

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
SAVANNA SCHOOL DISTRICT
AND
SAVANNA DISTRICT TEACHERS
ASSOCIATION

JULY 1, 2023
through
JUNE 30, 2026

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ARTICLE I - AGREEMENT

- 1.1 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code of the State of California. The articles and provisions contained herein constitute an Agreement by and between the governing board of the Savanna School District (“Board”) and the Savanna District Teachers Association (“Association/CTA/NEA”).
- 1.2 This Agreement shall take effect July 1, 2023 and remain in full force and effect up to and including June 30, 2026. The parties agree to reopen negotiations for the 2025-2026 school year on Article VII (Wages), Article VIII (Health and Welfare Benefits) and two (2) articles selected by each party.
- 1.3 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District policies, practices and procedures and over state laws to the extent permitted by state law, and that in the absence of specific provisions in this Agreement such practices and procedures are discretionary with the District.
- 1.4 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. The parties shall meet within a reasonable period of time after such court decision to negotiate the provisions(s) affected.
- 1.5 Except as otherwise specified in this Agreement, during the term of the Agreement, the District shall not be obligated to meet and negotiate with respect to any subject or matter, whether or not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District or Association at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn.
- 1.6 Neither the District nor the Association shall unlawfully discriminate against any unit member with respect to the application of this Agreement on the basis of race, color, religion, sex, national origin, age, domicile, lawful political affiliation, physical handicap (as provided by State and Federal law), nor on the basis of membership or lack of membership in an employee organization, nor participation in lawful employee organization activities or refraining from participation in employee organization activities.

ARTICLE II – RECOGNITION

2.1 The District confirms its recognition of the Association as the exclusive representative for that unit of certificated employees voluntarily recognized by the District at its April 13, 1976 regular meeting comprised of the following certificated positions:

- Regular Classroom Teachers
- Special Education Teachers
- Speech/Language Pathologist
- District Nurse
- Temporary Teachers under contract and working for 50% or more of the number of days school is in session

and excluding all other positions not designated, including but not limited. to:

- District Superintendent
- Assistant Superintendent
- Director of Student Services/Special Education
- Director of 21st Century Learning
- Coordinator of Expanded Learning Programs
- Principals
- Assistant Principals
- Psychologists
- School Counselors
- Day-to-Day Substitute Teachers
- Temporary/short term teachers under contract and working for less than 50% of the number of days school is in session.

2.2 The District agrees to notify the Association concerning the unit placement of any newly created position classification.

ARTICLE III - DISTRICT RIGHTS

- 3.1 Except as provided in this Agreement, it is understood and agreed that the District retains all of its powers and authority to direct, manage and control to the full extent of the law. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the kinds and levels of service to be provided and the method and means of providing them; establish its educational policies, goals, and objectives; insure the rights and/or educational opportunities of students, managers, and Board of Trustee members; determine the staffing patterns; determine the number and kinds of personnel required; determine classification of positions; maintain the efficiency of the District operations; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work; and take action on any matter in the event of an emergency. In addition, the Board retains the right to hire, classify, assign, evaluate, promote, terminate and discipline employees, consistent with the law and the Agreement.
- 3.2 The District maintains the right to amend, modify and rescind policies and practices referred to in this Agreement in case of an emergency. An emergency is defined as an act of God or other occurrence having a serious impact on the District. The initial determination of the existence of an emergency is solely within the discretion of the Board.
- 3.3 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 the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.

ARTICLE IV - ASSOCIATION RIGHTS

4.1 Access To and Use of Facilities - Association shall have the right to use buildings and facilities subject to the following:

4.1.1 Use - The Association shall have the right to use school buildings and facilities subject to the District's civic center permit procedures, provided such activity does not interfere with school programs and/or the duties and responsibilities of unit members.

4.1.2 Access - Authorized Association representatives shall have the right to transact Association business on school property at reasonable times during the work day, provided such activity does not interfere with school programs or the work of unit members, and provided further, the representative first notifies the site administrator or designee regarding the time, place and type of activity to be conducted.

4.1.3 New Teacher Orientation

The District shall provide the Association access to scheduled on-boarding meetings with new bargaining unit members. Except for extenuating circumstances, the Association shall receive not less than ten (10) days' notice in advance of the meeting. For on-boarding meetings scheduled during the instructional day, the Association shall have up to thirty (30) minutes of paid release time for one representative to conduct the orientation session and present written materials. During this meeting the District shall provide the new unit members with copies of the agreement, the current certificated salary schedule, and contact information for the Association. No administrators shall be present during the thirty (30) minute Association orientation session.

4.1.4 The District shall provide the Association with the name, job title, department, and work location of newly hired employees for whom the Association acts as the exclusive representative within 30 days of employment, or at the first pay period following employment. In addition, during this time, unless otherwise objected to by a unit member, the District shall provide the home address, work, home and personal cellular telephone number, and personal email address of new unit members on file with the District. Upon request of the Association President, the District shall provide information for all unit members to the Association President or designee within ten (10) working days of the request.

4.2 Use of School Mailboxes - The Association may use the school mailboxes, District mail service, fax machines, electronic communications system and designated bulletin board spaces subject to the following:

4.2.1 All postings for bulletin boards or items for school mail boxes must contain the approximate date of posting or distribution and the identification of the organization.

4.2.2 A copy of such postings or distributions must be delivered to the Superintendent or designee at the same time as posting or distribution.

4.3 Availability of Information

4.3.1 The District shall, upon request, furnish copies of materials to the Association which are not confidential or privileged and are reasonably related to the Association's function as exclusive representative, providing the Association reimburses the District for necessary costs involved.

4.3.2 At the beginning of each school year, the District shall provide the Association with one copy of updated Board policy manuals.

4.3.3 The District shall provide the Association President(s) copy(ies) of each Regular School Board Meeting packet containing non-confidential and non-privileged materials one day in advance of a regularly scheduled Board meeting.

4.3.4 The District shall furnish to the Association a listing by site of each member of the unit no later than two (2) weeks following the first teacher day each school year. This list may contain the names of unit members only.

4.4 Upon request of the unit member, the unit member shall be entitled to Association representation to the extent provided by law at the levels of the grievance procedure as set forth in Section 13.1.6 and 13.2 herein, at the formal evaluation steps provided in Section 12.5 herein, at meetings for the purpose of imposing discipline, and/or implementing involuntary transfers or involuntary reassignments.

4.5 Unit Member Lists - School assignments, names, addresses, and telephone numbers of all District unit members shall be provided without cost to the Association, subject to rights of privacy.

4.6 Release Time

4.6.1 Negotiations - A reasonable amount of time without loss of compensation will be provided for no more than five (5) representatives of the Association for meetings and negotiating. The amount of time will be mutually determined to comply with the guidelines of providing adequate time for agreement to be reached or for the resolution of impasse.

4.6.2 Association Business - Upon twenty four (24) hours advance notice and approval of the Superintendent, the Association President or designee shall be entitled to a maximum of thirty (30) school days of released time for the purpose of conducting Association business. The Association shall reimburse the District for the cost of any substitute teacher required under this section.

4.7 Following ratification by both parties, the collective bargaining agreement between the Savanna School District and the Savanna District Teachers Association shall be posted on the District website in lieu of printed hard copies.

ARTICLE V - ORGANIZATIONAL SECURITY

- 5.1 Any unit member who is a member of the Association or who has applied for membership may sign and deliver to the District an assignment authorizing deduction of Association membership dues payable to the Association. Pursuant to such authorization, the District shall deduct one tenth of such dues from the regular salary check of the unit member for each month for ten (10) months. Such assessments, fees and dues shall be prorated for employees who are hired after the beginning of the school year.
- 5.2 The Association shall furnish any information needed by the District to fulfill the provisions of this Article.
- 5.3 The Association, CTA and/or NEA, agrees to indemnify and hold harmless the District against any and all liabilities, claims or actions which may be brought against said District or District Board of Trustees individually or collectively, its officers, employees, and agents, including reimbursement for all costs, expenses, fees, and judgments and providing an effective defense on behalf of the District at the direction and expense of the Association against any and all lawsuits or other legal proceedings, arising out of and in connection with this article.

ARTICLE VI - HOURS

6.1 Work Year - Unit members shall be required to render a total number of days of service during the work year not to exceed 186 days for veteran returning teachers and 188 days for teachers new to the District in accordance with the adopted school year calendar.

6.2 Hours of Work

6.2.1 Unit members shall be present in their assigned building for class preparation, or other assigned duties at least thirty (30) minutes prior to the opening of the school day and they shall remain a reasonable period of time after the last class is completed at the school, or an equivalent workday in cases of modified or minimum days, pupil emergency release days or other days when students are not in session.

6.2.2 In addition to the minimum workday, unit members are responsible for other professional duties such as program development, reasonable professional growth activities, parent conferences, committee assignments, faculty and District meetings, special help to students, open houses, back-to-school night, student supervision, and other special programs. The assignments specified herein shall be reasonably allocated among unit members. The District shall attempt to minimize the length and number of faculty meetings. After school on-site preparation and planning time shall be provided for unit members on up to 5 modified days during the school year as determined by the site administrator. On such scheduled days, bargaining unit members shall remain on campus for an equivalent workday. Teacher input will be considered at each site in discussing dates for Open House and Back to School Night.

6.2.3 Each unit member shall be guaranteed a break of not less than ten (10) minutes during the student morning session. The principal and staff will determine the process for this provision.

6.2.4 Each unit member shall have a forty-five (45) minute lunch period of which thirty (30) minutes shall be uninterrupted and duty free, except where there is an unscheduled fire drill or emergency. The remaining fifteen (15) minutes shall be subject to duty assignments by the immediate supervisor.

6.2.5 Special day classroom unit members shall receive two (2) full days of released time per school year to develop and write I.E.P.(s).

6.2.6 6.2.6 shall be suspended until such time as 20:1 classes are reinstated by the District for grades K–2. At such time, Section 6.2.6 shall be revised as follows: In the event 20:1 classes are reinstated by the District for grades K–2, one (1) day of release time per quarter shall be provided to teachers in grades 3-6 that do not have 20:1 classes.

6.3 District Nurse

6.3.1 The District Nurse shall meet annually with the supervisor to provide input on his/her work schedule based on the needs of the school.

- 6.3.2 The District Nurse shall be entitled to a minimum of ten (10) hours of clerical assistance per school site annually.
- 6.4 A representative from the District and Association shall meet at least three times each school year to review the number and duration of school staff/grade level meetings.

ARTICLE VII - WAGES

2023-2024 School Year

Effective July 1, 2023, provide a 2% salary schedule increase to all bargaining unit members employed by the District as of September 1, 2023.

Provide a 2% one-time off-schedule payment to all bargaining unit members employed by the District as of September 1, 2023.

2024-2025 School Year

Effective July 1, 2024, provide a 2% salary schedule increase to all bargaining unit members.

In the event the District's LCFF (Local Control Funding Formula) Base Grant Revenue for 2024-25 exceeds the District's LCFF Base Grant Revenue in 2023-24, the parties agree to reopen negotiations for wages only.

- 7.2 Units for Advancement - Units for advancement to Class II, III, and IV may be taken without prior approval but must be upper division or graduate units in courses directly related to elementary teaching. Specific lower division courses may be acceptable, with prior approval, provided they are directly related to elementary education and would be acceptable toward a degree in an accredited institution*. Proof of completion of said units (verifying transcripts or report cards) must be furnished the District before classification may be changed.

Time of Payment - A unit member who qualifies for a salary increase shall be paid the increased salary not later than three (3) regular pay periods or three (3) months, whichever is longer, after the employee files proper documentation where required for the salary increase. The District shall additionally pay the employee daily interest on the amount owed to the employee calculated from the date that the employee was entitled to the salary increase if the school district does not pay the employee his or her salary increase within three (3) regular pay periods or three (3) months, whichever period is longer, after the employee files proper documentation where required for the salary increase. All amounts due the employee resulting from the salary increase and not paid to the employee at the time that the employee actually receives the salary increase shall be paid to the employee within twenty (20) business days of the date that the employee actually received the salary increase. The District shall additionally pay the employee daily interest on the amount owed to the employee calculated from the date that the employee was entitled to the salary increase if the District does not pay the employee all amounts due to the employee resulting from the salary increase within twenty (20) business days following the date that the employee actually received the salary.

*Accredited institution for the purpose of this section shall be defined as any institution accredited by an agency accepted by the Commission on Teacher Credentialing and listed in Accredited Institutions of Postsecondary Education: Programs, Candidates. Unit members are encouraged to verify the accreditation of their institution of choice in the District Office.

- 7.3 Increments - A teacher must teach 75% of the actual teaching days in a school year to receive credit and be raised to the next step.

- 7.4 Outside Experience - Experienced teachers entering the District shall receive credit for prior public school experience at an outside educational institution up to and including five (5) years, subject to verification of actual experience by the Superintendent. An outside public educational institution shall be defined as a public school on the applicable State website. All beginning teachers shall be placed on Step I of Salary Schedule.
- 7.5 Pay Periods - Certificated employees will have the option of receiving their annual salary in ten (10) or twelve (12) monthly paychecks. The employee has the option of electing to be paid on the twelve (12) month basis providing he/she makes this request in writing prior to June 1 of each school year or at the time of initial employment. After that date, the method of payment is irrevocable for the remainder of the subsequent school year. All payroll deductions, except Federal and State income taxes, are made in ten (10) monthly deductions. Major medical premiums will be divided into ten (10) monthly payments.
- 7.6 Daily Pay Rate - The daily rate for salary reduction purposes shall be computed as the employee's total annual salary divided by the number of days of required service as defined in Article VI. The hourly rate for the regular program year shall be the daily rate divided by seven (7).
- 7.7 Mileage Reimbursement - Payment for mileage will be made to any regular full-time member for the required use of their personal automobile who is: (1) assigned to more than one duty location per day; or (2) approved for attendance at a workshop, conference, or District related meeting outside of the District. A flat monthly amount will be paid to those employees on a predetermined assignment schedule, based on actual miles required, at the Internal Revenue Service business standard mileage rate. Mileage reimbursement for approved attendance at conferences, workshops, or meetings outside of the District will be at the Internal Revenue Service business standard mileage rate or at the air fare coach or economy rate to the approved destination, whichever is the lesser.
- 7.8 Qualification for Column Advancement - All units above degree in Class II, III, and IV must be completed after receipt of the B.A. degree. Personnel upon reaching Class III shall remain on Step 12 for three (3) years and Step 15 for five (5) years before advancing. Personnel upon reaching Class IV shall remain on Step 12 for three (3) years and Steps 15 and 20 for five (5) years before advancing.
- 7.9 Assignment - Teachers may be assigned by the Superintendent to any grade and school within the District in accordance with their experience, qualifications, and in accordance with other provisions of this Agreement.
- 7.10 Unit members who participate in the County Outdoor Science Program shall receive a stipend of \$450 for a 4-day program.
- 7.11 Earned Doctorate Degree Stipend - An annual stipend of \$750 shall be paid to a unit member with an earned Doctors degree (Ph.D. or Ed.D.) from an accredited university in an area directly related to the unit member's teaching responsibilities.

7.12 Unit members volunteering to obtain a CLAD and/or BCLAD certificate shall be reimbursed for the cost of the examination, if it is passed, and shall be reimbursed for the fees to the Commission of Teacher Credentialing for the initial CLAD and/or BCLAD (or Equivalent) certificate. The district will not reimburse for renewal of said certificates. (BCLAD-Bilingual/Crosscultural Language and Academic Development.)

ARTICLE VIII - HEALTH AND WELFARE BENEFITS

8.1 Effective July 1, 2024 increase the District's annual maximum contribution for eligible full time members toward District medical, dental, and vision insurance programs as follows:

Employee Only: \$7,000

Two Party: \$13,200

Full Family: \$18,480

Effective July 1, 2009, the District medical, dental, and vision plans shall be modified in accordance with the health benefit committee recommendations as presented to the District and the Association.

Any health benefit premium amount in excess of the above annual maximum District contribution shall be paid by the unit member through payroll deduction.

The District and Association recognize the impact of escalating health care premiums upon the total compensation package. A joint health benefits committee is established to analyze and reduce the escalation of these costs and is composed of three District-selected representatives, five Association-selected representatives to include one representative from each school site plus one 'at large' Association-selected representative to review alternative health benefit plans and specifications and make recommendations on modifications to the District and Association.

*Date pending ratification by SDTA and Board Approval no later than May 23, 2024.

8.2 Early Retirement

8.2.1 Full-time unit member who resign and retire from Savanna School District into STRS between age 55 and 67 on or before June 30 of the school year of retirement and have completed a minimum of 12 continuous years of satisfactory full-time certificated service to the district shall be eligible to receive health insurance (major medical) coverage for themselves only under the policy and terms in force at the time of retirement until the end of the month they reach age 67 or become eligible for Medicare, whichever occurs sooner, provided, however, such coverage is permitted under said existing policy of the insurance company.

8.2.2 Unit members must make written application for participation in the program specified in paragraph 1 above, to the District Office on the appropriate District form, submit resignation to be approved by the Board of Trustees, and subsequently, apply for retirement through STRS.

8.2.3 Retired unit members who qualify under the plan specified in paragraph 1 above, may extend the health insurance as specified herein to their dependents provided they pay the full premium cost in the manner required by the Board, provided however, such coverage is permitted under the existing policy of the insurance company.

- 8.3 Duration of Benefits - Should a bargaining unit member's employment terminate during the school year, fringe benefits shall terminate effective the first day of the month following termination. Should the unit member complete the school year, and subsequently be terminated or be granted a personal leave of absence without pay, fringe benefits shall terminate at the end of the first full month after the school year ends. Those bargaining unit members resigning voluntarily any time during the school year will have benefits terminated effective the first day of the month following the resignation.

ARTICLE IX - REASSIGNMENT AND TRANSFER

9.1 Reassignment

- 9.1.1 A reassignment is defined as a change from one teaching assignment to another within a school.
- 9.1.2 Management shall have the right to make any assignments of unit members that are within the educational related needs of the District. Prior to making such reassignments the principal must seek volunteers. Seniority will be a factor in making reassignments. In no event, shall a permanent or probationary unit member be reassigned before a temporary unit member. The principal shall meet with the involved unit member before any reassignments are made for the ensuing school year, whenever possible, prior to the closing of school in June, to discuss the new assignment.

9.2 Transfers

- 9.2.1 Transfer - A transfer is defined as a change from one school to another within the same position classification or from one position classification to another.
- 9.2.2 Vacancy - A vacancy is defined as any unit member position which is newly created or which is open by virtue of retirement, resignation or other termination of employment.
- 9.2.3 Voluntary Transfers, Posting, Filling of Vacancies
- a. Any unit member may apply for a voluntary transfer to District vacancies by submitting a transfer request to the District personnel office when a vacancy is posted.
 - b. Notice of District vacancy shall be posted for a minimum of four (4) calendar days prior to filling of the vacancy. During the school months, unit members will be notified of the posting via school e-mail. During the summer months, unit members will be notified of the posting via both school and personal e-mail.
 - c. Application for vacancies shall be submitted to the Superintendent, who shall appoint the applicant who best meets the following criteria, provided the applicant's application is submitted within the closing date stated on the posting as set forth in sub-paragraph a. above with equal consideration given to the following factors:
 - Certification
 - Experience in the assignment for which the vacancy has been posted
 - Educational training to fit the position
 - Seniority in the District
 - Other qualifications of the unit member which may be relevant to the vacant position or to the position currently occupied by the applicant

- d. Unit members not selected for a requested vacancy shall be notified in writing and, upon request, given written reasons for non-selection. An application for transfer may be withdrawn by a unit member at any time prior to appointment by the Superintendent.
 - e. The filing of an application for vacancy is without prejudice to the unit member and shall not jeopardize the present assignment.
- 9.2.4 Whenever during a school year a unit member is to be transferred or reassigned during any period of time other than the first day of the teacher's work year, said unit member shall be given two (2) compensated school days without pupils in order to adequately relocate and prepare. A unit member may request reasonable District assistance in moving his/her teaching materials to the new location.

9.3 Involuntary Transfers

- a. An involuntary transfer is a transfer which has been initiated by the District. The District may initiate a transfer of a unit member in cases involving:
 - 1. Reduction in staff due to enrollment loss or school closure
 - 2. Balancing staff according to affirmative action guidelines
 - 3. Education and evaluative needs

In no event, shall a permanent or probationary unit member be involuntarily transferred before a temporary unit member. Equal consideration will be given to the following factors when making an involuntary transfer:

- Certification
 - Experience in the assignment for which the vacancy has been posted
 - Educational training to fit the position
 - Seniority in the District
 - Other qualifications of the unit member which may be relevant to the vacant position or to the position currently occupied by the applicant
- b. Unit members who are to be involuntarily transferred shall be notified at least one (1) week prior to the transfer for those transfers occurring during the school year. For transfers to take place at the beginning of the school year, unit members shall be notified of transfer, if administratively possible, prior to the close of the previous school year.
 - c. The unit member may request a conference and/or a written statement regarding the reasons for the involuntary transfer.
 - d. Prior to selecting a unit member to be involuntarily transferred due to enrollment loss, the District shall first ask for volunteers.
 - e. Prior to selecting a unit member to be involuntarily transferred due to school closure, unit members shall be provided with a list of known vacancies in the District and shall be provided with the opportunity to list their first two preferences

for vacancies. The District shall attempt to place all unit members in one of their top two choices.

- 9.4 Layoff and Return from Layoff - When possible, the District shall inform the Association thirty (30) days prior to the issuance of initial layoff notices to unit members. Thereafter, upon request, the District shall meet with the Association to discuss the contemplated layoff.
- 9.5 Mutual Exchange of Positions - A unit member may initiate an exchange of assignment for one school year, providing there is agreement with the involved principals and the exchanged unit members. If at the conclusion of the school year, all parties agree, the exchange of assignment shall become permanent.

ARTICLE X - CLASS SIZE

10.1 Class Size - Regular Program - Subject to the financial conditions of the District and available classroom space, the District average class size (to be computed as of the end of the second school month) for regular classrooms shall not exceed the following state limitations:

Transitional Kindergarten

Average of 24 (no class to exceed 26)

Kindergarten – Grade 3 (including combination classes)

Average of 29 (no class to exceed 31)

Grades 4-6 (including combination classes)

Average of 31 (no class to exceed 33)

In special situations due to over enrollment in a grade level, and for expedient and feasibility purposes, classes may exceed the above limitations upon the mutual consent of the teacher involved and the site administrator subject to approval by the Superintendent and the Association in not more than 10% of the classes in the District.

10.1.1 This constitutes an “alternative annual average class enrollment for each school site” within the meaning of Education Code section 42238.02 (d)(3)(B), (C), and (D).

10.1.2 If at any time the District learns that compliance with this Collective Bargaining Agreement may result in any reduction to its augmentation funding for K-3 grade span adjustment under the Local Control Funding Formula, the District and Association agree to immediately meet and negotiate to bring the above grade span adjustment language exception into compliance with the law.

10.2 Class Size Procedures Regarding Special Education

10.2.1 Class size/case load in special education programs shall not exceed State/Federal maximum limitations. Special education personnel shall be notified of State/Federal limitations by October 1 of each year.

10.2.2 Any special education child (SDC) who is permanently placed in a regular classroom for 50% of the school day will be included in that room’s maximum class for accounting purposes.

10.2.3 Prior to mainstreaming special education pupils in the regular classroom the District must:

a. Meet with the affected teacher(s) and specialists and reach a mutual agreement with the teacher(s) and principal on a mainstreaming plan prior to implementation.

b. Give consideration to current teacher/pupil distribution.

- 10.3 Teachers may exercise a mutually agreed upon plan to initiate class size adjustments for a specified portion of the day not to exceed 50% of the school day which may temporarily exceed maximum class size as specified in 10.1. If a teacher chooses not to participate in a class size adjustment program, there shall be no retaliation against the affected parties by the Administration.
- 10.4 The District will form combination classes as it determines reasonably necessary. Prior to making assignments for combination classes, the site administrator will seek volunteers, and in the absence of volunteers, equitably rotate the assignment of teachers to combination classes. The site administrator will consult with the grade level team(s) on the selection of students assigned to such classes.
- 10.5 When bargaining unit members with a class roster mutually agree with the site administrator to cover a class or portion of a class for an absent teacher, in excess of the class size maximum listed above, for a minimum of three hours, the per diem pay of one substitute shall be divided equally among the teacher(s) who provide coverage.

ARTICLE XI - LEAVES OF ABSENCE

11.1 Sick Leave - Personal Illness and Injury

11.1.1 **Sick Leave Entitlement** - Full-time unit members shall be entitled to ten (10) days leave with full pay for each school year for purposes of personal illness or injury and for disabilities contributed to by pregnancy and/or childbirth. A unit member covered by this Agreement working less than full-time shall be entitled to sick leave in the same ratio that their employment bears to full-time employment.

11.1.2 **Sick Leave Accumulation** - If the unit member does not utilize the full amount of leave authorized, ten (10) days in any school year, the amount not utilized shall be accumulated from year to year. Each unit member shall be notified of the accumulated leave within the first school month of each school year.

11.1.3 Procedure for Using and Verifying Sick Leave **Notification of Sick Leave Use**

a. **Notification of Sick Leave Use** - The teacher who is not reporting for duty shall use the District Attendance Reporting System not later than 6:15 a.m. on the day of the absence or preceding evening. Any notification made after 6:15 a.m. should be made directly to the District Office. A unit member who is absent for one-half day or less shall have deducted one-half day from the accumulated leave; and, if the absence exceeds more than one-half day, a full day shall be deducted. Unit members becoming aware of the need for absence due to surgery, pregnancy-related disability, or other predictable scheduled cause shall submit a statement from their attending physician as far in advance of the initial disability date as possible. The physician's statement shall include the beginning date of disability, unit member's medical inability to work, and the anticipated date of the return to active service.

b. **Compensation and Differential Pay** - Any unused sick leave credit may be used by the unit member for sick leave purposes without loss of compensation. Upon exhaustion of all accumulated sick leave credit, a unit member who continues to be absent for purposes of this policy shall receive 50% differential pay, or salary minus the cost of a substitute, whichever results in a greater salary, for the remaining portion of the total absence period not to exceed five (5) continuous school months. In order to qualify for differential pay, unit members shall first utilize all accumulated sick leave credit. As provided by Education Code section 44977, a unit member shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

c. Return to Service

(1) The District may require a unit member to provide additional verification, including a medical affidavit, if there is reason to believe that sick leave is being misused.

- (2) Upon request of the District, a unit member who has experienced a disability absence requiring surgery, hospitalization, or extended medical treatment, shall be required to submit, prior to return to active duty, a medical statement indicating an ability to perform the essential functions of his/her position with or without reasonable accommodation.

11.2 Personal Necessity Leave - Credited sick leave may be used, at the unit member's election, for purpose of personal necessity. Personal necessity leave shall be limited to:

11.2.1 Death or serious illness of a member of the unit member's immediate family.

11.2.2 Accident involving person or property or the person or property of the employee's immediate family.

11.2.3 Religious observances

11.2.4 Court appearance - A leave of absence to appear as a witness in court, other than as a litigant, or to respond to a subpoena duly served for reasons not brought about through the misconduct of the unit member, provided such subpoena is filed with the District immediately upon its having been received by the unit member.

11.2.5 As determined by the Superintendent, other personal necessities which are serious in nature and cannot be expected to be disregarded, which necessitate immediate attention, and which cannot be effectively dealt with during off-duty hours. Use of sick leave days for personal necessity reasons will not be approved for purposes of personal convenience or for the extension of a holiday or vacation period, recreational activities, association activities, work stoppage, or for matters which can be taken care of outside the work hours.

11.2.6 Up to ten (10) SDTA Days of personal necessity leave herein may be used at the unit member's discretion without providing a specific reason, provided that the notification procedure set forth hereinafter is followed. This leave must be taken in full day increments and shall not be approved for the extension of a holiday or vacation period, Association activities, work stoppage or for matters which can be taken care of outside of work hours. The District reserves the right to limit the number of unit members taking this leave on any given day.

11.2.6.1 Unit members shall submit a request for personal necessity leave utilizing the District approved process not less than three (3) working days prior to the beginning date of the leave. The prior approval required for SDTA days shall not apply to reasons 11.2.1, 11.2.2, 11.2.3, and 11.2.4 above. When prior approval is not required, the unit member shall make every reasonable effort to comply with District procedures designed to secure substitutes and shall notify the immediate supervisor of the expected duration of the absence.

11.2.7 Family Care and Medical Leave - Eligible unit members shall be entitled to an unpaid leave of absence under the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA) for a qualifying reason:

- (1) the unit member's serious health condition (FMLA/CFRA); "Serious health condition means an illness, injury, impairment, or physical or mental condition that involves any of the following:
 - (a) Inpatient care in a hospital, hospice, or residential health care facility.
 - (b) Continuing treatment or continuing supervision by a health care provider.
- (2) to care for specific family members with serious health conditions:
 - (a) parent (FMLA/CFRA); "Parent" means a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood parentis to the employee when the employee was a child.
 - (b) spouse (FMLA/CFRA);
 - (c) registered domestic partner (CFRA);
 - (d) minor child or adult child with a disability and incapable of self care (FMLA/CFRA);
 - (e) child regardless of age, disability, or dependency status (CFRA); "Child" means biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.
 - (f) grandparent (CFRA);
 - (g) grandchild (CFRA);
 - (h) sibling (CFRA); "Sibling" means a person related to another person by adoption, or affinity through a common legal or biological parent.
- (3) the birth of a child of the unit member, or placement of a child with a unit member in connection with adoption or foster care (FMLA/CFRA);
- (4) to care for a parent, spouse, child regardless of age, or next of kin as defined with a serious injury or illness incurred in active duty military service (FMLA); and
- (5) a qualifying exigency arising from a parent, spouse, registered domestic partner (CFRA), or child's (regardless of age) covered active duty military service (FMLA/CFRA).

Eligible unit members shall be entitled to twelve (12) work weeks of leave for a qualifying reason (or twenty- six (26) work weeks to care for an injured service member) in a twelve (12) month period. The twelve-month period shall be defined as any 12-month period commencing on the first date that FMLA/CFRA leave is taken and counting backward from that date. The 12-month period for using 26 work weeks caring for an injured service member shall commence on the first date leave is taken. Leave under this section

shall be consistent with the State and Federal laws.

[Changes based on SD 1383 (2020); Government Code section 12945.2]

11.3 Bereavement Leave

11.3.1 Unit members shall be granted bereavement leave on account of the death of a member of the immediate family as defined below.

The leave shall be for a maximum of five (5) paid days if out-of-state travel is required. If out-of-state travel is not required, the maximum number of bereavement leave days shall be five (5) days; three (3) of which shall be paid, and the remaining two (2) days shall be unpaid unless the unit member elects to use other available paid leave. The days of bereavement leave need not be consecutive. The bereavement leave shall be completed within three (3) months of the date of death of the immediate family member.

a. Immediate family member shall be defined as the employees' or his/her spouse's/registered domestic partner's mother, father, grandmother, grandfather, grandchild, and the spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, niece, nephew, brother, brother-in-law, sister, sister-in-law, aunt, uncle, any relative/person living in the immediate household, or any person who would have been a parent but for a reproductive loss event as defined in Government Code section 12945.6, which includes failed adoption, failed surrogacy, miscarriage, still birth, or an unsuccessful assisted reproduction.

11.3.2 A written verification for bereavement leave must be submitted to the Superintendent's office by the employee on the appropriate District form immediately upon return to work.

11.4 Industrial Accident and Illness Leave - Industrial accident and illness leave shall be granted for illness or injury incurred within the course and scope of the unit member's assigned duties.

11.4.1 Procedure - A unit member who has sustained a job-related injury shall report the injury on a District approved accident report form within 48 hours to the immediate supervisor. The unit member shall report any illness on a District approved form to the immediate supervisor within 48 hours of knowledge that the illness is an alleged industrial illness. In order to qualify for industrial accident or illness leave coverage, a unit member claiming such leave shall be examined and treated, if necessary, by a physician approved by the District's industrial accident insurance carrier or by the unit member's personal physician where the unit member, prior to the industrial illness or accident, filed a declaration of intent with the District naming his/her personal physician for use in such circumstances. In either case, fees for such services shall be paid by the District.

11.4.2 Requirements

a. Allowable leave shall be for not more than 60 days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in

any one fiscal year for the same illness or accident.

- b. Allowable leave shall not be accumulated from year to year.
- c. Industrial accident or illness leave shall commence on the first day of absence.
- d. Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.
- e. When an industrial accident or illness leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due for the same illness or injury.
- f. During any industrial paid leave of absence, the unit member may endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the unit member's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the unit member for periods covered by such salary warrants. Upon conclusion of this industrial paid leave, a unit member may utilize any available sick leave benefits providing that any sick leave utilization when combined with any temporary disability indemnity shall not exceed 100% of the unit member's normal compensation.

11.4.3 Return to Service - A unit member shall be permitted to return to service after an industrial accident or illness only upon presentation of a release from the authorized Worker's Compensation physician certifying the unit member's ability to return to his/her position classification and perform the essential functions of his/her position with or without reasonable accommodation.

11.5 Judicial Leave - The Board shall grant leaves of absence to unit members who have been requested to serve on jury duty in the manner provided by law. The unit member shall receive his/her full compensation while on jury duty. Juror's fees, exclusive of mileage, received by the unit member, shall be paid to the District at the conclusion of the leave.

11.6 Sabbatical Leave

11.6.1 The Governing Board may grant a permanent certificated employee a leave-of-absence not to exceed one (1) year for the purpose of professional study, independent study, research, or related travel that is determined to be directly beneficial to the employee's instructional curriculum upon return, or a combination of any of the above.

11.6.2 No leave-of-absence shall be granted to any employee who has not rendered service to the District for at least seven consecutive years preceding the granting of the leave, and not more than one such leave-of-absence shall be granted in each seven year period.

11.6.3 A unit member who is eligible for a sabbatical leave shall make application

for such leave prior to March 15 of the preceding school year in which the leave is requested. The Governing Board does not give assurance that any specified number of sabbatical leaves will be granted, and granting of leave for this purpose will be at the option of the Board.

Not more than one percent of the total number of unit members shall be considered by the Board for sabbatical leave during any one school year. If more than one percent apply for a leave, a committee of two (2) teachers appointed by the Association and two (2) administrators appointed by the Superintendent shall serve and make recommendations.

Consideration in selection shall be given according to the value of the leave to the District and soundness of the leave proposal as determined by the District and the applicant's length of service in the District.

The applicants shall be notified of the ranking. Any cancellation prior to July 1 of each year will be filled by the next unit member in order on the list.

11.6.4 Certificated employees granted sabbatical leave shall be entitled to receive compensation equal to fifty (50%) percent of the salary that would have been received had the employee continued his/her regular service to the District.

11.6.5 Every employee, as a condition of being granted a sabbatical leave, shall agree in writing to render a period in the employ of the Governing Board of the District following his return from the leave-of-absence which is equal to twice the period of the leave. The Governing Board may require a suitable bond indemnifying the District against loss in the event the employee fails to render the agreed-upon period of service to the District. The bond shall be exonerated in the event of death or physical or mental disability of the employee prohibiting the employee from returning or rendering the agreed-upon service.

11.7 Other Leaves Without Pay - Personal - The Governing Board may grant personal leaves-of-absence, with or without pay, to certificated employees. A unit member may request a personal leave-of-absence for reasons not enumerated elsewhere in this Agreement. The Superintendent may grant personal leaves, without pay, not to exceed five (5) teaching days. Upon recommendation of the Superintendent and approval by the Board of Trustees, leave without compensation, increment, seniority, or tenure credit, may be granted for a period of up to one (1) school year for the following reasons:

- Peace Corps or like service
- Service in an elected public office
- Long-term illness of the unit member
- Advanced professional study or academic training
- Care for a member of the immediate family who is ill
- Rest and recreation
- Teaching in a foreign country
- Childcare
- Formal study
- Maternity
- To assume public office for the duration of one term

11.8 Paid Parental/Child Bonding Leave (AB 2393)

Effective January 1, 2017, as provided by Education Code section 44977.5, unit members shall be entitled to parental leave as set forth in this section. For purposes of this section, "parental leave" shall be defined as leave for reason of the birth of the unit member's child, or the placement of a child with the unit member for adoption or foster care.

Unit members shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) work weeks.

When a unit member has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child bonding) leave under the California Family Rights Act (CFRA; Government Code section 12945.2), he or she shall be entitled to substitute differential pay for any of the remaining twelve (12) workweek period. Such substitute differential pay shall be paid as set forth in section 11.1.3.b. of this Agreement but shall not count against the leave entitlement set forth in that Section. In order to use substitute differential pay, the unit member must be eligible for leave under the California Family Rights Act as set forth in Section 11.2.10 of this Agreement, except that he or she is not required to have worked 1,250 hours in the twelve (12) months immediately preceding the leave.

Any leave taken under this section shall count against any entitlement to child bonding leave under the California Family Rights Act and the aggregate amount of leave taken under this section and CFRA shall not exceed twelve (12) work weeks in any twelve (12) month period.

Unit members shall not be entitled to more than one (1) twelve (12) week period for parental leave in any twelve (12) month period.

11.9 Unit members on unpaid leave of absence shall be permitted to participate in District fringe benefit programs provided that the unit member pays the total premium to the District in a manner prescribed by the District.

11.10 Catastrophic Leave - After a unit member has exhausted all accrued paid leave when the unit member suffers from a catastrophic illness or injury, the unit member may request the District to transfer eligible leave credits donated by other employees per Ed. Code Section 44043.5.

ARTICLE XII - PROCEDURE FOR EVALUATION

12.1 Frequency - The District shall formally evaluate all probationary unit members no less than twice each year, and permanent unit members no less than once each two (2) year period. In addition, permanent unit members who are fully credentialed and who have completed a minimum of 12 continuous years of satisfactory full time service to the District may be evaluated at least every 5 years if the evaluator and unit member agree. Each formal evaluation shall include a minimum of 2 formal observations. The certificated employee or the evaluator may withdraw consent at any time.

Formal evaluations for probationary employees will be completed prior to January 1, and prior to March 15. Permanent employee evaluations will be completed thirty (30) days prior to the last student attendance day of the school year.

12.2 Evaluator - The evaluator shall be the unit member's immediate supervisor and/or other management employee who is so designated by District management.

12.3 Outside Complaints

12.3.1 The District shall notify the unit member of any public complaint which may form the basis of a negative evaluation within a reasonable period of time following its receipt. Such complaint must be reduced to writing and identify the name of the complainant and the date of the complaint. The principal shall meet informally with the unit member to discuss the complaint.

12.3.2 The supervisor shall, within ten (10) school days attempt to schedule a meeting with the complainant and the unit member to resolve the complaint.

12.3.3 The principal shall investigate the complaint absent resolution. The complaint shall be dismissed if the principal determines that it is unsubstantiated.

12.4 Discipline

12.4.1 The District shall not discipline unit members until it has investigated and determined that the charge against the unit member is warranted.

12.4.2 Written reprimands for misconduct or performance deficiencies which are included on the district official reprimand form shall be preceded by an oral warning and/or a conference with a written memorandum of summary.

12.4.3 No unit member shall be reduced in compensation or suspended with or without payment without cause. In the event of suspension, no unit member may be suspended for more than 15 work days.

12.4.4 Paragraphs 12.4.2 and 12.4.3 above need not be adhered to in event of serious misconduct or in the event that the unit member has otherwise received notice of such conduct or performance deficiencies within the past twelve months.

12.4.5 This section is not intended to pre-empt other lawful forms of discipline available to the District.

12.5 Evaluation Procedures

- 12.5.1 No later than 30 calendar days into a given school year, the District shall hold one or more staff meetings to review evaluation policies, criteria and procedures and to review the evaluation calendar for the year.
- 12.5.2 No later than 60 calendar days into a given school year, an initial planning conference shall be held between the unit member and the evaluator. During this conference, the evaluator will discuss the unit member's goals and objectives for the year and the evaluator and the teacher shall have completed a cooperatively developed plan for the teacher's evaluation program. Objectives may be modified by mutual agreement during the course of the year.
- 12.5.3 A mid-year conference between the evaluator and the evaluatee concerning the evaluatee's formal evaluation shall include a progress check on annual objectives.
- 12.5.4 The evaluator shall make no less than two formal classroom observations preceding each written formal evaluation. A record of these observations shall be recorded, a copy given to the evaluatee and a conference held concerning its contents within five (5) workdays of the formal observation.
- 12.5.5 The final evaluation shall be in written form, a copy given to the unit member, and a conference held concerning its contents thirty (30) days before the end of the school year.
- 12.5.6 Within fifteen (15) work days following the evaluation conference, the unit member may attach to the evaluation form any statement the unit member wishes to become a part of the written record. Such a statement shall become an inseparable part of the unit member's evaluation document.
- 12.5.7 The unit member's signature on the evaluation form only acknowledges receipt and does not imply agreement with the contents.

12.6 Personnel Files

- 12.6.1 Unit members shall be permitted to review and obtain a copy of materials in their personnel files which may serve as the basis for affecting their evaluation or status of their employment to the extent permitted by law.
- 12.6.2 Unit members shall have the right to inspect their personnel files as provided by Education Code Section 44031. Such inspection shall take place during non-instruction time.
- 12.6.3 Unit members shall be given five (5) work days to respond to any material of a derogatory nature prior to its placement in their personnel file.
- 12.6.4 A unit member may have an Association representative present when inspecting the unit member's file, or may authorize in writing an Association representative to review his/her file.
- 12.6.5 Access to a unit member's personnel file shall be related to a business need.

- 12.7 Constraints - A unit member shall not be evaluated solely upon standardized test results.
- 12.8 Forms - Upon request, the District shall negotiate with the Association over contemplated changes in unit member evaluation forms to the extent required by law.

ARTICLE XIII - GRIEVANCE PROCEDURES

13.1 General Provisions

13.1.1 Definitions

- a. Grievance - A grievance is a claim by one or more unit members or the Association that there has been a violation, misinterpretation or misapplication of a provision(s) of this Agreement which affects the grievant.
- b. Grievant - A grievant is a unit member(s) or the Association who files a grievance.
- c. Day - A day is any day in which the central administrative offices of the school district are open for business.

13.1.2 Grievance Adjustments - Any unit member may present grievances relating to an Agreement dispute to his employer and have such grievances adjusted without the intervention of the Association as long as the adjustment is not inconsistent with the terms of this Agreement. The District shall not agree to the adjustment or resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.

13.1.3 Time Limits - The grievant may appeal to the next step of the grievance procedure in the event the District fails to timely respond to a grievance. In the event the grievant fails to meet a time limit, such failure shall constitute a waiver of the grievance and shall be deemed an acceptance of the District's decision. Time limits as set forth herein may be extended by mutual agreement.

13.1.4 Follow Orders - Then Grieve - Until final disposition of a grievance takes place, the grievant is required to conform to the original direction of his/her supervisor unless said direction is unlawful.

13.1.5 Grievance Meetings - The grievant has the right to have a representative present at each step of the grievance procedure. The grievant, however, must be present at each step of the procedure. Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular workday of the participants. If any grievance meeting must be scheduled during the school day, unit members required by either party to participate as the grievant, a witness, or a representative in such meeting will be released from duty without loss of compensation, for a reasonable amount of time. The Association and District agrees that persons involved in a grievance or grievance meeting shall be free from discrimination or reprisal.

13.1.6 Informal Conference - Before filing the grievance in writing, the grievant shall make an attempt to resolve the grievance through means of an informal grievance conference with the unit member's immediate supervisor.

13.1.7 When a grievance has been filed, the grievant may terminate the grievance at any time.

13.2 Grievance Steps - Grievances will be processed in accordance with the following steps:

Step 1: If the grievance is not settled during the informal discussion, the unit member may present the grievance, in writing, to the immediate administrator within twenty (20) days after the occurrence of the event giving rise to the grievance or within twenty (20) days of the date the grievant reasonably should have known of the event. The administrator shall conduct a meeting on the grievance and shall respond to the grievant in writing within ten (10) days after the receipt of the grievance. The written information submitted by the grievant shall include:

1. A brief statement of the nature of the grievance including names, dates and places necessary for an understanding of the grievance.
2. The provisions of the Agreement alleged to have been violated, misinterpreted or misapplied.
3. The remedy sought.

Step 2: If the unit member is not satisfied with the disposition of the grievance or if no disposition has been made within ten (10) days of the meeting at Step 1, the grievance may be transmitted to the Superintendent (or designee). Within five (5) days from the receipt of the grievance, the Superintendent (or designee) shall meet with the unit member on the grievance, and shall indicate the disposition of the grievance in writing within ten (10) days of such meeting and shall furnish a copy thereof to the Association and to the grievant.

Step 3: If a grievance is not resolved at Step 2, the unit member may request in writing a hearing before an arbitrator. The decision of the arbitrator shall be binding. The written request shall be filed in the office of the Superintendent within ten (10) days after receipt of the written decision at Step 2. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the American Arbitration Association will be requested to supply a list of five names of persons experienced in hearing grievances in public schools. Each party will alternately strike from the list until only one name remains. The order of striking will be determined by lot. It shall be the function of the arbitrator to make a recommendation to resolve the grievance. The arbitrator shall, as soon as possible, hear evidence and render a recommendation on the issue or issues submitted to him/her. The arbitrator shall be subject to the following limitations:

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. The arbitrator shall have no power to change or establish salary structures.
3. The arbitrator shall have no power to recommend or resolve any of the following:

- a. The termination of services of or failure to reemploy any teacher.
 - b. Notification of charges of unprofessional conduct or incompetency.
 - c. The termination of services or of failure to reemploy any teacher to a position in the Special Education program.
 - d. Any claim or complaint for which there is another remedial procedure or course established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Education Code.
 - e. Any matter involving the substance of teacher evaluations.
4. The arbitrator shall have no power to change any practice, policy, or rule of the District or to substitute his/her judgment for that of the District as to the reasonableness of any such practice, policy, rule, or any action taken by the District.
 5. If any question arises as to the arbitrability of the grievance, such question will be ruled upon by the arbitrator only after the arbitrator has had the opportunity to hear the merits of the alleged grievance. In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.
 6. The fees and expenses of the arbitrator shall be shared equally by the District and the Association. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.
 7. The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdiction limitations upon the arbitrator in this Agreement.
 8. Either party may request a certified court reporter to record the entire arbitration hearing. The cost of the services and expenses of such court reporter shall be paid by the party requesting the reporter. If the arbitrator requests a court reporter, then the costs shall be shared by both parties. The court reporter shall deliver a copy of the proceeding to each party within fifteen (15) days.
 9. Issues arising out of the exercise by the Board or management personnel in the administration of their responsibilities under Article III of this Agreement, including the facts underlying its exercise of such discretion, shall not be subject to this procedure.
 10. After a hearing and after both parties have had an opportunity to make written arguments, the arbitrator shall submit in writing to the parties a copy of his/her decision.

ARTICLE XIV - SAFETY

- 14.1 Any unit member has the responsibility to submit written recommendations to his/her immediate supervisor regarding the maintenance of safe working conditions. The supervisor shall attempt to take appropriate action on the recommendations so as to ensure safe conditions of the District facilities. The supervisor shall respond to the unit member in writing within ten school days regarding the action taken by the District.
- 14.2 There shall be an emergency plan whereby a unit member can call the office for immediate assistance in the event of threats to the unit member's personal safety. Such assistance shall be available at times the unit members are required to render service to the District.
- 14.3 Each teacher shall retain the right to suspend, for the day of the suspension and the day following, from the individual classroom, a child who inflicts assault and battery upon a teacher or who threatens force and violence toward school personnel as set forth in E.C. Section 48910.
- 14.4 Teachers shall immediately report cases of assault by a pupil suffered by them in connection with their employment to the appropriate law enforcement authorities in accordance with E.C. Section 44014. In the event of an assault or other emergency, it shall be the duty of the principal to immediately assist the teacher.
- 14.5 Whenever the District places a student whose records reveal significant behavioral problems, the receiving teacher will be notified.
- 14.6 No unit member shall be required to perform any medical procedures on students unless they hold a valid certificate of public health nursing or are a licensed nurse. Medical procedures may include, but are not limited to; screening, suctioning, administering of shots or medication, catheterization, cleaning of wounds or sores, gavage feeding or other procedures that require medically related training.
- 14.7 The District shall request each parent to sign a statement that they have reviewed the school rules, grounds for suspension, dress and civility policy.
- 14.8 Reimbursement for Personal Property - The District shall, within legal limitations, reimburse unit members for personal property which is lost or damaged within the scope of employment without the unit member's fault or negligence and which can be verified as hereinafter provided. Reimbursement shall not exceed the deductible amount of any and all applicable unit member insurance policies in force. If no insurance coverage is in force, the reimbursement shall be based on the depreciated value of the property. Reimbursement for claims of less than \$15 will not be considered and reimbursement shall not exceed \$500. Materials and personal property which the unit member wishes covered under this provision must have prior approval from the principal for use on/in school premises. Written claims must be received by the Assistant Superintendent within twenty (20) calendar days from the date of loss. The District shall have the discretion to require sales receipts, verification of insurance or lack of insurance coverage and any other information reasonably necessary to evaluate the unit member's claim.

ARTICLE XV - CONCERTED ACTIVITIES

It is agreed and understood that there will be no strike, work stoppage or slow down, picketing in connection therewith, or refusal or failure to fully and faithfully perform the job functions and responsibilities, by the Association or by its officers, agents, members or employees working in concert with the Association, nor shall the District engage in a lockout against unit members.

In the event of a strike, work stoppage, slow down, or picketing in connection therewith, of the District by the unit members who are represented by the Association or its officers, agents, members or employees working in concert therewith, the Association agrees in good faith to take all reasonable steps to cause those unit members to cease such action and make every effort towards inducing all unit members to comply with the provisions of this Agreement. It is understood that in the event this Article is violated, the District shall be entitled to withdraw or modify any rights, privileges, salary, benefits, or services provided for in this Agreement, or in the District Policy.

It is understood that this Agreement does not prohibit lawful informational picketing of District facilities during non-working time.

ARTICLE XVI - SHARED AND PART-TIME

16.1 Definition

A shared contract is defined as one in which one (1) position is shared by two (2) employees for a period of not less than one (1) semester. A part-time contract position is defined as one in which an employee agrees to less than a full-time position.

16.2 Eligibility and Application

Part-time and shared positions may be requested by current permanent employees applying to the Personnel Office by February 15 of the year prior to the school year for which part-time and/or shared contract assignment is requested using the District approved job share application form. Exceptions to this date will be considered in the event of unusual circumstances and requests shall be subject to District needs and final Board approval.

16.3 Selection of Position and Applicants

Employees requesting part-time or shared contract positions will be scheduled to meet with the administrator(s) from the work site(s) where the employee is currently assigned. The determination of part-time or shared positions and the selection of participants shall be the sole right of the District. The Association shall be notified of all such requests.

16.4 Shared Contracts

16.4.1 Persons sharing a contract must accept the responsibility that compatible classroom management will exist.

16.4.2 Shared contracts will be issued reflecting all pertinent information concerning the assignments (i.e., dates indicating duration of the assignment, description of subject/grade level, location, salary, and benefits). The shared contract will incorporate the provisions of this Agreement and will include a statement: "If you wish to renew this shared position for the next school year, or return to full time employment, your written request must be filed in the Personnel Office on or before February 15 of the school year in which this contract applies."

16.5 Return to Full-Time Position

16.5.1 Full-time employees opting for reduction in time may, at their option, return to full-time employment the following year if a vacancy for which they are qualified exists. Such employees shall otherwise be offered the first vacant position for which they are qualified. The District and the employee may agree on a definite return date as part of the part-time and shared contract agreement.

16.5.2 Employees intending to return to full-time status in September must notify the District of their intent to do so by February 15 of the year that they wish to return to full-time status.

16.5.3 Employees returning to full-time status will be entitled to the same rights as any other employee on a paid leave status.

16.5.4 Employees participating in the program who have not had full-time employment status with the District may apply for full-time employment. The District is under no obligation to honor their request.

16.6 Compensation

A participant shall receive the proportionate amount of the regular annual salary paid in equal monthly installments, or as mutually agreed upon by the employee and the District. Each employee involved shall earn proportionate credit for step advancement (e.g. if worked 40% of one year and 60% of second year, step advancement would take place after second year). Each employee involved in the shared contract shall be eligible for a proration of the District contribution toward the fringe benefit programs applied in the same manner as salary.

16.7 Time Requirements

16.7.1 The time requirements for a part-time position shall be proportionate to the regular workday.

16.7.2 Teachers in part-time positions will be required to attend one (1) "Back-to-School Night" and "Open-House." Faculty meetings shall be attended by the unit member on duty at the time of the meeting and that person should share the information with their job-sharing partner. Adjunct duties shall be shared proportionately.

16.8 Expanded Schedules

Unit members who agree to work an expanded schedule shall be compensated at the unit member's per diem rate of pay.

ARTICLE XVII - PEER ASSISTANCE AND REVIEW (PAR)

The Savanna District Teachers Association (the Association) and the Savanna School District (the District) are continuously striving to provide the highest possible quality of education. In order for students to succeed in learning, teachers 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 referred to or who volunteer for the program are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to a successful standard.

17.1 The Joint Committee (JC)

- 17.1.1 The Joint Committee shall consist of five (5) members, the majority of whom shall be certificated classroom teachers who are chosen to serve by the Association. The District shall choose the administrators of the Joint Committee.
- 17.1.2 The Joint Committee shall establish its own meeting schedule. To meet, two-thirds of the members of the JC must be present. Such meetings shall take place during the regular teacher workday. Teachers who are members of the JC shall be released from their regular duties to attend meetings, without loss of pay or benefits. In carrying out their responsibilities as members of the JC, members will find it necessary to work beyond their regular workday and shall be compensated at the rate of \$100.00 per meeting.
- 17.1.3 The Joint Committee shall be responsible for the following:
 - 17.1.3.1 Providing annual training for the Joint Committee Members.
 - 17.1.3.2 Establishing its own rules of procedure, including the method for the selection of a chairperson.
 - 17.1.3.3 Selecting the panel of Consulting Teachers.
 - 17.1.3.4 Selecting Trainers and/or training providers.
 - 17.1.3.5 Providing training for Consulting Teachers prior to the Consulting Teacher's participation in the program.
 - 17.1.3.6 Notifying participation in the PAR Program by written notification to the Referred Participating Teacher, the Consulting Teacher and the site principal.
 - 17.1.3.7 Making available the list of the panel of Consulting Teachers to the Participating Teacher.
 - 17.1.3.8 Adopting Rules and Procedures for effectuating the provisions of this Article. Said Rules and Procedures will be consistent with the Provisions of the Agreement, and to the extent that there is an inconsistency, the Agreement will prevail.
 - 17.1.3.9 Distributing annually, a copy of the adopted Rules and Procedures to all bargaining unit members and administrators.

- 17.1.3.10 Establishing a procedure for application as a Consulting Teacher.
- 17.1.3.11 Determining the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget available and other relevant considerations.
- 17.1.3.12 Reviewing the report prepared by the Consulting Teacher and making recommendations to the Governing Board regarding the Referred Participating Teacher's progress in the PAR Program.
- 17.1.3.13 Evaluating annually the impact of the PAR Program in order to improve the program.
- 17.1.3.14 The PAR Joint Committee shall establish and have control over the PAR Budget as allocated under AB1X. The Budget will follow district procedures, calendar and audit requirements.
- 17.1.4 All proceedings and materials related to evaluations, reports and other personnel matters shall be strictly confidential.
Therefore, Joint Committee members and Consulting Teachers may disclose such information only as necessary to administer this Article.
- 17.1.5 The District agrees to defend and hold harmless individual joint committee members and consulting teachers from any lawsuit or claim arising out of the performance of their duties under the PAR Program.

17.2 Participating Teachers (PT)

- 17.2.1 A Referred Participating Teacher is an experienced teacher with permanent status who receives an unsatisfactory on his/her final evaluation in 2 or more areas to include subject matter knowledge, teaching methods and instructional skills, or classroom management. Prior to referring a teacher to PAR, the site principal shall have provided assistance through a remediation plan.
- 17.2.2 A Volunteer Participating Teacher is an experienced teacher with permanent status who volunteers to participate in the PAR Program. The purpose of the PAR Program for the Volunteer Participating Teacher is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Volunteer Participating Teacher. The Volunteer PT may terminate his or her participation in the PAR Program at any time.
- 17.2.3 A Referred Participating Teacher may select his or her Consulting Teacher from a panel of teachers. A different Consulting Teacher may be selected to work with the Participating Teacher at any time during the process when requested to do so by the Participating Teacher or the Consulting Teacher.
- 17.2.4 All communication between the Consulting Teacher and a Volunteer Participating Teacher shall be confidential, and without the written consent of the Volunteer, shall not be shared with others, including the site

principal, the evaluator or the Joint Committee.

- 17.2.5 The Participating Teacher has the right to be represented throughout these procedures by the Association representative of his or her choice.

17.3 Consulting Teachers (CT)

- 17.3.1 A Consulting Teacher is a teacher who provides assistance to a Participating Teacher pursuant to the PAR Program. The qualifications for the Consulting Teacher shall be set forth in the Rules and Procedures, provided that the following shall constitute minimum qualifications:

17.3.1.1 Credentialed K through 6 classroom teacher with permanent status.

17.3.1.2 At least five (5) of the last seven (7) years of recent teaching experience in classroom instruction.

17.3.1.3 Shall demonstrate exemplary teaching ability, as indicated by among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.

- 17.3.2 In filling a position of Consulting Teacher, each applicant is required to submit three references from individuals with specific knowledge of his or her expertise as follows:

17.3.2.1 A reference from a building principal or immediate supervisor.

17.3.2.2 A reference from an Association member.

17.3.2.3 A reference from another classroom teacher.

- 17.3.3 All applications and references shall be treated with confidentiality.

Consulting Teachers shall be selected by a majority vote of the Joint Committee after candidates have had classroom observations by the Joint Committee.

- 17.3.4 A Consulting Teacher shall be provided release time as needed. The term of the Consulting Teacher shall be two (2) years with an option to apply for a second two (2) year term. A teacher may not serve in the position for more than two (2) consecutive terms. A teacher may not be appointed to an administrative position in the District while serving as a Consulting Teacher or for two (2) full years after serving as a Consulting Teacher.

- 17.3.5 Functions performed pursuant to this Article by bargaining unit employees shall not constitute either management or supervisory functions. The Consulting Teacher shall be entitled to all rights of bargaining unit members. In addition to the regular salary, a Consulting Teacher shall receive \$4500 annually for 150 clock hours of service beyond the regular workday and/or work year.

- 17.3.6 Consulting Teachers shall have the responsibility for no more than two (2) Referred Participating Teachers. Consulting teachers shall assist

Participating Teachers by demonstrating, observing, coaching, conferencing, referring or by other activities, which, in their professional judgment, will assist the Participating Teacher.

- 17.3.7 The Consulting Teacher shall meet with the Referred Participating Teacher to discuss the PAR Program, to establish mutually agreed upon performance goals, develop the assistance plan and develop a process for determining successful completion of the PAR Program. The Consulting Teacher shall conduct multiple observations of the Participating Teacher during classroom instruction, and shall have both pre-observation and post-observation conferences.
- 17.3.8 The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall submit to and discuss with the Referred Participating Teacher periodic written reports.
- 17.3.9 The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until he or she concludes that the teaching performance of the Participating Teacher is satisfactory, or that further assistance will not be productive. A copy of the Consulting Teacher's report shall be submitted to and discussed with the Referred Participating Teacher to receive his or her signature before it is submitted to the Joint Committee. The Participating Teacher's signing of the report does not necessarily mean agreement, but rather that he or she has received a copy of the report. The Consulting Teacher shall submit a final report to the Joint Committee. The Referred Participating Teacher shall have the right to submit a written response, within twenty (20) days, and have it attached to the final report. The Referred Participating Teacher shall also have the right to request a meeting with the Joint Committee, and to be represented at this meeting by the Association Representative of his or her choice.
- 17.3.10 The results of the Referred Participating Teacher's participation in the PAR Program shall be made available for placement in his or her personnel file, and may be used in the evaluation of the Referred Participating Teacher.

FOR THE DISTRICT

Briana Schnitzer
Assistant Superintendent

FOR THE ASSOCIATION

Susan Broscow
SDTA Co-President

Carmen Garcia
SDTA Co-President

SAVANNA SCHOOL DISTRICT
SPEECH PATHOLOGIST SALARY SCHEDULE

(Effective July 1, 2023 with 186 duty days)

Appropriate Credential is required for placement on this Salary schedule.

Annual Salaries Paid Tenthly

<u>Step</u>	<u>Class I</u>	<u>Class II</u>
	B.A. / B.S.	M.A. / M.S.
1	81,820	85,230
2	85,503	89,065
3	89,351	93,075
4	93,371	97,262
5	97,571	101,637
6	101,962	106,212
7	101,962	106,212
8	101,962	106,212
9	101,962	106,212
10	104,716	109,079
11	104,716	109,079
12	107,090	111,552
<u>Longevity</u>		
15 Yrs.	112,516	117,205
20 Yrs.	116,737	121,601
25 Yrs.	122,171	130,897

*Salary schedule reflects 2% increase effective 07/01/23

*In addition to Salary Schedule there is a one-time 2% increase off-schedule for 2023-24

Board Approved 05/20/2024

SAVANNA SCHOOL DISTRICT
CERTIFICATED TEACHERS SALARY SCHEDULE

(Effective July 1, 2024 with 186 duty days)

Appropriate Credential is required for placement on this Salary schedule.

Annual Salaries Paid Tenthly

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
	B.A.	B.A. + 30	B.A. + 45 or M.A.	B.A. + 60 Inc. M.A
1	57,607	61,375	65,144	68,913
2	60,191	64,390	68,590	72,789
3	62,775	67,405	72,035	76,665
4	65,359	70,420	75,481	80,542
5	67,944	73,435	78,927	84,418
6	70,528	76,450	82,372	88,294
7	73,112	79,465	85,818	92,171
8	75,696	82,480	89,263	96,047
9	78,280	85,495	92,709	99,923
10	80,865	88,510	96,155	103,800
11		91,525	99,600	107,676
12			103,046	111,552
<u>Longevity</u>				
15 Yrs.		96,108	108,179	117,206
20 Yrs.			112,143	121,601
25 Yrs.			117,265	130,897

SUBSTITUTES : Regular Tier 1 Day 1-24 \$175
 Tier 2 Day 25-49 \$180
 Tier 3 Day 50+ \$185
 Long-Term - \$200 per day
 (on the 11th day and retro back)

Home Instruction Rate: \$44.25 hourly

Salary schedule reflects 2% increase effective 07/01/24

Board Approved 05/20/2024

SAVANNA SCHOOL DISTRICT
SPEECH PATHOLOGIST SALARY SCHEDULE

(Effective July 1, 2024 with 186 duty days)

Appropriate Credential is required for placement on this Salary schedule.

Annual Salaries Paid Tenthly

<u>Step</u>	<u>Class I</u>	<u>Class II</u>
	B.A. / B.S.	M.A. / M.S.
1	83,456	86,935
2	87,213	90,846
3	91,138	94,937
4	95,238	99,207
5	99,522	103,670
6	104,001	108,336
7	104,001	108,336
8	104,001	108,336
9	104,001	108,336
10	106,810	111,261
11	106,810	111,261
12	109,232	113,783
<u>Longevity</u>		
15 Yrs.	114,766	119,549
20 Yrs.	110,972	124,033
25 Yrs.	124,614	133,515

Salary schedule reflects 2% increase effective 07/01/24

Board Approved 05/20/2024



Savanna School District 2023 - 2024 SCHOOL CALENDAR

- July-2023**
4 Independence Day
- August-2023**
2 Teacher's 1st Day/School Planning
3 Teacher Planning/Welcome Back
4 School Planning
★ **School Starts**
25 Staff Development Day-no students
- September-2023**
4 Labor Day Holiday
- October-2023**
27 Report Card Preparation (minimum day)
- November-2023**
1 Staff Development Day-no students
3 End of 1st Trimester
3-9 Parent Conferences (minimum days)
10 Veterans' Day Holiday (observed)
20-24 Thanksgiving Recess
23-24 Thanksgiving Holiday
- December-2023**
22 Minimum Day
25-29 Winter Recess
25-26 Christmas Holiday
- January-2024**
1-2 New Year's Holiday
1-8 Winter Recess (continued)
15 Martin Luther King Jr. Day
26 Staff Development Day-no students
- February-2024**
12 Lincoln's Day Holiday
19 Washington/President's Day
26 Report Card Preparation (minimum day)
- March-2024**
1 End of 2nd Trimester
4-8 Parent Conferences (minimum days)
25-29 Spring Recess
29 Spring Recess Holiday
- April-2024**
- May-2024**
17-23 Minimum Days
23 Last Day Students/Teachers (minimum day)
23 End of 3rd Trimester
27 Memorial Day Holiday
- June-2024**
21 Observance of Juneteenth

Savanna School District 2023 - 2024 SCHOOL CALENDAR													
July 2023							January 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												
August 2023							February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5							
6	★	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
September 2023							March 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
							31						
October 2023							April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					
November 2023							May 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
December 2023							June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							30						

- ☼ End of Trimester
- ☼ Staff Development Day/School Planning Day
- ☐ Minimum Days for Students
- Non Student Day
- Legal/Local Holiday (no school)

Reporting Periods:

Aug. 7 - November 3 - 1st Trimester	62 days
Nov. 6 - March 1 - 2nd Trimester	64 days
March 4 - May 23 - 3rd Trimester	<u>54 days</u>
Student Days	180
Teacher Days	186

Revised 6-27-23



Savanna School District 2024 - 2025 SCHOOL CALENDAR

- July-2024**
4 Independence Day
- August-2024**
1 Teacher's 1st Day/School Planning
2 Teacher Planning/Welcome Back
5 School Planning
★ **School Starts**
23 Staff Development Day-no students
- September-2024**
2 Labor Day Holiday
- October-2024**
7 Staff Development Day-no students
28 Report Card Preparation (minimum day)
- November-2024**
1 End of 1st Trimester
4-8 Parent Conferences (minimum days)
11 Veterans' Day Holiday (observed)
25-29 Thanksgiving Recess
28-29 Thanksgiving Holiday
- December-2024**
20 Minimum Day
23-31 Winter Recess
24-25 Christmas Holiday
31 New Year's Holiday
- January-2025**
1 New Year's Holiday
1-6 Winter Recess (continued)
20 Martin Luther King Jr. Day
31 Staff Development Day-no students
- February-2025**
10 Lincoln's Day Holiday
17 Washington/President's Day
24 Report Card Preparation (minimum day)
28 End of 2nd Trimester
- March-2025**
3-7 Parent Conferences (minimum days)
24-28 Spring Recess
28 Spring Recess Holiday
- April-2025**
- May-2025**
19-23 Minimum Days
23 Last Day Students/Teachers (minimum day)
23 End of 3rd Trimester
26 Memorial Day Holiday
- June-2025**
20 Observance of Juneteenth

Savanna School District 2024 - 2025 SCHOOL CALENDAR													
July 2024							January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30	31										
August 2024							February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	29
25	26	27	28	29	30	31	30	31					
September 2024							March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	23	24	25	26	27	28	29
29	30						30	31					
October 2024							April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6	7	8	9	10	11	12
6	7	8	9	10	11	12	13	14	15	16	17	18	19
13	14	15	16	17	18	19	20	21	22	23	24	25	26
20	21	22	23	24	25	26	27	28	29	30			
27	28	29	30	31									
November 2024							May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	4	5	6	7	8	9	10
3	4	5	6	7	8	9	11	12	13	14	15	16	17
10	11	12	13	14	15	16	18	19	20	21	22	23	24
17	18	19	20	21	22	23	25	26	27	28	29	30	31
24	25	26	27	28	29	30							
December 2024							June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

- End of Trimester
- Minimum Days for Students
- Non Student Day
- Legal/Local Holiday (no school)
- Staff Development Day/School Planning Day

Reporting Periods:

Aug. 6 - November 1 - 1st Trimester	61 days
Nov. 4 - February 28 - 2nd Trimester	64 days
March 3 - May 23 - 3rd Trimester	<u>55 days</u>
Student Days	180
Teacher Days	186

Revised 1-19-23