** – Unit members who are interested in teaching in the Intensive Instructional Program shall  
14 annually complete the appropriate in-house application form available at each site. The principal shall  
15 review the requests. Unit members who are on-site staff members, shall not be required to complete  
16 an interview for the assignment, however, if a unit member is off-site, then the principal may require an  
17 interview. Assignments shall be made by the principal.

18 Where applications for IIP are in excess of the number of positions to be filled, the following list of  
19 criteria shall be used for selection:

- 20 1. Applicant must be legally qualified for the position.
- 21 2. Applicant regularly employed at the level under consideration shall have preference.
- 22 3. Applicant with major or minor field shall have preference.
- 23 4. Applicant applying for IIP position, the same as his or her regular position, shall have preference.

24 All unit members who have made application and are selected according to the list above shall be hired  
25 and placed prior to the placement of any non-bargaining unit members.

- 26 c. **Pay** – The current Hourly Teaching and Tutoring Assignments rate of pay will be paid to unit members  
27 participating in IIP. This rate of pay will be increased by the same percentage increase applied to all  
28 other salary schedules (Appendix I).

- 29 d. **Preparation Time** – Unit members shall be paid the equivalent of the current ratio of preparation time  
30 as practiced in Summer School, which calculates to be thirty (30) minutes of preparation time for four  
31 (4) hours of Intensive Instruction teaching.

- 32 e. **Class Size/Enrollment** – Class sizes are to be adjusted no later than the fourth (4<sup>th</sup>) student attendance  
33 day of the IIP session.

34 The District is not obligated to maintain a class when average enrollment drops below fifteen (15)  
35 students over the term of the session. Maximum of 25:1 (no more than 25 students per every 1

1 teacher)

- 2 f. **Training** – The District may make available to teachers selected to participate in IIP up to four (4) hours  
3 of annual training/planning. If participants are required to attend, they will be compensated for up to a  
4 total of four (4) hours using the current Hourly Teaching and tutoring Assignments rate of pay. If the  
5 unit member is trained during working hours, then the unit member shall receive release time from the  
6 present work assignment. The Association shall be provided the opportunity to consult on the training  
7 curriculum on an annual basis.

8 **Section 25.3. Adult Education**

- 9 a. **Posting** - The District shall follow current contract language outlined in Article 12, Section 12.4 of the  
10 collective bargaining agreement. Selection processes shall take place at least annually offering Adult  
11 Education employment. All Adult Education applicants will complete and submit the in-house application  
12 form by the posted deadline.
- 13 b. **Selection** - All certificated unit members employed by the District are eligible and may apply for Adult  
14 Education assignments for which they are qualified. Qualified applicants shall be given the opportunity to  
15 be interviewed for Adult Education positions prior to the District hiring outside applicants. Employment in  
16 Adult Education is subject to student enrollment and may be revoked if enrollment is decreased from  
17 original registrations or if anticipated enrollment does not materialize. Additionally, as this is an extra-duty  
18 assignment, teachers are subject to release in the same manner as any other extra-duty assignment.
- 19 c. **Pay** - Compensation for Adult Education shall be as provided for in Appendix III. The current Adult Education  
20 hourly rate of pay will be increased by the same percentage increased applied to all other salary schedules.
- 21 d. **Preparation Time** - Adult Education teachers shall be granted one (1) hour of compensated preparation  
22 time for each six (6) hours of class taught. Preparation time shall be paid at the current Adult Education  
23 hourly rate of pay.
- 24 e. **Class Size/Enrollment** - The District shall attempt to staff classes at a ratio of no more than thirty to one (30  
25 to 1) whenever possible. Under no circumstances shall class sizes exceed 36 students. Class size shall not fall  
26 below twenty (20) enrolled pupils. Classes that drop below the minimum number may only continue with  
27 the approval of the Adult Education Principal or designee.
- 28 f. **Training** - The District may make available to teachers and counselors selected to work in Adult Education  
29 ongoing training/professional development. Unit members will be compensated using the current Adult  
30 Education hourly rate of pay. Participants will fill out a timesheet. If the unit member is trained during  
31 working hours, then the unit member shall receive release time from the present work assignment. The  
32 Association will be provided the opportunity to consult on the training curriculum on an annual basis.
- 33 g. **Staff Meetings** - The District shall have no more than two (2) required staff meetings per month for Adult  
34 Education. Said meetings shall not exceed more than sixty (60) minutes in length. Meetings shall be  
35 scheduled five (5) days in advance unless an emergency exists that precludes the notice. Unit members will  
36 be compensated using the current Adult Education hourly rate of pay. Participants will fill out a timesheet.
- 37 h. **Calendar** - Adult Education shall follow the District school calendar.
- 38 i. **Substitutes** - All Adult Education teachers can substitute for other Adult Education teachers. All substitutes  
39 shall be paid at the Adult Education hourly rate of pay. It is the primary responsibility of the teacher of  
40 record to arrange a substitute. In cases of emergency, when no substitute can be found, the teacher of  
41 record may cancel a class.
- 42 j. **Funding** – Section 25.3 will be in effect provided that funding is received from the Consortium. The District  
43 shall not be required to allocate funds for the program as set forth in Section 25.3.

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