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ARTICLE 17: WORK YEAR

17.1 ETK-12 District Calendar Committee

17.1.1 A single Vista Unified School District calendar committee was established to develop the ETK-12 calendars.

17.1.1.1 The committee shall include: two (2) teachers from grades ETK-5, two (2) teachers from grades 6-8, two (2) teachers from grades 9-12, one (1) VTA representative, the VTA president or designee, one (1) administrator from each grade band (ETK-5, 6-8 and 9-12), and one (1) District level administrator or designee. Other stakeholders may be included on the committee.

17.1.1.2 The intent of the committee is to have a three (3) year District calendar. Therefore, each year, the committee shall make a recommendation to the Board of Trustees for the upcoming third year.

17.1.1.3 The committee shall begin meeting on or before October 15th and the calendar recommendation shall be submitted to the Board of Trustees by February 1st.

17.1.1.4 Service on the committee is voluntary and unpaid and shall receive three event credits.

17.2 ETK-8 Calendar

17.2.1 **Beginning in the 2020-21 school year and thereafter**, the ETK-8 work year calendar shall be one hundred eighty-seven (187) ~~six (186)~~ days for teachers new to the District and one hundred eighty-six (186) ~~five (185)~~ days for teachers with at least one year's service to the District. These days shall be distributed as follows:

17.2.1.1 One hundred eighty-two (182) teaching days

17.2.1.2 Of the two preparation days, one seven and one half (7.5) site day and one six (6) hour site day to be used as a teacher preparation day before school starts. Opening day staff meeting shall not exceed ninety (90) minutes.

17.2.1.3 The equivalent of six (6) hours or one day to be used for parent conferences conducted outside the contracted day. Two (2) evenings during the parent conference window, determined by the Site Based Decision Making Committee, shall be made available to schedule parent conferences. If no Site Based Decision Making Committee exists, then the Site Leadership Team shall make that determination. In the event the parent conference requirement has been fulfilled before the end of the parent conference window period, the Principal shall excuse the unit member from the evening conferences.

~~17.2.1.4 Professional Development Days. The days shall be distributed as follows:~~

~~17.2.1.4.1 Two days (15 hours) of Professional Development directed by the District.~~

17.2.1.5 **4** One (1) additional orientation day for teachers new to the District.

17.2.1.6 **5** Summary of ETK-8 Calendar

182 Student Contact Days

1 Teacher Prep Day

1 Teacher Prep Day following 90 minute staff meeting

1 Equivalent day for Parent Conference (6 hours beyond contract day)

~~2 Professional Development Days (Directed by the District)~~

~~186~~ **185** Total

1 (Plus 1 additional orientation day for teachers new to the District)

~~187~~ **186** Total for teachers new to the District

17.2.1.7 **6** ETK-8 Minimum Days.

17.2.1.7 **6.1** Extended instructional minutes shall be utilized so that grades ETK-8 shall institute minimum student days for parent conferences/professional development during the school year.

17.2.1.7 **6.1.1** To meet the required instructional minutes in a one hundred eighty-two (182) student contact day year:

17.2.1.7 ~~6.1.2~~ Grades ETK-8 shall be extended three (3) minutes per day to meet the required instructional minutes in a 182 student contact day year.

17.2.1.7 **6.2** This allows for a total of six (6) minimum days per year of which four (4) shall be parent conference days and two (2) shall be site professional development days.

17.2.1.7 **6.3** The Site Based Decision Making Committee shall determine the topic for the site professional development days. The District Calendar Committee shall select the dates for minimum day parent conferences and minimum day professional development.

17.2.1.8 **7** Any instructional minutes changed to modify the school day shall meet the State requirement for the annual instructional time. The Association and District mutually agree to adjust the minutes should they be out of State compliance.

17.2.2 The Site Based Decision Making Committee at each site shall meet to develop the content of professional development. If no Site Based Decision Making Committee exists, then the Site Leadership Team shall make that determination. Members of this committee shall not be paid for their services after the

contract day but shall receive event credit.

17.3 9-12 Calendar

17.3.1 **Beginning in the 2020-21 school year and thereafter**, the 9-12 work year calendar shall be one hundred eighty-~~seven (187)~~ **six (186)** days for teachers new to the District and one hundred eighty-~~six (186)~~ **five (185)** days for teachers with at least one year's service in the District. These days shall be distributed as follows:

17.3.1.1 One hundred eighty-two (182) teaching days.

17.3.1.2 Of the two preparation days, one seven and one half (7.5) site day and one six (6) hour site day to be used as a teacher preparation day before school starts. Opening day staff meeting shall not exceed ninety (90) minutes.

17.3.1.3 Six (6) hours of site-based professional development as determined by the Site Based Decision Making Committee. If no Site Based Decision Making Committee exists, then the Site Leadership Team shall make the determination. The district Calendar Committee shall select the date for this site-based professional development.

~~17.3.1.4 Professional Development Days for New Teachers. The days shall be distributed as follows:~~

~~17.3.1.4.1 Two days (15 hours) of Professional Staff Development directed by the District.~~

17.3.1.54 One (1) additional orientation day for teachers new to the District.

17.3.1.65 Summary of 9-12 Calendar

182 Teaching Days

~~2 Professional Development Days directed by the District~~

1 Teacher Prep Day

1 Teacher Prep Day following 90 minute staff meeting

1 Site-Based Professional Development Day.

~~186~~ **185** Total

1 (Plus 1 additional orientation day for teachers new to the District)

~~187~~ **186** Total for teachers new to the District

17.4 Return to the 182 Student Day Calendar (Traditional) from the YRE Calendar

17.4.1 In the event that the Board of Trustees decides to return any school on a year round education calendar to the 182 student day calendar (traditional), the teacher work year, workday and instructional minutes shall return to but not exceed the 1989-90 contract.

17.4.2 The District and Association agree that any future move to the 182 student day calendar (traditional) from the year round calendar (or the reverse) shall have no

impact on the uniform Teachers' Salary Schedule/Benefits at the time of the change of calendars. The teachers on either calendar shall be compensated equally.

17.4.3 All Bargaining unit members shall be paid on a 12-month pay cycle for the fiscal year July 1 through June 30.

17.4.4 Bargaining Unit Members not currently on the July 1 through June 30 pay cycle shall be placed on the schedule according to the following plan:

17.4.4.1 All new hires shall be placed on the July 1 through June 30 pay cycle.

17.4.4.2 Bargaining unit members involved in Track/Transfer changes shall be placed on the July 1 through June 30 pay cycle and no longer have skipped warrants.

17.4.4.3 If a bargaining unit member retires from the District and his/her contract work year days have been completed by June 30th of the current year that member shall receive all due annual compensation for his/her services by June 30th of that year.

17.5 In the event the District elects to establish a YRE calendar, the District and VTA agree to meet and negotiate the impacts and effects.

17.6 Extended Work Year

17.6.1 The District within its discretion may request employees to work additional days beyond their regular work year. Employees who agree to do so shall be paid on a per diem basis. Employees shall be credited with one additional illness leave day for each such full twenty (20) additional days actually worked.

17.6.2 The District within its discretion may request employees to work different student attendance days than those on the regular work calendar without changing the number of workdays. Employees who agree to do so may rescind such agreement on a yearly basis.

17.6.3 Both the employee and the District are obligated to submit written notification of any intent to change an extended contract for the succeeding school year. Notification shall be submitted no later than May 1.

17.7 Extending Work Year for Extra Duties

17.7.1 The District may request and the unit members in the classifications listed below may agree to the following number of mutually agreed upon days of extended duty which shall be compensated at the per diem rate:

Middle School and High School

A.S.B. Director	10 days
Athletic Director	10 days
Counselor M.S./H.S	5/10 days
FFA/Agriculture Advisor	20 days
Librarian	10 days
Work Experience	5 days
AP and/or IB Coordinator	5 days

Student Store Coordinator	5 days
Special Education Dept. Chair	5 days

17.8 Exchange Days (ETK-12)

- 17.8.1 The practice of ETK-12 teachers trading days will be allowed with the following provisions:
 - 17.8.1.1 Five (5) exchange days per school year shall be allowed for each teacher. Teachers do not have to state their reason for requesting an exchange.
 - 17.8.1.2 The site administrator shall be notified five (5) days prior to the trade.
 - 17.8.1.3 In extenuating circumstances where a teacher needs more than the five (5) days allowed, a unit member may appeal in writing to his/her principal for additional days. The granting of additional days must have approval of the District Office and site administrator.
 - 17.8.1.4 If the unit member who is responsible for being the classroom teacher should be absent because of illness, the sick day shall be charged to that unit member.
 - 17.8.1.5 Partial contract unit members will be allowed exchange days within their schedule with the same provisions as Article 17.8.1 through 17.8.4.
 - 17.8.1.6 The District and/or the Association bear no responsibility for the enforcement of private exchange agreements between individual teachers nor shall the District or Association be liable for the payment of additional compensation based upon any teacher working beyond his/her regular work year pursuant to any private exchange day agreement.