

## Appendices

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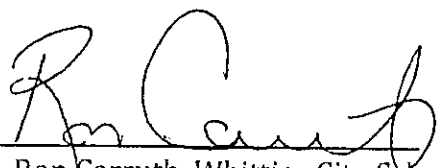
APPENDIX A

**Memorandum of Understanding  
Between  
Whittier City School District and Whittier Elementary Teachers Association**

The Whittier City School District and the Whittier Elementary Teachers Association agree to the following for the 2016-2017 school year:

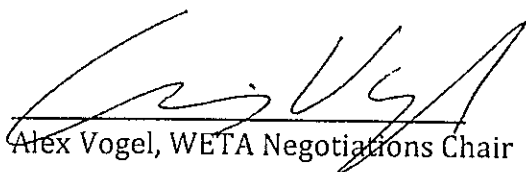
<b>Tuesday, Aug. 16<sup>th</sup> - 1<sup>st</sup> day (6<sup>th</sup>)</b>	<b>Wednesday, Aug. 17<sup>th</sup> - 1<sup>st</sup> day (7<sup>th</sup>/8<sup>th</sup>)</b>
½ day (6 <sup>th</sup> ) Minimum Day	½ day (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> ) Minimum Day
<b>Thursday, June 8<sup>th</sup> - Last day (6<sup>th</sup>)</b>	<b>Friday, June 9<sup>th</sup> - Last day (7<sup>th</sup>/8<sup>th</sup>)</b>
½ day (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> ) Minimum Day	½ day (7 <sup>th</sup> , 8 <sup>th</sup> ) Minimum Day

- 6<sup>th</sup> grade begins and ends 1 day early
- The last day will be Thurs. June 8, 2017 for all 6<sup>th</sup> grade teachers.
- Any additional certificated staff need pre approval of the School Principal for additional hours



Dr. Ron Carruth, Whittier City School District  
Superintendent

4-8-2016  
Date



Alex Vogel, WETA Negotiations Chair

4-8-2016  
Date

INSTRUCTIONAL CALENDAR — 2015-16 SCHOOL YEAR

July — 2015						
S	M	T	W	T	F	S
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December — 2015						
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January — 2016						
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February — 2016						
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Trimester I 60 days  
5-Nov  
Trimester II 60 days  
4-Mar  
Trimester III 60 days  
Last day, June 3

March — 2016						
S	M	T	W	T	F	S
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						2
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INSTRUCTIONAL CALENDAR — 2016-17 SCHOOL YEAR

July — 2016						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August — 2016						
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21	22	23	24	25	26	27
28	29	30	31			

September — 2016						
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22	23	24	25	26	27	28
29	30	31				

October — 2016						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November — 2016						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December — 2016						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January — 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February — 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Trimester I 60 days  
 November 10th  
 Trimester II 60 days  
 March 9th  
 Trimester III 60 days  
 Last day, June 9

March — 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April — 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May — 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June — 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total Student Days: 180

Teacher Work Days: 184

- Independence Day Holiday
- Teacher Prep Day
- New teacher Orientation Day One
- First Day of School 6th Grade (Minimum Day)
- First Student Day of School (Minimum Day)
- Labor Day Holiday
- Certificated Prof. Dev. Day (Student Non Attendance Day)
- Parent Conference Days (All Schools - Minimum Days)
- End of Trimester 1 (NOT a Holiday)
- Veterans Day Holiday
- Thanksgiving Break
- Thanksgiving Holidays
- Winter Break

- July 4
- July 25 - Aug 11
- August 11
- August 12
- August 16
- August 17
- September 5
- September 23
- October 10, 11, 12, 13 & 14
- November 10
- November 11
- November 21-25
- November 24, 25
- December 19-Jan 6
- July 4
- Christmas Holidays
- New Year's Holidays
- School Resumes
- Dr. Martin Luther King, Jr. Holiday
- Professional Development Day (Student Non Attendance Day)
- Lincoln's Birthday Holiday
- Washington's Birthday Holiday
- End of Trimester 2 (NOT a Holiday)
- Parent Conference Days (All Schools - Minimum Days)
- Spring Break
- Memorial Day Holiday
- Last Day of School 6th Grade (Minimum day 6th Grade)
- Last Day of School for Students (Minimum Day)
- December 23, 26
- December 30, Jan 2
- January 9
- January 16
- January 27
- February 13
- February 20
- March 9
- March 14, 15, 16 & 17
- March 27-31
- May 29
- June 8
- June 9

Legend: First and Last Day for Students ○ Minimum Day / Sixth Grade start and end date ◇

## APPENDIX D

### CALENDAR COMMITTEE

WETA, CSEA, and District Administration meet several times per school year to come to an agreement regarding the following school year's instructional calendar for the Whittier City School District, which includes winter and spring breaks.

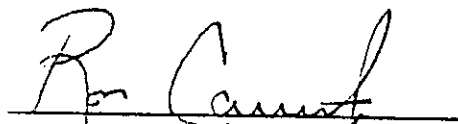
10/24/14

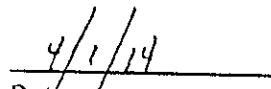
**Memorandum of Understanding  
Between  
Whittier City School District and Whittier Elementary Teachers Association  
April 1, 2014**

The Whittier City School District and the Whittier Elementary Teachers Association agree to the following for the 2014-2020 school years:

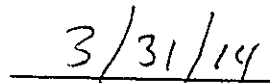
**K-3 Class Size Reduction Standards:**

The Whittier City School District and WETA are committed to lowering K-3 class size. The District and WETA agree that the K-3 grade class size average will be reduced to 24.9:1 at each site by the 2020-2021 school year or sooner if the state provides funds to fully implement the LCFF. The district will work to lower class size as appropriate to each school site.

  
\_\_\_\_\_  
Dr. Ron Carruth, Whittier City School District  
Superintendent

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Anthony Granado, WETA Negotiations Chair

  
\_\_\_\_\_  
Date

APPENDIX F

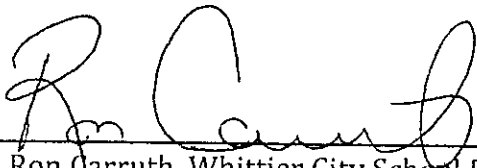
Memorandum of Understanding  
Between  
Whittier City School District and  
Whittier Elementary Teachers Association

April 5, 2016

The Whittier City School District and the Whittier Elementary Teachers Association agree to the following for the 2016 - 2017 school year:

The District and WETA continue efforts to decrease class size in implementing the existing K - 3 Class Size Reduction Standards (Appendix E MOU).

- The District will add four (4) FTEs to reduce class size in K - 3 through the LCAP process.
- The District will continue to work with WETA to establish protocol in order to progressively reduce class size in K - 3.
- The number of intradistrict/interdistrict transfers at impacted schools will be closely monitored and the number of transfer requests will be limited as needed.



Dr. Ron Garruth, Whittier City School District  
Superintendent

4-8-16  
Date



Alex Vogel, WETA Negotiations Chair

4-8-2016  
Date

## APPENDIX G

### ACADEMIC FREEDOM

#### I. Philosophy

1. It is the philosophy of the Board to educate young people in a democratic tradition, to foster recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights. This Board accepts as one of its major responsibilities the protection of these freedoms for students, teachers, and others directly concerned with the school program.
2. Freedom of individual expression shall be encouraged and guaranteed by the Board to all its teachers as they utilize their abilities and resources to maintain a climate of intellectual freedom, without license, in the schools.
3. Academic freedom is essential to the fulfillment of the educational purpose of Whittier City School District's schools. Therefore, teachers have the right of protection from any censorship.
4. It is mutually recognized that freedom carries with it responsibility; academic freedom also carries with it academic responsibility which is determined by the basic ideals and goals of the local community. Discussion and analysis of controversial issues should be conducted within the framework of fundamental values of the community as they are expressed in the educational philosophy and objectives of the Board.
5. The governing board recognizes that a teacher has reasonable freedom in classroom presentations and discussions and may introduce political, religious, or otherwise controversial material, provided that said material is relevant to the course content.

#### II. Definition

1. The right to teach and learn about controversial issues which have economic, political, scientific, or social significance. This shall include the right to discuss divergent ideas initiated by students as long as the expression of their dissent is done within the guidelines of debate and discussion.
2. The right to use materials which are relevant to the needs of the students and to the purposes of the school system.

## APPENDIX G



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3. The right to maintain a classroom environment which is conducive to the free exchange and examination of ideas which have economic, political, scientific, or social significance.
4. The right of teachers to participate fully in the public affairs of the community.
5. The right of teachers to a free expression of conscience as private citizens with the correlative responsibility of a professional presentation of balanced views relating to controversial issues as they are studied in the classroom. A teacher shall not utilize his/her position to indoctrinate students with his/her own personal political and/or religious views.

### **III. Guidelines for selection of issues to be studied in the classroom are:**

1. The instruction and discussion of issues should be related to the course content and help achieve course objectives.
2. The instruction and discussion of issues should provide students an opportunity to study topics which have political, economic or social significance.
3. The instruction and discussion of issues should balance the various and/or conflicting points of view in an atmosphere free from bias and prejudice.
4. The instruction and discussion of issues shall be fair, accurate, objective, and appropriate to the age and maturity of the students, and sensitive to the community needs and the needs and values of our diverse cultures and heritages.
5. Students shall have the right to form, identify, and express their own opinions on topics, as long as a balanced presentation is made on conflicting positions.

### **IV. Guidelines for selection of instructional materials are:**

1. The selection and use of textbooks and core instructional materials shall be determined by the curriculum approved by the Governing Board. These materials should meet the unique learning needs of individual students and follow the District's core curriculum in alignment with the state framework.

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## APPENDIX G

2. Instructional materials supportive to the basic textbooks for each course and/or grade level shall be selected by the appropriate course and/or grade level teachers and approved by the Board.
3. Additional instructional materials may be selected by individual teachers for occasional use in the classroom. Such materials are to be relevant to the needs and maturity of the students, to the content of the course and to the purposes of the school system.
4. The superintendent shall coordinate the planning, development and administration of procedures for the selection, ordering and evaluation of textbooks and core instructional materials. Teachers, administrators, and parents and legal guardians of students enrolled in the District shall be involved in the process of recommending textbooks and core instructional materials for purchase and use in the District. Selection of textbooks and core instructional materials shall be coordinated with the overall development of the district's curriculum.
5. Persons wishing to review the materials listed may do so according to the following conditions:
  - a. Basic textbooks and other instructional material supportive to the basic textbooks can be reviewed in the Administrative Offices during normal office hours by appointment.
  - b. Additional instructional materials selected by individual teachers may be reviewed by appointment in the school building in which the individual teacher is assigned.

### **V. Guidelines for consideration of textbook and instructional materials upon formal parent complaint:**

1. Any parent or legal guardian of a student residing within the boundaries of the school district may request that the use of basic textbooks and other instructional materials be reconsidered according to the following procedures:
  - a. The parent or legal guardian of a student having concerns about continued use of basic textbooks and other instructional materials shall first make an appointment to discuss his/her concerns with the classroom teacher of the course and/or class in which the student enrolled and in which the materials are being used.

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- b. If the parent of legal guardian is not satisfied after talking with the classroom teacher, an appointment shall be made within 5 days with the site administrator to discuss the request that the continued use of the basic textbook or other instructional material be reconsidered.
  - c. If the parent of legal guardian is not satisfied after talking with the classroom teacher and site administrator, a formal written request for reconsideration shall be completed on Form 5108 and filed with the Superintendent within five (5) school days.
2. Upon receipt of the written request for reconsideration, the Superintendent shall establish a local review committee within five school days.
    - a. The review committee shall be composed of three (3) teachers and two (2) parents or legal guardians selected by the Association and three (3) administrators and one (1) parent or legal guardian selected by the Superintendent. The review committee shall select the chairperson from the members of the committee.
    - b. Once established, the review committee shall have twenty (20) school days to complete its reconsideration review and to make a written recommendation(s) to the Board.
    - c. If the Board does not agree with the recommendation(s) of the review committee, the Board shall return the review committee's recommendation(s) and a written statement explaining the Board's reasons for rejecting the review committee's recommendation(s) to the review committee.
- VI. Procedure for resolution of disputes between unit member and District relative to the use of instructional materials.**

### STEP ONE

Within five (5) school days of a request to meet made by a unit member, the site administrator shall meet with the unit member and a WETA representative in an attempt to resolve the issue through discussion of the relevant issues/materials.

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### STEP TWO

If the attempt to resolve the issue at Step One is unsuccessful, then a memo jointly prepared by the site administrator and unit member shall be submitted to the Superintendent. Within five (5) school days of receipt of the joint memo, the Superintendent shall meet with the unit member and WETA representative in an attempt to resolve the matter through discussion of the relevant issues/materials.

### STEP THREE

If the attempt to resolve the issue at Step Two is unsuccessful, the unit member or WETA may submit the matter to a Peer Review Panel for review. Within ten (10) school days, the Peer Review Panel shall meet and issue a written recommendation to the Board of Education.

The Peer Review Panel will be composed of five (5) unit members chosen from a group of nine (9) appointed unit members assigned from the following grade levels:

- 3 members K-3
- 3 members 4-6
- 3 members 7-8

Three (3) of the five (5) committee members on the Peer Review Panel will be from the same grade level as the unit member taking the issue before the Panel. The other two members will be appointed from the grade level grouping nearest to the grade level involved.

### STEP FOUR

The recommendation of the Peer Review Panel will be submitted to the Board. Within ten (10) school days of the receipt of the recommendation, the Board shall meet with the unit member and WETA representative for final disposition. Members of the Peer Review Panel shall be allowed to attend the meeting and speak to the issue if desired. The Board's decision will be final and conclusive.

**Memorandum of Understanding  
Between  
Whittier City School District and Whittier Elementary Teachers Association  
2016-2017**

The Whittier City School District and the Whittier Elementary Teachers Association agree to the following for the 2016-2017 school year:

**Minimum Days:**

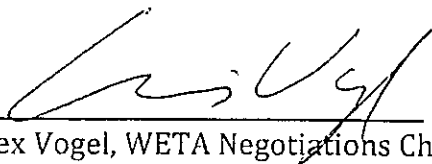
Five (5) days shall be designated as "full teacher days" and assigned where deemed necessary by the school leadership team on the District Minimum Day Calendar. Five (5) days shall be deemed as "District Days" and assigned as needed by the District to the Minimum Day Calendar. The remaining minimum days shall be apportioned equally between teacher prep time and teacher collaboration or school needs as designated by the Principal and the school leadership-team. Ten (10) minutes shall be given to student dismissal time to not infringe on either Teacher Prep or Collaboration time. The following days do not apply to the aforementioned agreement, but will be used as is the current practice with no obligation to apportion time to teacher prep or collaboration.

1. Back to School Night & Open House
2. Comp Days
3. First day of school & last day of school
4. Parent conferences



Dr. Ron Carruth, Whittier City School District  
Superintendent

4-8-2016  
Date



Alex Vogel, WETA Negotiations Chair

4-8-2016  
Date

APPENDIX I

DISTRICT COMPARISON POOL

ARCADIA	LYNWOOD
MOUNTAIN VIEW	SOUTH PASADENA
BALDWIN PARK	TEMPLE CITY
DOWNEY	GARVEY
GLENDORA	EAST WHITTIER
BASSETT	WEST COVINA
MONTEBELLO	LITTLE LAKE
SOUTH WHITTIER	WALNUT VALLEY
POMONA	LA CANADA
COVINA VALLEY	VALLE LINDO
LOS NIETOS	SAN GABRIEL
CHARTER OAK	DUARTE
WESTMINSTER	COMPTON
MONROVIA	PASADENA
NORWALK/LA MIRADA	
EL RANCHO	
LOWELL JOINT	
BELLFLOWER	
GLENDALE	
ROSEMEAD	
EL MONTE	
ROWLAND	

## APPENDIX J

### MOU – WCSDnet User Contract

It is the joint understanding of WETA and the District that all electronic communication is the property of the District. Therefore, the use of technology is intended for the purposes of instruction and professional communication.

#### USE:

Student use of technology should relate to a teacher assignment and/or an assigned course of study. Teacher use includes preparation for classroom instruction, professional development, and professional communication. Professional communication includes communication with colleagues, their respective professional organizations, parents, and educational resources that may extend beyond the district.

#### SECURITY:

Security is viewed as a shared responsibility. Primary responsibility for ensuring a secure classroom lies with the classroom teacher when he/she is in attendance. Outside the school day, District procedures for classroom security will be implemented. The District will continue to investigate and research opportunities to improve the security system for WCSDnet use.

#### ACCESS:

The District will provide filtering of inappropriate Internet sites to the degree that it is technologically possible. The unit member accepts personal responsibility for stopping and reporting any misuse of the network that he/she has knowledge of, to the site administrator. Given reasonable supervision in the classroom, the unit member shall not be responsible for student access to inappropriate Internet sites, inappropriate language used by students, messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, or sexism. As stated in the WCSDnet User Contract, parents share responsibility for their child's appropriate use of the WCSD network.

#### PROGRESSIVE DISCIPLINE:

As stated in the WCSDnet User Contract for Employees, the unit member shall be subject to disciplinary action, revocation of the user account, or legal action as appropriate. This disciplinary action, as stated above, shall typically begin with a verbal warning and progress in severity dependent upon the nature of the misuse of the WCSDnet. Procedures relating to this document shall be subject to the WETA/WCSD contract grievance procedures.

It is the expectation that there will be no problems with technology use in WCSD.

## APPENDIX J

**Whittier City School District**  
**ELECTRONIC INFORMATION RESOURCE USER CONTRACT**  
**Confidential OARS Access**

This contract shall remain in effect for the employee's tenure of employment with  
Whittier City School District

By signing, I acknowledge that I have read and have a copy of the Terms and Conditions of this contract.

The WCSD must have the appropriate signatures before an access account can be provided. When signed, this becomes a legally binding contract for the employee's tenure with the District.

**STAFF MEMBER**

- I have read the WCSDnet Acceptable Use Policy and WCSDnet User Contract and understand and will abide by the provisions and conditions of this contract.
- I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that Whittier City School District does not control the content of these Internet networks or of other networks I may access.
- I understand that all electronic communications including voice mail and e-mail are not private and may be monitored by the Superintendent or designee.
- *I understand that student information acquired from any District authorized database is restricted to educational use and I will keep this information strictly confidential.*
- I understand that employees shall use the system only for purposes related to their employment with the District.
- I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.
- I also agree to report any misuse of the information system to the site administrator who will inform the Whittier City School District system administrator. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Staff member name (please print) \_\_\_\_\_

Staff member signature \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Requested Password \_\_\_\_\_

**New Users only should provide a password**  
**Assignment of WCSDnet account number to be processed**  
**within two weeks of receipt of completed User Contract.**  
**New Users Only**

For Technology Department use only

User name \_\_\_\_\_ Password \_\_\_\_\_

Date assigned \_\_\_\_\_ By \_\_\_\_\_



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Whittier Elementary Teachers' Association**  
**and the**  
**Whittier City School District**  
**April 8, 2016**

The vision of the Local Control Funding Formula (LCFF) is to refocus the educational system on improving student outcomes. LCFF works to align local budgets and resource allocations with local goals and state priorities to improve student learning. The system is intended to be simple, transparent and easily understood by educators, parents, and the public.

Local Educational Agencies (LEAs) are required to adopt Local Control and Accountability Plans (LCAPs) that prioritize goals, actions, and decisions at the local level. LCAPs must be aligned and consistent towards ensuring all students are ready for college and career, based on the needs of students and the local context and community.

Under LCFF, the first level of accountability rests with local stakeholders through the development, implementation, and monitoring of LCAPs. Teachers, principals, administrators, other school staff, local bargaining units, parents, and students must be consulted to inform the LCAP's development. The consultation should occur as part of the stakeholder engagement process.

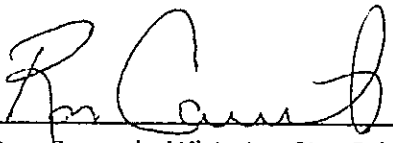
The Whittier City School District and the Whittier Elementary Teachers Association agree to the following for the 2016 - 18 school years:

**WCSD Process for Obtaining Stakeholder Input**

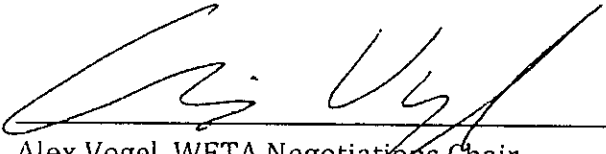
The Whittier City School District will hold at least four meetings throughout the school year to gather input from teachers, principals, administrators, other school staff, local bargaining units, and parents in order to identify the needs of our students and develop a comprehensive LCAP that outlines expenditures on actions and services designed to improve outcomes for all WCSD students. At least two meetings per year will include all stakeholders to ensure that participants have sufficient opportunities to hear and understand recommendations from a wide range of perspectives.

The parties (WETA & WCSD) agree to collaboratively support the development and implementation of the annual Local Accountability Plan. WETA agrees to cultivate broad support from WETA members.

The committee will review the LCAP expenditures of LCFF funds as provided in the upcoming state budget, consistent with the district adopted general plan for LCAP implementation. The committee will take into consideration the input gathered at the WCSD Stakeholder Engagement Meetings while discussing expenditures.

  
\_\_\_\_\_  
Dr. Ron Carruth, Whittier City School District  
Superintendent

4-8-16  
Date

  
\_\_\_\_\_  
Alex Vogel, WETA Negotiations Chair

4-8-16  
Date

APPENDIX L

Voluntary Reassignment for Combination Class

This is to certify that \_\_\_\_\_ has voluntarily agreed to be reassigned to a \_\_\_\_\_ / \_\_\_\_\_ grade combination class at \_\_\_\_\_ School for the \_\_\_\_\_ - \_\_\_\_\_ school year. This is a temporary reassignment, and therefore, this unit member may exercise their right to return to the position vacated in order to voluntarily accept this combination class assignment. This could cause the least senior teacher at a given grade level to be involuntarily transferred or reassigned the following year.

For informational purposes and to ensure an understanding of all parties who may be affected by this voluntary temporary reassignment, this form must be signed by each teacher at the grade level represented in the combination class (e.g. 2<sup>nd</sup>/3<sup>rd</sup>).

\_\_\_\_\_  
Teacher Voluntarily Assigned

\_\_\_\_\_  
Date

TEACHER	CURRENT GRADE LEVEL	DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

APPENDIX M

WHITTIER CITY SCHOOL DISTRICT

PERSONAL NECESSITY LEAVE FORM  
WETA UNIT MEMBERS

\_\_\_\_\_  
(Print/Type) Name of Employee

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

I do hereby request that I be granted \_\_\_\_\_ day(s) Personal Necessity Leave beginning \_\_\_\_\_ and ending \_\_\_\_\_, to be charged against my accumulated sick leave (except Bereavement Leave), as outlined in Board Policy 4161/4261/4361 and in the Whittier Elementary Teachers Association (WETA) Contract for reason below (please check proper square).

Death of a close relative, not a member of my immediate family

Name of Deceased \_\_\_\_\_

Relationship \_\_\_\_\_

Accident or serious illness involving a member of my immediate family

Type of Injury or Illness \_\_\_\_\_

Relationship \_\_\_\_\_

ADDITIONAL Bereavement Leave (basic bereavement leave is 3 days local, 5 days out-of-state) for a death in the immediate family; WETA Article X, Section B, item 3

Relationship \_\_\_\_\_

Serious damage to my property, which needs my attention during working hours

Nature of Accident \_\_\_\_\_

Birth of a child to my spouse as outlined in Board Policy 4161.8/4261.8/4361.8 (seven days maximum); adoption language is reflected in the WETA Contract

Article X, Section B, Item 3, WETA, for Certificated Personnel

Reason: \_\_\_\_\_

Approved: \_\_\_\_\_  
(above 6 items) Principal/Department Head

Date: \_\_\_\_\_

Article X, Section B, Item 5, WETA, for Certificated Personnel

(Limited to 4 days (4) per school year; no more than 8% of the unit members may utilize this leave on any one day; 24-hour advance notice)

Form 5025.3 - Complete and distribute 3 copies as follows: (1) Staff Member (original); (2) Immediate Supervisor; and (3) Payroll

Revised: 10/92, 5/1/06, 5/17/06, 1/22/10

## APPENDIX N

### Walnut Valley Consortium - BTSA Induction Program Bargaining Unit Memo of Understanding

This Memo of Understanding is entered into between the Walnut Valley consortium-BTSA Induction Program (WVC-BIP) and the Whittier Elementary Teachers' Association, the bargaining unit for Whittier City School District. This MOU documents a partnership between WETA, with WETA acting as co-sponsor of the BTSA Induction Program. Each agency will participate in the planning, implementation, evaluation, and decision-making of the program, with the WVC-BIP Advisory committee as the governing body.

*The Walnut Valley Consortium - BTSA Induction Program will provide:*

- Support and assistance to newly credentialed teachers through the induction program
- Adherence to state-approved program standards
- Continued participation in WVEA meetings
- Communication between bargaining unit representatives and the Walnut Valley Consortium-BTSA Induction Program leadership
- Ongoing verbal and visual support for WVEA

*The Whittier Elementary Teachers' Association will provide:*

- Communication between bargaining unit representatives and the Walnut Valley Consortium-BTSA Induction Program leadership
- Ongoing verbal and visual support for the BTSA Induction Program

**WHITTIER CITY SCHOOL DISTRICT  
CERTIFICATED SALARY SCHEDULE**

APPENDIX O

**Schedule T  
Effective July 1, 2016**

<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>	<b>CLASS V</b>
	<b>B.A. Cred.</b>	<b>B.A. +15 Reg. Cred.</b>	<b>B.A. +30 Reg. Cred.</b>	<b>B.A. +45 Reg. Cred.</b>	<b>B.A. +60 or M.A. +24</b>
1	40,511	43,399	49,066	50,856	52,672
2	41,931	43,752	51,082	53,124	55,168
3	43,347	45,373	53,124	55,396	57,666
4	44,766	46,993	55,168	57,665	60,164
5	46,184	48,613	57,212	59,936	62,660
6		50,234	59,256	62,208	65,160
7		51,854	61,301	64,479	67,655
8			63,342	66,747	70,153
9			65,386	69,018	72,652
10			67,429	71,436	75,148
11			69,472	73,559	77,646
12			71,516	75,830	80,143
13					
14					
15			77,646	82,639	87,636
16					
17					
18			80,446	85,717	90,989
19					
20					
21			82,510	88,011	93,514
24					95,743

**STIPENDS**

Doctorate Stipend of \$3500  
184 Workdays

**PLACEMENT ON THE SALARY SCHEDULE**

Year for year credit for experience

Schedule T - Teachers

**WHITTIER CITY SCHOOL DISTRICT  
CERTIFICATED SALARY SCHEDULE**

APPENDIX O

**Schedule H  
Effective July 1, 2016**

<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>	<b>CLASS V</b>
	<b>B.A. Cred.</b>	<b>B.A. +15 Reg. Cred.</b>	<b>B.A. +30 Reg. Cred.</b>	<b>B.A. +45 Reg. Cred.</b>	<b>B.A. +60 or M.A. +24</b>
1	42,511	45,399	51,066	52,856	54,672
2	43,931	45,752	53,082	55,124	57,168
3	45,347	47,373	55,124	57,396	59,666
4	46,766	48,993	57,168	59,665	62,164
5	48,184	50,613	59,212	61,936	64,660
6		52,234	61,256	64,208	67,160
7		53,854	63,301	66,479	69,655
8			65,342	68,747	72,153
9			67,386	71,018	74,652
10			69,429	73,436	77,148
11			71,472	75,559	79,646
12			73,516	77,830	82,143
13					
14					
15			79,646	84,639	89,636
16					
17					
18			82,446	87,717	92,989
19					
20					
21			84,510	90,011	95,514
24					97,743

**PLACEMENT ON THE SALARY SCHEDULE**

Year for year credit for experience

Doctorate Stipend of \$3500

Schedule H - Special Ed and Bilingual Teachers with Appropriate Credential

184 Workdays

WHITTIER CITY SCHOOL DISTRICT  
 CERTIFICATED SALARY SCHEDULE  
 Schedule W  
 Effective July 1, 2016

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS V (RFTS)
	B.A. Cred.	B.A. +15 Reg. Cred.	B.A. +30 Reg. Cred.	B.A. +45 Reg. Cred.	B.A. +60 or M.A. +24	B.A. +60 or M.A. +24
1	49,270	52,633	59,234	61,317	63,433	61,353
2	50,923	53,044	61,580	63,961	66,341	64,261
3	52,571	54,933	63,961	66,608	69,252	67,172
4	54,225	56,818	66,341	69,252	72,161	70,081
5	55,877	58,706	68,722	71,897	75,068	72,988
6		60,595	71,103	74,543	77,980	75,900
7		62,482	73,484	77,187	80,886	78,806
8			75,863	79,830	83,797	81,717
9			78,242	82,474	86,707	84,627
10			80,624	85,289	89,616	87,536
11			83,002	87,764	92,526	90,446
12			85,384	90,407	95,434	93,354
13						
14						
15			92,526	98,342	104,161	102,081
16						
17						
18			95,788	101,928	108,067	105,987
19						
20						
21			98,191	104,599	111,007	108,927
24					113,605	111,525

PLACEMENT ON THE SALARY SCHEDULE

Year for year credit for experience

Doctorate Stipend of \$3500

212 Workdays

Schedule W - Program Specialist



**WHITTIER CITY SCHOOL DISTRICT  
COUNSELOR SALARY SCHEDULE  
Effective July 1, 2016**

APPENDIX O

<b>STEP</b>	<b>CLASS I MA + P.P.S. Credential</b>	<b>CLASS II MA + 24 &amp; P.P.S. Credential</b>
1	\$54,859	\$56,817
2	\$57,308	\$59,511
3	\$59,757	\$61,105
4	\$62,207	\$64,900
5	\$64,655	\$67,594
6	\$67,105	\$70,290
7	\$69,555	\$72,982
8	\$72,002	\$75,676
9	\$74,453	\$78,370
10	\$77,060	\$81,066
11	\$79,352	\$83,760
12	\$81,799	\$86,453
13		
14		
15	\$89,145	\$94,533
16		
17		
18	\$91,596	\$97,229
19		
20		
21	\$94,045	\$99,924
22		
24		\$102,153

**PLACEMENT ON SALARY SCHEDULE**

Doctoral stipend (Ed.D., Ph.D., J.D.) \$3,500

Year for Year Credit for Experience  
Schedule is based on 191 workdays

**WHITTIER CITY SCHOOL DISTRICT  
PSYCHOLOGIST SALARY SCHEDULE  
Effective July 1, 2016**

APPENDIX O

<b>STEP</b>		<b>MA + P.P.S. With Authorization</b>
1		\$71,247
2		\$74,828
3		\$77,418
4		\$83,022
5		\$83,627
6		\$85,135
7		\$87,712
8		\$94,650
9		
10		\$97,668
11		
12		\$100,693
13		
14		\$103,840
15		
16		\$106,110

**PLACEMENT ON SALARY SCHEDULE**

Doctoral stipend (Ed.D., Ph.D., J.D.) \$3,500

Year for Year Credit for Experience  
Schedule is based on 190 workdays

**WHITTIER CITY SCHOOL DISTRICT  
SPEECH LANGUAGE PATHOLOGIST SALARY SCHEDULE  
Effective July 1, 2016**

APPENDIX O

STEP		BA + 45 or MA Credential	BA + 45 or MA Credential
1		\$67,434	\$68,934
2		\$69,760	\$71,260
3		\$72,090	\$73,590
4		\$75,820	\$77,320
5		\$76,729	\$78,229
6		\$79,053	\$80,553
7		\$81,374	\$82,874
8		\$88,347	\$89,847
9			
10		\$91,242	\$92,742
11			
12		\$94,140	\$95,640
13			
14		\$97,155	\$98,655
15			
16		\$99,292	\$100,792

**PLACEMENT ON SALARY SCHEDULE**

Doctoral stipend (Ed.D., Ph.D., J.D.) \$3,500

Year for Year Credit for Experience  
Schedule is based on 184 workdays

Movement to Column II if CCC is provided

**WHITTIER CITY SCHOOL DISTRICT  
CERTIFICATED HOURLY RATES**

Effective 6/1/14

**SCHEDULE A**                      Employee attends staff development  
Example: Current inservices or 20:01; CORE; Special Education; Support Teacher; moving classrooms as per contract

---

**HOURLY RATE:**                      **\$31 – WETA                      / \$26.00 – Non-Represented**

---

**SCHEDULE B**                      District or site level work whereby members have on-going responsibilities  
Example: Curriculum development; home teaching; tutoring; and GATE Advocates

---

**HOURLY RATE**                      **\$33 – WETA                      / \$29.00 – Non-Represented**

---

**SCHEDULE C**                      Presenter Rate Education Assignment  
Family Math and Literacy – for each hour of presentation to colleagues, the presenter will receive 1 hour of paid preparation time, if the time cannot be provided within the regular work day

---

**HOURLY RATE**                      **\$36 – WETA                      / \$32.00 – Non-Represented**

---

**SCHEDULE D**                      Parent/Community Education Assignment  
For each class meeting, the instructor will receive 1 hour additional payment to include 15 minutes before class and 15 minutes after class

---

**HOURLY RATE**                      **\$36 – WETA                      / \$32.00 – Non-Represented**

---

**SCHEDULE E**                      Summer Academic Teacher  
(Does not apply to ESY)  
(Not applicable to state funded summer school)

**HOURLY RATE**                      **\$40 – WETA                      / \$34.00 – Non Represented**

**WHITTIER CITY SCHOOL DISTRICT  
AND  
WHITTIER ELEMENTARY TEACHERS ASSOCIATION**

December 11, 2015

1. Effective July 1, 2016 the District proposes to issue a 4% increase for all Certificated steps on the Certificated Salary Schedules with the addition of (1) one on-going staff development day to the work calendar.
  
2. The District and WETA agree to a \$10 per month increase on all certificated employee medical plan contributions. The District will pay the additional increase of the medical, vision and dental premiums for the 2016-2017 year.
  
3. The District and WETA agree to 1(one) professional development day to be added to the 2016-2017 school year calendar paid at the daily rate to reduce the use of substitutes for Common Core trainings.
  
4. The District and WETA will establish a committee to review health benefit programs, analyze the ACA "Cadillac Tax" implications and determine the best way to structure and maintain high quality cost effective benefits in a changing market.

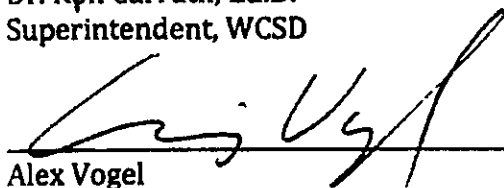
The District and WETA agree that if on-going LCFF or base revenue is realized above the Department of Finance targets then the two sides will sit down to discuss further enhancements for the 2016 - 2017 school year.



Dr. Ron Carruth, Ed.D.  
Superintendent, WCSD

12/11/15

Date



Alex Vogel  
Negotiations Chair, WETA

12/11/15

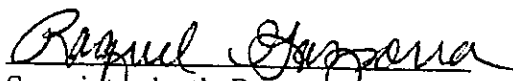
Date

**The Whittier City School District and  
The Whittier Elementary Teachers Association  
Memorandum of Understanding**


The District and WETA agree that a "progressive discipline model," will be followed. Progressive discipline and correction shall include, but not be limited to, the following:

1. Initial discipline will include a written warning not placed in the personnel file. The employee has the right to respond in writing.
2. Written reprimands shall be given and placed in personnel files to unit members when the member has been previously warned in writing as the situation warrants.
3. All such written notices shall be based on substantiated evidence.
4. In all cases where a unit member's job performance is at issue, the District shall provide a real and continuing program of positive assistance to the unit member to overcome the alleged deficiencies. Such positive assistance shall include, but not be limited to, in-service training, conferences and workshops, demonstration teaching and classroom visitations, and other appropriate activities directly related to the alleged deficiencies. These shall normally occur on District time and at District expense. The employee will be expected to have an improved performance after assistance and training. Unsatisfactory performance that is unimproved will result in further disciplinary action.
5. The Association shall be afforded the right to represent the unit member at all stages in the progressive discipline process and the unit member shall have the right to request representation and action by the Association.
6. In the case of the suspension of a bargaining unit member, such suspension shall be with pay pending the investigation as authorized under provisions of the California Education Code.
7. The parties to this agreement recognize that emergency situations can occur involving a clear, present and serious danger to the health and welfare of employees or students under which the Education Code authorizes the use of immediate suspension. In cases of emergency suspension, the District shall serve notice and statement of the charges supporting the emergency suspension within a reasonable amount of time.
8. This Article shall not reduce the rights of permanent bargaining unit members contained in Education Code 44932 and 44944.
9. In cases of serious misconduct, the remedial steps above need not be taken, and the District may advance the level of discipline such that as is appropriate to the level of misconduct. Serious misconduct that may warrant such action shall include willful, wanton, or deliberate violations of District policies or school laws of the state or actions and behaviors that place students or employees in danger.

**EXPIRES JUNE 30, 2018**

  
Superintendent's Representative

4-8-2016  
Date

  
WETA Negotiation Chair

4-8-2016  
Date

## APPENDIX R

### Whittier City School District

#### ADJUNCT DUTIES: Guidelines for SSC & Site Leadership Teams

The District and WETA are working together to address teacher duties that may require additional clarification. This guideline is not intended to list every event or activity at a school site. All hourly paid positions are subject to annual approval of the Site Leadership Team & SSC & are subject to change each year based on the needs of the school site & students.

<b>District Stipends</b>	<b>Band/Choir Advisor (Middle School):</b> \$1,000 for annual event attendance <i>To be paid January &amp; June</i> <b>Middle School Yearbook Advisor:</b> \$500.00 <i>To be paid January</i>
<b>District Hourly</b> * Subject to needs of the District & instructional priorities	CIT Teams ELD Advocate GATE Advocate Tech Cadre Admin Designee 1 hr. daily @ per diem rate <i>Board Action Required</i> Professional Development
<b>School Site Stipend</b> *Preapproval required (TBD at Site Leadership & SSC)	Elementary Yearbook Advisor PLC Leadership/Dept. Chair School Site Council/Boosters ASB, AVID or other TBD at site <i>To be paid January &amp; June</i>
<b>School Site Hourly</b> *Preapproval required (TBD at Site Leadership & SSC) *This is determined based on needs of the school site & students	Collaborative Teams School Site Summer Planning CELDT Testing Family Literacy, Math, Science Middle School Pre Registration GATE Parent Night Planning TBD Special Event/Program Planning TBD After/ Before School Intervention Student Study Teams Additional Hours TBD Band / Choir Practice or Additional Event TBD
<b>Professional Responsibilities</b>	Open House Back to School Night Safety Committee Student Study Teams Supervision
<b>Voluntary Activities</b> (TBD at Site Leadership & SSC)	Holiday and/or Site Events