

## **ARTICLE VII** **HOURS, DUTIES, WORK YEAR**

### **ARE Proposal 12-6-19**

Re-number Article VII based on ARE's initial proposal on Sept. 6, 2019 accordingly.

- 7.1 The Board recognizes that the varying nature of the Bargaining Unit Member's day-to-day professional responsibilities does not lend itself to a professional day of rigidly established length.
- 7.2 Bargaining Unit Members shall report to school not later than 30 minutes prior to their first regular daily assignment.
- 7.3 Bargaining Unit Members are expected to remain a sufficient amount of time after their last assignment to carry out necessary instructional, instructional-related, and adjunct duty responsibilities as defined below:
  - 7.3.1 The instructional responsibilities include, but are not limited to: knowledge and utilization of successful teaching and pupil evaluation techniques; the establishment of teaching goals and objectives based upon District goals and objectives; preparation that reflects appropriate instructional activities; the use of student evaluation techniques that are consistent with District goals and objectives; the development and maintenance of classroom management practices, and the knowledge of child growth and development as it relates to learning.

The District will be responsible for providing information and/or instruction, as needed, pertaining to the above-related responsibilities. With respect to student discipline, the District agrees to furnish Bargaining Unit Members with electronic copies of the district discipline policies and the discipline plan for their site.

**The District shall be responsible for ensuring each Bargaining Unit Member is provided adequate supplies to begin each school year, as well as throughout the school year.**

**The District and ARE agree that work site copy machines should always be functioning. When a copy machine malfunctions, a work order shall be initiated at the site and the copy machine shall be repaired within three workdays.**

- 7.3.2 The District master schedule of professional development will be posted electronically and updated when changes are made. The District will provide updated information on the number of teachers released for more than five (5) days of District professional development by June 30 of each school year.

Excluded days include but are not limited to conference attendance, new teacher required professional development, and training that is part of a Bargaining Unit Members' performance improvement plan.

ARE release days and release days for activities including but not limited to site leadership, curriculum development, and program planning are not considered Professional Development.

- 7.3.3 Instructional related responsibilities include, but are not limited to: completion of required reports and forms; parent and student conferences; conferences with administrators and other staff regarding students; in-services; service on building and/or District committees; attendance at faculty meetings; attendance at graduation, parent meetings and activities when the employee has a responsibility at the activity.

After school faculty meetings and in-services shall last no longer than the posted school office hours (hours the site main office is open for regular school business).

Bargaining Unit Members are required to attend the following late afternoon or evening events: Back to School Night, Parent Conferences, Open House, and promotion/commencement appropriate for the unit members' assignment.

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- 7.3.4 All supervision duties ~~such as~~ before school, ~~recesses, passing periods~~ and after school shall be assigned equitably at each school site, ~~elementary and secondary~~. Supervision duties shall be rotated during the year to ensure equitability of time and supervision duty. Kindergarten teachers shall not be required to provide more than twenty minutes of supervision following dismissal of their students. ~~Supervision duties shall not be assigned during the student day.~~

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- 7.3.5 Elementary and TK-8 Early Release Day Schedule

The Early Release Day Schedule provides opportunities for staff to have protected time for professional conversations and collaboration, which research suggests significantly reinforces professional development, provides for a more effective uniform approach to instruction, and supports greater student outcomes.

- 7.3.5.1 All Elementary and TK-8 sites shall follow an Early Release Day Schedule on Mondays.

- 7.3.5.2 Use of early release days shall be focused on improvement of student achievement and the purpose adhere to a three (3) week

rotation in any order of Site Staff Meeting, Site Professional Development, and Grade Level Articulation/Collaboration/Planning.

- 7.3.5.3 Every effort will be made to conduct staff meetings during the designated early release time; however, special circumstances may necessitate additional staff meetings outside of or in addition to this designated time. Under such circumstances, the site administrator will notify in advance the ARE site representative and the ARE President will be notified by the District administration of the circumstances necessitating the additional meeting.
- 7.3.5.4 The Association and the District understand that Site Professional Development is designed to meet the individual needs of the site, therefore professional development shall be held on site. In the event there is a professional development opportunity at a different location, both parties agree professional development for that particular day may take place off site.
- 7.3.5.5 Each site shall adhere to the three (3) week rotation on Mondays. In the event a professional development opportunity arises on a day other than the designated Monday, the schedule for that particular month may be altered to accommodate the professional development. The altered schedule must include days designated for Grade Level Articulation/ Collaboration/ Planning.

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- 7.3.5.6 Extend the 2019-20 late start MOU and practices at Rowland High School and Nogales High School secondary school sites for the next two school years (2020-21 and 2021-22).

**7.3.6 Adjunct Duties**

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- 7.3.6.1 Bargaining Unit Members at the secondary level (grades 7-12) are also responsible for adjunct duty assignments that occur outside the instructional day. These duties include but are not limited to are supervision and assistance with student-oriented social and/or recreational activities. These activities include, but are not limited to, athletic events, dances, drama and music events, club, and club activities.

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7.3.6.2

Bargaining Unit Members at the elementary level (grades PreK-6), at continuation high school, and alternative education centers are also responsible for adjunct duty assignments that occur outside the instructional day. Adjunct duties include, but are not limited to, representation **on site and district committees** and coordination and advisement of various activities/events as determined by the needs of individual sites (e.g., volunteer tea, yearbook, coordination of fairs or shows, career days).

~~Itinerant Bargaining Unit Members and those assigned to District Departments are responsible for completing not more than twenty-four hours of adjunct duty which will be scheduled with their immediate supervisor annually and may include an extension of their assigned responsibilities.~~

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7.3.6.3

Bargaining Unit Members' participation in assigned adjunct duties shall not exceed ~~fifteen (15) twenty (20) fifteen (15) twenty-four (24)~~ seventeen (17) hours per year. School Site Principals will annually provide the ARE President with an adjunct duty report which will include a list of identified adjunct duties, the number of hours allocated for each duty, and the average number of assigned adjunct duty hours by school site no later than September 30.

7.3.6.4

Adjunct duty assignments shall be determined through a collaborative process between administration, and certificated staff at each school site, with equitable assignment of hours as a priority. The Association Site Representative shall be a participant in the discussions and determination of adjunct duty lists. Discussions to determine the year's adjunct duty assignments shall be part of each site's planning for the following year.

The District and Association are committed to a collaborative and equitable process for the assignment of adjunct duties at the elementary and secondary levels. Reasonable efforts will be made to ensure that all staff are present during this process. This process should include discussion between Bargaining Unit Members and the principal, and consideration of alternatives in the assignment of adjunct duties. In a situation where the principal and staff are not able to resolve an assignment of adjunct duties, the issue may be appealed to the Division level.

Reasonable efforts will be made to ensure that all staff have the opportunity to sign-up (volunteer) for their adjunct duties by scheduling sign-ups at a time when staff members have the

opportunity to be present. Unfilled duties may then be assigned to Bargaining Unit Members. Adjunct duties shall be assigned according to a process that is fair and equitable for all staff members.

When adjunct duty assignments occur on non-duty days, including but not limited to weekends, holidays, and vacation, only Bargaining Unit Members who volunteer shall fill the assignment. In fulfilling adjunct duties held off-site, Bargaining Unit Members shall be credited with travel time (calculated from the work site to destination and back) and reimbursed for mileage (per IRS established rate).

~~In recognition that Elementary Outdoor Science School requires overnight stays, teachers who accompany students to Outdoor Science Schools lasting for three or more days shall be entitled to an extra duty stipend. (moved to salary)~~

The scheduling of all known adjunct duties shall be completed by the end of the first school month.

If unforeseen situations occur during the year in which duties are needed, then such duties shall be assigned on a voluntary basis when possible in preference to mandatory assignments.

When previously assigned adjunct duties are rescheduled, notification will be given as soon as possible. Bargaining Unit Members who fail to complete an assigned adjunct duty shall complete the same number of hours in another adjunct duty.

7.3.6.4.1      Bargaining Unit Members working less than full-time shall participate in adjunct duties on a pro rata basis.

7.3.6.5      Supervisors shall apply the provision of this Article in as consistent and reasonable a manner as possible in relation to the other schools and organizational units of the District, taking into account the special requirements of the various programs.

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7.4      Bargaining Unit Members not regularly assigned to a classroom ~~shall have meet and discuss their schedule with their supervisor prior to the first student day. Schedules shall be reviewed and are subject to approval approved~~ by their supervisor and shall have the provisions of Section 7.1 applied in as consistent a manner as possible.

- 7.5 A duty-free lunch period of at least thirty (30) consecutive minutes shall be provided for each Bargaining Unit Member. A relief period **of not less than ten minutes** shall be provided duty-free for each Bargaining Unit Member during the mid-morning hours.
- 7.6 Bargaining Unit Members shall maintain individual programs for personal professional growth to expand their skill levels and stay current with development in the field of education.

**ARE Proposal 12-6-19****7.79 Secondary Course Preps**

- 7.9.1 Full time Bargaining Unit Members teaching grades 7-12 shall not be assigned more than two (2) course preps.
- 7.9.2 Full time Bargaining Unit Members teaching grades 7-12 may volunteer to accept a number of course preps exceeding two (2).
- 7.9.3 Full-time Bargaining Unit Members teaching grades 7-12 with more than two (2) preps in core courses shall have the option not to be evaluated during the affected school year.

**7.710 Preparation Time****ARE Proposal 12-6-19****Agreement**

- 7.7.1 Full-time Bargaining Unit Members teaching grades 7-12 shall be provided a preparation period during the first six periods or last six periods of the day. ~~In the event a school chooses to elect a block schedule or other non-traditional schedule, Preparation periods shall be equitably assigned. and the association shall be notified of planning for such a possible change.~~

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- 7.10.1.1 Full-time Bargaining Unit Members assigned a Special Education caseload classroom teaching assignment in grades 7-12 shall be provided a preparation period equivalent to the number of minutes that all other full-time Bargaining Unit Members at the work site receive.

- 7.10.1.2 Speech and Language Pathologists shall submit a calendar for up to four ~~two~~ release days per year to the Director of Special Education prior to the first day of instruction. Release days are to be provided for Speech and Language Pathologists for professional preparation purposes. ~~Substitutes shall not be provided during these release days.~~

- ~~7.10.1.2 Bargaining Unit Members assigned a Special Education caseload (not a classroom teaching assignment) in grades 7-12 shall receive an additional four (4) release days each~~

~~year for preparation. The Bargaining Unit Member shall determine which days will be used for release and shall notify the immediate supervisor prior to each release day.~~

- 7.7.2 Bargaining Unit Members teaching in grades 7-12 who work less than full-time shall be provided preparation periods on a pro rata basis as shown below:

Weekly Periods

Assignment	Instruction	Preparation	Total
100%	25	5	30
80%	20	4	24
60%	15	3	18
40%	10	2	12
20%	5	1	6

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- 7.7.3 Full-time Bargaining Unit Members assigned a classroom teaching assignment teaching regular classes in grades 1-6 shall have the equivalent of two-hundred (200) minutes every two (2) calendar weeks in blocks of no less than fifty (50) consecutive minutes of release time scheduled exclusively for planning and preparation.

- 7.7.4 Bargaining Unit Members Teachers teaching in the Resource Specialist Program shall provide a schedule within the first two weeks of school for approval from their site administrator for the equivalent of two-hundred (200) minutes every two (2) calendar weeks in blocks of no less than fifty (50) consecutive minutes of release time scheduled exclusively for planning and preparation.

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- 7.7.3.1 A minimum of 50 minutes per week will be used for grade level content specific professional development and collaboration to discuss topics aligned to school and district goals as determined by grade level teams.

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- 7.7.10.3.2 It is the intent of the parties to provide equity to elementary teachers all Bargaining Unit Members who receive planning time. Therefore, planning days missed due to holidays will be rotated to minimize disparities and provide equity to the extent possible.

- 7.7.3.3 Planning time shall be provided by Bargaining Unit Members assigned to teach programs which may include but are not limited to music instruction, physical education or other enrichment programs.
- 7.7.3.4 Bargaining Unit Members shall be entitled to make-up planning time missed solely ~~to~~ due ~~to~~ participation in District-mandated release for professional development. In the event planning time is missed due to district or site calendar events, including but not limited to holidays, articulation days, parent conference days, planning time will not be made up for those members whose planning time is affected.
- 7.7.3.5 If planning time is missed due to district or site calendar events, including but not limited to holidays, articulation days, parent conference days, and the missed planning time is not to be made up, the members of the grade level team shall determine whether to forego individual planning or collaboration that week.
- 7.7.3.6 If combining classes is necessary, the District shall maintain a 52:1 student/adult ratio for “planning sections.”

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- 7.10.4 ~~Bargaining Unit Members assigned a Special Education caseload at elementary and K-8 sites shall receive four (4) release days each year for preparation. The Bargaining Unit Member shall determine which days will be used for release and shall notify the immediate supervisor prior to each release day.~~
- 7.10.5 Bargaining Unit Members who are assigned to plan and deliver instruction ~~consistent with a clearly defined co-teaching model (not push-in)~~ collaboratively to the same set of students in the same setting shall be entitled to two (2) days of release time in order to adequately prepare for the assignment.
- 7.7.4 Preparation time shall be used for grading papers, preparation of lesson plans and curriculum, research, educational projects, student and parent contacts, conferring with the supervisor or other school administrator, collaboration with colleagues aligned with site goals, with topics determined by the Bargaining Unit Members, and other activities normally associated with teacher preparation time. Activities that necessitate leaving the school campus will require prior approval by the site administrator or designee.

**ARE Proposal 12-6-19****7.811 Period Instruction**

7.811.1 If excess enrollment or the establishment of certificated programs in secondary courses requires the formation of additional sections as determined by the supervisor, Bargaining Unit Members may be offered the option of teaching an additional period.

~~To promote an equitable process, when communicating the need for volunteers to teach these extra sections, supervisor will notify the respective department Chair and ARE Site Representatives. supervisors will provide a list of additional sections to all staff and ARE President within ten (10) days of receipt of such a request prior to seeking volunteers.~~

~~To promote an equitable process and to seek volunteers, the supervisor will notify all Bargaining Unit Members via email of the opportunity to teach an additional period. The supervisor will include a list of available sections to teach.~~

- 7.811.2 Full-time **Bargaining** Unit Members who elect the option of teaching an additional period will have a seven-period contract day including a preparation period.
- 7.811.3 Compensation for teaching the additional period is ~~shown on the certificated hourly rate schedule described in Article 14.13.~~
- 7.8.4 Additional period instruction assignments will normally be for one (1) semester or less.

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7.9 The work year, defined as duty days, for Bargaining Unit Members shall be:

7.9.1 Counselors, Health Services Specialists, School ~~195 200~~ 195 185 ~~200~~ days  
Psychologists, ~~Special Education~~ Program Specialists,  
Student Activities Advisors

~~7.9.2 District Designated Project Specialists~~ ~~up to 207 days~~

7.9.32 Teachers and all other Bargaining Unit Members 185 days

~~7.9.4 Teachers of the Severely Handicapped~~ ~~185 days~~

~~7.9.5 Community Day School Teachers~~ ~~185 days~~

RUSD withdrew proposal to reduce School Psychologist work year and their commensurate reduction in compensation on September 25, 2019.

7.9.6 The work year for Bargaining Unit Members on the 185-day schedule shall include three (3) staff development days within the already existing 185-day work year.

Within the three (3) non-instructional workdays prior to the commencement of the student year, Bargaining Unit Members shall be provided a minimum of one (1) full day or six (6) hours of classroom preparation time in increments of not less than three (3) hours.

**7.9.74** The work year for Bargaining Unit Members new to the District shall be three (3) additional days during their first twelve (12) months of service to provide opportunities for orientation and training activities. The additional days shall be scheduled for the week prior to the first day of the regular contract year and shall be identified on the official Board-adopted District Calendar.

7.10 Effective July 1, 2016, the annual number of days and minutes of instruction at each level shall be:

Level	Days	Minimum Minutes
TK-K	180	50,645
1-3	180	55,050
4-6	180	56,100
7-8	180	59,995
9-12*	180	64,800

\* 64,800 minutes provided within a six-period day.

Sites with additional minutes shall not be required to reduce minutes.

7.10.1 All general education 4-6 teachers (including 3-4 combination class teachers) shall receive and spend a yearly classroom grant of \$300 to support their instructional program. Funds may be used for but not limited to: purchasing equipment, purchasing instructional materials or hiring support personnel.-The site administrator or designee will notify all staff of the deadline for submitting orders before the first working day of April of the school year.

It is understood that should an upper grade teacher be reassigned to a primary classroom or another school, any resources purchased by the grant would remain with the classroom. However, if the money has not yet been spent, the new teacher of record will decide how the grant will be used.

#### 7.10.2 Technology

7.10.2.1 District shall provide necessary technology as determined through the established Educational Technology Committee as funding permits.

7.11 Daily rates will be paid the following Bargaining Unit Members who are assigned additional days of work in their primary assignment.

- 7.11.1 District-designated **Project**/Program Specialists (staff development, special education, health), Building Counselors, Psychologists.
- 7.11.2 Intermediate Team Leaders fulfilling duties assigned to team leaders at the intermediate level beyond the 185 teacher work year.
- 7.12 Bargaining Unit Members assigned to summer workshops and/or summer school shall be compensated at the workshop rate of pay.
- 7.13 Any Bargaining Unit Member who is employed to prepare and present a workshop, seminar or like training session as a presenter, shall be paid at the daily rate of pay on a pro rata basis for hours worked.
- 7.14 Bargaining Unit Members assigned to kindergarten classes shall teach in the kindergarten extended day program. Kindergarten teachers shall have one hour of preparation time within the regular school day after student dismissal. Kindergarten Parent Conference Day schedules shall be reduced-student days aligned with grade 1-6 Parent Conference schedules with staggered student release.
- 7.15 Job sharing is an arrangement in which a Bargaining Unit Member, with the approval of the immediate supervisor, requests a sixty or eighty percent assignment. The balance of the assignment is shared by a partner. Job sharing is contingent upon successful performance as measured by the immediate supervisor.
  - 7.15.1 Bargaining Unit Members may request to participate in a job sharing plan subject to the recommendation of the principals/supervisors involved to the Superintendent or designee who will make the final approval.
  - 7.15.2 Bargaining Unit Members requesting permission to enter the job sharing plan for the following school year shall submit an application letter to the District by February 1. Said application letter shall include a detailed plan of how the proposed job sharing will function and its design to provide effective educational opportunities/experiences for students in the job-shared class.
  - 7.15.3 Bargaining Unit Members occupying a job share shall receive prorated salary and prorated salary schedule step increment credit provided he/she renders service for seventy-five percent (75%) of the time required in his/her approved job sharing plan.
  - 7.15.4 The District's contribution for health and welfare benefits shall be prorated based on the actual cost of the plan proportionate to the percentage of the shared contract for each Bargaining Unit Member who works fifty percent (50%) or more.

- 7.15.5 Bargaining Unit Members must reapply no later than February 1 to continue job sharing assignments.
- 7.15.6 All rights and responsibilities of this contract shall apply equally to Bargaining Unit Members on job sharing. Adjunct duties and supervision shall be assigned on a pro rata basis.
- 7.16 All Bargaining Unit Members who are newly hired to teach in Rowland and who meet eligibility requirements, shall participate in the appropriate induction program.
- 7.16.1 Preliminary Credentialed teachers shall be required to complete an induction program within a defined timeline. This is a requirement in order to obtain a professional clear credential, be recommended for permanency and remain employable. Upon signing their contracts, the teachers will indicate in writing their choice of state-approved, induction program.
- 7.17 Any proposed changes to the teachers' work year will be negotiated.
- 7.18 Transitional Kindergarten (TK)  
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- Pursuant to SB1381 (Kindergarten Readiness Act of 2010), ARE and the District shall meet as necessary to negotiate working conditions for TK teachers as the program is developed for implementation. ARE and the District agree that in the event of legislated modification of this program including its elimination TK teachers will be reassigned to other grade levels per relevant sections of this agreement.
- 7.18.1 Classes with enrollment of 20 students or more will be provided with a ~~three~~ five-hour daily Instructional Aide to support the TK program.
- 7.18.2 Classes with enrollment of fewer than 20 students in TK, but greater than 7 students, will be provided with five hours of Instructional Aide time per week to support the TK program with no minimum daily amount required.
- 7.18.3 Three hours of daily Instructional Aide support will be provided to TK/K combination classes when the class size reaches or exceeds 20 students and the majority of students are TK. In those TK/K combination classes with TK enrollment of more than 7 students but less than 11, an Instructional Aide will be provided for a period of 5 hours per week with no minimum daily amount required.
- 7.18.4 The filling of vacant Instructional Aide positions is not subject to the grievance process as long as a request to fill the position is made within a reasonable period of time upon knowledge of a vacant position.
- 7.19 Elementary Music Program

- 7.19.1 Full time Elementary Music teachers shall be entitled to individual preparation time once per week and collaborative time once per week.
- 7.19.2 When combining primary grade classes to develop Elementary Music sections, the District shall maintain a 48:1 student/teacher ratio except when combining classes which exceed 24:1 student/teacher ratios where the maximum Elementary Music section will be 52:1.

When the size of a music planning section reaches 40, a classified professional expert shall be added to assist the specialist. The filling of professional expert positions will not be subject to the grievance process provided reasonable efforts are made to recruit in a timely manner.

- 7.19.3 Elementary Music teachers shall receive a minimum of thirty minutes travel time from the end of class at one school site to the beginning of class at a different school site. Every effort shall be made to ensure travel time between sites is scheduled in an adequate and equitable manner. If the district determines a minimum of thirty minutes travel time cannot be met, the district shall do all of the following:

- 7.19.3.1 Notify the ARE president immediately.
- 7.19.3.2 Provide the reason(s) in writing for not being able to meet the minimum of 30 minutes travel time.

- 7.19.4 Elementary Music teachers will be provided with a morning relief period not less than ten minutes.

#### 7.20 Common Core

~~The District and ARE acknowledge that it is not statutorily required to negotiate implementation of the CCSS, however school districts do have the obligation to “consult” in the manner outlined in Government Code Section 3543.2(a) and the Association has the right negotiate the effect of decisions made by the District that have an “impact on” a mandatory subject of bargaining as outlined in the existing laws.~~

#### 7.2420 Assignments

- 7.2420.1 The District and ARE recognize that the District has the right to make assignments within the credential authorization of Bargaining Unit Members.

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7.2124.2 Bargaining Unit Members shall be notified of tentative assignments for the upcoming school year ~~prior to the end~~ no later than fifteen (15) workdays prior to the last teacher workday of the current school year. Whenever possible, Tentative assignment shall include notification when two Bargaining Unit Members are assigned to deliver instruction collaboratively to the same set of students in the same setting.

7.24.3 Bargaining Unit Members who are involuntarily assigned to a new classroom and required to pack and set up during non-contractual time shall be compensated for up to twelve (12) hours at the workshop rate.

**7.221 Local Control Accountability Plan (LCAP)**

7.221.1 The District shall provide a copy of the LCAP to ARE at the time of posting the Board of Education agenda for the required Public Hearing prior to adoption of the LCAP.

**7.232 Bargaining Unit Members Substituting for Another Bargaining Unit Member**

7.232.1 Whenever a Bargaining Unit Member assigned to grades 7-12 substitutes for another Unit member during a preparation period, the substitute Bargaining Unit Member shall be compensated for one (1) hour at the “Period Substitute” rate.

7.232.3 In the event that a day-to-day substitute is not available for a Bargaining Unit Member assigned to grades TK-12, if the students of the absent Bargaining Unit Member are placed in another Bargaining Unit Member’s classroom, the receiving Bargaining Unit Member shall be compensated on an hour-for-hour basis at the “Period Substitute” rate.

**ARE Proposal 12-6-19****7.27 Individualized Education Program (IEP)**

7.27.1 If IEPs are held during instructional preparation time or after regular hours of employment, Bargaining Unit Members shall receive their per diem hourly rate of pay or be provided compensatory release time which may be accumulated and utilized at the member’s discretion. It shall be at the Bargaining Unit Members’ discretion whether to receive compensation or compensatory release time.

7.27.2 When an Individual with Exceptional Needs is assigned to the class of any Bargaining Unit Member, the District shall provide the IEP to the Bargaining Unit Member within twenty-four (24) hours of the student’s first day in class. In such

~~instances, a Bargaining Unit Member's accountability shall be limited to having implemented the services provided by the District.~~

**ARE Proposal 12-6-19****7.28 Special Education**

7.28.1 Bargaining Unit Members may request assistance with scheduling IEP meetings and clerical duties. The Bargaining Unit Member shall inform the immediate supervisor and both individuals will work collaboratively to find a solution.

~~7.28.1.1 High School: One (1) full time support personnel each day per site~~

~~7.28.1.2 Intermediate and K-8: One (1) half time support personnel each day per site~~

~~7.28.1.3 Elementary: One (1) full time support personnel twice a week per site~~

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7.28.2 The District shall provide each special education teacher with District approved designated textbooks, consumables, and/or materials necessary and proper to meet District curriculum requirements.

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7.28.3 The Director of Special Education shall provide August of each year all special education Bargaining Unit Members with a list of District approved pupil assessments and materials in August of each year. The District shall provide each special education Bargaining Unit Member with the District approved assessments and materials.

7.28.4 A joint Special Education committee shall be formed to facilitate communication and to work collaboratively to solve problems regarding various Special Education topics and procedures. The committee shall include the Director of Special Education or designee, two (2) site principals or designee, ARE President or designee, and two (2) Bargaining Unit Members appointed by the ARE President. The Special Education committee shall meet not less than 3 times throughout the school year.

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## Agreement

**7.29 Instructional Materials**

- 7.29.1 The District shall provide each Bargaining Unit Member with adopted textbooks and consumables sufficient for students enrolled in each assigned course or grade level, as well as teacher's manuals. Textbooks shall be free from damage that renders them unusable.
- ~~7.29.2 For any adopted textbooks or course materials exceeding seven (7) years of age, the District shall provide each Bargaining Unit Member an annual stipend of \$200 for supplemental materials for each course or subject matter affected~~