

ARTICLE 25: OTHER PROGRAMS

Section 25.1-Summer School.

- a. **Posting**-The District shall follow current contract language outlined in Article 12, Section 12.4.
- b. **Selection**-Applications will be solicited from both currently employed District personnel and non-District personnel; however, District personnel will be given priority where qualified as determined by the District. Selection shall be related to course offerings and successful teaching experience. Summer school contracts are issued subject to student enrollment and may be revoked if enrollment is decreased from original registration or if anticipated enrollment does not materialize. Where applications for Summer School are in excess of the number of positions to be filled, the following list of criteria shall be used for selection:
 - 1. Applicant must be legally qualified for the position.
 - 2. Applicant regularly employed at the level under consideration shall have preference.
 - 3. Applicant with major or minor field shall have preference.
 - 4. Applicant applying for summer position, the same as their regular position, shall have preference.

Selection processes shall take place at least annually offering Summer School based on the above-stated criteria. All unit members making an application for a position shall be given the opportunity to interview, unless the interviewing administrator is from the unit member's own site. All unit members who have made an application and are selected according to the prioritized criteria listed above shall be hired and placed prior to the placement of any non-bargaining unit members. All Summer School applicants will fill out an in-house application form, which shall be available at each site, by the posted deadline.

- c. **Pay**-The current Summer School hourly rate of pay will be increased by the same percentage increase applied to all other salary schedules (Appendix I).
- d. **Sick Leave**-Additional sick leave will be accumulated for teaching the full summer session and/or semester. Teachers who do not teach the full summer school session will not accumulate additional sick leave. Additional hours will be based on the total hours of summer school divided by a factor of twenty (20) equals the number of hours of additional sick leave. Such hours shall be added to the unit member's accumulated sick leave hours.
- e. **Preparation Time**-Unit members participating in Summer School shall be paid at the current Summer School hourly rate of pay for a minimum of thirty (30) minutes of preparation for each four (4) hours of instructional time completed. Passing periods, nutrition breaks, or breaks of any type shall not be counted as preparation time for pay purposes.
- f. **Class Size/Enrollment**-Class sizes are to be adjusted no later than the fourth (4th) student attendance day of the summer session. The District is not obligated to maintain a class when average enrollment drops below fifteen (15) students over the term of the session. Due to the remedial nature of mandated Summer School programs, the District

shall attempt to staff classes at a ratio of thirty to one (30 to 1) whenever possible. Under no circumstances shall class sizes exceed current contract language.

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

Section 25.2-Intensive Instructional Programs (IIP).

- a. Posting-**The District shall post IIP positions at least annually and follow current contract language outlined in Article 12, Section 12.4. The District and the Association acknowledge that program offerings and design may vary from site to site.
- b. Selection-**Unit members who are interested in teaching in the Intensive Instructional Program shall annually complete the appropriate in-house application form available at each site. The principal shall review the requests. Unit members who are on-site staff members shall not be required to complete an interview for the assignment. However, if a unit member is off-site, then the principal may require an interview. Assignments shall be made by the principal. Where applications for IIP are in excess of the number of positions to be filled, the following list of criteria shall be used for selection:

 - 1. Applicant must be legally qualified for the position.
 - 2. Applicant regularly employed at the level under consideration shall have preference.
 - 3. Applicant with major or minor field shall have preference.
 - 4. Applicant applying for IIP position, the same as their regular position, shall have preference.
- c. Pay-**The current Hourly Teaching and Tutoring Assignments rate of pay will be paid to unit members participating in IIP. This rate of pay will be increased by the same percentage increase applied to all other salary schedules (Appendix I).
- d. Preparation Time-**Unit members shall be paid the equivalent of the current ratio of preparation time as practice in Summer School, which calculates to be thirty (30) minutes of preparation time for four (4) hours of Intensive Instruction teaching.
- e. Class Size/Enrollment-**Class sizes are to be adjusted no later than the fourth (4th) student attendance day of the IIP session. The District is not obligated to maintain a class when average enrollment drops below fifteen (15) students over the term of the session. There is a maximum of 25:1 (no more than twenty-five (25) students per every one (1) teacher).
- f. Training-**The District may make available to teachers selected to participate in IIP up to four (4) hours of annual training/planning. If participants are required to attend, they will be compensated for up to a total of four (4) hours using the current Hourly Teaching and Tutoring Assignments rate of pay. If the unit member is trained during working hours, then the unit member shall receive release time from the present work assignment. The

Association shall be provided the opportunity to consult on the training curriculum on an annual basis.

Section 25.3-Adult Education.

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

- j. **Funding**-Section 25.3 will be in effect provided that funding is received from the Consortium. The District shall not be required to allocate funds for the program as set forth in Section 25.3.

Section 25.4 Home Hospital

- a. **Posting** - The District shall send out a notification to Certificated staff, at the end of each school year, for interest in being a Home Hospital Teacher in the upcoming year. Teachers can be added throughout the year, as needed. Selection shall follow current contract language outlined in Article 12, Section 12.4 of the Collective Bargaining Agreement. Selection processes shall take place at least annually offering Home Hospital employment.
- b. **Selection** - All certificated unit members employed by the District are eligible and may apply for Home Hospital assignments for which they are qualified. Qualified applicants shall be given the opportunity to be interviewed for Home Hospital positions prior to the District hiring outside applicants. Employment in Home Hospital is subject to student enrollment and may be revoked if enrollment is decreased from original registrations or if anticipated enrollment does not materialize. Additionally, as this is an extra-duty assignment, teachers are subject to release in the same manner as any other extra-duty assignment.
- c. **Pay** - Compensation for Home Hospital shall be as provided for in Appendix III.
- d. **Preparation Time** - Home Hospital teachers shall be granted preparation time upon request and approval from Home Hospital supervisor.
- e. **Class Size/Enrollment** - Home Hospital teachers shall have no more than three (3) students assigned at one time. Home Hospital students shall not count towards a Certificated Unit Member's class size or caseload maximums.
- f. **Training** - The District may make available to teachers and counselors selected to work in Home Hospital ongoing training/professional development. Unit members will be compensated using the current Home Hospital hourly rate of pay. Participants will fill out a timesheet. If the unit member is trained during working hours, then the unit member shall receive release time from the present work assignment. The Association will be provided the opportunity to consult on the training curriculum on an annual basis.
- g. **Staff Meetings** - Home Hospital Teachers shall meet with their assigned Home Hospital student(s) outside of contract time. Contractual time includes staff meetings.
- h. **Calendar** - Home Hospital shall follow the District school calendar.
- i. **Participation** - Certificated Unit Members shall not be mandated to participate in the Home Hospital Program.
- j. **Verification** - Both certificated staff and the parent/guardian shall verify weekly services rendered.