



The Lighthouse School
"Lighting the way to a brighter future."
62858 Hwy 101
Coos Bay, Oregon, 97420
(541) 751-1649



Agenda August 11, 2021

1. Call to order

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment –

(The board welcomes comments and questions from the public. If you wish to address the Board this evening, please sign in. We ask that you limit your comments to three minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings)

3. Union report—

4. Discuss & Approve July, 2021 Board Minutes –

5. Consent Agenda - all reports on hold due to Covid-19.

6. Directors Report—Shelley Lake, attached

- Action items:
 - i. Pet Policy TLS-PP
 - ii. Policy GBCA revisions
 - iii. Board approval to purchase 2 new security cameras not to exceed \$3500
 - iv. Board approval to purchase lawn and maintenance equipment over \$500
 - v. Board approval to purchase Zern at \$2500 for one-year subscription

7. Business Report—Michelle Silva, attached

- Action items
 - i. Board approval to adopt the 2021/2022 budget
 - ii. Board approval to accept the Tentative Agreement with OSEA

8. Curriculum Report—Julie Graber, attached

9. Report from last District Board meeting –

10. Old Business –

- Board lunch with new employees:
 - i. 1st event scheduled for August 27th – Stephanie Messerle

11. New Business –

- New Hires for 2021/2022 school year
 - Nadine Trapold – Kindergarten
 - Katie Guetterman – Kinder aide
 - Rebeka Scholan – 1st grade aide
 - Stephanie Krug – 2nd grade
 - Heather Kapande – 3rd grade
 - Linda Johanson – 4th grade
 - Sarah Rigney – 5th Grade
 - Rita Kawecki Coxon – 6th grade
 - LaSaundra Williams – 7th Grade
 - Chris Seldon – 8th Grade
 - Markie Robinson – Dyslexia/Reading Coach
- Grant Opportunities

12. Roundtable / Good of the Order-

Signature of Secretary, Stephanie Messerle

Date



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Board Meeting Minutes July 7th, 2021

1. Call to order
 - ❖ The Board of Directors met July 7th, 2021.
 - ❖ The meeting was held via video conference and called to order at 7:00 pm.
 - ❖ The meeting was a regularly scheduled meeting called by the Board of Directors.
 - ❖ The Directors present at the meeting were: Stephanie Ospina, Jenni Schmitt, Tim Hyatt, Stephanie Messerle, Avena Singh, Lisa LaGesse, Daniel Pruett and John Gibson. Director- Shelley Lake and Business Manager- Michelle Silva. A quorum was present because eight of the ten board members were in attendance. Not Present were Paula Mosely and George von Dassow. Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment – none
(The board welcomes comments and questions from the public. If you wish to address the Board this evening, please sign in. We ask that you limit your comments to three minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings)
3. Union report—none
4. Discussed & Approved June 2, 2021 – unanimously approved (MM by Lisa LaGesse/ 2nd by Avena Singh)
5. Consent Agenda - all reports on hold due to Covid-19.
6. Report from last Coos Bay School District (CBSD) Board meeting
 - No report
7. Old Business –
 - Charter Renewal with CBSD –
 - i. See attached Final Charter. CBSD voted to approve charter at June board meeting. should have final charter agreement by July Board meeting.
 - ii. Approve charter as written. MM Stephanie Messerle/ 2nd Avena Singh, motion passed with one no vote by Daniel Pruett
8. New Business –
 - Meetings scheduled for the following
 - Work sessions: every other 2nd Sunday of the month starting at 1pm 9/12, 11/14, 1/9, 3/13, and 5/8
 - Board meetings: 1st Wednesday of each month 7/7, 8/4, 9/1, 10/6, 11/3, 12/1, 1/5, 2/2, 3/2, 4/6, 5/4, and 6/1
 - Employee Resignations
 - i. Amanda Rowe
 - ii. Diane McMahan
 - Board Resignation
 - i. Scott McEachern
 - ii. The Board will not fill another board position at this time.
9. Roundtable / Good of the Order-

- Appreciation for staff working over the summer for hiring and school planning.
- Thanks to the Charter Renewal Committee for all their work.
- Hopeful for a new school year with kids back in the building full time
- Ongoing effort to recruit teachers and fill positions.
- A big thank you to Visions Landscape for volunteering to maintain the landscaping in front of the school.

ADJOURNMENT: The meeting adjourned at 7:40. The next meeting time and date will be Wednesday, August 11th, 2021 at 7:00pm.

Signature of Secretary, Stephanie Messerle

Date



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**Emergency Board Meeting
July 14, 2021**

1. Call to order
 - ❖ The Board of Directors met July 14, 2021.
 - ❖ The meeting was held via video conference and called to order at 6:03 pm.
 - ❖ The meeting was an Emergency meeting called by the Board of Directors.
 - ❖ The Directors present at the meeting were: George von Dassow, Stephanie Ospina, Jenni Schmitt, Tim Hyatt, Stephanie Messerle, Avena Singh, Lisa LaGesse, Daniel Pruett, and John Gibson. Director- Shelley Lake, and Business Manager- Michelle Silva, A quorum was present because nine of the ten board members were in attendance. Not Present was Paula Mosely.
 - ❖ Presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSION

2. Public comment – none
(The board welcomes comments and questions from the public. If you wish to address the Board this evening, please sign in. We ask that you limit your comments to three minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson to speak for the group. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. (Policy BDDH: Public Participation in Board Meetings))

EXECUTIVE SESSION 6:06pm – 6:49pm

3. Executive Session under ORS 192.660 (2)(a)): To consider the employment of a public officer, employee, staff member or individual agent.

CORPORATE ACTIONS:

The following actions were motioned, seconded and approved by unanimous consent unless otherwise stated:

RESOLVED: to approve the creation of a new position of Dean of Students, for one year only. To be posted until filled. (MM by Lisa LaGesse / 2nd by Stephanie Ospina)

ADJOURNMENT: The meeting adjourned at 6:57pm.

Signature of Secretary, Stephanie Messerle _____

Date _____



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BOARD OF DIRECTORS EXECUTIVE SESSION MINUTES

- ❖ The Board of Directors met on Wednesday, July 14, 2021, at 6:06pm
- ❖ The meeting was held via video conference.
- ❖ The Directors present at the meeting were: Lisa LaGesse, John Gibson, Avena Singh, Daniel Pruett, Stephanie Messerle, Tim Hyatt, Jenni Schmitt, Stephanie Ospina, George Von Dassow, Director- Shelley Lake, and Business Manager- Michelle Silva. A quorum was present because nine of the ten Directors on the Board were present at the meeting. Not present: Paula Mosley.
- ❖ The presiding officer was John Gibson.

REGULAR MEETING – REPORTS AND DISCUSSIONS:

Discussed the addition of a new position titled Dean of Students and current hiring placements.

ADJOURNMENT: There being no further business, the executive session (ORS 192.660(2)(a)) was adjourned at 6:49pm.

Signature of Secretary, Stephanie Messerle _____

Date _____

The Lighthouse School

Code: TLS-PP
Adopted:
Revised/Reviewed:

Classroom Pet Policy

Article I: Narrative and Purpose

Animals offer a great way for students to develop empathy and learn responsibility. They also have been shown to improve student performance, encourage interest in science, promote student engagement in conservation-related activities, and foster appreciation for the natural world. While there are certainly benefits to keeping animals in the classroom, it's important to remember that caring for another life is a huge responsibility that takes serious commitment. The Lighthouse School Board encourages employees to follow the enclosed process and procedure before allowing pets of any kind on the premises.

Article II: Process

The following guidelines are intended to help employees think through some of the factors that need to be considered before bringing an animal into the classroom.

Employee

1. Any teacher interested in having a class pet and/or animal visitor is required to submit a request to the School Director for approval prior to the animal entering campus. Included in the request should be:
 - a. a description of the activity,
 - b. type of animal,
 - c. educational purpose/benefit,
 - d. length of activity,
 - e. and a plan for the care of the animal.
 - f. The request should include verification that the animal is properly and currently licensed with the appropriate inoculations.
2. Once approval is received, parents must be notified of the plans to have an animal in the classroom or on school premises before the date of the event

Director:

1. Prior to approving the request:
 - a. the Director or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals.
 - b. the School Director or designee shall determine the liability protocols of the sponsoring district and its insurance providers.
2. The Director or designee has the sole discretion to permit or deny the presence of any animal visitor in the school.

Article III: Violations of the Policy

Any employee who does not get prior approval before allowing or bringing an animal on the premises is subject to discipline up to and including termination.

END OF POLICY

The Lighthouse School

Code: GBCA
Adopted: November 6, 2019
Revised/Reviewed: August 11, 2021

Staff Employee Dress Code

The Lighthouse School Board believes that ~~Staff Members~~ Employees project an image to the community and to the students about professionalism of our school. During the workday on student contact days and all work-related activities, employees shall adhere to a professional standard of dress. All employees are expected to cover the area between the collarbones and the knees, or the upper torso below the collarbones and mammilla may not be visible. The Lighthouse School Board will allow the director to make decisions regarding compliance on their behalf, using the additional guidelines outlined below. The Lighthouse School Board expects that employees will be:

1. Physically clean, neat and well groomed;
2. Dressed in a manner consistent with their assigned duties;
3. Dressed in a manner that communicates to students a pride in personal appearance;
4. Groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard;

Unacceptable Items of Dress

The following are items of dress deemed to be disruptive to the classroom environment and/or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Dresses or skirts that come higher than 2 or 3 inches above the knee;
2. Sunglasses worn in the building. The exceptions are 'photo-gray' or 'transition' prescription lenses;
3. Hats worn inside the building. The exceptions are hats related to work safety such as hard hats and hats worn by maintenance to keep out debris, etc.;
4. Inappropriately sheer, tight or low-cut clothing such as midriffs, halter tops, backless clothing, tube tops, Yoga pants, garments made of fishnet, mesh or similar materials, muscle tops, etc;
5. Tank tops or similar clothing with straps narrower than 1.5 inches in width such as "spaghetti straps";
6. Flip flop sandals;
7. Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments (including tattoos) that contain any advertisement, symbols, words, slogans, patches or pictures that refer to:
 - a. Drugs, tobacco, alcohol, or weapons;
 - b. Are of a sexual nature;
 - c. Denote membership in gangs;

- d. Are obscene, profane, vulgar or legally libelous;
- e. Threaten the safety or welfare of any person or group;
- f. Promote violence or hatred against any ethnicity, religion or persons of diverse sexual orientations;
- g. Promote any activity prohibited by the student code of conduct; or
- h. Are otherwise disruptive to the teaching and learning process.

Exceptions

- Appropriate athletic clothing, including caps, may be worn when teaching or assisting with physical education classes or when coaching athletic activities.
- In addition, when staff are involved in field trips, special campus dress-up days or other related activities; clothing appropriate to off-campus activities is permitted.
- Employees are allowed to wear religious attire in accordance with the employees' sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.
- Maintenance, cafeteria and custodial staff may wear suitable clothing for safe performance of their duties.

END OF POLICY

Legal Reference(s):

ORS 243.650(7)
ORS 327.109
ORS 332.107
ORS 339.351
ORS 659.850
ORS 659A.030

OR. CONST., art. I, & 5.
U.S. CONST. amend. I.

Director's Report

August 11, 2021

Action Items:

Pet Policy (see Attached)

Employee Dress Code Revisions (See Attached)

Board Lunch with All TLS Employees 8/27/21 12:30pm -See S. Messerle for details

Zearn-Approval to Purchase <https://about.zearn.org/>

- Zearn is a K-8 Online Math Supplication and Intervention Program
- \$2500 annual subscription (includes the one year 6-8 math program to pilot for free)
- Satisfies the CDL Curriculum for Math

Updates:

1.) Attended and Completed the IPM (Integrated Pest Management) Course 7/13, 7/20 & 7/27.

2.) Attended the July 26th CBSD Board Meeting:

<https://www.youtube.com/watch?v=ZUZqNXozslq>

- Summary: Bryan Trendell (current CBSD Superintendent) is retiring effective 8/1/21. He has signed on for a temporary contract for the duration of the 2021-22 school year as interim superintendent until June 2022. CBSD is currently looking to hire a new Superintendent this fall to train alongside Bryan.

3.) Attended the August 9th CBSD Meeting:

<https://www.youtube.com/watch?v=gB72PIjYVRM>

- Summary: Bryan reviewed the RSSL updates and the continuity of services plan that will be implemented district-wide (see details below.) CBSD has been awarded ESSR Funds with 20% of funds to be spent on Recovery/unfinished Learning, construction update and reviewed summer learning programs.

4.) **TLS** has filled most of our open faculty positions (See Slideshow for introductions)

<https://docs.google.com/presentation/d/1LwKHVJvU-cKZBxzkkTYXylmDzCY1ER83/edit?usp=sharing&oid=116260738179623888379&rtopof=true&sd=true>

- Still need to hire: First Grade Main Lesson, 6-8 Math Specialist, Custodians (1-2)
- The week of 8/2-8/6 all new hires attended our training bootcamp.
 - Brooke from Reading Horizons 8/3/21
 - Heather from Jump math 8/5/21
 - Julie and Shelley trained in Waldorf instruction methods, main lesson books, form drawing, curriculum and Circle Time.
 - Attendees submitted training evaluation feedback daily

5.) **RSSL:** July 26th

- Students are set to return to full in person instruction.
- Everyone at a K-12 public/charter school will be required to wear a mask at all times while **indoors** regardless of vaccination status. (Law passed by Gov. Brown 7/29/21) *Civic Violation Penalties can be \$500 per day for mask violations. (This includes Bus transportation)

- Frequent Hand Washing, Respiratory etiquette, Ventilation and Airflow-portable air purifiers per classroom where ventilation is poor.
- Districts can offer Rapid tests for quick diagnostics for students/families that are symptomatic by request.
- Students will be cohorted by classroom and schedules that enable contact tracing. Faculty (and all campus visitors) will continue to fill out contact tracing forms daily.
- Each School has an isolation room for any students/faculty that are at school and are exhibiting symptoms of COVID-19 to stay until pick-up.
- Quarantine students that are symptomatic and/or have a positive COVID-19 Test.
- School will have accommodations for students that are quarantined, and/or have disabilities that limit their ability to follow the plan.
- The School will continue to promote COVID-19 vaccinations as they become available. Schools are not REQUIRED to have vaccinations-it is still a personal choice.
- 8/27 our District is to submit a Continuity of services plan-determine how we will mitigate strategies for: cleaning protocols, communication policies, etc.
- Students will be socially distanced 3 feet apart, to the best extent possible and when feasible
- Communicable Disease Management Plan (District) on CBSD website updated for COVID-19 integration.
- Prioritize and Implement of Care and Connection Week-Student Mental Health & SEL support for all Faculty and Students
 - Open House and Family Picnic to Meet your Teacher 8/30/21
 - K-5 Daily Circle Time with students for the first week of school
 - 6-8 Homeroom Connections before school

6.) Waiver Request to ODE in compliance with Coos Bay charter agreement

Continuing:

- I am set to meet with ESD to review services for the 2021-20 school year
- Sodexo Meals are set to begin 9/1/21
- RSSL updates with ODE every Monday from 3-4 pm
- Care and Connection Week Plan and Parent Letter
- Parent Letter introducing new Teachers
- Training for 8/19-8/27 to include RSSL updates, CPR & First Aid, Take Lessons ASL and Spanish courses, Teacher spot lights, lesson planning and classroom prep.

Presenter Notes: New Staff Orientation 2021-22

MONDAY, August 2nd

8:30-9:30 SHELLEY

- Welcome, introductions
- Agenda for the week, tour the school

9:30-11:00 JULIE

- History, Orientation, Resources
 1. Folder: (pg. 1) - School verse, (pgs. 2-3) - mission, vision, responsibility
 2. Why Lighthouse? – Express a bit about our reason for being here.
 3. Smartboard presentation of Parent Orientation – from a teaching point of view.

5 min. BATHROOM BREAK

4. Folder: Review “Best Practices”, themes, support groups, talk about primary vs. upper grade scheduling (morning rotations).
5. Briefly share resources: see document

11:00-12:00 LUNCH BREAK (catered)

12:00-12:30 JULIE

- Specialty Introduction – Handwork
 1. Star braider instructions
 2. Talk about specialty classes and electives

12:30-1:30 JULIE AND SHELLEY

- Schedules
 1. Share the plan for a typical day. Hand out schedules?
 2. Talk about prep periods and duties.
 3. Friday plans.
 4. Upcoming events (open house, parent night)

5 min. BATHROOM BREAK

1:30-2:30 SHELLEY, JULIE, DIANE

- Behavior and Classroom Management – Shelley
 1. PBIS presentation
 2. Lighthouse Agreements (zone expectations, sanctuary spaces, incentives and rewards)

2:30-3:00

- Closure (questions, thoughts, reflection)

Presenter Notes: New Staff Orientation 2021-22

WEDNESDAY, August 4th

8:30-9:00 JULIE

- Welcome at door (handshake), circle presentation/morning gathering

9:00-10:00 JULIE

- Themes and Lesson Planning (Use curriculum binders to go through pages)
 1. What does ML look like?
 2. Why ML?
 3. Expectations for ML books
 4. Lesson Plan examples (show various formats)/Shelley express expectations

5 min. BATHROOM BREAK

10:00-11:00 SHELLEY AND JULIE

- Assessments/Report Cards/Conferences
 1. Formative and Summative Assessments (see binder copies)
 2. Share report card info and samples (keeping records, due dates, etc.)
 3. Briefly talk about conferences, but more to come in staff meetings.

11:00-12:00 LUNCH BREAK

12:00-12:30 JULIE

- Story Telling Introduction
 1. Why tell stories? This is not read-aloud.
 2. How to tell stories.

12:30-2:30 JULIE AND SHELLEY

- Grade Group Breakouts (K-5), (6-8)
 1. In-depth discussions about lesson planning, curriculum, etc.
 2. K-5 more talk about handwriting, keyboarding, form drawing, ML themes/books, etc.
 3. 6-8 more talk about morning class rotations, afternoon ML lessons and other subjects, integration within morning rotations, etc.

5 min. BATHROOM BREAK at some point!

2:30-3:00

- Closure (questions, thoughts, reflection)



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July 31, 2021

Hello Lighthouse Community,

I trust you are each having a lovely summer and I wanted to provide you with our current return to school update. First and foremost-I am pleased to announce that at this time we have filled all of our main lesson teaching positions. Each of our new teachers come to our school with passion and excitement. I am also pleased to announce that Diane McMahan will be returning to staff as our Dean of Students. Please plan to attend our Back-To-School event on Monday, August 30th to meet your students' teachers.

With regards to the RSSL guidelines, I am excited to announce that TLS will bring our students back to school full time on campus 5 days a week, with Friday being an early release day. To accomplish this, we will all have to do our part to keep our students, staff, and community safe while students are in school. Therefore, some of the health safety protocols from last year will remain in effect for the 2021-22 school year.

Students will be required to maintain 3 feet of social distancing while at school, to the extent possible. TLS will continue to encourage hand washing, cleaning procedures, and maintain cohort logs in an effort to contact trace any cases that impact our school. With contact tracing, we will continue to quarantine students and staff who have been exposed to COVID or are showing symptoms.

In addition, schools are a largely unvaccinated population, and therefore, face-coverings (masks) will be worn by everyone on campus regardless of vaccination status. It is easy to get wrapped up in the mask/no mask debate. I would be hard pressed to find anyone, including myself, who has enjoyed wearing a mask this past year. However, I want us all to focus on the real victory here. ***Our kids will be coming back to school full-time!*** With the limitations of our school size and staff, The Lighthouse School will no longer be offering the comprehensive distance learning option for families apart from specific quarantine cases.

The TLS Staff will be working hard to prepare for our students return on September 1. I will continue to update you as new information comes in. Have a great rest of the summer and I look forward to the start of the 2021-22 school year.

Shelley Lake
Director, The Lighthouse School

THE LIGHTHOUSE SCHOOL

BUDGET 2021/2022

APPROVED

2021-2021
210
students

TOTAL REVENUES	-2,224,446
3101 - State School Funds Income	-1,837,500
1500 - Bank Interest	-3,500
1740 - Materials Fees Income	-22,000
1741 - Yearbook Sales	-4,750
1742 - Recorder Orders	-200
1743 - Merchant Store Income	-5,000
1790 - Field Trip REVENUE	-25,500
1920 - Trustee Payments	-3,000
1921 - FOLS Contributions	-5,000
1922 - JORDAN COVE GRANT	-2,450
1923 - Other Private Donations	-5,000
1924 - Coquille Indian Tribe Grant	-6,000
1990 - Misc Revenues	-60,000
1990 - School Events REVENUE	-500
5400 - BACKFILL RESERVES (TO COVER DEFICIT)	-239,046
3299 - State Grant Income - OUTDOOR SCHOOL	-5,000
TOTAL EXPENDITURES	2,224,446

100	1XXX	INSTRUCTION	1391562	
	1280	ALTERNATIVE EDUCATION K-8		858548
	1280	ALTERNATIVE EDUCATION SPECIALTIES		533014
100	2XXX	SUPPORT SERVICES	832884	
	2310	BOARD SERVICES		19875
	2320	EXECUTIVE ADMINISTRATION SERVICES		323263
	2520	FISCAL SERVICES		114470
	2540	OPERATIONS & MAINTENANCE		300124
	2540	62860 HOUSE		21627
	2550	BUSSING		30000
	2640	STAFF SERVICES		13150
	2660	TECHNOLOGY SERVICES		10375

MAY 15 ESTIMATE OF \$8750/STUDENT X 210 STUDENTS

\$	842,266.00	2020/2021	beginning fund balance
\$	2,153,482.19	plus revenues	
\$	(2,166,144.80)	less expenditures	
\$	829,603.39	2021/2022	beginning fund balance
	-239046	backfill	
\$	590,557.39	estimated ending fund balance	

Contract

between

The Lighthouse School

and

Oregon School Employees Association

Chapter 160 as TA'd

Complete Tentative Agreement reached 7/28/21

2021-2024

YELLOW HIGHLIGHTING represents changes from previous contract

Tentative agreement:



8/5/2021

Peter Campbell, OSEA Chapter 160 Field Representative



8/4/2021

Michelle Silva, Coordinator of Financial Services, The Lighthouse School

Table of Contents

Preamble	3
Article 1 - Recognition	4
Article 2 - Management Rights	5
Article 3 - Association Rights	6-7
Article 4 - Association Dues	8
Article 5 - Calendar/Work Year	9-12
Article 6 - Payroll Deductions	13
Article 7 - Compensation	14
Article 8 - Health Insurance	15
Article 9 - Personnel Files	16-17
Article 10 - Leaves of Absence	18
Article 11 - Layoff and Recall	19-20
Article 12 - Vacancies and Transfers	21-22
Article 13 - Evaluation	23
Article 14 - Discipline and Dismissal	24-25
Article 15 - Grievance Procedure	26-28
Article 16 - Complaint Procedure	29
Article 17 - Safety	30
Article 18 - Professional Growth and Development	31-32
Article 19 - Miscellaneous	33
Article 20 - Extra Duty	34
Article 21 - Term of Agreement	35
Execution	36
Appendix A - Salary Schedules	37-39
Appendix B - Extra Duty	40
Appendix C - Insurance Contributions	41-42
Appendix D - Grievance Review Panel	43-44

Note: This section to be modified with the appropriate page numbers based on the final ratified agreement

Preamble

This Agreement is entered into between The Lighthouse School ("School") and the Oregon School Employees Association, Chapter 160 ("Association").

The intent of this Agreement is to set forth and record herein the basic and full agreement between the parties on those matters pertaining to wages, hours and conditions of employment for employees included in the bargaining unit.

DRAFT

Article 1 - Recognition

- A. The School recognizes the Association as the sole and exclusive collective bargaining representative for the purpose of negotiating wages, hours and working conditions of the employees in the bargaining unit certified by the NLRB as being an appropriate collective bargaining unit.
- B. The collective bargaining unit consists of:
 - 1. All full-time and regular part-time TSPC-licensed employees and other charter registered teachers; and
 - 2. All full-time and regular part-time hourly (non-exempt) employees, except as specifically excluded in Section 1.C below. ~~including non-teaching support staff, Kindergarten Classroom and recess Aides, and Custodians Secretaries and Office Assistants employed by the School.~~
- C. Specifically excluded from the collective bargaining unit are all substitute employees, temporary employees, bookkeepers, the curriculum coach, confidential employees including office personnel and administrators, as defined by the National Labor Relations Act (NLRA).
- D.
 - 1. Regular Employee: Employees employed by the School who do not meet the definition of Temporary, Substitute, or Part-time as outlined below.
 - 2. Part-time Employee: Employees who are employed by the School to work twenty (20) hours but fewer than 30 hours per week.
 - 3. Temporary Employee: Employees who are employed by the School for a specific job or for a specific period of time not to exceed ninety (90) working days. Temporary employees will not be used to permanently replace a regular or part-time employee.
 - 4. Substitute Employees: Irregular employees who are engaged by the School to temporarily replace a regular or part-time employee who is absent. Substitute employees will not be used to permanently replace a regular or part-time employee.

Article 2 - Management Rights

The School reserves unto itself all rights, powers and privileges inherent in it or conferred upon it ~~from any source whatsoever~~ by the law. These rights, powers and privileges are limited by express provisions of this Agreement, state and federal law and the National Labor Relations Act.

DRAFT

Article 3 - Association Rights

A. Use of School Facilities

1. Building

Except as regulated by the National Labor Relations Act, the Association and its representatives shall have the right to utilize the School building for the purpose of conducting Association business provided this use is requested and approved in advance by the Director, or designee, and does not interfere with any School-scheduled program, activity, or use. Access beyond regular Association meetings shall be approved in the same manner and will be subject to the same costs that apply to members of the public and community organizations.

2. Equipment

The Association shall be permitted to use school facilities and equipment, including, but not limited to, phones, email, computers, photocopiers (and other duplicating equipment) and audio-visual equipment at reasonable times when this equipment is not otherwise in use. Equipment use must be requested and approved in advance by the Director, or designee, and consistent with the School's equipment use policies. The Association shall pay for the actual cost of all materials and supplies incidental to equipment use and for any repairs necessitated as a result of equipment misuse.

3. Bulletin Board

The School shall make available for the exclusive use of the Association a bulletin board for the purpose of communicating with the bargaining unit employees. The School and the Association shall mutually agree upon the location of this bulletin board.

4. Mailboxes

The Association shall have the right to use the School mailboxes for the purpose of distributing communications to the bargaining unit employees.

B. Association Business

1. Designated Association representatives shall be granted time at the end of the day on new employee orientations to provide information about the collective bargaining agreement to newly hired bargaining unit employees without loss of employee compensation or other benefits.

2. With prior approval, granted at the sole discretion of the Director, or designee, and provided further such leave will not adversely affect the business needs of the

School, bargaining unit members may be granted a total of five (5) days of unpaid leave for Association business per year. This leave does not accumulate.

3. Whenever at the request of the School a bargaining unit member participates during working hours in negotiations, grievance proceedings or other labor relations matters, the employee shall suffer no loss in pay.

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Article 4 - Association Dues

- A.
 - 1. The School agrees to deduct from the wages of each Association member the dues of the Association. Authorization shall be in writing by each employee on the form provided by the Association.
 - 2. The Board agrees to transmit the dues deducted with a check off list to the state office of the Oregon School Employees Association by the 15 30th of the month following payroll deduction.
- B. The Association agrees to hold the School harmless against any and all claims, suits, orders or judgments brought against the School as a result of complying with this contract Article and will pay any and all amounts awarded against the School, including but not limited to, damages, fees and fines. In addition, the Association will be responsible for any associated attorney fees and court costs incurred by the School related to any such action taken against the School concerning its application of this contract article.

Article 5 - Calendar/Work Year

A. Calendar/Work Year

1. Calendar

It is recognized that the Board has the final authority to set the annual school calendar. Prior to the adoption of that calendar by the Board, the school and the Association President, who will represent their members as a whole, will work together to make a committee consisting of two bargaining unit members selected by the Association President, two non-bargaining unit members selected by the School Director, and one Board member selected by the Board chair shall meet for the purpose of developing recommendation(s) for Board consideration related to the annual school calendar for the upcoming school year. ~~The~~ This committee will present its recommendation(s) will be presented to the Board for its consideration no later than May 31, and a final calendar will be adopted no later than the normally scheduled Board meeting in August each year, provided this meeting occurs at least one week prior to the start of the scheduled classes.

~~the normally scheduled Board meeting in May of the then current school year.~~

2. Work Year

a. The work year for licensed employees shall not exceed one hundred ninety-four (194) days, comprised of not more than the following:

1. One hundred and seventy-two (172) instructional days;
2. Two half days (one-day total) for parent/teacher conference preparation;
3. The equivalent of five (5) parent/teacher conference days;
4. Five (5) in-service days and/or teacher work days;
5. Three (3) professional development days; and
6. Three (3) grading days; one of which to be scheduled at the end of each grading period.

b. The School agrees to notify any affected licensed employee and the Association President or their designee in writing of any proposed change to the work year from the contracted days and FTE given in the terms of employment provided to an employee in offer of employment or notice of renewal, no later than the normally scheduled Board meeting in August of each year, provided this meeting occurs at least one week prior to the start of the scheduled classes.

c. The following paid holidays shall be recognized by the Board:

1. Labor Day;
2. Veterans' Day;
3. Martin Luther King, Jr. Day;
4. President's Day; and
5. Memorial Day

If any one of the above holidays falls on a Saturday it will be recognized on the Friday before; if on or a Sunday, it will be recognized celebrated either Friday or the Monday after. at the discretion of the Board. Employees whose normally scheduled workday falls on a designated holiday shall be paid for the unworked holiday; however, such pay shall not exceed what the employee would have received if such day was not a designated holiday.

3. New Employees

Newly hired employees shall be scheduled two (2) additional paid days for Board directed training and/or orientation prior to the start of the work year.

B. Work Day

1. The scheduled starting and ending times for all employees shall be determined by the Board and may vary depending on the needs of the Board School.
2. The regular workday for all non-exempt employees shall be eight (8) working hours and such employees shall receive meal and rest break(s) in accordance with law.
3. All exempt employees shall receive a duty-free meal period of at least thirty (30) consecutive minutes during the normal student day provided such employee is scheduled to work six (6) or more hours on any such day.
4. Time worked by a non-exempt employee beyond forty (40) hours per week shall be paid in accordance with law.
5. If at the specific direction of the School Director, an exempt employee is required to attend a meeting before or after his/her normal work day, he/she shall receive a stipend equivalent to his/her hourly rate of pay for the number of minutes of such meeting. For the purposes of this calculation, the employee's hourly rate of pay shall be the employee's daily rate divided by eight.
6. It is expressly understood that the terms "exempt" and "non-exempt" as used in this Article shall mean the same as such terms are defined by the Fair Labor Standards Act (FLSA).
7. Part-time employees shall not be required to attend meetings that are not contiguous with their workday. If such employees are required to attend and do attend meetings that occur beyond their normal workday, time attending such

meetings shall be paid at the employee's regular hourly rate of pay.

2. It is expressly understood that the terms 'exempt' and 'non-exempt' as used in this Article shall mean the same as such terms are defined by the Fair Labor Standards Act (FLSA).

a. Non-Exempt Employees

- i. The regular workday for all non-exempt employees shall be eight (8) working hours and such employees shall receive meal and rest break(s) in accordance with law.
- ii. Time worked by a non-exempt employee beyond forty (40) hours per week shall be paid in accordance with law.
- iii. Part-time employees shall not be required to attend meetings that are not contiguous with their workday. If such employees are required to attend and do attend meetings that occur beyond their normal workday, time attending such meetings shall be paid at the employee's regular hourly rate of pay.

b. Exempt Employees

- i. All exempt employees shall receive a duty-free meal period of at least thirty (30) consecutive continuous uninterrupted minutes during the normal student day provided such employee is scheduled to work six (6) or more hours on any such day. It is understood that employees may take their ten-minute rest break during any of their 225 minutes of prep time.
- ii. If at the specific direction of the School Director, an exempt employee is required to attend a meeting before or after their his/her normally scheduled work day, he/she they shall receive a stipend equivalent to his/her their hourly rate of pay for the number of minutes of such meeting. For the purposes of this calculation, the employee's hourly rate of pay shall be the employee's daily rate divided by eight.

C. Teacher Preparation

1. Each teacher shall be guaranteed a minimum of 225 minutes of preparation time per week. On regular instructional days, no less than thirty (30) minutes of such preparation time shall be scheduled during the student contact day.
2. The preparation time for part-time teachers shall be prorated based on the employee's respective FTE allocation. The Director may assign more time, at his/her their sole discretion, up to the limits in C.1.
3. Employees shall not be assigned or contracted to other duties during preparation time afforded in accordance with subparagraph C.1 above. If an employee is assigned by the Director to cover another class during his/her their preparation time that is required by subparagraph C.1 above, such employee shall receive a stipend equivalent to his/her their hourly rate of pay for the number of minutes of such missed preparation time. For the purposes of this calculation, the employee's hourly rate of pay shall be the employee's daily rate of pay divided by eight.

4. Each year the School may schedule classes for which classroom teachers are not assigned regular teaching duties. Occasionally, classroom teachers may have to cover those classes. After covering those classes three (3) times during a school year, a classroom teacher shall meet with the Director to discuss solutions.

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Article 6 - Payroll Deductions

The School shall deduct from the wages of each employee in the bargaining unit, the following:

1. Association dues.
2. Association fair share payments in lieu of Association dues.
3. At the employee's written request, the School shall deduct any required premium payments for medical, dental or other insurance benefits.
 - a. ~~Any required premium payments for medical, dental or other insurance benefits.~~
 - b. ~~Up to two (2) other deductions requested by the employee.~~
4. Employees may request, in written form, additional deductions as they pertain to employment and fringe benefits.

Article 7 – Compensation

1. The salary schedule for each year of this Agreement is contained in Appendix A. No returning staff (employed by the School during the 2020/2021 and 2021/2022 school years) shall suffer a loss of pay or step on the salary schedule as a result of this Agreement.
 - a. Non-licensed/non-certified hourly staff will receive a step increase each year of the contract.
 - b. For the 2021/2022 school year licensed/certified salaried staff will be placed on the column that correlates to their current licensure through TSPC.
 - i. Staff who hold a Charter Registry will be placed on column 1 at the next step closest to their current salary amount, consistent with the provisions of Section 7.1 above.
 - ii. Staff who hold a TSPC Teaching License will move forward to the next step on their respective column according to their current educational degree as of August 1st each year
 - iii. Charter Registry staff who complete their teaching degree will be moved to the respective column of “BA/BS” or “MA” effective the 1st of the month after they receive their degree and their salary will be prorated at the new level for the remainder of the year.
 - c. For the 2022/2023 school year all Association-represented employees will move forward one step
 - d. For the 2023/2024 school year all Association-represented employees will move forward one step
2. The Board reserves the right to deny a step increase for either of the following;
 - a. Any formal evaluation that requires the employee to be on a plan of assistance, when the plan of assistance is not completed successfully, consistent with the procedures detailed in Article 13;
 - b. If an employee enters Leave Without Pay beyond protected limits as provided in this Agreement or by applicable law for 80 hours or more in a school year (July 1 - June 30).
3. ~~The parties agree to reopen this Article for two periods of ninety (90) calendar days solely to discuss the salary schedule for the 2019-20 school year and the 2020-21 school year. The parties will begin salary schedule discussions:~~
 - ~~a. No later than May 1, 2019 for 2019-20; and~~

b. ~~No later than March 1, 2020 for 2020-21,~~

~~If, at the end of each 90-day period, there is no mutual agreement to change the School's salary schedule, the reopener will expire and the School's salary schedule shall remain at the previously negotiated levels in Appendix A.~~

4. ~~For purposes of status quo, bargaining unit members will remain frozen at 2020-2021 salary steps/salary and wage rates until completion of negotiations for a successor agreement.~~

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Article 8 - Health Insurance

The School will contribute to health insurance premium costs as described in this Article.

A. Eligibility

The position/job must be for a minimum of thirty (30) or more hours per week to be eligible to participate in available health insurance plans.

B. Plan Selection

1. Prior to the selection of the School's insurance provider, the School and the Association President (or their designee), will review the insurance packages provided by the School's insurance broker.
2. The parties will review plan comparisons' and provide feedback in a timely manner, so that the insurance broker can secure competitive rates within proper enrollment deadlines.
3. Association participants understand that this work will be conducted over the summer months and participation is voluntary and that TLS is not required to pay members for such participation.
4. The Board shall annually select the plans and plan deductibles based on the recommendations made, which will be available to employees in the bargaining unit.
5. Plan choices will be presented to the Board, within the timeline provided by the insurance broker, for consideration. The Board's decision is final.
6. The Association waives any obligation to bargain over the Board's decision or impact of that decision regarding plan and plan deductible selection.

C. 2021-2024 Health Insurance Premium Contributions

~~For 2017-18 The School will pay the amounts listed in Appendix C (see page 42) towards the cost of health insurance (medical, dental and vision) premiums each year.~~

1. The School shall contribute the following monthly amounts towards each tier of premium costs for medical, dental and vision insurance:

Tier and Year	2021-2022	2022-2023	2023-2024
Employee Only	\$770.00	\$809.00	\$849.00
Employee & Spouse	\$1,078.00	\$1,132.00	\$1,187.00
Employee & Child(ren)	\$1,028.00	\$1,079.00	\$1,133.00
Employee & Family	\$1,337.00	\$1,404.00	\$1,474.00

2. The Lighthouse School insurance plans run from October 1 – September 30 each year.

D. Authorizing Payroll Deductions

Employees authorize the School to deduct monthly the difference between the School's contribution towards health insurance premium cost, listed in Section C, and the total monthly premium cost of the plan selected by the employee.

E. Health Insurance Opt-Out

1. The Lighthouse School will offer to any employee who wishes to opt out of medical, dental & vision services, the following **taxed** opt-out stipend per **year month**:

2021-2022	2022-2023	2023-2024
\$600.00	\$635.00	\$665.00

2. In order to be eligible for the incentive and be eligible to opt out of Medical, dental & vision coverage, Employees must meet the following criteria:
 - a. Maintain coverage under another comprehensive employer-sponsored group benefit plan.
 - b. Provide proof of other coverage that meets state and federal laws of definition.
 - c. An election form must be completed to opt out of the health benefit plans:
 - at the time of hire,
 - when initially meeting eligibility,
 - or during the annual open enrollment period.
3. Employees understand that if they become ineligible for the financial incentive due to the loss of other coverage, within 30 days they must;
 - Notify the school so opt-out payments can be stopped,
 - enroll in the School's Plan within 30 days of loss of coverage,
 - or wait until the next open enrollment period.

~~A. The parties agree to reopen this Article for three periods of 90 calendar days solely to discuss health insurance premium contributions for the 2018-19 school year, the 2019-20 school year and the 2020-21 school year. The parties will begin health insurance discussions:~~

- ~~1. No later than May 1st for 2018-19;~~
- ~~2. No later than May 1st for 2019-20; and~~
- ~~3. No later than March 1st for 2020-21.~~

~~If, at the end of each 90-day period, there is no mutual agreement to change the School's contribution towards health insurance premium costs, the reopener will expire and the School's health insurance premium contributions shall remain at the following negotiated levels:~~

2018-2019 Contributions	
Employee	\$683.00
Employee + Spouse	\$817.00
Employee + Child(ren)	\$783.00
Employee + Family	\$990.00

- B. For 2019-2020 the School will pay the amounts listed in Appendix C towards the cost of health insurance (medical, dental and vision) premiums: see page 42.
- C. For 2020-2021 the School will pay the amounts listed in Appendix C towards the cost of health insurance (medical, dental and vision) premiums: see page 42.

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Article 9 - Personnel Files

- A. The School shall maintain a personnel file for each employee. This file shall contain materials relevant to the employee's employment and shall be the sole repository of such material.
- B. With the exception of any discipline that may be issued in connection with an investigation, all material related to the School's investigation of an employee shall not be stored in the personnel file.
- C.
 - 1. An employee shall have the right to inspect his/her personnel file and/or investigatory file within five (5) business days of making a request. The Director, or designee, shall supervise the employee's review of the employee's file(s).
 - 2. The employee may request copies of individual documents contained within the file(s). The employee will receive the copies within three ~~(3)~~ (5) business days of making the request.
 - 3. At the request of the employee, the School shall furnish a certified copy of ~~his/her~~ their entire personnel file. The employee will receive the certified copy within five (5) business days of making the request.
 - 4. The School expressly reserves the right to charge the employee an amount equal to the cost of the staff time and resources to satisfy the employee's request.
 - 5. "Business days" means days' school is in session and children are present.
- D. No materials will be placed in the personnel file after hire unless the employee has received a copy of the material. Employees will acknowledge that they have received a copy of such materials by affixing their signatures to all copies of those materials to be filed, with the express understanding that such signatures in no way indicate agreement with the contents thereof.

Items that are typically found in an employee personnel file include but are not limited to: Evaluations, plans for improvement, and/or written disciplinary documents. ~~shall be placed in the employee's personnel file provided these documents have first been presented to the employee.~~

The employee may submit a signed and dated written rebuttal to any document in the employee's personnel file within ten (10) calendar days from the date the document was presented to the employee. The written rebuttal ~~shall be placed in the employee's personnel file.~~ will be attached to the file copy.

If an employee refuses to sign or otherwise acknowledge his/her their receipt of a file copy of an evaluation, plan for improvement and/or written disciplinary document, the School representative presenting the document to the employee will initial and note on the document the date it was presented to the employee and that the employee refused to acknowledge receipt of the document prior to placing it in the employee's personnel file.

- E. All employee personnel records shall be considered confidential to the extent provided for by law.
- F. An employee may request that documents regarding discipline in his/her their personnel file that are more than three (3) years old be removed. The Director has sole discretion to grant or deny the employee's request.

Article 10 - Leaves of Absence

A. Sick Leave

The School will comply with state laws regarding sick leave accrual and use. Sick leave is granted only for the reasons listed in state and federal laws, and accrued but unused time will not be cashed out if not utilized, if employment is terminated, the employee resigns or if the employee's contract is not renewed.

B. Sick Leave Donations

1. When a bargaining unit member has exhausted all paid leave during an OFMLA/FMLA qualifying event, they may make a request for other bargaining unit members to donate sick leave.
2. A bargaining unit member must have a minimum of 80 hours of sick leave remaining after a donation.
3. Leave donated becomes the award of the recipient
4. Any unused leave will not return to the donor, but will carry forward with the awarded recipient.
5. Request for donation will be made using the Sick Leave Request Form provided on page 45 of the CBA.

C. ~~Personal Leave~~ Paid Time Off - PTO

~~The Director may grant up to two days of leave per employee per year for personal business.~~ Employees will be awarded two days of Paid Time Off to be used at the employee's discretion. Employees are not required to get prior authorization, but are expected to adhere to section G of this article. This leave may not be accrued and employees will not be compensated for any unused days.

~~C. Federal/State Requirements~~

~~The School shall comply with all federal and state laws related to leaves of absence.~~

D. Emergency Leave

Short-term, unpaid leaves of absence not tied to OFLA/FMLA protected leave may be granted by the Board or Director on a case-by-case basis in emergency situations or when there are serious and extenuating conditions.

E. Legal Leave

Bargaining unit members may take time necessary for jury duty or to respond to an official order for school purposes, and such leave shall be granted without loss of pay.

F. Bereavement Leave

Three (3) paid Bereavement Leave days will be granted to bargaining unit members who have had a death of a family member. The definition of 'family member' shall be the same as in the Oregon Family Leave Act (839-009-0210 "Definitions" Section 9), with the addition of siblings, siblings-in-law and children-in-law.

G. Approval & Process

All employees shall enter their absences in the leave reporting system no later than 6:59 am, and send an email to director@thelighthouseschool.org, office@thelighthouseschool.org and businessservices@thelighthouseschool.org inform the Director of an anticipated absence as soon as possible, and applicable leave (other than for unexpected circumstances). ~~must be pre-approved by the Director.~~ Absences cannot be entered into the leave reporting system by staff after 7:00 am on the same day as the absence.

H. Leave Without Pay

If an employee exhausts all earned leave types and enters into more than 80 hours of Leave Without Pay (between July 1- June 30), and are not in a protected leave status (which includes Article 10:F), employees recognize that the school reserves the right to deny a step increase for the following year.

Article 11 - Layoff and Recall

- A. ~~The School may consider program needs, license(s), seniority, classification, ability, work performance and special training in determining which employee(s) will be laid off. If the School deems ability and special training to be equal between two or more licensed employees, other teachers or hourly employees, the employee with the least seniority will be laid off.~~ The Lighthouse school shall use in order, licensure, seniority and competence; including ability, work performance and special training, in determining the order of lay off. Seniority shall be defined as the employee's total length of continuous service at the School. Seniority shall be considered the date in which the employee accepted employment with the school, as documented on the written job offer. If one or more employees accept employment on the same date, ties shall be broken by drawing lots on the first day of service to The Lighthouse School.
- B. The School shall provide, when possible, thirty (30) days of advance notice of layoff to the Association and the affected employee(s). Notice shall include the reasons for and the effective date of the layoff.
- C. Recall will be done in reverse order of layoff, providing the employee being recalled has the required experience and license/certification for the open position.
- D. In the event of a recall, the School shall attempt to contact the person being recalled by registered mail sent to the address of record as maintained by the School. It shall be the responsibility of each employee to keep the School informed of his/her their correct address. The person being recalled must inform the School of his/her their intent to return to employment, subject to the conditions of recall, within (14) fourteen ~~seven (7)~~ calendar days of mailing of the recall notice, or he/she they shall waive the right to recall. The employee must report for duty within three (3) calendar days after accepting the offer of recall. Recall rights expire one (1) year after the date of the employee's layoff.
- E. Employees who are on layoff status may apply for subsequent vacancies which occur providing the employee has any necessary license(s) and is capable of satisfactorily performing the duties of the open position.
- F. Benefits to which an employee was entitled to at the time of layoff, including accrued but unused paid leave(s), shall be restored at the time of recall. The recalled employee shall be placed at the same salary step on which or he/she they were ~~was~~ placed at the time of layoff. The Director may determine additional education or experience warrants a step or column movement. If the employee worked more than one half of the regular school year prior to layoff, the employee will be advanced one experience step, if available, when recalled.
- G. A laid off employee may request continued insurance coverage. Coverage shall be subject to the limitations set forth by the insurance provider and subject to the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Employees who qualify for COBRA continuation insurance coverage shall be responsible for the full cost of coverage, as determined by the insurance provider.

- H. The School shall provide the Association, not more than once per school year, a list showing the seniority dates (date of hire) and job titles of all bargaining unit employees.
- I. An allegation that the School failed to follow the layoff and/or recall procedure as outlined in this Article may be presented and processed in accordance with the grievance procedure contained in this Agreement.

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Article 12 - Vacancies and Transfers

A. Vacancies

1. ~~When a vacancy occurs, the School will notify the Association and current employees may apply for the position after it is posted.~~ Employee vacancies to be filled, shall be emailed to the Union President and posted on the School website, once they have become public record. All vacancies will be posted for at least seven (7) working days. Internal candidates who submit a complete and updated application will be interviewed.
2. In filling vacancies, the School shall hire or promote the person believed to be the most qualified for the position in the School's judgment. Nothing in this Agreement is intended to restrict the School's right to select the most qualified candidate either from among its current employees or from other sources and to be the sole determiner of who, among the candidates, is most qualified. If two candidates have equal qualifications as determined by the School, preference will be given to the employee candidate. If two internal candidates have equal qualifications, as determined by the School, preference shall be given to the more senior candidate.
3. The School retains the right to leave a position unfilled for any period of time or to discontinue the position.

B. Transfers

1. Voluntary
 - a. An employee's request for transfer to a different position shall be in writing and filed with the Director. It shall state the position sought and include any relevant documentation. The School shall have the right to ask for and receive from the applicant the reason why the applicant is requesting the transfer.
 - b. Employees who are granted transfers to a different position will be placed on the corresponding salary schedule at the full time equivalency (FTE) determined by the position being transferred into. The School's discretion taking will take into consideration their employee's skills and proficiency in the new position, as well as years of experience.
 - c. ~~Employees who request transfers to a different position will be placed on the salary schedule at the School's discretion taking into consideration their skills and proficiency in the new position.~~
 - c. Employees who transfer to a different position will maintain their current level of seniority.

2. Directed and Involuntary

- a. Before directing a transfer, the School shall consider pertinent factors including;
 - a. previous employee transfer requests,
 - b. the employee's length of service at the School,
 - c. he/she their area of competence and experience,
 - d. and the employee's existing evaluations.
- b. Written notice of the transfer, including a statement of reasons, shall be given to the employee(s) not less than seven (7) calendar days prior to the effective date of the transfer.
- c. Any appeals regarding transfers directed by the School shall be made to the Board. The appeal and Board decision are not subject to the grievance procedure.

Article 13 – Evaluation

A. Hourly Employees

Each hourly employee will be observed and evaluated at least once during the employee's work year. The Director will schedule a conference with the employee to review the written evaluation. The written evaluation will be signed by the employee and placed in the employee's personnel file.

B. Teachers

All teachers will work with the Curriculum Coordinator(s) on an ongoing basis using informal observations. Formative observations will occur at least twice within a school year and will include a conversation between the teacher and Curriculum Coordinator(s). Formal observations completed by the Director will include a pre-observation conference as well as a post-observation conference. The Director will complete at least one formal evaluation for each teacher each school year. The Director and Teacher will meet to discuss the written evaluation and the evaluation will be signed by the employee and placed in the teacher's personnel file.

C. General

1. Each employee will receive copies of any written formal observations and the formal evaluation.
2. All employees have the right to make written objections to any written observation or evaluation within one week of receipt. These objections will be attached to the observation and/or evaluation and placed in the employee's personnel file.
3. If the Director decides to develop and implement a plan of assistance for an employee, the Director will review any suggestions from the employee and employee representative regarding plan contents prior to developing and implementing the final plan.

A. Evaluation Procedure

1. Each hourly employee will be observed and evaluated at least once during the employee's work year. All formal evaluations shall be in writing.
2. The evaluation procedure shall be reviewed with all employees at the beginning of the school year. The full evaluation procedure will be made available online to all employees throughout the school year.
3. The Director and/or employee's Direct Supervisor, will schedule a conference with the employee to review the written evaluation process and to answer individual questions before the evaluation process begins

4. Job performance will be based upon the job description for each staff member and performance standards typically recognized by the position. Any changes to job descriptions will be communicated in advance to the Association President or their designee in writing as a notification.

B. Observations

1. Informal

All teachers will work with the Director and/or the Curriculum Coordinator(s) on an ongoing basis using informal observations. ~~Formative~~ Informal observations will occur at least twice within a school year and will include a conversation between the teacher and Director and/or Curriculum Coordinator(s).

2. Formal

Formal observations of teachers will be completed by the Director. Formal observations ~~completed by the Director~~ will include a pre-observation conference, as well as a post-observation conference.

3. Each employee will receive copies of any written ~~formal~~ observations (formal or informal) at the time of the post observation meeting.

C. Evaluations:

1. The Director and or employee's Direct Supervisor, will complete at least one formal evaluation for each ~~teacher-employee~~ each school year, before the March Board meeting.
 - a. The Director and ~~Teacher~~ or employee's Direct Supervisor, and the employee will meet to discuss the written evaluation and the evaluation will be signed by the employee and placed in the ~~teacher's-employee's~~ personnel file.
2. Each employee will receive a copy of their formal evaluation at the time of the post evaluation meeting.

D. Employee Rights & Responsibilities

All employees have the right to make written objections or offer written supplements or explanations to any written observation or evaluation within ~~one-two weeks~~ of receipt. These objections will be attached to the observation and/or evaluation and placed in the employee's personnel file.

E. Plans of Assistance

A Plan of Assistance is an attempt to retain an employee, rather than non-renew. Typically, they are designed to help educators grow as professionals. A Plan of Assistance is a formal process of supervision, designed to focus on improvement needed because of performance

below generally expected standard(s) in one or more areas. A Plan of Assistance may be drafted based on the employee's job description and the areas of needed improvement. Examples of areas of improvement could include, but are not limited to: Attendance issues such as absenteeism and tardiness, lesson planning, classroom management, delivery of instruction, student evaluations, communication skills, HIPPA or FERPA violations.

1. The Director will notify employees in writing of a performance deficiency(ies), and a written copy shall be provided to the association.
2. If the Director decides to develop and implement a plan of assistance for an employee:
 - a. the employee has the right of representation from the point of notification of intent to be placed on a plan of assistance.
 - b. The Director will request and review any suggestions from the employee ~~and employee representative~~, employee's representative and employee's direct supervisor (when applicable) regarding plan contents, prior to developing and implementing the final plan.
 - c. The Director shall notify the employee in writing of satisfactory or unsatisfactory completion.
 - i. For any formal evaluation that requires the employee to be placed on a plan of assistance, that is unsatisfactorily completed, the Board reserves the right to deny a step increase for the following year.
 - ii. For any unsatisfactory completed plan of assistance that may result in a denial of step increase for the following year, the employee, after meeting with the Director to discuss the Director's written explanation for unsatisfactory completion, may appeal the Director's decision to the Board within five (5) working days of this meeting. Any Board decision to deny an employee a step increase for the following year based on an unsatisfactorily completed plan of assistance must be provided in writing to the employee no later than the first business day after the May board meeting and must include explanation of the Board's decision. The Board's decision will be final.
 - iii. Records of a successfully completed plan of assistance shall remain in the personnel file for three (3) years.

Article 14 - Discipline and Dismissal

A. Discipline

In the event an employee will receive discipline, (discipline defined as written reprimand, loss of pay as a discipline, or suspension with or without pay), the following procedure will be used:

1. The employee will be notified in writing the concerns that constitute grounds for disciplinary action.
2. The employee will be notified of their right to representation by an Association representative to advise them at all steps of the process.
3. The School will conduct an investigation before any discipline is imposed.
4. The employee may be put on Administrative Leave with pay while the investigation is conducted.
5. Each employee is equally subject to the School's rules, procedures and policies.
6. The employee and their Association representative(s) will be informed of the basis for the disciplinary action in writing and may discuss the matter with the Director before discipline is imposed.
7. Documents related to the discipline shall be shared with the employee before being placed in the employee's personnel file.
8. Employees who disagree with the discipline shall have the right to submit a written rebuttal that will be placed in the employee's personnel file.
9. The employee may appeal the discipline using the grievance procedures in Article 15.

B. Suspension

The Director may suspend the employment of any employee if the Director determines that the employee has failed to fulfill the duties and responsibilities and/or demonstrate the qualities outlined in the job description and/or employment contract, for health/safety reasons or if other sufficient reasons exist.

C. Employment Termination

1. The School, may terminate employment of any licensed or hourly employee for one or more of the following reasons:
 - (a) any form of dishonesty, criminal conduct or unprofessional conduct which is connected to or impacts employment or which otherwise reflects adversely on the School's reputation or interferes with School operations;
 - (b) the refusal of the employee to comply with the School's policies or rules or insubordination;
 - (c) deficiencies in the employee's job performance or conduct or the employee's inattention to job duties which have not been corrected by documented methods which may include a plan of assistance; or

- (d) any breach of employee obligations pursuant to School policies and procedures.
- 2. Employment termination shall initially follow the steps described in part A (1-9) (a) ~~(d)~~ of this Article.
- 3. The Board must approve the employment termination of any teacher.
- 4. When the Board receives an administrative recommendation that a teacher's employment be terminated, the teacher shall have the right to appear before the Board and present his/her case prior to Board action on the administrative recommendation.
- 5. In the event the School finds it necessary or desirable to terminate an employee's employment before the end of the school year, the School will attempt to give the employee written notice of at least ten (10) calendar days before employment termination, unless the Director determines that the employee poses a threat to the health, safety, or welfare of the School, staff and/or students.
- 6. Hourly employees whose employment is terminated may request and receive a hearing before the Board.
- 7. The Board shall issue a written decision within ten (10) calendar days of the meeting described in part (5) and shall provide a copy of the decision to the employee.
- 8. The Board's decision may be appealed through the grievance procedure beginning with Step 5 (mediation).

D. Employment Non-Renewal

- 1. The Parties recognize the Lighthouse School retains the right to non-renew an employee's employment for one or more of the reasons in part C of this Article; financial or budgetary considerations or restructuring; reductions in programs, staffing or facilities.
 - 2. In the event that the School decides to non-renew employment for the following school year, the School shall provide the employee with notice no later than the first business day after the May March 15 board meeting of the preceding school year. Notice to the employee shall provide the School's basis for employment non-renewal.
 - 3. The Board must approve the employment non-renewal of an employee. When the Board receives an administrative recommendation of employment non-renewal, the employee shall have the right to appear before the Board and present his/her case prior to Board action on the administrative recommendation.
 - 4. The Board shall issue a written decision within ten (10) calendar days of the meeting described in part (3) and shall provide a copy of the decision to the employee.
 - 5. The Board's decision regarding employment non-renewal is final and binding.
- E. The School will inform an employee of the right to representation by the Association during any meeting which the employee reasonably believes could result in discipline, dismissal or employment non-renewal. The employee will be notified of the reasons for the meeting in advance (potential discipline, dismissal or employment non-renewal recommendation).

Article 15 - Grievance Procedure

This process governs disputes involving an interpretation or application of the collective bargaining agreement. Grievances must commence within ten (10) **working** days of when the grievant knew or should have known of events giving rise to the grievance. After a good faith effort with the Director to resolve the dispute, an employee may submit a written grievance following the procedures outlined below. A “good faith effort” is defined as problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. A written summary of the good faith effort will be included in the grievance file. Failure to follow the procedures and timelines below constitutes a waiver of the employee’s right to file a grievance.

1. The employee, or the Association on behalf of the employee, may submit **his/her** **their** grievance in writing to the Chair of the Board within five (5) working days of a failed good faith effort to resolve the dispute. The written grievance must include the facts upon which the grievance is based; specific contract provisions allegedly violated; the date(s) of alleged violation(s) and the remedy sought.
2. Within ten (10) working days of receipt of the written complaint, the Board shall schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than twenty (20) working days after receipt of the written complaint. Board members shall excuse themselves from grievance proceedings if they have a conflict of interest in the subject of the proceedings.
3. The hearing shall be conducted in closed session unless the employee requests an open session. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within five (5) working days of the last hearing date.
4. A written decision as established by a majority vote of the members of the Board hearing the grievance shall be rendered within five (5) working days of the completion of the hearing.
5. If a grievant or the Association is dissatisfied with the decision of the Board, the grievance may be submitted to mediation under the procedures of the Federal Mediation and Conciliation Service. The grievance must be submitted to mediation within **five (5) ten (10)** working days of receipt of the Board’s decision.
6. If the parties are unable to reach agreement after participating in a mediation session, the grievant or the Association may, within ten (10) working days of the mediation session;
 - a. submit the grievance to the Director who will immediately forward it to a Grievance Review Panel.
 - b. The Grievance Review Panel will schedule a hearing within **twenty (20) ten (10)** working days of receipt of the grievance. Each party may be represented by an advocate of the party’s choice.
 - c. In the event a hearing before the Grievance Review Panel cannot be scheduled with a majority of panel members within **ten (10) twenty (20)** working days of receipt of the grievance, the Association may submit the grievance to arbitration in accordance with section 8 below.

- d. A written decision as established by majority vote of the members present of the Grievance Review Panel hearing the grievance shall be rendered within fifteen (15) working days of the completion of the hearing. The Grievance Review Panel's decision is final and contractually binding on the parties.
 - e. In the event the Grievance Review Panel cannot render a written decision within in fifteen (15) working days of completion of the hearing, the Association may submit the grievance to arbitration in accordance with section 8 below.
 - f. Rules governing the establishment and operation of the Grievance Review Panel are contained in Appendix D.C.
 - g. In the event the parties are unable to assemble a Grievance Review Panel in accordance with Appendix D.C. and this Article, the parties may submit within ten (10) working days, the grievance to arbitration in accordance with section 8 below.
- 7. All documents, communications and records of a grievance will be filed separately from the grievant's personnel file.
- 8. ~~A. The parties may mutually agree~~ Either Party may elect to submit grievances to final and binding arbitration in lieu of the Grievance Review Panel. In such case the following provisions shall apply:
 - a. The parties shall request a list of seven (7) arbitrators located in Oregon from the Employment Relations Board (ERB). In the event the ERB will not provide a list of arbitrators to the parties, the parties shall request a list from the Federal Mediation and Conciliation Service. The parties shall take turns striking names from the list until an arbitrator is selected. A hearing will be scheduled with the arbitrator selected.
 - b. The filing party shall be responsible for the arbitrator's fees. The arbitrator shall have the authority to award the prevailing party reimbursement for the arbitrator's costs and any attorney fees incurred by the prevailing party. Such reimbursement shall be paid by the losing party if the arbitrator's decision reflects as such.
- ~~B.~~ In the event the parties mutually agree to submit a grievance to arbitration or one is submitted pursuant to this Section or to 6(c), (e) or (g), the following provisions shall apply:
 - c. The parties shall request a list of seven (7) arbitrators located in Oregon from the Employment Relations Board (ERB). In the event the ERB will not provide a list of arbitrators to the parties, the parties shall request a list from the Federal Mediation and Conciliation Service. The parties shall take turns striking names from the list until an arbitrator is selected. A hearing will be scheduled with the arbitrator selected.

- d. The parties shall equally split any costs charged by the arbitrator. Each party shall be responsible for its own costs of representation.
- e. The arbitrator shall issue a written decision within 30 days from the date of hearing.
- f. The arbitrator's decision shall be final and binding on the parties.

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Article 16 - Complaint Procedure

- A. Substantive complaints by bargaining unit members regarding teachers or other employees are subject to this Article. "Substantive complaints" means:
 - 1. The Director intends to place a record of the complaint in the employee's file; or
 - 2. The Director concludes a conference with the employee is necessary to resolve the complaint.
- B. When the Director or a board member receives a complaint regarding an employee, the substance of the complaint shall be discussed with the employee within ten (10) working days of the receipt of the complaint. If either of the parties is unavailable, the ten (10) working days shall begin upon the availability of both parties.
- C. During the discussion of the complaint, the employee will be presented with the complaint in writing signed by the Director or complainant. The written complaint shall include the name of the person(s) making the complaint, the nature of the complaint and the requested remedy, if any.
- D. The employee shall have the right to representation during the meeting to discuss the complaint.
- E. There shall be no retaliation or any other adverse action against any student whose parent has filed a complaint against a teacher, teachers or other staff member.
- F. Any complaint which the Director chooses not to discuss with the employee, or which is not discussed within the ten (10) work day timeline, shall not be considered in the employee's evaluation and shall not be used against the employee in any subsequent action by the Director or Board.
- G. This article does not restrict the School's independent right to conduct investigations into employee conduct and ultimately take whatever action it deems appropriate.
- H. This complaint procedure does not apply to complaints or allegations of child abuse or other criminal conduct.

Article 17 - Safety

- A. Employees must timely notify the Director of any situation they believe presents a risk to the health and safety of staff members, students or visitors to the School.
- B. There will be no reprisal or adverse employment action against any employee solely because of a report or notification pursuant to Section A of this Article.
- C. The school will make available an anonymous safety complaint and reporting box in a general area, and notify employees of its location each year.
- D. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which may endanger their health, safety or wellbeing. Responsibility for safe and healthy working conditions is designated in ORS chapter 654 (The Oregon Safe Employment Act).

Article 18 - Professional Growth and Development

- A. The Board shall annually budget **at least** \$5,000 for the purpose of reimbursing regular employees the registration fees and/or tuition fees related to professional conferences or workshops and/or continuing education. **Any unused funds from the previous year shall be added to this annual allocation.**
1. Professional Development funds will be awarded on a first come, first serve basis each year.
 2. Fully executed requests will be processed in the order in which they have been received.
- B. Any such professional growth opportunity may be selected by the employee. However, in order to be eligible for reimbursement by the Board, such professional growth opportunity must be approved by the School Director in advance of the employee's attendance.
- C. Employees must submit proof of their attendance at any selected professional conference or workshop in order to receive reimbursement.
- D. The employee must show proof of successful completion of any such course in order to receive reimbursement. For the purposes of this Article, successful completion means a "B" grade or better. Further, only successfully completed graduate level courses will be accepted in consideration of the employee's salary advancement.
- ~~E. A regular employee may not receive more than \$1,500 in reimbursements for professional growth opportunities during any three-year period. An employee may request additional funding and the School may approve or deny the request.~~
- ~~F. Steiner program participation, if required by the School, is not subject to Sections A and E of this Article.~~
- G-E.** 1. Resignation during the active teaching contract will require the reimbursement to the School, by the resigning teacher, of any and all educational and professional development class or conference fees, travel and meal expenses for professional development that occurred during the fiscal year that were originally paid or reimbursed by the School.
2. Fees paid for educational and professional development classes or conferences and meals and expenses will be considered an investment. Section **G-E.1** may be negated by a teacher working the entire school year subsequent to the fiscal year in which the fees and expenses were paid. If the teacher does not complete the next fiscal year, fees and expenses owed will be repaid based on the percentage of the school year remaining after the teacher leaves School employment.
3. The Board may waive the requirement in **G-E.1**.

- H-F. Reimbursements shall be distributed based on the date of the employee's request with the earliest request reimbursed first provided such request meets the conditions set forth above.
- I-G. Notwithstanding the above, any registration fees and/or tuition related to Board-sponsored programs and courses shall be fully paid by the Board if the employee's attendance is required by the Board. This includes, but is not limited to Lighthouse specific; Main Lesson training or Steiner Waldorf training program participation.
- J-H. Should the School receive additional money for professional development from outside funding sources, such additional money will be made available to regular employees for the purposes outlined in Section A above. The availability of such additional money is not guaranteed and is subject to the limitations and requirements of the funding source and the provisions of this Article.—

Article 19 - Miscellaneous

A. Captions

The use of article, section, or paragraph headings throughout this Agreement are intended for easy references only and shall not be construed to enlarge on or limit, diminish or in any way modify the terms or conditions of this Agreement.

B. Separability

1. If any provision of this Agreement is held to be contrary to any law by the courts, then such provision shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions shall continue in full force and effect.
2. Upon request of either the Board or the Association, the parties shall enter into negotiations to attempt to arrive at a mutually accepted replacement for any such specific provision that has been deemed null and void by such court ruling.

C. Strikes and Lockouts

1. If during the period of this Agreement it is agreed by both parties to reopen the Agreement for further negotiations, nothing in this Agreement will serve as a bar to an otherwise legal strike.
2. There will be no lockout of employees by the School as a consequence of any dispute arising during the period of this Agreement.

D. Job Descriptions

Job descriptions shall be maintained by the School for all bargaining unit positions.

E. School Policy Manual

The School shall maintain a paper and electronic copy of the policy manual which is accessible to all employees. The policy manual will be updated when the Board makes changes to existing policies or adds new policies. The chapter president will receive copies of proposed policy changes or new policies prior to Board adoption.

F. Student Discipline

The Lighthouse School uses a progressive discipline plan for students. Staff members may give input into the development and review of that plan. The Director will meet with all staff annually to review disciplinary standards and procedures. All staff members will strive for uniform enforcement.

G. Personal Freedoms

Bargaining unit members shall be entitled to full right of citizenship. The exercise of such right shall not be grounds for discipline or discrimination. The Lighthouse School recognizes that the personal life of a bargaining unit member is not an appropriate concern of the school, except as it may affect work performance.

Article 20 - Extra Duty

- A. 1. Teacher responsibilities extend beyond the instructional day (e.g., grading papers). There are also activities and events throughout the year, at the School, which require teacher attendance. Annual salaries for teachers cover required attendance at these activities and events.
2. Specific events covered by this section are:
- Meet the Teachers event
 - Parent Night (up to two each school year)
 - School-wide Festivals (up to three each school year)
- B. The School will pay additional amounts, at an hourly rate or as a stipend, for activities listed in Appendix B which are considered outside of the expectations in Section A of this Article.

Article 21 - Term of Agreement

- A. This Agreement shall be effective July 1, 2021 2017, or the date this Agreement is signed by the parties, whichever is later, except as provided in Appendix A.
- B. The duration of this Agreement shall be from the effective date in Section A through June 30, 2021 2024.
- C. Both parties agree to begin contract negotiations no later than March of 2024.
- D. Pursuant to Article 8, the parties will reopen this Agreement for limited ninety (90) day periods solely to discuss the School's health insurance premium contributions (Article 8) for 2018-19, 2019-20 and 2020-21. Pursuant to Article 7, the parties will reopen this Agreement for limited ninety (90) day periods solely to discuss the salary schedule (Appendix A) for 2019-20 and 2020-21.

Appendix A

2021-2022 Salary Schedule(s)

NON-LICENSED/NON-CERTIFIED UNIT EMPLOYEES										
<u>2021-2022</u>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
DYSLEXIA COACH	\$18.54	\$19.10	\$19.67	\$20.26	\$20.87	\$21.50	\$22.15	\$22.81	\$23.49	\$24.19
CLASSROOM ASSISTANT	\$15.80	\$16.27	\$16.76	\$17.26	\$17.78	\$18.31	\$18.86	\$19.43	\$20.01	\$20.61
CUSTODIAN	\$16.00	\$16.48	\$16.97	\$17.48	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	\$20.87
Duty Assistant	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88	\$17.39	\$17.91	\$18.45	\$19.00	\$19.57

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2021-2022 Salary Schedule for Charter Registry and Licensed Employees

	CHARTER REGISTRY regardless of education level	BS/BA WITH TEACHING LICENSE	MS (in education) WITH TEACHING LICENSE
(Step 0) - first year teaching			
OR no experience	\$33,390.0	\$33,990.0	
	0	0	N/A
	\$34,392.0	\$35,010.0	\$37,110.0
(STEP 1)	0	0	0
	\$35,424.0	\$36,060.0	\$38,224.0
[STEP 2]	0	0	0
	\$36,487.0	\$37,142.0	\$39,370.0
[STEP 3]	0	0	0
	\$37,582.0	\$38,256.0	\$40,551.0
[STEP 4]	0	0	0
	\$38,709.0	\$39,404.0	\$41,768.0
[STEP 5]	0	0	0
	\$39,870.0	\$40,586.0	\$43,021.0
[STEP 6]	0	0	0
	\$41,066.0	\$41,803.0	\$44,312.0
[STEP 7]	0	0	0
	\$42,298.0	\$43,058.0	\$45,641.0
[STEP 8]	0	0	0
	\$43,567.0	\$44,349.0	\$47,010.0
[STEP 9]	0	0	0
	\$44,874.0	\$45,680.0	\$48,421.0
[STEP 10]	0	0	0
	\$46,220.0	\$47,050.0	\$49,873.0
(STEP 11)	0	0	0
	\$47,607.0	\$48,462.0	\$51,369.0
(STEP 12)	0	0	0
	\$49,035.0	\$49,915.0	\$52,910.0
(STEP 13)	0	0	0
	\$50,506.0	\$51,413.0	\$54,498.0
(STEP 14)	5	0	0
	\$52,021.0	\$52,955.0	\$56,133.0
(STEP 15)	0	0	0
		\$54,544.0	\$57,817.0
		0	0
		\$56,180.0	\$59,551.0
		0	0
		\$57,866.0	\$61,338.0
		0	0
		\$59,602.0	\$63,178.0
		0	0

\$61,390.0	\$65,074.0
0	0

The 2021-2022 Salary Schedule shall be retroactive to the duly scheduled commencement of the 2021-2022 work year.

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2022-2023 Salary Schedule for Charter Registry and Licensed Employees

	CHARTER REGISTRY regardless of education level	BS/BA (in education) WITH TEACHING LICENSE	MS (in education) WITH TEACHING LICENSE
(Step 0) - first year teaching OR no experience	\$34,392.0 0	\$35,010.0 0	N/A
	\$35,424.0	\$36,060.0	\$38,224.0
(STEP 1)	0	0	0
	\$36,487.0	\$37,142.0	\$39,370.0
[STEP 2]	0	0	0
	\$37,582.0	\$38,256.0	\$40,551.0
[STEP 3]	0	0	0
	\$38,709.0	\$39,404.0	\$41,768.0
[STEP 4]	0	0	0
	\$39,870.0	\$40,586.0	\$43,021.0
[STEP 5]	0	0	0
	\$41,066.0	\$41,803.0	\$44,312.0
[STEP 6]	0	0	0
	\$42,298.0	\$43,058.0	\$45,641.0
[STEP 7]	0	0	0
	\$43,567.0	\$44,349.0	\$47,010.0
[STEP 8]	0	0	0
	\$44,874.0	\$45,680.0	\$48,421.0
[STEP 9]	0	0	0
	\$46,220.0	\$47,050.0	\$49,873.0
[STEP 10]	0	0	0
	\$47,607.0	\$48,462.0	\$51,369.0
(STEP 11)	0	0	0
	\$49,035.0	\$49,915.0	\$52,910.0
(STEP 12)	0	0	0
	\$50,506.0	\$51,413.0	\$54,498.0
(STEP 13)	5	0	0
	\$52,021.0	\$52,955.0	\$56,133.0
(STEP 14)	0	0	0
	\$53,582.0	\$54,544.0	\$57,817.0
(STEP 15)	0	0	0
		\$56,180.0	\$59,551.0
		0	0
		\$57,866.0	\$61,338.0
		0	0
		\$59,602.0	\$63,178.0
		0	0
		\$61,390.0	\$65,074.0
		0	0

\$63,232.0	\$67,026.0
0	0

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2023-2024 Salary Schedule for Charter Registry and Licensed Employees

	CHARTER REGISTRY regardless of education level	BS/BA (in education) WITH TEACHING LICENSE	MS (in education) WITH TEACHING LICENSE
(Step 0) - first year teaching OR no experience	\$35,424.0 0	\$36,060.0 0	N/A
	\$36,487.0	\$37,142.0	\$39,370.0
(STEP 1)	0	0	0
	\$37,582.0	\$38,256.0	\$40,551.0
[STEP 2]	0	0	0
	\$38,709.0	\$39,404.0	\$41,768.0
[STEP 3]	0	0	0
	\$39,870.0	\$40,586.0	\$43,021.0
[STEP 4]	0	0	0
	\$41,066.0	\$41,803.0	\$44,312.0
[STEP 5]	0	0	0
	\$42,298.0	\$43,058.0	\$45,641.0
[STEP 6]	0	0	0
	\$43,567.0	\$44,349.0	\$47,010.0
[STEP 7]	0	0	0
	\$44,874.0	\$45,680.0	\$48,421.0
[STEP 8]	0	0	0
	\$46,220.0	\$47,050.0	\$49,873.0
[STEP 9]	0	0	0
	\$47,607.0	\$48,462.0	\$51,369.0
[STEP 10]	0	0	0
	\$49,035.0	\$49,915.0	\$52,910.0
(STEP 11)	0	0	0
	\$50,506.0	\$51,413.0	\$54,498.0
(STEP 12)	5	0	0
	\$52,021.0	\$52,955.0	\$56,133.0
(STEP 13)	0	0	0
	\$53,582.0	\$54,544.0	\$57,817.0
(STEP 14)	0	0	0
	\$55,189.0	\$56,180.0	\$59,551.0
(STEP 15)	0	0	0
		\$57,866.0	\$61,338.0
		0	0
		\$59,602.0	\$63,178.0
		0	0
		\$61,390.0	\$65,074.0
		0	0
		\$63,232.0	\$67,026.0
		0	0

\$65,129.0	\$69,036.0
0	0

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Appendix B Extra Duty

A. Mentor Teacher

One lump sum of \$1500.00 per mentee

1. The School shall attempt each year to offer a mentor program for new teachers. The program will pair a teacher new to the School with an experienced teacher.
2. Teachers interested in being a mentor must apply for the position. The Board will evaluate applications and, in its sole discretion, select one individual per new hire, that it believes best suited for the role of mentor. In years where there are no mentor applicants, new teachers will be under the direction of the Curriculum Coordinator and or Director.
3. The Director, Curriculum Coordinator, mentor and mentee will meet no later than September 15, of each year, to discuss the job description, and set goals for that school year. Any disagreements shall be resolved by the Board President or Vice President.
- 4.—The Director, using the goals set in the job description of Section A(3), shall develop performance measurements, timelines and expected outcomes of the mentor.
5. The Director, Curriculum Coordinator, mentor and mentee shall meet no later than April 30, of each year, to review the mentor program using goals set in Section A(3) and performance measurements, timelines and expected outcomes discussed in Section A(4). The Director subsequently will make a report to the Board.
6. Service as a mentor teacher will not be part of the teacher's regular evaluation process. However, performance as a mentor will be evaluated each year to determine if the applicant is suitable to continue as a mentor in future years.

B. Overnight Trips

\$100.00 per second night

~~\$100.00 third night (if scheduled)~~

\$100.00 for each night of the trip, not to exceed three nights, when pre-approved by the Director

C. The Director will determine the number of staff, if any, required for other activities. Other activities and rates of pay are:

- | | |
|--------------------|------------------------------|
| 1. Dance Chaperone | \$50.00 per dance chaperoned |
| 2. Math Night | \$50.00 for the event |
| 3. Winter Carnival | \$50.00 for the event |
| 4. Talent Show | \$50.00 for the event |

D. Employees who are granted extended contract work or perform curriculum development beyond the normal work year shall be paid at their normal per diem rate for each additional day (or portion thereof).

E. Music Stipend for the Music Teacher, shall be \$250.00 per festival, for up to 3 festivals

Appendix D C Grievance Review Panel

The Grievance Review Panel referenced in Article 15 - Grievance Procedure, shall be governed by the following rules:

1. The Grievance Review Panel shall consist of ~~two~~ four (4) members of the Association, ~~two~~ four (4) board members and ~~five~~ four (4) parents. No person with a family member, including a guardian, with a current academic relationship with the grievant (e.g. a student subject to the grievant's grade authority, or classroom or other school-related supervision) shall be eligible to serve on the grievance review panel.
1. ~~The Board shall select its two members and the Association shall select its two members.~~ The Director and the grievant will each select two (2) members of the Association, two (2) parents, and two (2) board members to serve on the panel.
 - a. ~~The five parents parties agree to shall jointly select a chairperson from the 12 members of the panel by blind draw. Whereas all panel member name's will be placed in a 'hat' and the grievant shall pull the name of the chair person from the 'hat'. among the five parents.~~
 - b. The chairperson shall serve as facilitator of any hearing, explain hearing rules and procedures and, after conferring with panel members, resolve disagreements about offered exhibits and witness testimony.
2. ~~The five parent members shall be selected randomly from a pool of parents who have volunteered to serve on a Grievance Review Panel. The School and Association will jointly solicit parent volunteers for the pool. When a panel is needed, the School shall use a computer program to draw five names at random from the pool. The Association may have a representative present to observe this process. Each party may strike up to five (5) parents from the proposed panel. Each time a parent name is struck, the School shall use the computer program to randomly draw a replacement. The Association may have a representative present to observe the replacement process. After each party has exhausted it strikes and the panel of five (5) parents is finalized, no changes, additions, replacements, or substitutes may be made to the panel unless mutually agreed to by both parties.~~
3. ~~One Board member on the panel and one Association member of the panel shall together coordinate the panel selection process and scheduling of the hearing. If the two parties are unable to mutually agree on panel selection scheduling or hearing scheduling:~~
 - a. ~~The Director shall set the date for panel selection.~~

The chairperson of the selected panel shall set the hearing date pursuant to Article 15 - Grievance Procedure, Section 6(b).

4. The School and Association will each select one individual, of each party's choice, who together will train members of a Grievance Review Panel prior to a hearing. The training will

SICK LEAVE REQUEST FORM

This form is to be used by employees whom have run out of sick leave, due to an OFMLA/FMLA qualifying event, that would like to request additional sick leave from their peers in accordance with OSEA Chapter 160 CBA: Article 10.B: Sick Leave Donation.

1. It is the responsibility of the employee to complete Section 1 of the Sick Leave Request Form
2. The employee must then submit the form to Human Resources for verification of a qualifying event.
3. Once eligibility has been determined, Human Resources will submit the form to the Union President
4. The Union President will send an email out to all Union Members on the employees' behalf and CC Human Resources
5. Eligible members whom wish to donate sick leave need to contact Human Resources to obtain a *Sick Leave Donation Form*. (Eligibility to donate to the requestor will be determined at the time of request for the donation form)

SECTION 1: to be completed by requesting employee:

Printed Name: _____

Today's Date: ____/____/____

Brief explanation of reason for request (to be disclosed in the unions email to bargaining unit members):

By signing this request form, I understand that should I be eligible, that I am authorizing the Union President to send an email notification to other Union members requesting leave donations on my behalf, for the reasons stated above.

Employee Signature

Once section 1 is completed please turn form into Human Resources

SECTION 2: ELIGIBILITY to be completed by Human Resources/Payroll

Hire Date: ____/____/____

Date LWOP began: ____/____/____

Leave hrs Used to date:	Hrs	Hrs	Hrs	Hrs
	PTO	Other leave types	Sick Leave	Total combined hours used to date

_____ Requester is ELIGIBLE to receive Sick Leave Donations

_____ Requester is NOT Eligible to receive sick leave donations for the following reasons:

Human Resources Signature

Form emailed to the Union President and Employee on:

____/____/____

Director Signature

Curriculum Report – August 2021

2020-21 Wrap Up:

- In June classrooms were closed and Julie gathered any necessary curriculum materials and book contracts from ML faculty in order to update and verify inventory.
- Angie collected literacy materials and resources as well, for inventory purposes.
- Debbie collected math materials and put together electronic materials in folders for each grade level.
- Shelley and Pete cleared faculty laptops and closed Google Classrooms.

Literacy:

- In June Angie and Julie began crafting a literacy map for grades K-3. They contain plans and guides for using resource materials on a weekly basis. The intention is to guide faculty while maintaining a scope and sequence of literacy procedures. Each map was begun, but will require the teacher to contribute elements as the year progresses. Julie and Angie will continually review how these maps are used and plan to make updates in the spring, so a working model will be fully complete for the following school year.
- These maps and materials will be dispersed to new faculty in August.
- New faculty were introduced to Reading Horizons through a one-day presentation from a company representative, but Angie and Markie will model aspects as the year gets underway.

Math:

- Shelley loaded math materials onto each ML teacher's laptop.
- New faculty were introduced to Jump Math in a one-day presentation from a company representative. It is clear, we'll need to talk to them again. People don't know what they don't know, but everyone seemed comfortable to at least get started.

Curriculum Binders:

- Julie has rewritten the curriculum guides for grades 1-5, and purged the binders of old materials. Each teacher now has a stronger base to build upon for the main lesson theme planning, with standards presented and assessment suggestions. (Though not all standards are covered in these ML materials, there is built in time each week to cover science, health, literacy, and other standards that are required.)
- Standards binders are being edited as well, and Julie will make sure they are all up to date prior to the start of school.

Schedules:

- Julie has the individual grade level schedules and specialty schedules virtually ready. The duty schedule is still under construction and Michelle and Shelley are assisting with that. All schedules are typically in flux until things get rolling and we can really lock them down, typically by mid-September, but start and stop times are clear, and a letter to families will be sent out next week, when our office staff returns to campus.

A big thank you to Shelley for her support with the new faculty boot-camp, and to Michelle, who is diligently trying to determine materials needs and dividing up items per classroom. These ladies have given it their all, and our faculty is fortunate to have them working so hard on their behalf.