

APPENDICES

APPENDIX A

SEATTLE PUBLIC SCHOOLS
CERTIFICATED NON-SUPERVISORY SALARY SCHEDULE 2009-2010

Sal Plan CN1 Step	Yrs Serv	BA (100)	BA+22.5 *(200)	BA+45* (300)	BA+45* +MA (400)	BA+90* (500)	BA+90* +MA (600)	BA+135* (700)	BA+135* +MA (800)	BA+155* +MA (900)	Ph.D/DR (906)
1	-	\$34,237	\$34,378	\$34,378	\$41,047	\$34,378	\$41,215	\$34,378	\$41,215	\$41,215	\$41,265
2	1	\$34,307	\$34,447	\$34,785	\$41,269	\$35,896	\$41,314	\$36,207	\$41,367	\$41,732	\$43,351
3	2	\$34,307	\$34,447	\$35,919	\$41,269	\$37,440	\$41,314	\$37,919	\$41,392	\$43,390	\$44,990
4	3	\$34,307	\$34,447	\$36,663	\$41,269	\$38,565	\$41,314	\$39,205	\$41,392	\$44,572	\$46,141
5	4	\$34,307	\$35,035	\$37,733	\$41,269	\$40,024	\$41,795	\$40,825	\$42,596	\$46,138	\$47,690
6	5	\$34,307	\$35,637	\$38,791	\$41,269	\$41,467	\$43,220	\$42,427	\$44,180	\$47,688	\$49,227
7	6			\$40,205	\$41,960	\$43,286	\$45,041	\$44,411	\$46,163	\$49,675	\$51,213
8	7			\$41,556	\$43,311	\$45,039	\$46,791	\$46,328	\$48,076	\$51,582	\$53,118
9	8			\$42,971	\$44,723	\$46,855	\$48,605	\$48,308	\$50,059	\$53,563	\$55,099
10	9			\$44,383	\$46,136	\$48,672	\$50,422	\$50,292	\$52,041	\$55,546	\$57,083
11	10			\$45,795	\$47,547	\$50,488	\$52,239	\$52,272	\$54,024	\$57,527	\$59,064
12	11			\$47,207	\$48,961	\$52,304	\$54,055	\$54,253	\$56,006	\$59,508	\$61,046
13	12					\$54,118	\$55,871	\$56,237	\$57,988	\$61,490	\$63,028
14	13					\$55,934	\$57,687	\$58,216	\$59,968	\$63,471	\$65,009
15	14					\$56,895	\$58,678	\$59,216	\$60,998	\$64,561	\$66,124

TRI Supplemental Contract Schedule (5 days at per diem plus Responsibility Contract)

	BA (100)	BA+22.5 *(200)	BA+45* (300)	BA+45* +MA (400)	BA+90* (500)	BA+90* +MA (600)	BA+135* (700)	BA+135* +MA (800)	BA+155* +MA (900)	Ph.D/DR (906)
1	\$8,110	\$8,293	\$8,473	\$9,015	\$9,547	\$10,094	\$10,264	\$10,811	\$11,527	\$11,887
2	\$8,327	\$8,510	\$8,699	\$9,236	\$9,804	\$10,311	\$10,529	\$11,030	\$11,756	\$12,159
3	\$8,542	\$8,725	\$8,944	\$9,451	\$10,061	\$10,526	\$10,791	\$11,245	\$12,017	\$12,419
4	\$8,757	\$8,940	\$9,180	\$9,666	\$10,307	\$10,741	\$11,041	\$11,460	\$12,264	\$12,666
5	\$8,972	\$9,171	\$9,424	\$9,881	\$10,563	\$10,970	\$11,301	\$11,709	\$12,523	\$12,923
6	\$9,187	\$9,402	\$9,741	\$10,167	\$10,817	\$11,224	\$11,560	\$11,967	\$12,780	\$13,181
7			\$10,066	\$10,473	\$11,154	\$11,561	\$11,902	\$12,308	\$13,122	\$13,523
8			\$10,390	\$10,796	\$11,489	\$11,896	\$12,241	\$12,648	\$13,461	\$13,861
9			\$10,716	\$11,122	\$11,826	\$12,233	\$12,582	\$12,989	\$13,803	\$14,203
10			\$11,041	\$11,447	\$12,163	\$12,569	\$12,924	\$13,331	\$14,143	\$14,545
11			\$11,367	\$11,773	\$12,500	\$12,906	\$13,265	\$13,671	\$14,485	\$14,886
12			\$11,692	\$12,100	\$12,836	\$13,243	\$13,607	\$14,013	\$14,826	\$15,227
13					\$13,173	\$13,579	\$13,948	\$14,355	\$15,168	\$15,568
14					\$13,509	\$13,917	\$14,289	\$14,696	\$15,509	\$15,910
15					413,823	\$14,230	\$14,604	\$15,011	\$15,825	\$16,227

TOTAL COMPENSATION IS ANNUAL BASE SALARY + CORRESPONDING TRI ANNUAL AMOUNT

	BA (100)	BA+22.5 *(200)	BA+45* (300)	BA+45* +MA (400)	BA+90* (500)	BA+90* +MA (600)	BA+135* (700)	BA+135* +MA (800)	BA+155* +MA (900)	Ph.D/DR (906)
1	\$42,347	\$42,671	\$42,851	\$50,062	\$43,925	\$51,309	\$44,642	\$52,026	\$52,742	\$53,152
2	\$42,634	\$42,957	\$43,484	\$50,505	\$45,700	\$51,625	\$46,736	\$52,397	\$53,488	\$55,510
3	\$42,849	\$43,172	\$44,863	\$50,720	\$47,501	\$51,840	\$48,710	\$52,637	\$55,407	\$57,409
4	\$43,064	\$43,387	\$45,843	\$50,935	\$48,872	\$52,055	\$50,246	\$52,852	\$56,836	\$58,807
5	\$43,279	\$44,206	\$47,157	\$51,150	\$50,587	\$52,765	\$52,126	\$54,305	\$58,661	\$60,613
6	\$43,494	\$45,039	\$48,532	\$51,436	\$52,284	\$54,444	\$53,987	\$56,147	\$60,468	\$62,408
7			\$50,271	\$52,433	\$54,440	\$56,602	\$56,313	\$58,471	\$62,797	\$64,736
8			\$51,946	\$54,107	\$56,528	\$58,687	\$58,569	\$60,724	\$65,043	\$66,979
9			\$53,687	\$55,845	\$58,681	\$60,838	\$60,890	\$63,048	\$67,366	\$69,302
10			\$55,424	\$57,583	\$60,835	\$62,991	\$63,216	\$65,372	\$69,689	\$71,628
11			\$57,162	\$59,320	\$62,988	\$65,145	\$65,537	\$67,695	\$72,012	\$73,950
12			\$58,899	\$61,061	\$65,140	\$67,298	\$67,860	\$70,019	\$74,334	\$76,273
13					\$67,291	\$69,450	\$70,185	\$72,343	\$76,658	\$78,596
14					\$69,443	\$71,604	\$72,505	\$74,664	\$78,980	\$80,919
15					\$70,718	\$72,908	\$73,820	\$76,009	\$80,386	\$82,351

*Quarter hours

The 700 Lane is restricted to grandfathered staff

APPENDIX B

Time Responsibility and Incentive

TRI Responsibility Contract Index - Remains in place September 1, 2009 through August 31, 2010.											
Sal Plan CN1 Step	Yrs Serv	BA (100)	BA+22.5 (200)	BA+45 (300)	BA+45 +MA (400)	BA+90 (500)	BA+90 +MA (600)	BA+135 (700)	BA+135 +MA (800)	BA+155 +MA (900)	Ph.D/DR (906)
1	0	1.00	1.03	1.05	1.10	1.20	1.25	1.30	1.35	1.45	1.50
2	1	1.03	1.06	1.08	1.13	1.23	1.28	1.33	1.38	1.48	1.53
3	2	1.06	1.09	1.11	1.16	1.26	1.31	1.36	1.41	1.51	1.56
4	3	1.09	1.12	1.14	1.19	1.29	1.34	1.39	1.44	1.54	1.59
5	4	1.12	1.15	1.17	1.22	1.32	1.37	1.42	1.47	1.57	1.62
6	5	1.15	1.18	1.21	1.26	1.35	1.40	1.45	1.50	1.60	1.65
7	6			1.25	1.30	1.39	1.44	1.49	1.54	1.64	1.69
8	7			1.29	1.34	1.43	1.48	1.53	1.58	1.68	1.73
9	8			1.33	1.38	1.47	1.52	1.57	1.62	1.72	1.77
10	9			1.37	1.42	1.51	1.56	1.61	1.66	1.76	1.81
11	10			1.41	1.46	1.55	1.60	1.65	1.70	1.80	1.85
12	11			1.45	1.50	1.59	1.64	1.69	1.74	1.84	1.89
13	12					1.63	1.68	1.73	1.78	1.88	1.93
14	13					1.67	1.72	1.77	1.82	1.92	1.97
15	14					1.71	1.76	1.81	1.86	1.96	2.01

Effective 9/1/09



TRI Contract

It is hereby agreed that

_____ (EMPLOYEE NAME)

_____ (EMPLOYEE ID)

Shall perform all Time Responsibility Incentive responsibilities per the TRI, pursuant to Article II, Section B., term of the SPS/SEA Collective Bargaining Agreement during the school year. This includes work on five TRI days and the responsibilities associated with pursuant to Article IV, Section D, Professional Responsibility Compensation. You shall be compensated as indicated below in conformance with district supplemental compensation practice:

Supplemental Assignment:

TRI – 650

Department:

FTE:

School Year:

Effective Date:

The terms and conditions of this contract shall be prorated based on current assignment's full time equivalency.

Each employee is responsible for maintaining a personal record of work in case the state auditor requests verification of having met the responsibility contract. This record is not submitted to the district.

This is a one-year, non-continuing contract in accordance with RCW 28A.405.

The District reserves the right to void, cancel, rescind and/or nullify this contract if it discovers that this contract was issued or offered to the Employee in error or on account of fraud or mistake or duress or any other reason allowed by law.

By signing this contract the District Employee agrees to all its terms and conditions. The Employee must return one signed copy of this contract to the Human Resources Department within two weeks of the date of issue. Failure to do so will be considered a waiver of right to receive compensation.

In Witness, whereof, we have hereunto subscribed our names this _____ day of _____.

BOARD

EMPLOYEE

**Certificated Non-Supervisory Employee's Supplemental Contract
Extra Days and Additional Services**

EMPLOYEE:

Date:

Pursuant to RCW 28A.400.200(4), The Board of Directors of the Seattle Public Schools (SPS herein) and the employee whose name appears above (Employee herein) agree that the Employee shall be authorized to, in addition to the duties and services under the Employee's Employment and TRI Contracts, perform the following assigned additional days and duties in the Seattle Public Schools during the 2009-2010 fiscal year:

Pursuant to Article IV, Section E.8.f, middle and secondary school Employees may be assigned additional hours or days at the per diem rate of pay.

Pursuant to Article IV, Section E.8.g, Employee shall be eligible to perform additional hours or days of service at Employee's per diem rate of pay as assigned by SPS.

Pursuant to Article IX, Section G.4 and 5 of the CBA between SPS and SEA, Employee may be reimbursed for additional duties performed when a substitute is unavailable and class coverage is required, depending on the building's reimbursement plan.

Pursuant to Article IX, Sections K.4 and M.6 of the CBA between SPS and SEA, FTE secondary counselors and FTE librarians shall perform additional hours or days of service at Employee's per diem rate of pay. Pursuant to Appendix F nurses may be assigned additional days at the per diem rate prior to the start of the school year.

Pursuant to Appendix D of the CBA between SPS and SEA, Employee shall be eligible to receive the agreed upon Extra-Time Hourly Rates of pay appropriate to extra-hourly work performed.

Pursuant to Appendix F of the CBA between SPS and SEA, Employee shall be eligible to receive the agreed on rate of pay for the performance of the assigned duties enumerated in that Appendix, specifically extra duty, department chair and hourly work.

The District reserves the right to void, cancel, rescind and/or nullify this contract if it discovers that this contract was issued or offered to the Employee in error or on account of fraud or mistake or duress or any other reason allowed by law.

Pursuant to the provisions of RCW28A.405.240, this contract is not subject to the continuing contract provisions of Title 28A RCE, is not for provision of services that are part of SPS's basic education program, and shall automatically terminate at the end of the school year identified above, subject to the provisions of Article IV, Section E.5 of the CBA between SPS and SEA.

By signing this contract the Employee and SPS agree to its terms. The Employee must return one signed copy of this contract to the Human Resources Department within two weeks of date of issue. Failure to do so will be considered rejection of this contract and waiver of eligibility of employment for extra days and additional services by SPS.

In Witness, whereof, we have hereunto subscribed our names this _____ (day) of _____ (month).



BOARD SECRETARY

EMPLOYEE

SEATTLE PUBLIC SCHOOLS

CERTIFICATED NON-SUPERVISORY STAFF
EXTRA-TIME HOURLY RATES
2009-10

<u>Semi-Independent Activities</u> - An employee instructing an in-service class; or designing and writing new curriculum; or serving as the assigned chairperson of a curriculum-type committee or project.	\$34.69/Hr.
<u>Guided Activities</u> - An employee serving as a member of a curriculum revision committee; or an instructional materials development committee; or attendance by certificated employees at certain voluntary in-service activities, including a coaches= clinic.	\$25.73/Hr.
<u>Closely Supervised Activities</u> - An employee participating in certain voluntary in-service activities; or on a textual materials review committee.	\$16.71/Hr.
<u>Required Activities</u> - Required attendance by certificated employees for activities initiated and established by the administration or required at the building level.	\$36.05/Hr.

See Combined Substitute Schedule for Sub Reimbursement Rates

Effective 9/1/09

2009-10 COMBINED SUBSTITUTE SALARY SCHEDULESCERTIFICATED SUBSTITUTES (CH1)

<u>Number of Days Worked</u>	<u>Daily Rate</u>	<u>Hourly Rate</u>
0.5 – 29.5 (below 240 hours worked)	\$150	\$18.72
30 – 59 days (at least 240 hours worked)	\$157	\$19.58
60 – 89.9 days (at least 480 hours worked)	\$163	\$20.43
90 or more (at least 720 hours worked)	\$174	\$21.74

PARAPROFESSIONAL SUBSTITUTES (SU1)

Hourly Rate:	\$16.95
Sub Reimbursement Rate:	\$119

CLERICAL SUBSTITUTES (SU2)

Hourly Rate:	\$14.84
Sub Reimbursement Rate:	\$119

2009-10 Salary Administration
1% increase effective 9/1/09

APPENDIX F

CERTIFICATED NON-SUPERVISORY
SPECIAL & SUPPLEMENTAL ASSIGNMENTS
COMPENSATION SCHEDULE
2009-10

When an activity or program is not offered due to insufficient participation, reorganization, or financial reasons, the stipend will not be provided.

ALL POSITIONS ARE OPEN TO BOTH MEN & WOMEN

CLASSIFICATION I: Activities and Additional Curriculum Assignments

Dept. Heads and Team Leaders

Group I Department Heads (30 or more classes or 7 or more FTE's)		\$3,376
Group II Department Heads (16-29 classes or 4-6 FTE's)		\$2,825
Group III Department Heads (6-15 classes or 2-3 FTE's)		\$2,424
Group IV Department Heads (1-5 classes or 0.2 -1 FTE's)		\$1,575
Each Senior High School has three (3) periods of released time. (Article IV, Section E, Item 8-e)		
Team Leaders I (7 or more FTE's)		\$3,376
Team Leaders II (4-6 FTE's)		\$2,825
Team Leaders III (2-3 FTE's)		\$2,424
Team Leaders IV (0.2-1 FTE)		\$1,575
Newspaper Advisor		\$2,304
Annual Advisor		\$2,304
Debate Coach		\$1,283
Drama & Music:		
Senior High with over 1500 students		\$10,314
Senior High with less than 1500 students		\$6,582
Chemical Hygiene Officer I (Science Dept. with 4 or more staff)		\$1,358
Chemical Hygiene Officer II (Science Dept. with less than 4 staff)		\$1,132
Chemical Hygiene Officer III (Science Dept. with 2 or less staff)		\$849
Building Leadership Team (all levels)		\$3,518
Elementary Curriculum		\$1,780
Elementary Instructional		\$1,780
Instructional Liaison		\$1,780
Music Elementary (Choral)		\$1,038

Educational Tech Leader I (Elementary Level)		\$1,780
Educational Tech Leader II (Secondary Level)		\$2,011

CLASSIFICATION II: Program Support Assignments

Activity Coordinators		\$6,112
Head Counselor		\$3,004
Dean/House Administrator		\$3,376
Special Education Consulting Teacher		\$6,112
Head Teacher (Elementary)		\$3,376
Subject Matter Specialists		
Group I Specialist (6.1 or more FTE's)		\$2,011
Group II Specialist (4.1 - 6.0 FTE's)		\$1,617
Group III Specialist (2.0 - 4.0 FTE's)		\$1,369
Group IV Specialist (0.2 - 2.0 FTE's)		\$1,269
Services Consultant I		
Services Consultant I		\$1,575
Services Consultant II		\$3,376
Services Consultant III		\$5,073
Reading First Coach (Central Office)		
Reading First Coach (Central Office)		\$1,780
Curriculum Consultant (Central Office)		
Curriculum Consultant (Central Office)		\$3,376
STAR Consulting Teacher (Central Office)		
STAR Consulting Teacher (Central Office)		\$6,889
Consulting Teacher (Youth Opportunity Grant-Central Office)		
Consulting Teacher (Youth Opportunity Grant-Central Office)		\$6,112
Consulting Teacher (Student Support Services-Central)		
Consulting Teacher (Student Support Services-Central)		\$6,112
Instructional Support & Resource Teacher (Central Office)		
Instructional Support & Resource Teacher (Central Office)		\$6,112
Teacher-Science/Resource Consultant (Central)		
Teacher-Science/Resource Consultant (Central)		\$3,376
School to Work Specialist (Central)		
School to Work Specialist (Central)		\$6,112
Type II DL Coordinator (Traffic Education)		
Type II DL Coordinator (Traffic Education)		\$4,383
Building Coordinator (Athletic Health Care & Training)		
Building Coordinator (Athletic Health Care & Training)		\$1,694
Assessment Testing Support Specialist (SISO only)		
Assessment Testing Support Specialist (SISO only)		\$3,376
Children Services Coordinator (Head Start only)		
Children Services Coordinator (Head Start only)		\$3,376
Family Services Coordinator (Head Start only)		
Family Services Coordinator (Head Start only)		\$3,376
Instructional Services School Coach (Central Office)		
Instructional Services School Coach (Central Office)		\$6,112
Instructional Services Bilingual School Coach		
Instructional Services Bilingual School Coach		\$6,112
Instructional Services Music Coach		
Instructional Services Music Coach		\$6,112
Early Childhood Literacy Specialist (Central Office)		
Early Childhood Literacy Specialist (Central Office)		\$6,112
Advanced Learning Consulting Teacher (Central Office)		
Advanced Learning Consulting Teacher (Central Office)		\$6,112
Equity & Race Relations Specialist (Central Office)		
Equity & Race Relations Specialist (Central Office)		\$6,112
High School Specialist (Central Office)		
High School Specialist (Central Office)		\$6,112

CLASSIFICATION III: Stipends for Alternative Schools

Funds previously set aside for stipends have been allocated to the schools through the Weighted Student Formula Process.		
1) Alternative Schools: Home School Resource Center, Interagency Academy, Middle College, Evening School, South Lake, Secondary BOC, Nova		

Head Counselor		\$3,004
Other Curriculum		
2) Programs that require duties beyond the regular work day (Music, Debate, Drama, Newspaper) will be granted stipends only when the applicable following information is provided to the appropriate administrator for approval.		
a. Name of program		
b. Number of students participating		
c. Schedule of events		
d. Number of performances		
e. Time of practice or rehearsal		
f. Date of publication & number of issues to be produced		
3) Salmon Bay will continue to receive stipends according to the Middle School model.		
4) All requests for stipends for Alternative Schools must be reviewed and approved by the appropriate administrator.		

CLASSIFICATION IV: Hourly Compensation

Traffic Education (Compensation for Certificated Non-Supervisory Staff)		
Beginning Instructors	\$26.17	
Experienced Instructors	\$28.13	
Staff Development Instructors (tied to Semi-Independent Activity Rate on CNS extra-time hourly rates)	\$34.70	(See footnote 1)

SUMMARY OF ADDITIONAL DAYS ASSIGNMENTS AND SUBSTITUTE DAYS:

Some special assignments involve additional days beyond contracted service. Such days are compensated at the daily per diem rate of contract salary for additional days served. (Article IV, Section E.8.g)

Per Diem Days: Each Secondary and Middle School shall be allotted twenty-five (25) days (Article IV, Section E.8.f)

Each Secondary School shall be allotted five (5) days for each full-time equivalent counselor at per diem pay (Article IX, Section K.3).

Each Secondary Counselor will have five (5) additional days at per diem pay a year for working on scheduling, registration or other counseling activities (Article IX, Section K.4).

Each Librarian shall be provided with five (5) days at per diem pay per school. (Article IX, Section M.6).

Data Processing Days: 180-day pool for use by Middle and Secondary Schools

School Nurses receive two (2) days compensation at per diem pay per site prior to the beginning of school Article IX, Section O.6).

Substitute Days: Secondary and Middle Schools shall have available substitute days for the purpose of releasing department heads, team leaders and other employees on the basis of one (1) day for every three (3) non-supervisory certificated employees (Article IV, Section E.8.h).

FOOTNOTES

1) Guest instructors, when certificated non-supervisory members of the bargaining unit, will be paid per hour, provided the instructor shall receive one-half (.5) the hourly fee when a guest instructor is teaching.

Effective 9/1/09

TEACHERS' RESPONSIBILITIES

Chapter 180-44 WAC

WAC 180-44-005 Regulatory Provisions Relating to RCW 28A.305.130(6) and RCW 28A.600.010.

Pursuant to authority vested in the State Board of Education under provisions of RCW 28A.305.130(6) and RCW 28A.600.010 to prescribe rules and regulations for the government of the common schools, pupils and teachers, the State Board of Education hereby adopts rules and regulations provided in WAC 180-44-007 through 180-44-060 relating to teachers. (Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-1.)

WAC 180-44-007 Application.

The rules and regulations provided for in WAC 180-44-010 through 180-44-060 shall be applicable to all teachers and other certificated personnel of grades kindergarten through twelve of the common schools. (Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-2.)

WAC 180-44-010 Responsibilities Related to Instruction.

- (1) It shall be the responsibility of the teacher to follow the prescribed courses of study and to enforce the rules and regulations of the school, SPS, the State Superintendent of Public Instruction, and the State Board of Education, maintaining and rendering the appropriate records and reports.
- (2) Teachers shall have the right, and it shall be their duty, to direct and control within reasonable limits the studies of their pupils, taking into due consideration individual differences among pupils, PROVIDED, that all pupils shall receive instruction in such prescribed courses of study as are required by law and regulations.
- (3) Teachers shall be responsible for the evaluation of each pupil's educational growth and development and for making periodic reports to parents or guardians and to the designated school administrator.
- (4) Teachers are required to make due preparation daily for their duties, preparation to include attendance at teachers' meetings and such other professional work contributing to efficient school service as may be required by the principal, Superintendent or Board of Directors. (Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-20.)

WAC 180-44-020 Responsibilities Related to Discipline of Pupils.

- (1) Teachers shall maintain good order and discipline in their classrooms at all times, and any neglect of this requirement shall constitute sufficient cause for dismissal. (Filed 6/1/77, Order 7-77; Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-21.)

WAC 180-44-040 Classroom - Physical Environment.

APPENDIX H continued

Every teacher shall give careful attention to the maintenance of a healthful atmosphere in the classroom, reporting to the principal or his designated representative any shortcomings in lighting, heating or ventilation. (Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-22.)

WAC 180-44-050 School Day as Related to the Teacher.

Teachers and other certificated personnel are required to be at their respective schools for the benefit of pupils and patrons at least thirty minutes before the opening of school in the morning and at least thirty minutes after the closing of school in the afternoon. This requirement may be waived by the State as part of a plan for professional development or school reform. (Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-24.)

WAC 180-44-060 Drugs and Alcohol - Use of as cause for dismissal.

Use by any certificated person of habit-forming drugs, without pharmaceutical prescription by a duly licensed practitioner of medicine and/or dentistry licensed doctor of medicine, or any unauthorized use of alcoholic beverage on school premises, or at a school-sponsored activity off the school premises, shall constitute sufficient cause for dismissal or non-renewal of contract. (Filed 6/1/77, Order 7-77; Filed 3/29/65, eff. 4/29/65. Formerly SBE 44-4-24.)

EVALUATION FORM
(Certificated Non-Supervisory Staff)

Employee Name: _____ Empl ID: _____

School/Department: _____

Evaluator (please print name): _____

Date: _____

Evaluation Cycle: _____ Professional Growth Cycle _____ Performance Cycle

Purpose of Form: _____ Annual _____ Mid Year _____ Other

Note: This form is to be used as specified in Article XI Evaluation

Evaluator's Comments (Attach additional sheets if necessary):

Employee's Comments:

Overall Evaluation Rating: _____ Satisfactory _____ Unsatisfactory

(also complete reverse side of form)

Evaluation Form (Side 2)

Complete information in the box below only for annual evaluation

Assessment of progress in students' academic achievement
Attach additional sheets if necessary

Assessment portion of evaluation based on:

Classroom Evidence _____ Test Scores _____ Other Assessments _____

Note: Per Article XI, the manner in which growth in student achievement will be measured for purposes of teacher evaluation will be mutually agreed to by the principal and teacher and will be consistent with the Academic Achievement Plan for the building.

Signatures

Employee: _____
(Signature is only an indication of receipt)

Evaluator: _____
(please print)

Date: _____

Date: _____

CERTIFICATED NON-SUPERVISORY EVALUATION OVERVIEW

EVALUATION ACTIVITY	DEADLINE DATES**			
	Non-Continuing Contract	Provisional Contract	Continuing Contract	
			Performance Cycle	Professional Growth Cycle
Discuss goals and expectations	November 15	November 15	November 15	November 15
First Observation (at least 30 minutes)	first 90 days	first 90 days	before winter break	one required before last work day of May
Second observation	before May 15	before May 15	before May 15	
Annual performance evaluation	May 15	May 15	last work day of May	last work day of May
PROBATION ACTIVITY				
Two observations	N/A	N/A	prior to winter break	N/A
Mid- year evaluation	N/A	N/A	January 15	N/A
Annual Performance Evaluation	N/A	N/A	May 15	N/A

**Deadline dates are the final dates activities are to be completed

Evaluation Comparison: Annual Evaluation, Performance Cycle, Professional Growth Cycle (PGC)

All certificated employees are required by law to have an annual evaluation.

In Seattle student achievement is included in the annual evaluation for certificated staff. There are two cycles within the annual evaluation – performance cycle and professional growth cycle (PGC). Employees have either a performance or professional growth AND an annual evaluation.

<u>Performance Cycle</u> Page 100 - 101	<u>Annual Evaluation</u> <i>(Required for <u>all</u> certificated staff)</i> Page 98 - 100	<u>Professional Growth Cycle</u> Page 101-103
<ul style="list-style-type: none"> • Established to ensure that every certificated employee is performing satisfactorily or better • Uses 8 Evaluative Criteria • Pre-conference required for 1st observation • Post observation conference may be requested by the employee following the observation; the evaluator must schedule the conference within one (1) week or inform the employee why the conference cannot be scheduled. • A written report 6 working days following the observation unless either the evaluator or the employee is physically unavailable • Observations: 2 with minimum total of 60 minutes, 1st prior to Winter break. For 1st year provisional and 1-year contract employees 1st observation within first 90 calendar days of employment. <p style="text-align: center;">See Appendix J-1 or J-2</p>	<ul style="list-style-type: none"> • Everyone must receive an annual evaluation -- No later than the last scheduled work day of May for continuing contract; May 15 for one-year, provisional, and probationary employees. • Employee and principal/program manager will meet before November 15 to set annual goals and link them to SPS's Strategic Plan and the school's CSIP. • The principal/program manager and the employee have equal responsibility to set annual student achievement goals and mutually agree on how student achievement will be measured. • Annual evaluations include the State mandated criteria as well academic achievement growth as required by the State and aligned with SPS Strategic Plan and the Collective Bargaining Agreement. • Employees may be evaluated using a variety of assessment tools to monitor the academic achievement growth of students. These may include classroom evidence, tests, SE assessments, 504 plans, etc. <p style="text-align: center;">See Appendix I</p>	<ul style="list-style-type: none"> • Encourages continuous professional growth through goal setting • Participants must attend PGC training. • Requires one observation (at least 30 minutes) by administrator to ensure 8 evaluative criteria are met; no post conference or written report required • Employee designs plan prior to November 15. The plan includes a statement of goals and/or area of focus and how the goals support the school's CSIP, strategies evidence and indicators of progress and means of measuring growth. • No later than November 15 the employee and the evaluator will meet; they have joint responsibility to develop the goals in a collaborative manner. • Prior to the end of the year employee meets with administrator to review progress and make any revisions. Prior to this conference the employee will reflect on student achievement goals set in the annual evaluation. • There are no consequences if an employee does not achieve the stated goals, provided overall performance remains satisfactory. <p style="text-align: center;">See Appendix K</p>

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OBSERVATION REPORT FORM (Classroom Teachers)

Employee Name _____ Empl, ID _____

School/Department/Assignment: _____

Evaluator (please print name): _____

Date: _____

Note: this form is to be used as specified in Article XI, Evaluation.

<p><u>Evaluation Criteria:</u></p> <ul style="list-style-type: none">Instructional skillClassroom managementProfessional preparation and scholarshipEffort toward improvement when neededHandling student discipline and attendant problemsInterest in teaching pupilsKnowledge of subject matterProfessional responsibility
--

Narrative Summary:

Summarize, in separately identified sections on an attached sheet (or the reverse side of this form):

1. "Strengths," with reference to the applicable Evaluation Criteria;

"Area(s) for Improvement," with reference to the applicable Evaluation
"Summary of pre- and/or post-observation conference(s)"

Employee _____ Evaluator: _____
(signature is only an indication of receipt)

Date: _____ Date: _____

OBSERVATION REPORT FORM
(Certificated Support Staff)

(i.e., Nurses, Therapists, Speech/Language Pathologists, Counselors, Psychologists & Librarians)

Employee Name: _____ Empl. ID: _____

School/Department/Assignment: _____

Evaluator _____
(please print name)

Date: _____

Note: this form is to be used as specified in Article XI, Evaluation.

<p><u>Evaluation Criteria:</u></p> <p>Knowledge and scholarship in special field Specialized skills Management of special and technical environment The support person as a professional Involvement in assisting pupils, parents and educational personnel Professional responsibility</p>

Narrative Summary:

Summarize, in separately identified sections on an attached sheet (or the reverse side of this form):

1. "Strengths," with reference to the applicable Evaluation Criteria;

"Area(s) for Improvement," with reference to the applicable Evaluation

"Summary of pre- and/or post-observation conference(s)"

Employee _____ Evaluator: _____
(signature is only an indication of receipt)

Date: _____ Date: _____

PROFESSIONAL GROWTH CYCLE: PLAN DESIGN FORM

Employee Name: _____ **Employee ID or SSN:** _____

Principal/Supervisor: _____ **School/Department:** _____

Person(s) assisting in Plan Implementation: _____

Date: _____

This form is to be used as specified in Article XI

Goals and/or Areas of Focus	Strategies for Reaching Goals	Means of Measuring Progress
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Attach additional sheets if necessary

Initial Review Conference Date: _____ Employee Initials _____ Supervisor Initials _____

Optional Mid-Year Review Conference Date: _____ Employee Initials _____ Supervisor Initials _____

End of Year Review Conference Date: _____ Employee Initials _____ Supervisor Initials _____

(Schedule by end of year)

GUIDELINES FOR EVALUATION OF SUBSTITUTE TEACHERS

Substitutes may be evaluated by the building principal, program manager, or assigned administrator.

1. Upon completion of a substitute assignment of three (3) weeks or more and at the request of the employee, the building principal, program manager, or assigned administrator will complete an evaluation (see Appendix L for form) and provide a copy to the employee and send a copy to the employee's personnel file.
2. In the event that an evaluator believes there may be cause to submit an unsatisfactory performance evaluation, the following procedure shall be implemented:
 - a) The evaluator or designee shall make a reasonable effort to contact the substitute within ten (10) working days of the assignment and specify the concern(s) that led to the unsatisfactory rating. In the event the substitute is barred from the building, the principal/program manager or assigned administrator must notify the substitute within ten (10) working days of the assignment.
 - b) All comments and observations used in the evaluation will be documented and made available for review by the substitute upon request.
 - c) The employee may request a conference to review the concern(s), and the conference will be granted by the evaluator.
 - d) The employee may respond in writing to the concern(s), and that response shall be attached to the evaluation in the permanent file.
 - e) If, as a result of investigation and conference with the employee, the evaluator determines that an unsatisfactory evaluation is not appropriate, the unsatisfactory evaluation will be removed from the file.
 - f) If the unsatisfactory evaluation is accompanied by a request to bar the employee from a building, the employee shall have a right to appeal such action to the Executive Director of Human Resources, or his/her designee.
 - g) This procedure does not preclude the substitute's right to exercise the existing grievance procedure.
3. Employees will receive copies of all evaluations as they are completed.
4. Nothing in this Appendix shall add to or detract from other existing contractual and/or statutory rights.

SUBSTITUTE EVALUATION FORM

SUBSTITUTE _____ SCHOOL _____
 GRADE/SUBJECT _____ DATE(S) _____
 Evaluator (please print): _____

In each of the categories below, all questions shall be answered yes or no except in cases where substitutes are not in classroom situations, then check N/A for not applicable, such as:

	Yes	No	N/A
A. Building Support			
Was assigned in his/her endorsement and grade level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were lesson plans provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was substitute folder provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were materials, supplies, etc., provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were school policies regarding student behavior posted or otherwise provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there direct classroom observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Instructional Skill			
Presented subject matter clearly and concisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improvised lessons in absence of formal lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions and checked for student understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Classroom Management			
Handled student discipline/attendance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintained an environment of learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Professional Responsibility			
Followed lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left written summary of lessons taught	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhered to starting/departure schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercised discretion and appropriate use of language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Satisfactory Unsatisfactory

Evaluator Comments: _____

Substitute Teacher Comments (Optional): _____

(The substitute teacher's signature indicates only that he/she has received this performance evaluation in conference with the person who prepared the report.)

 Signature of Substitute Date Signature/Title of Evaluator Date

BEST PRACTICE FOR SUBSTITUTE TEACHERS

Schools and substitute teachers will work in concert to provide the highest level of educational services to students. A climate of respect, congeniality, safety, professionalism, and appreciation is expected in each school. It is the responsibility of the principal to promote and ensure that students, schools, and substitute teacher have a successful educational experience. The Seattle Public Schools is committed to providing substitute teachers with reasonable written instructions and a positive school climate in which to work. To this end, the principal will periodically check substitute teacher plans to assure they are current.

The school/principal will assign staff to officially greet and welcome substitute teachers and to ensure that the following needs are met:

- Assist during check in/check out
- Provide necessary keys
- Give directions to classroom assignment or provide escort
- Provide class list (s)
- Maintain a file of emergency lesson plans for each grade/class
- Give copies of any special schedules for the day
- Provide copies of all emergency drills, security and safety procedures, master schedules and supervisory duty rosters, maps of the building & the like
- Provide a staff identity badge
- Provide procedures for visitors in the building
- Give directions for picking up necessary materials such as attendance sheets, daily bulletins, etc.
- Give the location of the staff lounge/telephone
- Notify regular school staff of absences and names of substitute teachers through daily bulletins, postings in teachers' mailbox area, or announcements, etc.
- Complete and submit to the Coordinator of Substitutive Teaching an evaluation of substitute teachers when requested by the substitute teacher per the Guidelines for Evaluation of Substitute Teachers - see *Appendix Blank*.
- Establish systematic support for helping substitute teachers with lesson plans

Note: It is highly recommended that the principal/designee meet each substitute teacher during the school day and offer her/his help as needed.

The regularly assigned teachers will provide for substitute teachers:

- A welcoming note
- Copies of student rosters, seating charts, and attendance procedures
- Specific lesson plans for each day's absence and all necessary texts, supplies, materials and equipment for executing the plans – please make provisions for substitutes not certified in your area
- Daily schedule
- Procedures used in the classroom/school
- List of students with special needs and how those needs are met
- List of students in each class who may be helpful
- Discipline procedures used in the classroom and throughout the school
- Supervisory duties (when, where, how)
- Leave the name and location of the person(s) to contact if help is needed
- Leave the name and location of the grade level chairs, department chairs, and other key people in the school
- Ask a building colleague to check with the substitute teacher periodically throughout the day and provide assistance for students who have significant behavioral issues or special needs.

The substitute teacher will:

- Arrive on time and remain 30 minutes past student dismissal time
- Follow any special directions given by the principal
- Implement the specific lesson plan provided by the regularly assigned teacher
- Ask for help whenever needed
- Ensure a positive classroom climate and follow the classroom/school discipline procedures
- Leave note for the regularly assigned teacher as to the progress made on the lesson for each class, behavioral issues, and problems encountered
- Return Substitute Folder and classroom keys to the Main Office
- Inform the principal when inadequate plans are left, there are behavioral issues, or problems are encountered

Substitute teachers will fill the vacancy for which they are assigned. In those cases where enough substitute teachers are not provided to the school by the district, skills of the substitute teacher and circumstances of the classroom should be considered before changing the substitute teacher's assignment. The principal should talk with the substitute before changing the assignment. Whenever possible, the principal will assign substitute teachers to the vacancies of greatest need.

SEA/SSD CONTRACT WAIVER REQUEST FORM

Building/Program: _____

Date of Request: _____

(Deadline: Must be into SEA & SSD Labor Relations by the 1st of the month.)

Contract: ____ Certificated: ____ SAEOP: ____ Paraprofessional: ____

Renewal: Yes: ____ No: ____

We are requesting to waive the following Articles and/or sections of the Collective Bargaining Agreement between the Seattle School SPS and SEA:

VOTING: All Certificated, Parapros, and SAEOPs must be involved in this voting process. You will need 2/3 majority of the SEA represented staff (members and non-members) to approve the waiver.

Total SEA Represented Employees in Building/Program: _____

Certificated: _____

SAEOP: _____

Paraprofessional: _____

SEA Represented Employees Voting In Favor of Waiver: _____

SEA Represented Employees Voting Against Waiver: _____

Total number of SEA Represented Employees Voting: _____

Describe the intent of the proposed contract waiver:

What procedure did the staff use to vote on the waiver (secret ballot, show of hands, etc.?)

SEA/SSD CONTRACT WAIVER REQUEST FORM (continued)

What was the nature of the dissenting opinion(s), if any?

How many SEA Represented employees were directly involved in developing the contract waiver proposal? What was the nature of that involvement?

Waiver Contract Signature (Must be a SEA member)

School #: _____ Home# _____

E-mail: _____

SEA Building Representative:

Signature: _____ E-Mail: _____

School #: _____ Home # _____

Principal or Designee Signature: _____

Phone #: _____ E-Mail _____

Recommendation: Yes _____ No _____

ACTION TAKEN

SEA: Date of Action: _____ Approved: _____ Not Approved: _____

If not approved, the reason:

SPS: Date of Action: _____ Approved: _____ Not Approved: _____

If not approved, the reason:

SEA President

SSD Signature