MEADOWS
UNION SCHOOL DISTRICT

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COLLECTIVE BARGAINING AGREEMENT

between

MEADOWS UNION SCHOOL DISTRICT

and

MEADOWS UNION TEACHERS ASSOCIATION
MUTA-CTA-NEA

EFFECTIVE AND IN FORCE UNTIL AUGUST 1ST, 2025 OR UNTIL A SUCCESSOR AGREEMENT HAS BEEN REACHED.

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CHAPTER I

ARTICLE 1
AGREEMENT

1.1

The articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Governing Board of the Meadows Union School District ("District") and the Meadows Union Teachers Association ("Association").

1.2

This Agreement shall remain in full force and effect until August 1, 2025 or until a successor agreement is reached.

ARTICLE 2
RECOGNITION

2.1
The District recognizes the Association for the purposes of meeting and negotiation as the exclusive representative for those persons employed in the classification "Classroom Teacher"; which would include permanent and probationary certificated employees, part-time teachers, temporary teachers, resource teachers, home teachers, adult education teachers and summer school teachers who are regularly employed during the year (at Meadows Union School).

2.2
Specifically excluded from this classification are substitute Teachers, and the following employees who are hereby designated as management: Superintendent, Principal and Assistant Principal.

2.3
Also specifically excluded from recognition within this contract are all classified positions and positions which the Board designates as confidential employees.

ARTICLE 3
DEFINITIONS

3.1

"Teacher" refers to any certificated employee who is included in the unit as defined in Article 2 of this chapter and therefore covered by the terms and provisions of this agreement.

3.2

"School Days" means school days during which students are required to be in attendance.

3.3

"Office Days" means all days the District administration office is open for business.

3.4

"Contract Days" means the days on which teachers are required to be on school site, unless otherwise provided for in this agreement.

3.5

"Immediate Family" means Mother, Step-mother, Father, Step-father, Grandmother, Grandfather, Grandchild, Son, Son-in-law, Daughter, Daughter-in-law, Brother or Sister of the employee or the employee's spouse; the Spouse or any relative living in the immediate household of the member.

3.6

"Reassignment" means moving from one grade level to another grade level.

3.7

"Minimum Day" means a day when all students are released early as per Ed Code.

3.8

"Staff Day" means an early student release day in which the number of minutes students are required to attend has been redistributed to other attendance days.

3.9

"Transfer" means movement from one school site to another.

3.10

"Assignment" means initial placement at a school site, grade level or subject area.

ARTICLE 4
NEGOTIATIONS PROCEDURES

4.1

Not later than March of the Calendar year in which this contract expires, the District shall meet and negotiate in good faith with the Association on negotiable items. Any agreement reached between the parties shall be reduced to writing and signed by them. Either party may utilize the services of outside consultants to assist in the negotiations or to negotiate.

4.2

Negotiations shall take place at mutually agreeable times and places. Every reasonable effort will be made to schedule negotiation sessions within ten (10) working days of either party's request for a negotiation session.

4.3

The Association shall designate three representatives who, without loss of compensation, may attend required impasse proceedings if necessary. Up to three (3) members from the Association designated, as members of the negotiation team will be granted release time to meet with the District's negotiating team at mutually agreed upon times.

4.4

Each contract year during the term of this agreement Chapter VIII Compensation and Chapter IX Employee Benefits shall be open for negotiations and in addition the Association and the District may each open one other Chapter for negotiations. If mutually agreed, additional chapters can be negotiated.

4.4.1 The District shall furnish the Association with copies of budgetary information it produces that are necessary for the Association to fulfill its role as the exclusive bargaining representative, as soon as it becomes available.

ARTICLE 5
EMPLOYEE RIGHTS

5.1

The District and the Association recognize the rights of employees to form, join, and participate in activities of employee organizations and the right of employees to refuse to form, join, and participate in the activities of employee organizations.

5.2

The District shall deduct dues and fees from unit member payroll in accordance with the laws and regulations of the State of California and forward said dues as directed by the Association.

5.3

Upon appropriate written authorization from the Teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, insurance policies, or any other plans or programs jointly approved by the Association and the Board.

ARTICLE 6
ASSOCIATION RIGHTS

6.1

Representatives of the Association shall have the right to make use of school buildings and facilities at all reasonable hours for Association business.

6.2

The Association shall have the right to post notices of activities and matters of Association concern on Association bulletin boards in areas frequented by teachers. The Association may use the teacher mailboxes for communications to teachers.

6.3

Authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times so long as said activity does not interfere with the educational process. The principal shall be notified, if the authorized representatives are not from Meadows Union School.

6.3.1 Authorized representatives of the Association shall be allowed to leave school ten (10) minutes after student dismissal time to conduct contract business. The authorized representative shall notify the school office that s/he is leaving the campus.

6.4

The District and the Association recognize the importance of curriculum and teaching materials in maintaining a high level of professional and pupil performance. In furtherance of the recognition, the Association shall:

6.4.1 Make recommendations on the adoption of textbooks, library books, and other instructional materials.

6.4.2 Study and make recommendations on changes in curriculum or instruction.

6.5

Under the provision of Assembly Bill 119 New Employee Orientation, the structure, time, and manner of exclusive representative access shall be determined through mutual agreement between the employer and the exclusive representative, subject to the requirements of Section 3557.

6.5.1 District Notice to MUTA of New Hire Orientation

6.5.1.1 The District shall provide at least 10 days' notice in advance to the MUTA of any scheduled orientation meetings for new unit member(s), and during these orientation meetings, permit MTA up to forty-five (45) minutes for the Chapter President or designee to address the new unit member(s). Orientations shall be held upon any on-boarding process; the orientation sessions shall be held on District property, at a time scheduled by the District.

6.5.1.2 If the orientation session is held during the regular work hours, the Chapter President or designee shall receive forty-five (45) minutes of release time to address the new unit member(s).

6.5.1.3 If the orientation session is held outside of regular work hours, the Chapter President or designee shall receive forty-five (45) minutes of paid time, at their regular rate of pay (paid by the District), to address the new unit member(s).

6.5.2 The District shall provide MUTA with the following information within 30 days of employment, or at the first pay period of the following month the following information:

a. Name
b. Job Title/Classification
c. Department
d. Work Location
e. Work Telephone
f. Home Address
g. Home Telephone Number
h. Personal Cellular Phone Number (if on file with the district)
I Personal Email Address (if on file with the district)

6.5.3 The information provided under Section 6.5.2 shall be provided to the MUTA for each unit member three times each school year; by Aug. 31st, Dec. 31st and April 30th. The information shall be provided to the MUTA President electronically via a mutually agreeable secure site provided by the District.

6.5.4 During District orientation, the MUTA Chapter President or designee shall be granted paid release time (to be paid by the District) to make a presentation at the orientation session. CTA staff and endorsed vendors may also attend.

ARTICLE 7
DISTRICT RIGHTS

7.1

The exercise of all 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 extent such specific and express terms are in conformance with the law.

ARTICLE 8
EVALUATION PROCEDURE

8.1

The intent of this Article is to improve instruction and delivery of services through direct observation of the teacher's current work. Written summaries of these observations and informal observations together with the recommendations from the evaluator shall be provided to the teacher. A combination of these observations will be the basis of the final evaluation. A teacher may submit a written response to the evaluation, which shall be attached to a file copy of the material in questions.

8.2

Non-permanent unit members shall be evaluated each school year.

8.3

Evaluation of permanent bargaining unit members shall be based on the standards from the California Standards for the Teaching Profession (CTC2009). The evaluator shall review the standards, evaluation procedure, and forms that will be used for evaluation as a part of the pre-evaluation conference. The evaluation will include ratings on all six standards.

8.4

Permanent unit members with prior evaluation that meets standards shall be evaluated every other school year. Evaluation and assessment shall be at least every five (5) years for personnel with permanent status who have been employed at least ten (10) years with the school district, are highly qualified as defined in 20 U.S.C. section 7801, or any implementing state or federal regulations and whose previous evaluation rated the employee as meeting or exceeding standards. The unit member or the District may withdraw consent at anytime and the evaluation cycle shall revert back to a two (2) year cycle.

8.4.1 If a unit member is scheduled to be evaluated during a particular school year, but is granted a leave of absence for one (1) semester or longer, such evaluation shall take place during the first year of return to duty.

8.5

The unit member being evaluated and the evaluator shall meet no later than November 1. At the pre- evaluation conference, unit members to be evaluated during a particular year shall be furnished a copy of the evaluation procedures and be advised of the criteria upon which the evaluation is to be based.

8.5.1 Objectives and standards to be achieved during the evaluation period.

8.5.2 A schedule of observations, conferences and final evaluation date.

8.6

The evaluation process shall include the following:

8.6.1 Unit member evaluation shall be reported on the Certificated Evaluation Form - Appendix C4.

8.6.2 Observations of unit members shall be recorded using the Classroom Visit Form #1 - Appendix C1.

8.6.3 A minimum of two (2) classroom observations of at least thirty (30) minutes duration shall be conducted for each unit member evaluated. The date and time of the observation shall be made known to the unit member at least two (2) days prior to their occurrence and shall be followed by a conference with written feedback within five (5) days of the observation. With agreement of both the unit member and the evaluator, the number of classroom observations may be reduced to one (1).

8.6.4 The first observation shall be after October 1. The yearly evaluation will occur prior to April 15th.

8.6.5 A unit member who receives a "does not meet standard" or in the event of problem(s) noted in need of remediation, shall, upon request, be entitled to additional classroom observations, evaluation conferences and written feedback.

8.6.6 The evaluator shall take positive action to assist the unit member in correcting any cited deficiencies. The evaluator's role to assist the unit member shall include, but not be limited to, the following:

8.6.6.1 Specific recommendations for improvement. Record of Need for Improvement –Form #2.

8.6.6.2 District assistance to implement such recommendations.

8.6.6.3 Provision of additional resources, without cost to the unit member, to be utilized to assist with improvements.

8.6.7 In preparing the final evaluation form for placement in the unit member's personnel file, the evaluator shall rely primarily upon data collected through classroom observations and evaluation conferences. Any deficiencies that may have been brought to the attention of the unit member, and subsequently corrected, shall not be included in the final evaluation form. Unsubstantiated statements shall not be included in the evaluation.

8.7

A unit member shall not be evaluated on or held accountable for any aspect of the educational program over which the unit member has no authority or ability to correct deficiencies.

8.8

A final evaluation conference between the unit member and evaluator shall be held no later than April 15th to discuss the content of the final evaluation form. In the event the unit member disputes the content, the unit member may prepare a written statement, which shall be attached and incorporated into the final evaluation.

8.9
The evaluation of unit members, pursuant to this Article, shall not include or be based upon:

8.9.1 Standardized achievement test results, except as mandated in Education Code Section 44662.

8.9.2 Achievement of objectives stated in Individual Educational Programs (IEP's) of special education pupils.

8.9.3 The success, or lack thereof, of an instructional or clerical aide or volunteer in the performance of tasks assigned by the unit member.

8.9.4 Intercoms and television cameras or electronic and photographic devices shall not be used for the purposes of evaluation, discipline, or discharge of unit members. Information gathered from communications and safety monitoring shall not be used for the purposes of evaluation, discipline, or discharge of unit members.

8.10
Association representative(s) may be present at meetings described in this Article.

8.11
A unit member shall not receive a "does not meet standards" evaluation of performance if the lack of adequate resources contributes to the substandard performance.

ARTICLE 9
PUBLIC COMPLAINT PROCEDURE

9.1

Negative and/or unsatisfactory evaluations shall not be predicated upon information or material of a derogatory or a critical nature, which has been received by the evaluator from students, parents, and/or citizens unless the following procedures have been followed:

9.1.1 Complaints made by parents or community members or other individuals against a specific teacher shall be made to the immediate supervisor of the teacher. If the immediate supervisor is unable to resolve the complaint of the parties involved, the complaint shall be referred to the Superintendent.

9.1.2 The Superintendent or immediate supervisor will discuss written complaints with the teacher within five (5) days of the complaint being received. If either the teacher or the Administrator believes that the complaint warrants a meeting with the complainant a meeting shall be scheduled between all parties at the request of the teacher an Association representative may be present. If the complainant refuses to attend the meeting, the complaint shall not be utilized by the District in any evaluation or disciplinary action against the teacher.

9.1.3 The teacher is entitled to receive a written copy of the complaint and to submit a written response to the complaint.

9.1.4 If the complainant is not satisfied, the Superintendent will present the complaint to the Governing Board in a personnel session of the Board at which the complainant an Association representative and the teacher and a representative designated by the teacher may appear.

9.1.5 The complainant, the Association President and the teacher are to receive prior notice of the time and place of the Board meeting. All parties are entitled to fully present their positions to the Board.

9.2

Complaints, which are withdrawn, shown to be false, or are not sustained by the grievance procedure shall neither be placed in the teacher's personnel file nor utilized in any evaluation or disciplinary action against the teacher.

ARTICLE 10
PERSONNEL FILES

10.1
Materials in personnel files of employees are to be made available for inspection of the person involved. Such materials are not to include ratings, reports or records (1) which were obtained prior to the employment of the person involved, (2) were obtained by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.

10.2
Every employee shall have the right to inspect such materials upon request, provided that the request is made at a time when such a person is not actually required to render services to the District. Review of such material shall take place during normal working hours and at a time when the employee is not actually required to render service to the District.

10.3
Information of a derogatory nature shall be withheld until the time for filing a grievance has lapsed or the document has been sustained by the grievance process.

10.3.1 Any such derogatory material may be destroyed, upon recommendation of the Superintendent and a majority vote of the District Board three (3) years after the school year in which it originated.

ARTICLE 11
ASSIGNMENTS/RE-ASSIGNMENTS/TRANSFERS

11.1

The Administration assigns teachers to a grade level, subject field, or department.

11.1.1 Grade level assignments/reassignments for the following school year shall be made by the last working day prior to June 5.

11.1.2 Reassignments shall be based upon the legitimate educational needs of the school district and with the consent of the reassigned teacher.

11.2

TEACHER INITIATED RE-ASSIGNMENT/TRANSER

11.2.1 Each year by April 15, the administration will distribute a questionnaire to all teachers requesting them to state their first, second and third assignment choices for the following school year. Teachers in the 7th and 8th grades will also state subject preference.

11.2.2 The District shall have posted a notice of all vacancies, promotional positions, and new positions, as they occur. The notice shall list the following information:

11.2.2.1 Grade level or subject.

11.2.2.2 Special qualifications or credentials.

11.2.3 Any teacher interested in a posted vacancy should notify the Administration for consideration for a specific vacancy.

11.2.4 The District reserves the right to seek the best-qualified applicant for any vacancy by advertising as needed simultaneously within and outside the District.

11.3

RE-ASSIGNMENT / TRANSFER - INVOLUNTARY

11.3.1 No vacancy will be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position. Qualifications for positions shall be determined by the District.

11.3.2 Prior to the last day of school, a unit member who has not requested a transfer or reassignment and who does not agree to such transfer or reassignment, shall meet with the Superintendent to discuss the member's reasons for opposing the reassignment or transfer. Upon request, a representative of MUTA may be present at the meeting.

11.3.3 Except in an emergency, an involuntary transfer or reassignment shall not be made after the first day of the teacher's last work week unless the teacher has been notified of the reassignment or transfer.

ARTICLE 12
CLASS SIZE

12.1

For the duration of the contract, the number of pupils per class will be as follows:

Grades	Maximum District Class Average
K-3	24
4-8	29

12.2

Whenever the attendance in any classroom exceeds the above stated "Maximum District Class Average," the teacher assigned to the classroom will receive a payment of ten dollars ($10.00) per student, per day. Attendance is to include all students present each day and those with excused absences or unexcused absences.

12.3

Personnel and students in special education classes will not be included in a schools' staffing average.

12.4

Special education classes will be held to legal maximums.

ARTICLE 13
WORKING HOURS

13.1

All teachers will be assigned appropriate working hours provided that their total workday will be no longer than 7 hours. The workday for certificated teachers shall be from 8:00am to 3:15pm (on site) on regular days and 8:00am to 12:45pm on minimum days. On the advance schedule PD staff days teachers shall not be required to remain past 4:15pm. On staff days designated for teacher preparation, teachers shall not be required to remain past 3:15pm. Teachers shall be provided a duty-free lunch period of at least 45 minutes.

13.1.1 District administration shall schedule staff meetings, staff development, and grade level meetings only on days designated as staff days on the approved District calendar. Staff meetings and professional development are to conclude no later than 4:15pm. On staff days designated for teacher preparation, teachers shall not be required to remain past 3:15pm on a regular school day.

13.1.2 The District and the Association recognize that there are many duties inherent to the teaching profession that must be carried out outside of the regular instructional day. The District and the Association further recognize that teachers are the best suited to determine when to schedule that work

13.2

Teachers shall work regular working hours on days scheduled for: In-service Training and work catch-up and planning and teacher check-out day.

13.3

Teachers are encouraged to devote such time as needed to counsel with parents and students and participate in other activities inherent in their professional responsibilities to the District. As part of their regular workload, teachers shall attend Open House, Back to School Night and the Fall Festival. It is further agreed that teachers shall attend up to three other activities as part of their regular workload upon mutual agreement of the Superintendent and the Association. Teachers are further encouraged to attend such other activities as may be required to discharge their duties in a professional manner.

13.4

Teachers leaving campus during the working day shall first secure permission of an Administrator (Principal, Superintendent, CBO). In case of an emergency situation when an Administrator (Principal, Superintendent, CBO), is not available to give permission and the emergency is such that the employee cannot reasonably be expected to disregard it, certificated employees may absent themselves providing that they notify the HR/Payroll Tech at District office of the time of leaving and the expected time of return. Nothing in this article, however, shall be interpreted as granting teachers the authority to leave their classrooms unsupervised.

13.5

Sick leave and personal necessity leave will be charged by the ¼ hour starting at no less than 15 minutes.

13.6
Teachers who are absent from duty will complete an absence form specifying reason for leave, to properly deduct their time.

13.7
Teachers shall have access to the school's teacher lounge and/or workroom during their lunch period and required on-site time except when required to be in the classroom or assigned to recess duty.

13.8
School-wide parent conferences shall be scheduled on at least four (4) minimum days.

13.9
Teachers will not be assigned to any additional duties such as yard duty or bus duties, except in the event of severe weather conditions, where students need to be kept in the classroom for morning and afternoon recess. In the event teachers keep their class in for morning/afternoon recess for severe weather conditions a staff member will come to cover each teacher's classroom for a bathroom break, if needed. Teachers will walk their students to the designated dismissal zones at the end of each day.

13.10
Class schedules shall not be changed without prior consultation of the Association.

13.11
Staff Days: There will be weekly staff days that will follow a modified bell schedule. These Staff Days will be shortened instructional days for grades 4-8 and will be used for staff meetings, professional development, class preparation, grade level collaboration, and teacher preparation. The meetings are to begin no earlier than 2:15 p.m. and will conclude no later than 4:15 p.m. Every school year the staff days will be equally divided between PD and teacher prep days. On staff days designated for teacher preparation, teachers will not be required to remain past 3:15pm on a regular school day.

13.12
Summer school shall be paid at a daily rate of $270 or the hourly rate for instructional extra-duty whichever is greater. All other extra instructional duties such as voluntary staff development planning sessions, curriculum development, and the like, are to be paid at the hourly rate.

13.13
Professional development trainings, which include payment of registration fees or extra duty stipends, must be authorized by district administration prior to teacher application for the training. No part of this agreement precludes teachers from attending trainings at their own expense during non-contract days/hours or for payment of registration fees without benefit of teacher stipends.

13.14
Teachers in grades 4-8 will have a total of 40 minutes of prep time per week by combining grade level classroom/instruction for PE. Teachers will provide an agenda and weekly meeting outcomes in lesson plans to administration.

13.15
A-V room/copy room shall be open and accessible to teachers from 7:30 a.m. to 5:00 p.m.

ARTICLE 14
CONTRACT DAYS

14.1

The annual teachers' contract shall be for 180 school days and 185 contract days. It is agreed that if additional days are required to meet the 180 school days for maximum state apportionment purposes, employees will be scheduled to work these additional days without additional pay.

14.2

There will be at least five (5) minimum days to include the first day of school, the teaching days before Winter and Spring breaks, Fall dress-up day, and the last teaching day of school.

14.3

All parties recognize the need to meet state compliance with total school days and total required minutes for each grade level. If any schedule agreed upon by the District and the bargaining unit, in good faith, is found to be out of compliance with required minutes by the school auditor, the District reserves the right to either decrease the number of staff days or add additional minutes each day to the schedule to meet requirements.

14.4

The school calendar will be a consultation item between the Administration and the Association and mutually agreed upon by February of each calendar year.

ARTICLE 15
EMPLOYEE PROTECTION

15.1

An employee may use such force as is necessary to protect himself/herself from physical attack by a student, or other person, in pursuit of his/her employment, or to prevent injury to another student. When an employee finds it necessary to use such force, he/she shall immediately report this to his/her immediate supervisor whether or not he/she considers this to be necessary to protect himself/herself or a student.

15.2

Any case of assault upon an employee shall be reported to the Governing Board. The Governing Board will advise the employee of his/her rights and responsibilities with respect to any such assault and shall promptly render all reasonable assistance to the employee in connection with law enforcement and judicial authorities.

15.3

When an employee is absent from employment and unable to perform his/her duties as a result of personal injury occurring in the course of his/her employment for which he/she is eligible to receive worker's compensation, he/she will be paid his/her full salary for the period of his/her absence, less the amount of any worker's compensation award made for disability due to said injured employee. The maximum allowable leave of absence shall be sixty (60) days in any one fiscal year, subject to the provisions of Education Code Section 13469.1 and shall not be charged to annual or accumulated sick leave. The Governing Board may request a reasonable number of physical examinations by a licensed physician, at no cost to the employee.

15.4

Procedures to be used in the case of an assault upon a staff member or pupils, the Principal/Superintendent shall:

15.4.1 Provide for the immediate safety of staff members and pupils.

15.4.2 Call the police.

15.4.3 Notify the parents or guardians, if students are involved; and depending upon the severity of the assault on staff member, notify spouse.

15.4.4 File a written report with office within twenty-four (24) hours outlining details of the incident.

15.4.5 Assist person in making mandatory report to police.

15.4.6 If warranted, assist staff member in filing any charges he/she wishes to file.

15.4.7 Recommend action to be taken against assailant.

15.4.8 Confer with school attorney regarding assault.

15.4.2 Report incident to the Board at its next regular meeting, and keep the Board informed until the case is resolved.

15.5
SUSPENSION BY TEACHER

15.5.1 A teacher may suspend, for good cause, any pupil from his/her class for the day of the suspension and the day following. The teacher shall report the suspension to the Administration as soon as possible, and send the pupil to the school office for appropriate action. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.

15.5.2 A school administrator shall attend the conference, if requested by the teacher or parent.

15.5.3 A pupil suspended from a class shall not be placed in another regular class during the period of suspension without the concurrence of the teacher of the class and the principal. However, if the pupil is assigned to more than one class per day, this section shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

15.6
SUSPENSION BY BOARD OF TRUSTEES

15.6.1 The Board may, upon recommendation of the student's teacher, exclude from a class any student who, in the teacher's opinion has filthy or vicious habits; or suffers from a contagious or infectious disease; or suffers from a physical or mental disability which would cause his/her attendance to be inimical to the welfare of other students; or acts in such a way that the teacher believes good cause exists for such student's exclusion.

15.6.1.1 The Board shall act upon the teacher's recommendation within 15 days.

15.6.1.2 Should the Board fail to follow the teacher's recommendation, it shall provide the teacher with its reasons in writing.

15.7
WORKING CONDITIONS

15.7.1 Employees shall not be required to work under unsafe conditions. Unsafe conditions are defined as those areas that would be a basis for a citation by an inspection from OSHA.

15.8
ASSISTANTS

15.8.1 District will provide instructional aide support to primary grades TK-3rd on a consistent basis, additionally, instructional aide support will be given to upper grades 4th-8th, as determined by the District based on student assessment data.

ARTICLE 16
LEAVES

16.1
SICK LEAVE (SHORT TERM)

16.1.1 The term "sick leave" as hereinafter used is construed to mean the automatic leave of absence granted to a regular certificated employee of the District whenever such absence is the result of any illness or accident occurring to said employee. Sick leave shall be granted in accordance with provisions of the Education Code.

16.1.2 Certificated personnel shall be entitled to (1) one day of sick leave for each month of service. At the beginning of each school year every teacher shall receive a sick leave allotment credit, equal to his/her sick leave entitlement for the school year. Sick leave may be taken as necessary any time between the beginning and ending of the school year as determined by the school calendar. Personnel regularly employed for less than fulltime shall be entitled to sick leave in the same proportion of ten (10) days per year that their employment bears to ten months full-time employment. Personnel employed on an hourly basis shall not be included in the sick leave provisions listed above.

16.1.3 If a teacher resigns before the end of the school year, the District shall deduct from the final check, a prorated amount representing sick leave used, but unearned.

16.1.4 Sick leave not used in any school year shall be accumulated from year to year.

16.1.5 The District may require that each employee furnish a physician's verification of illness, if employee has been on sick leave for five (5) or more consecutive workdays.

16.1.6 Certificated employees who are absent from duty because of a legally established quarantine, which they took reasonable precaution to avoid, are entitled to the same salary considerations as though they were personally ill and the absence shall be counted as sick leave.

16.1.7 New employees hired shall be allowed to transfer accumulated sick leave From their prior position or positions in California schools as provided in Education Code Section 44980.

16.1.8 The District shall provide each employee with a written statement of the

member's accrued sick leave no later than October 10 of each school year.

16.2 SICK LEAVE (LONG TERM)

16.2.1 Long-term leaves of absence due to illness or injury may not exceed five (5) months or 100 working days in duration.

16.2.2 During the period of such leave, an employee shall have deducted from his/her salary an amount not to exceed the sum actually paid to the substitute according to the salary schedule adopted by the Governing Board, or, if no substitute is employed, an amount equal to the sum that would have been paid to a substitute had one been employed.

16.2.3 Any current year's sick leave shall be exhausted before long-term leave is taken. Commencing with a long- term leave, sick leave accumulated from prior years must be exhausted. Full pay for prior year's accumulated sick leave shall be granted during, and as part of, the five (5) months long-term leave of absence. When an employee exhausts current year's sick leave and long-term leave established hereunder including prior years' accumulated sick leave, the employee shall remain in a leave of absence without pay status until the end of the teacher's contract period.

16.2.4 The employee is entitled to all rights and benefits of the District when on a leave of absence for illness or injury.

16.2.5 Should an employee fail to remain in the employment of the District for the full year of employment, an amount may be deducted from his/her final check representing sick leave granted, but unearned, due to failure to complete year.

16.3 PERSONAL NECESSITY LEAVE

A fiscal year limit of seven (7) days of earned sick leave may be utilized in any one school year as Personal Necessity Leave only for the following reasons:

16.3.1 Death of an immediate family member when additional leave is required beyond that provided in section 11.5.

16.3.2 Accident involving unit member, property, immediate family member.

16.3.3 Illness, preventive care, other need of unit member's family as defined in Labor Code 245.5.

16.3.4 Unit member appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order.

16.3.5 Fire, flood, or other immediate danger to the home of the unit member.

16.3.6 Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, personal necessity leave shall not be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care outside of working hours. The Superintendent or

designee should have final discretion as to whether or not a request reflects personal necessity. (Board Policy 4261.2)

16.3.7 Personal necessity leave must be requested at least 24-hr in advance, except in case of the following emergencies:

1. Accident involving unit member, property, immediate family member.
2. Death of a family member
3. Serious illness of an immediate family member

16.3.8 The DISTRICT may require appropriate verification necessary to verify the reasons and/or necessary duration of the leave.

16.3.9 A certificated employee may use up to their annual accrual of sick leave, in any one (1) fiscal year, for Personal Necessity, one (1) days of said Personal Necessity leave, also known as "no-tell" days, shall be eligible for anything except for employment by another entity, extension of vacation or holiday, work stoppage, or strike.

16.4
BEREAVEMENT LEAVE

16.4.1 Every teacher shall be entitled to three (3) days of paid leave of absence, or five (5) days if travel is out of state or in excess of 400 miles, on account of death of any member of his/her immediate family. This leave shall not be deducted from sick leave.

16.5
INDUSTRIAL ACCIDENT LEAVE

16.5.1 The term "Industrial Accident Leave" is hereinafter used is construed to mean the automatic leave of absence granted to a certificated employee of the District whenever such absence is the result of an accident incurred on the job, resulting in a worker's compensation claim. Such leave shall be granted in accordance with provisions of Education Code Section 44984.

16.5.2 Allowable leave shall be for not more than sixty (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 accident.

16.5.3 Allowable leave shall not be accumulated from year to year.

16.5.4 Industrial accident or illness leave shall commence on the first day of absence.

16.5.5 When a person employed in a position requiring certification qualifications is absent from his/her duties as a result of an industrial accident or illness, he/she shall be paid such portion of the salary due him/her for any month in which the absence occurs, as when added to his/her temporary disability indemnity, under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him/her of not more than his/her full salary.

16.5.6 Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.

16.5.7 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.

16.5.8 Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Sections 13467, 13468, and 13469 and for the purposes of each of these sections, his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary.

16.5.9 During any paid leave of absence, the employee shall 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 employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized contributions.

16.5.10 Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the District authorizes travel outside the state.

16.5.11 Teachers who believe that their illness or injury is covered by worker's compensation under the provisions of this industrial accident leave policy should notify their immediate supervisor in writing, stating the facts pertinent to the situation. The supervisor shall then forward the request to the office of the Superintendent for board action.

16.6
LEAVE OF ABSENCE DUE TO MATERNITY OR CHILD REARING

16.6.1 Any female employee who is absent from her duties because of pregnancy, miscarriage, childbirth, and recovery there from, shall be granted leave of absence with pay under the same terms and conditions as for any other sickness or temporary disability in accordance with the contract.

16.6.1.1 The date of the commencement of the leave and the date of the termination of the leave are medical considerations and shall be determined by the employee in consultation with her physician. The District may require, at its expense, additional medical opinion.

16.6.1.2 The employee will normally return to her teaching duties following her medical release by the physician; however, she may be granted an extension of the leave without pay for an additional school year.

16.6.1.3 Upon request, the District may grant a male or female teacher who is a natural or adopting parent an unpaid leave of absence for the purpose of rearing his/her infant. The employee shall notify the district that he/she intends to take such leave four (4) weeks prior to the anticipated date of commencement of leave. Such leave may be taken for not more than two (2) full semesters.

16.6.2 The District shall not refuse to do any of the following because of a teacher's pregnancy:

16.6.2.1 Hire or employ;

16.6.2.2 Select her for a training program leading to employment, reassignment or promotion

16.6.2.3 Bar or discharge her from employment

16.6.2.4 Bar her from training programs leading to employment, reassignment, or promotion

16.6.2.5 Discriminate against her in compensation or in terms, conditions, or privileges of employment

16.7
MATERNITY LEAVE

16.7.1 Military leave shall be granted under provisions of the Education Code and the Military and Veterans Code Sections 389 and 295, respectively.

16.7.2 Requests for military leave should be made as far in advance as possible in order that a competent replacement may be obtained.

16.8
PERSONAL BUSINESS LEAVE

16.8.1 The Superintendent may grant leave without pay for personal reasons for a period not to exceed fifteen (15) days. Leaves longer than 15 days may be granted at the discretion of the Board. Teachers absent on lengthy leaves under this section may, at their option, remain members of the Health and Accident Plan provided that they pay the premium ordinarily paid by the District.

16.9
OTHER LEAVES OF ABSENCE

16.9.1 All other leaves of absence must be granted by a special action of the Board. Failure on the part of any regular employee to secure approval for such other leave so absence before absenting himself/herself from his/her assigned duties may be considered as a resignation of this employee from the teaching staff of the District.

16.9.2 All certificated employees on leaves of absence during the last semester of the school year shall notify the Superintendent, prior to March 1, whether or

not they intend to return the following year.

16.9.3 An employee returning to District service after any type of leave of absence other than a sabbatical leave of absence shall be re-employed in a position within the scope of the credential under which the employee was serving at the time of the granting of the leave, but not necessarily the same grade level, or subject.

16.10
SUBPOENA LEAVE

16.10.1 Whenever it appears to the satisfaction of the District superintendent that the absence of a regular employee is due to necessary appearance in court in response to a subpoena duty served, no deduction shall be made from said regular employee's salary on account of such absence; provided that a copy of said subpoena is filed with the bookkeeper of the Meadows Union School District and, if the case be continued, that a certificate of the clerk of the court also be filed stating that such employee's appearance at court was required. Any summons issued by a competent Federal or State Agency for physical examination or as a witness at any hearing shall be construed to be included within the meaning of the term "subpoena".

16.10.2 If it is necessary for an employee to appear in court in his/her own behalf, such time away from the job will be considered as absence due to personal necessity and deducted from the seven day entitlement provided for personal necessity leave.

16.11
IN-SERVICE LEAVE

16.11.1 A teacher shall be entitled to one day paid leave each school year for the purpose of improving his/her performance. Such leave may be used to observe classes in other schools

16.12
WORKSHOP LEAVE

16.12.1 Teachers shall be entitled to two (2) days paid leave a year to attend workshops. No more than two teachers may attend on any given day. Priority is determined by earliest written request. Leaves shall be cleared in advance by the Superintendent.

16.13
JURY DUTY

16.13.1 Leaves of absence to serve on a jury or to appear as a witness in court, other than as a litigant, shall be granted with no loss in pay provided the employee endorses the check received to the District. Mileage reimbursements are retained by the employee.

ARTICLE 17
COMPENSATION

17.1
BASIC SALARY

17.1.1 The basic salary for employees is shown in Appendix A, which is attached and incorporated in this agreement. Appendix A Salary Schedule effective 7/1/2023 for FY 23-24 and on 7/1/2024 for FY 24-25.

17.2
RETIREMENT INCENTIVE

17.2.1 An employee who reaches the age of 55 prior to June 30 is eligible to retire at the end of that school year. The District shall pay an early notification bonus of $9,000 to employees who notify the District of their intent to retire before February 22 of the current school year.

17.2.2 The District shall pay the health, dental, vision and employee assistance insurance at the single coverage employee-only rate to retirees. The District shall continue to pay for such coverage until the retiree reaches the age of 65. The amount paid by the district for retiree insurance shall be limited to the amount paid by the District for currently employed certificated employees.

17.2.3 To be eligible for these benefits, the employee must have worked 15 years in a certificated capacity for Meadows Union School District. However, current Meadows certificated staff who were hired prior to the 2015-16 school year shall also be eligible even if they do not have 15 years certificated service with Meadows when otherwise eligible to retire. The District shall maintain a reserve account to pay for the benefits provided. Contribution to the reserve account shall be made on an annual basis. The reserve amount shall not be available for salary negotiations.

17.3
EXTRA PAY FOR EXTRA DUTY

17.3.1 Extra duty hourly rate for instructional time to be paid at a rate of $50 per hour.

17.3.2 Non-Instructional extra duty events (after school and Saturday activities with prior approval) to be paid at a rate of $45 per hours with a minimum of 4 hours and a maximum of 8 hours per day.

17.3.3 Approved certificated activity (to include overnight fieldtrips) or club director and each after school certificated coach to be paid a stipend of $800. Club activities require prior approval by the Superintendent.

17.3.4 Effective November 5, 2022, teachers will be compensated at their hourly rate for instructional duties performed for the academic component of the program (tutoring,

Saturday School academic session), for the duration of the ELOP grant monies (grant funded).

17.3.5 The District will make every effort to secure a substitute, in the event that a substitute is not available, teachers assigned students from another class due to lack of substitute will be compensated as follows:

- Students assigned from another class for ½ day (3.5 hours or more): substitute ½ day rate
- Students assigned from another class for full day: substitute full day rate
- Students assigned from another class for less than ½ day (3.5 hours or less): substitute hourly rate (substitute rate divided by 7 hours).

In addition, if the class size exceeds the cap, teacher will also be paid the class size stipend, stipulated in article 12.

ARTICLE 18
EMPLOYEE BENEFITS

18.1
HEALTH INSURANCE

EMPLOYEE BENEFITS HIRED ON OR AFTER JULY 1ST, 2021

Effective July 1st, 2021, for members hired on or after July 1st, 2021, the District will contribute no more than "employee only: Comprehensive Medical and Premier Dental/Vision and Life" (equivalent to the highest coverage level offered by the District) coverage per employee towards the purchase of such insurance.

EMPLOYEE BENEFITS HIRED BEFORE JULY 1ST, 2021

18.1.1 The District will pay for family, double, or single health insurance coverage on a health insurance plan mutually agreed upon by the parties of this contract at the following rates:

18.1.1.1 A percentage basis of 100% (EE only; 80% (EE+spouse/family); 80% (EE+children) of comprehensive annual costs. Cap at SIMNSA employee+fam

18.2
EMPLOYEE BENEFITS HIRED BEFORE JULY 1ST, 2021
VISION AND DENTAL CARE INSURANCE

18.2.1 The District will pay 100% of vision and dental insurance premiums. The plans are to be mutually agreed upon by the parties of this contract.

18.3
EMPLOYEE BENEFITS HIRED BEFORE JULY 1ST, 2021
EMPLOYEE ASSISTANCE PROGRAM

18.3.1 The District will pay 100% of the employee assistance program.

18.4
DURATION OF BENEFITS

18.4.1 Early Retirement

18.4.1.1 Definition of early retirement age is age fifty-five (55).

18.4.1.2 Qualification for option to continue under the group plan is fifteen (15) years of continuous service in the Meadows Union School District, and the attainment of age fifty-five (55)

18.4.1.3 Said employee who qualifies as above, will be eligible to continue coverage under the group plan on a contributory basis until age sixty-five (65).

18.4.1.4 Should a teacher's employment terminate during the school year, he/she shall be entitled to convert to an individual plan or terminate said coverage.

18.5
COBRA COVERAGE

18.5.1 If a teacher and his/her dependents are not covered under 1 d, continued coverage shall be made available as required under COBRA (federal law). The District shall notify the eligible former employee the date COBRA coverage will terminate. Such notice will be in writing and at least two months prior to the date coverage eligibility expires.

18.6
RETIREE INSURANCE

18.6.1 The District shall pay health and welfare insurance costs for single coverage for employees retiring on or after their fifty-fifth (55^{th}) birthday and continue such coverage until the retiree reaches the age of 65. The amount paid by the District for retiree insurance shall be limited to the amount paid by the District for currently employed certificated employees. To be eligible for this benefit the employee must have worked 10 years in a certificated capacity in the Meadows Union School District. The District shall establish a reserve account to pay for the benefits provided. Contribution to the reserve account shall be made on an annual basis. The reserve amount shall not be available for salary negotiations.

18.6.2 Insurance for retirees, who are Medicare eligible, is subject to "Elder" care as per state regulations.

ARTICLE 19
GRIEVANCE PROCEDURE

19.1
DEFINITIONS

19.1.1 A "grievance" is an allegation that there has been a violation of a specific provision of this agreement.

19.1.2 A "grievant" is a non-management person or persons, covered by terms of this Agreement, including the Association or representatives thereof, making the claim.

19.1.3 A "party in interest" is any person who might be required to take action or against whom action might be taken in order to resolve the claim.

19.1.4 A "day," for purpose of grievance procedure, is any day on which the Meadows Union administration office is open.

19.2
PURPOSE

19.2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. By mutual agreement between the Superintendent and the parties involved some or all of the procedures up to the Superintendent's level may be waived.

19.2.2 In the event a grievance or a problem is filed at such a time that it cannot be processed through all the steps in this procedure by the end of the school year; and if unresolved until the beginning of the following school year could result in harm to the aggrieved person, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as it is practical. Failure to resolve the grievance or problem by the end of the school year will not automatically result in award of the remedy sought by the complainant.

19.2.3 At any step in the procedure, the grievant may be heard personally or be represented by a person of his/her choice as designated in writing.

19.2.4 Until final disposition of a grievance or problem takes place, the aggrieved shall conform to the original directive of his/her supervisor.

19.2.5 All documents, communications and records dealing with the processing of a grievance or complaint will be filed separately from the personnel files of the participants.

19.2.6 All communications, notices and papers required to be in writing shall be served personally, by school mail, or registered postal mail, return receipt requested.

19.2.7 No reprisals of any kind shall be taken by any party to these procedures against any other party.

19.3
TIMELINES

19.3.1 The grievant who fails to comply with the established time limits will forfeit all rights to the application of the grievance procedure.

19.3.2 The District shall comply with the established time limits or the grievance remedy sought shall be granted.

19.3.3 The time limits may be extended by mutual agreement between the grievant(s) and the District.

19.4
PROCEDURES-SUPERINTENDENT LEVEL

19.4.1 A grievant will first discuss the grievance, in private, with the Superintendent, at least once, with the objective of resolving the matter informally within twenty-five (25) office days of the alleged grievance. The parties should seek to adjust the difficulty at the point of origin.

19.4.2 If the aggrieved person is not satisfied with-the disposition of the grievance at Level One, or if no written decision has been rendered within five (5) office days days after presentation of the grievance, he/she may file the grievance, in writing, simultaneously with the president of the Association and Superintendent within ten (10) office days after the written decision at Level One.

19.4.3 Within ten (10) office days after receipt of the written grievance by the Superintendent or his/her designee, the Superintendent or the designee will meet with the aggrieved person and a representative of the Association at the request of the aggrieved person in an effort to resolve it. Within the above time limits, a personal conference may be requested.

19.5
PROCEDURES-BOARD LEVEL

19.5.1 The grievant may appeal the Superintendent's decision to the Board, in writing, within ten (10) office days after the receipt of it.

19.5.2 The Board shall, at its next regularly scheduled meeting ratify, reverse, or vacate the Administration's decision. The Board shall base its decision on a review of the record(s) or at an open hearing, if requested by either party.

19.5.3 The Board's decision shall be made in writing twenty-five (25) office days after the grievant has appealed the Superintendent's decision at Level Two. The Board's decision shall be communicated in writing to the grievant.

19.6
ARBITRATION

19.6.1 If the grievant is not satisfied with the Board's decision, the Association on behalf of the grievant may, within ten (10) working days, submit the grievance to the American Arbitration Association for arbitration. The arbitrator shall conduct the arbitration under the American Arbitration Association rules.

19.6.2 Fees and expenses of the arbitrator and any hearing he/she conducts shall be borne solely and exclusively by the losing party. All other expense shall be borne by the party incurring them. The arbitrator's decision shall be binding on the parties.

ARTICLE 20
TEACHER INSTRUCTIONAL SUPPORT

20.1

Any MUTA bargaining unit member who serves as a BTSA Support Provider for its unit members will receive a stipend of $2,000 for each participant served for each full school year.

ARTICLE 21
PROHIBITED ACTIVITIES

21.1

It is agreed and understood that there will be no strike, work stoppage, slow down, refusal, or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operation of the District By employees or by the Association, its officers, or agents during the term of the Agreement, including compliance with the requested of other labor organizations to engage in such activities, sympathy strike in response to alleged unfair practices, economic strikes, or strikes over right disputes.

ARTICLE 22
SAVINGS/PROVISIONS

22.1
SAVINGS

22.1.1 If any provision of the Agreement of any application thereof to any teacher is held by the highest court of the State or by a federal court to be contrary to law, then such provision of application will be deemed invalid, to the extend required by such court decision, but all other provisions of applications shall continue in full force and effect.

22.1.2 Should a provision or application be deemed invalid, as described in paragraph 1 above, the parties shall meet not later than ten (10) days after such court decision to renegotiate the provision or provisions affected.

22.2
PROVISIONS IN AGREEMENT

22.2.1 It is understood and agree that the specific provisions contained in this agreement shall prevail over District practices and procedures where they are in conflict and over State law 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 Board of Trustees.

ARTICLE 23
UNIT MEMBER DISCIPLINE

23.1

A unit member may be disciplined only for just cause. Discipline shall include warnings, reprimands, or suspensions.

23.2

Progressive discipline shall be applied using the following procedures:

23.2.1 The unit member shall first receive a formal verbal warning/counseling. A formal verbal warning may include a post-conference Summary Memorandum. A Summary Memorandum may be kept at the school site in a separate file for 12 months and shall not be placed in the unit member's personnel file. If there is no further occurrence of the action causing the warning within the 12 months, the records of the action shall be destroyed.

23.2.2 Written warnings may be issued to a unit member if a formal verbal warning has been issued for the same or similar action within the past 12 months. Written warnings may be kept at the school site in a separate file for up to 12 months and shall not be placed in the unit member's personnel file. If there is no further occurrence of the action or similar action causing the warning within 12 months the records of the action shall be destroyed.

23.2.3 Written reprimands may be issued to a unit member if a written warning has been issued within the past 12 months for the same or similar actions. Written reprimands may be placed in the unit member's personnel file. Written reprimands shall be removed from the unit member's personnel file after three years if the unit member has not been disciplined for the same or similar actions.

23.2.4 Suspension without pay may be imposed upon a unit member if a written reprimand has been issued to a unit member for the same or similar actions within the past 12 months. The reasons for the suspensions may be recorded in the unit member's personnel file.

23.2.5 The unit member has the right to attach a written response to any information placed in the member's personnel file.

23.2.6 Progressive discipline procedures may be suspended for an offense/action of a serious nature. Whether or not the serious nature of the offense/action required suspension of the progressive discipline procedures shall be subject to the grievance procedure in this agreement.

23.3

When a unit member is placed on Administrative Leave a copy of the leave notice issued to the member shall be supplied to the Association President that same day.

23.4

Notice of suspension shall be made in writing and served in person or by certified mail upon the unit member. The notice must contain: A statement of the specific acts upon which the action is based; A statement of the cause for which the action is recommended; the Education Code section, policy, rule, regulation or directive violated; the penalty proposed and the effective date; copies of the documentary evidence upon which the recommendation is based; a statement of the unit member's right to challenge the proposed action by requesting a hearing.

APPENDIX A

SALARY SCHEDULE/RULES AND REGULATIONS OF SALARY

MEADOWS UNION SCHOOL DISTRICT

CERTIFICATED SALARY SCHEDULE

2023-24 SALARY SCHEDULE (6% increase)

STEP	A	B	C	D	E
	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
	BA	BA+30	BA+45	BA+60	BA+MA
1	54,331	56,939	59,544	62,151	64,759
2	56,939	59,544	62,151	64,759	67,365
3	59,544	62,151	64,759	67,365	69,974
4	62,151	64,759	67,365	69,974	72,580
5	64,759	67,365	69,974	72,580	75,189
6	67,365	69,974	72,580	75,189	77,794
7		71,798	75,189	77,794	80,402
8		75,189	77,794	80,402	83,009
9		77,794	80,402	83,009	85,615
10			83,009	85,615	88,223
11			85,615	88,223	90,829
12			88,223	90,829	93,438
13			90,829	93,438	96,042
14			93,438	96,042	98,652
*15			96,042	98,652	101,260
16			96,042	98,652	101,260
17			96,042	98,652	101,260
*18			98,652	103,867	106,472
19			98,652	103,867	106,472
20			98,652	103,867	106,472
*21			101,780	106,996	109,600
22			101,780	106,996	109,600
*23			103,867	109,079	111,687
24			103,867	109,079	111,687
25			103,867	109,079	111,687
26			103,867	109,079	111,687
*27			109,079	114,292	116,900

*Notes:

1. Anniversary increment #1 will be paid to an employee who has served 15 years (10 consecutive years in MUSD)
2. Anniversary increment #2 will be paid to an employee who has served 18 years (13 consecutive years in MUSD)
3. Anniversary increment #3 will be paid to an employee who has served 21 years (16 consecutive years in MUSD)
4. Anniversary increment #3 will be paid to an employee who has served 23 years (18 consecutive years in MUSD)
5. Anniversary increment #4 will be paid to an employee who has served 27 years (23 consecutive years in MUSD)

STIPENDS	
Extra Duty Pay	$45 hourly
Approved Rladio/Club Activity	$800
SPED Certificated Teachers	5% of Annual Salary
SPED Admin Designee	$3,000

MEADOWS UNION SCHOOL DISTRICT

CERTIFICATED SALARY SCHEDULE

2024-25 SALARY SCHEDULE (3.54% increase)

STEP	A	B	C	D	E
	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
	BA	BA+30	BA+45	BA+60	BA+MA
1	56,254	58,955	61,652	64,351	67,051
2	58,955	61,652	64,351	67,051	69,750
3	61,652	64,351	67,051	69,750	72,451
4	64,351	67,051	69,750	72,451	75,149
5	67,051	69,750	72,451	75,149	77,851
6	69,750	72,451	75,149	77,851	80,548
7		74,340	77,851	80,548	83,248
8		77,851	80,548	83,248	85,948
9		80,548	83,248	85,948	88,646
10			85,948	88,646	91,346
11			88,646	91,346	94,044
12			91,346	94,044	96,746
13			94,044	96,746	99,442
14			96,746	99,442	102,144
*15			99,442	102,144	104,845
16			99,442	102,144	104,845
17			99,442	102,144	104,845
*18			102,144	107,544	110,241
19			102,144	107,544	110,241
20			102,144	107,544	110,241
*21			105,383	110,784	113,480
22			105,383	110,784	113,480
*23			107,544	112,940	115,641
24			107,544	112,940	115,641
25			107,544	112,940	115,641
26			107,544	112,940	115,641
*27			112,940	118,338	121,038

*Notes:

1. Anniversary increment #1 will be paid to an employee who has served 15 years (10 consecutive years in MUSD)
2. Anniversary increment #2 will be paid to an employee who has served 18 years (13 consecutive years in MUSD)
3. Anniversary increment #3 will be paid to an employee who has served 21 years (16 consecutive years in MUSD)
4. Anniversary increment #3 will be paid to an employee who has served 23 years (18 consecutive years in MUSD)
5. Anniversary increment #4 will be paid to an employee who has served 27 years (23 consecutive years in MUSD)

STIPENDS	
Extra Duty Pay	$45 hourly
Approved Rladio/Club Activity	$800
SPED Certificated Teachers	5% of Annual Salary
SPED Admin Designee	$3,000

APPENDIX A

RULES AND REGULATIONS OF THE SALARY SCHEDULE

EXPERIENCE

A maximum of ten (10) years prior teaching experience is allowable, provided the experience has been in a public school system beginning July 1, 2016.

MILITARY AND PEACE CORP ALLOWANCE

Military credit shall be allowed as follows: One (1) step for two (2) or three (3) year service; two (2) steps for four (4) or five (5) years, and three (3) steps for six (6) or more. Credit shall be allowed for Peace Corps work of one (1) for each year of teaching experience. All service (teaching, military and Peace Corps) shall be verified by official documents and shall not result in placement beyond Step 6.

UNITS ACCEPTABLE FOR SALARY CREDIT

Units earned to progress from one column to another must be earned on upper division or graduate level and must have been subsequent to the receiving of a bachelor's degree. All units will be evaluated on a semester unit basis. Only units on transcripts from accredited colleges or universities may be used toward advancement on the salary schedule. All certificated employees must furnish transcripts or credits to determine classification status.

RECLASSIFICATION OF THE SALARY SCHEDULE

A certificated staff member who anticipates he/she will move across columns in the coming year should give notice of such move on or before May 15th, of the current year. The staff member should obtain advance written approval from the Superintendent and units must be acceptable for advancement. The district shall provide a written reminder notice to all certificated staff prior to May 15th. Units applied to salary schedule shall be completed prior to the first teacher contract day of the coming school year. Proof of documentation must be received by the district business office by October 15th, of the current school year in order to change placement on the salary schedule. Upon timely proof provided all pay shall be retroactive to current year stated date.

OTHER RATES OF PAY SUBSTITUTE

If a substitute teacher is employed for the semester or the entire school year as a temporary teacher, the employee is placed on the salary schedule with full benefits.

OTHER RATES OF PAY-SPED

Special Education Teacher(s) will be paid a stipend of 5% of placement on the salary schedule. Special Education teacher designee determined by administration will be paid an annual stipend of $3,000, for performing additional duties beyond the scope of classroom teaching responsibilities, such as scheduling responsibilities, additional documentation, etc.

CLEAR CREDENTIAL REQUIREMENTS

No employee without a "clear" credential shall be placed at greater than Column III of the salary schedule irrespective of the employee's educational attainment.

ANNIVESARY INCREMENTS

- Anniversary #1 will be paid for an employee who has served 15 years (10 consecutive years at MUSD).
- Anniversary #2 will be paid for an employee who has served 18 years (13 consecutive years at MUSD).
- Anniversary #3 will be paid for an employee who has served 21 years (16 consecutive years at MUSD).
- Anniversary #4 will be paid for an employee who has served 23 years (18 consecutive years at MUSD).
- Anniversary #5 will be paid for an employee who has served 27 years (22 consecutive years at MUSD).

PAYROLL DEDUCTIONS

An undetermined amount in payroll deductions for medical, dental, vision, life insurance coverage will be deducted tenthly. The amount will be determined annually through negotiations between the teacher's union and the District. It is based upon the actual cost, less the amount negotiated, to be paid by the district.

APPENDIX B
SCHOOL CALENDAR

FINAL

Meadows Union School District

MASTER CALENDAR
2023-24 SCHOOL YEAR

	First Week					Second Week					Third Week					Fourth Week					Inst Days	Hldys	Non-Tchg	Staff Day	Orient/ PD
	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F					
AUG 14 - SEP 8	P ✓ 14	P 15	P 16	MS 17	18	21	22	23	S 24	25	28	29	30	S 31	Sep 1	4	5	6	S 7	8	16	1	0	3	3
SEP 11 - OCT 6	11	12	13	S 14	15	18	19	20	S 21	22	25	26	27	S 28	29	Oct 2	M 3	M 4	M 5	M 6	20	0	0	4	0
OCT 9 - NOV 3	9	10	11	S 12	13	16	17	18	S 19	Q1 20	23	24	25	S 26	27	30	MS 31	Nov 1	2	3	20	0	0	3	0
NOV 6 - DEC 1	6	7	8	S 9	10	13	14	15	S 16	17	N 20	N 21	N 22	23	24	27	28	29	S 30	Dec 1	14	3	3	3	0
DEC 4 - DEC 29	4	5	6	S 7	8	11	12	13	S 14	MS 15	N 18	N 19	N 20	N 21	22	N 25	N 26	N 27	N 28	29	12	3	5	2	0
JAN 1 - JAN 26	Jan 1	2	3	S 4	5	8	9	10	S 11	Q2 12	15	16	17	S 18	19	22	23	24	S 25	▲ 26	16	2	2	4	0
JAN 29 - FEB 23	29	30	31	Feb 1	S 2	5	6	7	S 8	9	12	13	14	S 15	16	19	20	21	S 22	23	18	2	0	4	0
FEB 26 - MAR 22	26	27	28	S 29	Mar N 1	4	5	6	S 7	8	P N 11	12	13	S 14	15	18	19	20	S 21	Q3 22	18	0	2	4	1
MAR 25 - APR 19	25	26	27	MS ▲ 28	29	Apr N 1	N 2	N 3	N 4	N 5	8	9	10	S 11	12	15	16	17	S 18	19	14	1	5	2	0
APR 22 - MAY 17	22	23	24	S 25	26	29	30	May 1	S 2	3	6	7	8	S 9	10	13	14	15	S 16	17	20	0	0	4	0
MAY 20 - JUNE 7	20	21	22	S 23	24	27	28	29	S 30	31	Jun M 3	M 4	MS ▲ 5	6	7	10	11	12	13	14	12	1	0	2	0
																					180	13	17	35	4

STUDENTS BEGIN
August 17, 2023

STUDENTS END
June 6, 2023

Instructional Days	180
Orientation/Prep Days	4
Certificated check-out day	1
Total Contract Days	185

KEY

	HOLIDAYS
N	NON-TEACHING DAYS
P	ORIENTATION/PREP DAYS
✓	TEACHER CHECK-IN / CHECK-OUT
S	STAFF DAYS (4th-8th released 1:35pm)
M	MINIMUM DAY STUDENTS ONLY
MS	MINIMUM DAY ALL CERT

Non-Teaching Days / Holidays

September	4	Labor Day
November	10	Veteran's Day
November	20-24	Thanksgiving Break
November	23	Thanksgiving Holiday
November	24	In Lieu of Admission's Day
December	18 - Jan 2	Winter Break
December	22	In Lieu Christmas Eve
December	25	Christmas Day
December	29	In Lieu New Years Eve
January	1	New Years Day
January	15	Martin Luther King's Birthday
February	12	Lincoln's Birthday
February	19	President's Day
March	1	Non Instructional Day *subject to change depending on Fair Day
March	11	Non Instructional Day/Staff PD
March	29	Spring Holiday
Apr	1-5	Spring Holiday
May	27	Memorial Day
June	19	Juneteenth
July	4	Fourth of July

Board Approved Holidays (15)

Semester Dates
Semester 1 = 89 Days 8/18/22 to 1/12/24
Semester 2 = 91 Days 1/16/24 to 6/05/24

Quarter Dates
Quarter 1 = 08/17/23- 10/20/23 (46 Days)
Quarter 2 = 10/23/23 - 01/12/24 (43 Days)
Quarter 3 = 01/16/24 - 03/22/24 (45 Days)
Quarter 4 = 03/25/24 - 06/05/24 (46 Days)

Report Cards
▲ Oct 30-Nov 3
▲ 1/26/24
▲ 3/28/24
6/05/24

Graduation Date
06/05/24

Parent Conference Week
Oct 3rd-Oct 6th

NOTE - First Day of 10 Month Classified School Term Staff is Tuesday, August 17th, 2023

APPENDIX C1
EVALUATION FORM

MEADOWS UNION SCHOOL DISTRICT
CLASSROOM VISIT

Teacher	Grade	Date
Instruction Seen	Time	Number of Minutes

CLASS VISIT NOTES AND EVALUATION:

FOLLOW-UP CONFERENCE DATE:
SUGGESTIONS MADE:

Signed _____ Date _____

FORM #1

APPENDIX C2
EVALUATION FORMS

MEADOWS UNION SCHOOL DISTRICT
RECORD OF NEED FOR IMPROVEMENT

Teacher Grade Date

Need for Improvement in:_____

Date Time Place:_____

Description of Problem:

Steps For Improvement/ Step Taken to Help Teacher Improve:

Evaluator Signature_____Date _____

I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to each copy within ten working days from the date on which the report is received. Such written response is to become a permanent part of the report.

Employee Signature_____Date _____

FORM #2

APPENDIX C3
EVALUATION FORMS

MEADOWS UNION SCHOOL DISTRICT

PRELIMINARY NOTICE OF UNSATISFACTORY PERFORMANCE OF CERTIFICATED EMPLOYEES

Teacher Status

For Period from _____ to _____ Grade/Subject

I visited the above employee and observed his/her work on the following dates:

I consider the services of this employee to be unsatisfactory for the period indicated for the following reason(s): (continue to additional page if necessary)

I took the following step(s) to help this teacher improve: (continue to additional page if necessary)

Evaluator Signature _____ Date _____

I have read this report but my signature does not necessarily indicate my agreement. I understand that I may attach a written response to each copy within ten working days from the date on which the report is received. Such written response is to become a permanent part of the report.

Employee Signature _____ Date _____

In case the employee is unwilling to sign, this report is to be presented in the presence of a witness and countersigned by that witness.

I certify that this report was presented to the employee named above.

Witness Signature _____ Date _____

FORM #3

APPENDIX C4
EVALUATION FORMS

California Professional Standards for the Teaching Profession
MEADOWS UNION SCHOOL DISTRICT
TEACHER EVALUATION

School Year: _____

Date of Evaluation:_____ **Evaluator's Signature:** _____

TEACHER'S NAME	ASSIGNMENT	SCHOOL
DATE		

Evaluator: Check the box that characterizes the teacher's predominate performance in each area. A check in the "Needs Improvement" or "Unsatisfactory" box must be accompanied by specific recommendations for improvement.

Meets or Exceeds Standard	Meets Standard with Growth Recommended	Needs Improvement	Unsatisfactory		Standard 1 Engaging and Supporting All Students in Learning
☐	☐	☐	☐		**Standard 1: Teachers know and care about their students in order to engage them in learning. They connect learning to students' prior knowledge, backgrounds, life experiences, and interests. They connect subject matter to meaningful, real-life contexts. Teachers use a variety of instructional strategies, resources, and technologies to meet the diverse learning needs of students. They promote critical thinking through inquiry, problem solving, and reflection. They monitor student learning and adjust instruction while teaching.**
Comments/Commendations/Recommendations:					1.1 Using knowledge of students to engage them in learning 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests 1.3 Connecting subject matter to meaningful, real-life contexts 1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs 1.5 Promoting critical thinking through inquiry, problem solving, and reflection 1.6 Monitoring student learning and adjusting instruction while teaching

APPENDIX C4 continue
EVALUATION FORMS

TEACHER EVALUATION: TEACHER'S NAME: **Date:**

Evaluator: Check the box that characterizes the teacher's predominate performance in each area. A check in the "Needs Improvement" or "Unsatisfactory" box must be accompanied by specific recommendations for improvement.

Meets or Exceeds Standard	Meets Standard with Growth Recommended	Needs Improvement	Unsatisfactory	Standard 2 Creating and Maintaining Effective Environments for Student Learning
☐	☐	☐	☐	**Standard 2: Teachers promote social development and responsibility within a caring community where each student is treated fairly and respectfully. They create physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students. They establish and maintain learning environments that are physically, intellectually, and emotionally safe. Teachers create a rigorous learning environment with high expectations and appropriate support for all students. Teachers develop, communicate, and maintain high standards for individual and group behavior. They employ classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn. They use instructional time to optimize learning.**
Comments/Commendations/Recommendations:				2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students 2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe 2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students 2.5 Developing, communicating, and maintaining high standards for individual and group behavior 2.6 Employing classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn 2.7 Using instructional time to optimize learning

APPENDIX C4 continue
EVALUATION FORMS

TEACHER EVALUATION: TEACHER'S NAME: **Date:**

Evaluator: Check the box that characterizes the teacher's predominate performance in each area. A check in the "Needs Improvement" or "Unsatisfactory" box must be accompanied by specific recommendations for improvement.

Meets or Exceeds Standard	Meets Standard with Growth Recommended	Needs Improvement	Unsatisfactory		Standard 3 Understanding and Organizing Subject Matter for Student Learning
☐	☐	☐	☐		**Standards 3: Teachers exhibit in-depth working knowledge of subject matter, academic content standards, and curriculum frameworks. They apply knowledge of student development and proficiencies to ensure student understanding of content. They organize curriculum to facilitate students' understanding of the subject matter. Teachers utilize instructional strategies that are appropriate to the subject matter. They use and adapt resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students. They address the needs of English learners and students with special needs to provide equitable access to the content.**
Comments/Commendations/Recommendations:					3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum frameworks 3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter 3.3 Organizing curriculum to facilitate student understanding of the subject matter 3.4 Utilizing instructional strategies that are appropriate to the subject matter 3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content

APPENDIX C4 continue
EVALUATION FORMS

TEACHER EVALUATION: TEACHER'S NAME: **Date:**

Evaluator: Check the box that characterizes the teacher's predominate performance in each area. A check in the "Needs Improvement" or "Unsatisfactory" box must be accompanied by specific recommendations for improvement.

Meets or Exceeds Standard	Meets Standard with Growth Recommended	Needs Improvement	Unsatisfactory		Standard 4 Planning Instruction and Designing Learning Experiences for All Students
☐	☐	☐	☐		**Standard 4: Teachers use knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction. They establish and articulate goals for student learning. They develop and sequence long-term and short-term instructional plans to support student learning. Teachers plan instruction that incorporates appropriate strategies to meet the diverse learning needs of all students. They modify and adapt instructional plans to meet the assessed learning needs of all students.**
Comments/Commendations/Recommendations:					4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction 4.2 Establishing and articulating goals for student learning 4.3 Developing and sequencing long-term and short-term instructional plans to support student learning 4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students 4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students

APPENDIX C4 continue
EVALUATION FORMS

TEACHER EVALUATION: TEACHER'S NAME: **Date:**

Page 5 of 7

Evaluator: Check the box that characterizes the teacher's predominate performance in each area. A check in the "Needs Improvement" or "Unsatisfactory" box must be accompanied by specific recommendations for improvement.

Meets or Exceeds Standard	Meets Standard with Growth Recommended	Needs Improvement	Unsatisfactory	Standard 5 Assessing Students for Learning
☐	☐	☐	☐	**Standard 5: Teachers apply knowledge of the purposes, characteristics, and uses of different types of assessments. They collect and analyze assessment data from a variety of sources and use those data to inform instruction. They review data, both individually and with colleagues, to monitor student learning. Teachers use assessment data to establish learning goals and to plan, differentiate, and modify instruction. They involve all students in self-assessment, goal setting and monitoring progress. Teachers use available technologies to assist in assessment, analysis, and communication of student learning. They use assessment information to share timely and comprehensible feedback with students and their families.**

Comments/Commendations/Recommendations:	5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments 5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction 5.3 Reviewing data, both individually and with colleagues, to monitor student learning 5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction 5.5 Involving all students in self-assessment, goal setting, and monitoring progress 5.6 Using available technologies to assist in assessment, analysis, and communication of student learning 5.7 Using assessment information to share timely and comprehensible feedback with students and their families

APPENDIX C4 continue
EVALUATION FORMS

TEACHER EVALUATION: TEACHER'S NAME: **Date:**

Evaluator: Check the box that characterizes the evaluatee's predominate performance in each area. A check in the "Does Not Meet Standards" or "Meets Standard with Growth Recommended" box must be accompanied by specific recommendations for improvement.

Meets or Exceeds Standard	Meets Standard with Growth Recommended	Needs Improvement	Unsatisfactory	ARTICLE 1Standard 6 **Developing as a Professional Educator**
☐	☐	☐	☐	**Teachers reflect on their teaching practice to support student learning. They establish professional goals and engage in continuous and purposeful professional growth and development. They collaborate with colleagues and engage in the broader professional community to support teacher and student learning. Teachers learn about and work with families to support student learning. They engage local communities in support of the instructional program. They manage professional responsibilities to maintain motivation and commitment to all students. Teachers demonstrate professional responsibility, integrity, and ethical conduct**

Comments/Commendations/Recommendations:

6.1 Reflecting on teaching practice in support of student learning

6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development

6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning

6.4 Working with families to support student learning

6.5 Managing professional responsibilities to maintain motivation and commitment to all students

6.6 Engaging local communities in support of the instructional program

6.7 Demonstrating professional responsibility, integrity, and ethical conduct

APPENDIX C4 continue
EVALUATION FORMS

SIGNATURES:

As provided for in Education Code 44663, you have the right to respond in writing to this evaluation within ten (10) days. However, within ten (10) days, this evaluation will be placed in your personnel file.

Employee	Date	Administrator	Date

Signature indicates the employee has seen and discussed the evaluation report, but does not necessarily indicate complete agreement with all factors

APPENDIX C

EVALUATION GUIDANCE

OBSERVATION, GUIDANCE, EVALUATION AND RECOMMENDATION

Responsibility of the Superintendent and Site Administrator:

Upon the Superintendent and Principal devolves the major responsibility for the observation, guidance, and determination of whether or not a probationary teacher shall be retained. The site administrator is the individual directly responsible for the evaluation process and completion of the evaluation records and reports.

OBSERVATION

Meeting the requirements of district policy and Chapter II/Article 8 Evaluation Procedure of this contract, the evaluator observes the instruction of each probationary teacher assigned to the school as often as time will permit. Once each week is most desirable, but at least once every other week will be the goal. These observations are to be continued until the evaluator has made sufficient observations to determine that the teacher merits a recommendation for reemployment.

GUIDANCE

On Form #1 Appendix C1 the evaluator will make a confidential record of observations and any suggestions for improvement or commendations regarding instructional practices.

On Form #2 Appendix C2, the evaluator will make a confidential record of the conferences, suggestions, and other steps taken to help teacher correct the deficiencies recorded on Form #1.

EVALUATION

Form #3 Appendix C3 will be used, if necessary, to give teachers preliminary notice of unsatisfactory performance. As indicated on this form, it will be a report of the several observations and the guidance given the teacher.

Beginning at the time Form #1 is first used, the evaluator will also begin to make regular classroom observations as per the annual evaluation process and timelines.

RECOMMENDATION

Certificated Teacher Evaluation Form - Appendix C4 will be used for reporting the annual evaluation and recommendation for reemployment.

APPENDIX D

BELL SCHEDULE

Meadows Union School
2018-19 Bell Schedule

TK and Kindergarten

Regular Days: Monday-Friday	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:45 AM	85
Recess	9:45 AM	10:00 AM	15
Instructional Time	10:00 AM	10:50 AM	50
Lunch	10:50 AM	11:25 AM	35
Instructional Time	11:25 AM	12:45 PM	80
Recess	12:45 PM	1:00 PM	15
Instructional Time	1:00 PM	2:00 PM	60
			4h 35m
Instructional Minutes			275

Minimum Day:	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:45 AM	85
Recess	9:45 AM	10:00 AM	15
Instructional Time	10:00 AM	10:50 AM	50
Lunch	10:50 AM	11:25 AM	35
Instructional Time	11:25 AM	12:00 PM	35
			2h 50m
Instructional Minutes			170

First and Second Grade

Regular Days: Monday-Friday	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:45 AM	85
Recess	9:45 AM	9:55 AM	10
Instructional Time	9:55 AM	11:00 AM	65
Lunch	11:00 AM	11:35 AM	35
Instructional Time	11:35 AM	1:05 PM	90
Recess	1:05 PM	1:15 PM	10
Instructional Time	1:15 PM	2:05 PM	50
			4h 50m
Instructional Minutes			290

Minimum Day	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:45 AM	85
Recess	9:45 AM	9:55 AM	10
Instructional Time	9:55 AM	11:00 AM	65
Lunch	11:00 AM	11:35 AM	35
Instructional Time	11:35 AM	12:00 PM	25
			2h 55m
Instructional Minutes			175

Third

Regular Days: Monday-Friday	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:30 AM	70
Recess	9:30 AM	9:40 AM	10
Instructional Time	9:40 AM	11:00 AM	80
Lunch	11:00 AM	11:35 AM	35
Instructional Time	11:35 AM	12:50 PM	75
Recess	12:50 PM	1:00 PM	10
Instructional Time	1:00 PM	2:05 PM	65
			4h 50m
Instructional Minutes			290

Minimum Day	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:30 AM	70
Recess	9:30 AM	9:40 AM	10
Instructional Time	9:40 AM	11:00 AM	80
Lunch	11:00 AM	11:35 AM	35
Instructional Time	11:35 AM	12:00 PM	25
			2h 55m
Instructional Minutes			175

Fourth, Fifth and Sixth Grade

Regular Days: Monday-Friday (Thurs diff Schedule)	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	10:00 AM	100
Recess	10:00 AM	10:10 AM	10
Instructional Time	10:10 AM	11:40 AM	90
Lunch	11:40 AM	12:15 PM	35
Instructional Time	12:15 PM	1:20 PM	65
Recess	1:20 PM	1:30 PM	10
Instructional Time	1:30 PM	2:40 PM	70
			5h 25m
Instructional Minutes			325

Minimum Day	Start Time	End Time	TOTAL
Instructional Time	8:20 AM	10:00 AM	100
Recess	10:00 AM	10:10 AM	10
Instructional Time	10:10 AM	11:40 AM	90
Lunch	11:40 AM	12:15 PM	35
Instructional Time	12:15 PM	12:35 PM	20
			3h 30m
Instructional Minutes			210

Seventh and Eighth Grade

Regular Days: Monday-Friday (Thurs diff Schedule)	Start Time	End Time	TOTAL
1st Period	8:20 AM	8:55 AM	35
2nd Period	8:55 AM	10:20 AM	85
Recess	10:20 AM	10:30 AM	10
3rd Period	10:30 AM	12:00 PM	90
Lunch	12:00 PM	12:35 PM	35
4th Period	12:35 PM	1:30 PM	55
5th Period	1:30 PM	2:25 PM	55
6th Period	2:25 PM	2:45 PM	20
			5h 40m
Instructional Minutes			340

Minimum Day	Start Time	End Time	TOTAL
2nd Period	8:20 AM	9:20 AM	60
3rd Period	9:20 AM	10:20 AM	60
Recess	10:20 AM	10:30 AM	10
4th Period	10:30 AM	11:07 AM	37
5th Period	11:07 AM	11:45 AM	38
6th Period	11:45 AM	12:05 PM	20
Lunch	12:05 PM	12:40 PM	35
			3h 35m
Instructional Minutes			215

Fourth, Fifth and Sixth Grade Staff Days

Staff Days: Thursdays			
Instructional Time	8:20 AM	10:00 AM	100
Recess	10:00 AM	10:10 AM	10
Instructional Time	10:10 AM	11:40 AM	90
Lunch	11:40 AM	12:15 PM	35
Instructional Time	12:15 PM	1:35 PM	80
			4h 30m
Instructional Minutes			270

Seventh and Eighth Grade Staff Days

Staff Days: Thursdays			
1st Period	8:20 AM	8:55 AM	35
2nd Period	8:55 AM	10:20 AM	85
Recess	10:20 AM	10:30 AM	10
3rd Period	10:30 AM	12:00 PM	90
Lunch	12:00 PM	12:35 PM	35
4th Period	12:35 PM	1:05 PM	30
5th Period	1:05 PM	1:35 PM	30
			4h 30m
Instructional Minutes			270

APPENDIX D continue

BELL SCHEDULE

Meadows Union School
2019-20 Bell Schedule

TK and Kindergarten

Regular Days:	Monday-Friday			Minimum Day:			
	Start Time	End Time	TOTAL		Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:45 AM	85	Instructional Time	8:20 AM	9:45 AM	85
Recess	9:45 AM	10:00 AM	15	Recess	9:45 AM	10:00 AM	15
Instructional Time	10:00 AM	10:50 AM	50	Instructional Time	10:00 AM	10:50 AM	50
Lunch	10:50 AM	11:35 AM	45	Lunch	10:50 AM	11:35 AM	45
Instructional Time	11:35 AM	12:45 PM	70	Instructional Time	11:35 AM	12:00 PM	25
Recess	12:45 PM	1:00 PM	15				
Instructional Time	1:00 PM	2:10 PM	70				
			4h 35m				2h 40m
Instructional Minutes			275	Instructional Minutes			160

First, Second and Third Grade

Regular Days:	Monday-Friday			Minimum Day			
	Start Time	End Time	TOTAL		Start Time	End Time	TOTAL
Instructional Time	8:20 AM	9:45 AM	85	Instructional Time	8:20 AM	9:45 AM	85
Recess	9:45 AM	9:55 AM	10	Recess	9:45 AM	9:55 AM	10
Instructional Time	9:55 AM	11:00 AM	65	Instructional Time	9:55 AM	11:00 AM	65
Lunch	11:00 AM	11:45 AM	45	Lunch	11:00 AM	11:45 AM	45
Instructional Time	11:45 AM	1:05 PM	80	Instructional Time	11:45 AM	12:00 PM	15
Recess	1:05 PM	1:15 PM	10				
Instructional Time	1:15 PM	2:15 PM	60				
			4h 50m				2h 45m
Instructional Minutes			290	Instructional Minutes			165

Fourth, Fifth and Sixth Grade

Regular Days:	Monday-Friday (Thurs diff Schedule)			Minimum Day			
	Start Time	End Time	TOTAL		Start Time	End Time	TOTAL
Instructional Time	8:20 AM	10:00 AM	100	Instructional Time	8:20 AM	10:00 AM	100
Recess	10:00 AM	10:10 AM	10	Recess	10:00 AM	10:10 AM	10
Instructional Time	10:10 AM	11:40 AM	90	Instructional Time	10:10 AM	11:40 AM	90
Lunch	11:40 AM	12:25 PM	45	Lunch	11:40 AM	12:25 PM	45
Instructional Time	12:25 PM	1:20 PM	55	Instructional Time	12:25 PM	12:35 PM	10
Recess	1:20 PM	1:30 PM	10				
Instructional Time	1:30 PM	2:50 PM	80				
			5h 25m				3h 20m
Instructional Minutes			325	Instructional Minutes			200

Seventh and Eighth Grade

Regular Days:	Monday-Friday (Thurs diff Schedule)			Minimum Day			
	Start Time	End Time	TOTAL		Start Time	End Time	TOTAL
1st Period	8:20 AM	8:55 AM	35	2nd Period	8:20 AM	9:20 AM	60
2nd Period	8:55 AM	10:20 AM	85	3rd Period	9:20 AM	10:20 AM	60
Recess	10:20 AM	10:30 AM	10	Recess	10:20 AM	10:30 AM	10
3rd Period	10:30 AM	12:00 PM	90	4th Period	10:30 AM	11:02 AM	32
Lunch	12:00 PM	12:45 PM	45	5th Period	11:02 AM	11:35 AM	33
4th Period	12:45 PM	1:40 PM	55	6th Period	11:35 AM	11:55 AM	20
5th Period	1:40 PM	2:35 PM	55	Lunch	11:55 AM	12:40 PM	45
6th Period	2:35 PM	2:55 PM	20				3h 25m
			5h 40m				
Instructional Minutes			340	Instructional Minutes			205

Fourth, Fifth and Sixth Grade Staff Days

Staff Days:	Thursdays		
Instructional Time	8:20 AM	10:00 AM	100
Recess	10:00 AM	10:10 AM	10
Instructional Time	10:10 AM	11:40 AM	90
Lunch	11:40 AM	12:25 PM	45
Instructional Time	12:25 PM	1:35 PM	70
			4h 20m
Instructional Minutes			260

Seventh and Eighth Grade Staff Days

Staff Days:	Thursdays		
1st Period	8:20 AM	8:55 AM	35
2nd Period	8:55 AM	10:20 AM	85
Recess	10:20 AM	10:30 AM	10
3rd Period	10:30 AM	12:00 PM	90
Lunch	12:00 PM	12:45 PM	45
4th Period	12:45 PM	1:10 PM	25
5th Period	1:10 PM	1:35 PM	25
			4h 20m
Instructional Minutes			260