

**May 25, 2022**  
**TENTATIVE AGREEMENT 2022-2023**  
**Between**  
**Laguna Beach Unified School District (LBUSD)**  
**And**  
**Laguna Beach Unified Faculty Association/CTA/NEA (LaBUFA)**

The Laguna Beach Unified School District and the Laguna Beach Unified Faculty Association/CTA/NEA (LaBUFA) have reached a Tentative Agreement for 2022-2023 that provides for:

**ARTICLE 1. RECOGNITION**

**LAGUNA BEACH UNIFIED FACULTY ASSOCIATION**

1. The District recognizes the Association for purposes of collective negotiations, pursuant to Government Code Section 3540 et seq., as the exclusive representative for the certificated bargaining unit composed of the following temporary, probationary and permanent positions: Teachers, digital media and library specialists, counselors, student support specialists, District Nurses, speech pathologists, ~~Athletic Director~~, Activities Directors, and Teachers on Special Assignment.
  
2. The following positions are excluded from the Association:
  - Psychologists
  - Home teachers
  - Adult education teachers
  - Day-to-day substitutes
  - Long-term substitutes
  
  - Certificated management employees:
    - Superintendent
    - Deputy/Assistant Superintendents
    - Elementary School Principal
    - Middle School Principal
    - Middle School Assistant Principal
    - High School Principal
    - High School Assistant Principal
    - Directors
    - District Athletic Administrator**

## ARTICLE 7. HOURS

### 7.1 Definitions

The following definitions have been developed for this Article:

- 7.1.1 Student Instructional Day: The period of time when student instruction begins to when students are excused for the day, excluding passing and recess periods, preparatory and conference periods, lunch periods, and prior-to-school time.
- 7.1.2 Professional Work Week: **It is recognized that unit members and support personnel normally work more than forty (40) hours per week.** The **five day** work week for classroom teachers, counselors and speech-language pathologists shall **include** ~~be~~ thirty-five (35) hours on site, **except when the state mandated minimum instructional minutes, inclusive of lunch, breaks, and passing periods, cause the work week to exceed thirty-five (35) hours.** ~~inclusive of lunch, except for weeks that include non-work days are an exemption to this rule.~~ The professional work week for nurses **and** digital media and library specialists ~~and the athletic director~~ shall be forty (40) hours on site. Professional responsibilities outlined in 7.7.3, such as adjunct duties, may take place outside of the student instructional day.
- 7.1.3 Modified Day: A regular early-out or late start day assigned to the annual schedule for each school site.

### 7.2 Duty Day

- 7.2.1 Unit members shall be required to be at their schools or other work sites thirty (30) minutes prior to the beginning of the students' instructional day, except at the High School where the reporting time is fifteen (15) minutes prior to the beginning of the students' instructional day.
- 7.2.2 On the last contractual day of the school year, completion of professional responsibilities shall be evidenced by the signature of the immediate supervisor on a District-developed end-of-the-year checklist.
- 7.2.3 Staff meetings will be scheduled during the professional work day at each site.
- 7.2.4 Unit members shall work a professional work day, inclusive of all duties outlined in 7.7. Unit members may leave at the conclusion of the student instructional day, except on modified days, as long as the unit members do not have student, parent, or administrative appointments. Secondary teachers may leave at the conclusion of the student instructional day on days when final exams are held.
- 7.2.5 Unit members are not required to perform student supervision during passing and recess periods, preparatory and conference periods, lunch periods, and prior to the

professional work day, unless included in the duty description for stipend or adjunct assignment. The adjunct duty list will be evaluated on a yearly basis at a meeting by the leadership team, LaBUFA negotiation team member, and administration at the end of the school year in preparation for the following year.

- 7.2.6 There will be a minimum of 30 consecutive minutes of duty free lunch.
  - 7.2.7 Every effort will be made to schedule Individual Education Plan (IEP) meetings during the school day. However, in the event IEP meetings extend 30 minutes beyond the unit member's work day, the unit member will be paid the certificated instructional rate of pay for the time beyond the work day.
  - 7.2.8 Optional after-school instructional enrichment and intervention, not assigned as an adjunct duty, performed by unit members beyond the professional work day will be paid at the certificated hourly instructional rate.
  - 7.2.9 Optional professional development beyond the professional work day will be paid at the certificated hourly non-instructional rate.
  - 7.2.10 The District and Association will negotiate before student instructional minutes are amended.
  - 7.2.11 The District shall assign consecutive periods to a middle or high school teacher, inclusive of a preparation period, unless otherwise agreed by the unit member and site administrator.
- 7.3** The principal and staff will cooperatively develop a plan to structure time at the individual schools, subject to the final approval of the principal.
- 7.4 Preparation Periods**
- 7.4.1 Unit members employed full-time at middle school or high school and serving as a classroom teacher for more than four (4) periods shall be assigned one (1) period for preparation and planning.
  - 7.4.2 Unit members employed at elementary schools shall receive a minimum of 220 minutes per week of student free preparation and planning breaks for all kindergarten through third (3<sup>rd</sup>) grade teachers, and 260 minutes per week for fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) grade teachers.
  - 7.4.3 Teachers shall be responsible for assigned students and may not reassign such responsibility without the approval of the site principal.
- 7.5 Outdoor Education**

- 7.5.1 Unit members shall be encouraged but not required to attend Outdoor Education with their participating classes. Unit members who do not attend Outdoor Education with their participating classes shall serve in the District for the regular workday in such assignment as the Superintendent or designee may designate until their classes return.
- 7.5.2 Unit members may travel in their own vehicles at their own expense unless no adult supervision can be provided on the bus. The District will make all reasonable efforts to provide supervision, other than unit members on the bus.

## 7.6 Morning Breaks

- 7.6.1 All unit members assigned to K-5 sites shall participate in scheduling which shall result in morning breaks for all K-5 teachers.

## 7.7 Professional Responsibilities

- 7.7.1 Professional Responsibilities required of all unit members shall include attendance at Back-to-School Night, Open House (Elementary/Middle only), Graduation (High School only) and Parent/Teacher Conferences (K-5).

- 7.7.2 Professional Learning Communities (PLC) –

The purpose of Professional Learning Communities shall be to provide for teacher collaboration around the common vision of improving teaching and student learning. Fidelity to the model requires the development of a common curriculum and common assessments. Sharing of assessment data is for the purpose of improving core instruction and designing and implementing effective and efficient systems of support. To that end, it is important that PLCs occur in an atmosphere of professional trust among both teachers and administrators.

Accordingly, evaluations shall be conducted per provisions of the Agreement and the California Education Code. Unit member rights are neither expanded nor diminished as the result of participation in PLC and in common assessments.

During each school year, unit members shall meet in Professional Learning Communities a maximum of thirty (30) total meetings of approximately one (1) hour each. Attendance at PLC meetings shall be punctual and consistent. Following each PLC meeting, a written summary of the meeting shall be provided to the site administrator in a timely fashion, as mutually agreed to by site administration and the site's PLCs. Site administration shall establish an accessible storage area where meeting summaries of the site's PLCs shall be filed and made available for unit member access.

The vitality and fidelity of the PLC process will be maintained through an annual review with certificated leadership and administration at each site by May 30 of each year.

- 7.7.3 ~~Professional~~ Responsibilities Inclusive of the **Professional Work School-Day**

- a) Attendance at staff meetings, department meetings, PLC meetings, and appointments shall be punctual and consistent.
- b) Expectations for student performance levels shall be clearly communicated to students prior to assignments and assessments.
- c. Effective communications with students, parents, and District personnel concerning individual student needs shall be continuously maintained. This includes timely responses to phone calls, emails, and written correspondence or requests as well as availability for individual student and/or parent conferences as appropriate. Electronic communications, including use of the District-adopted learning management system and/or student information system, shall be updated in a timely manner. Specific definitions of “timely” and “appropriate” shall be determined by the principal in consultation with the site staff and/or departments at the beginning of each school year.
- d. Evaluations of student work shall be reported to students in a timely manner, and when grade level appropriate, the online grading system shall be used to regularly communicate student performance. Each unit member will utilize and regularly update the District-adopted learning management system. Specific definitions of “timely” and “regularly” shall be determined by the principal in consultation with the site staff and/or departments at the beginning of each school year.
- e. Unit members will continue to participate in research, planning, design implementation, and providing feedback for 4CLE (4Cs Learning Environments), including participation in training, visitations, and application of 4CLE principles in classroom instruction. This process will be scheduled by the site administrator on a voluntary basis with unit members until all volunteers have participated, at which time all other unit members will be assigned to the implementation schedule.
- f. Unit members will continue to design and implement lessons and units inherent in implementing the California State Standards, recognizing the change in standards requires adaptation of curriculum design and classroom instruction.
- g. Elementary unit members shall be responsible for student supervision, as scheduled equitably among unit members at the school site.
- h. Adjunct duties shall be distributed equitably among all site unit members, with first consideration given to volunteers. Unit members shall be given as much advance

notice as possible in adjunct duty assignments. See Appendix E for site specific examples of adjunct duties.

Adjunct duties are defined as participation and/or coordination of State, district, site-specific, and instructional initiatives and committees without additional pay.

#### 7.7.4 Mandated Training

Each unit member is required to participate in Mandated Reporting of Child Abuse Training annually within the first six weeks of the school year in accordance with AB 1432. The District will offer multiple training opportunities within the unit member's contracted work day. Should a unit member not attend a training, the unit member will be required to complete the online training module on a date and/or time that does not interfere with the student instructional day.

### 7.8 Substituting

7.8.1 Unit members at the intermediate or high school shall not normally be required to substitute during their preparation periods except in the event of sudden illness, accident, emergency, or when substitutes are not available. However, if a unit member does provide substitute service during the unit members' conference/planning period, they will receive compensation calculated at the certificated instructional rate.

### 7.9 Minimum Days

7.9.1 The number of minimum days for each school year shall be identified on the school calendar.

### 7.10 Staff Development

7.10.1 Staff development shall be a combination of district-wide and site-based undertakings.

7.10.1.1 District-wide staff development shall be planned by the administration with input from unit members.

7.10.1.2 Site-based staff development shall be planned by the site principal in consultation with appropriate site staff representatives.

7.11 Unit members shall not be required to perform supervision at socially oriented activities such as athletic events, dances, performance, or concerts. The assumption of such supervision shall be voluntary.

### 7.12 District Days

The District shall provide eligible unit members with two days of release time for collaborative planning aligned to LCAP goals and/or elementary report cards. Eligible elementary unit members shall be provided three district days annually (one per trimester).

7.12.1 An eligible unit member is a teacher of record with a class roster or a teacher responsible for grade submission.

7.12.2 District days shall be on site or at another district location with approval of the immediate supervisor, but eligible unit members shall not be required to perform student contact services.

7.12.3 Eligible unit members shall take district days as follows:

- Eligible members in grades 6 through 12 shall schedule each district day as a department for collaborative planning as determined by department member(s).
- Individual unit members may opt out of district days.
- Eligible members must use one of the two days before the end of the first semester. Eligible elementary members are allotted one day per trimester.
- Eligible members may not use a day adjacent to a holiday or vacation period for this purpose.
- At the secondary level, the site administrator shall distribute a calendar posted to allow eligible members and departments to schedule their days prior to September 30 for first semester and February 15 for second semester.
- Eligible members who do not use their days will be compensated at the substitute rate of pay within 30 days of the end of the school year.

## **ARTICLE 8. CLASS SIZE**

**8.1** The maximum class size shall not exceed the following levels:

8.1.1	Kindergarten, 1-3	25
8.1.2	Grades 4 and 5	33
8.1.3	Grades 6-8	34
8.1.4	Grades 9-12	36

8.1.5 The District retains the right to waive the maximum in two classes at the middle school (not to exceed 38) and two classes at high school (not to exceed 38).

**8.2** Maximums may be exceeded by agreement of the individual unit member and approval of the Association.

**8.3** Excluded from the computation of maximum class size are students and unit members for the following programs:

- 8.3.1 Physical Education
- 8.3.2 Music
- 8.3.3 Computer
- 8.3.4 Team Teaching
- 8.3.5 Special Education Classes
- 8.3.6 Other similar situations

**8.4** The maximum average class size at any site shall be 30:1. Excluded from the computation of averages are the classes noted above plus library science or student aides.

**8.5** It is understood by the parties that at the secondary level, class size shall be computed by adding the number of students in all regular classroom sections (exclusive of those listed above and applicable class size reduction programs) and dividing by the number of classroom sections.

**8.6** Specialist services will be provided during this Agreement according to the following ratios:

8.6.1 District Nurse, 1:~~1,800~~ 3,000

8.6.2 Elementary School Counselor, 1:700

8.6.3 Middle School Counselor, 1:450

8.6.4 High School counselor, 1:450

8.6.5 ~~For the 2021-2022 school year only, t~~ The education specialist caseloads shall be staffed at an average of 20:1 per school site (the elementary SAI self-contained classes will not be included when calculating the elementary caseload average **nor be eligible for salary points for the purpose of this article**). Should the site caseload exceed this ratio, each education specialist at the school site will receive one salary point for each month the site is over the caseload average.

8.6.6 The average caseload for a speech and language specialist shall not exceed 55 cases. The maximum caseload for a speech and language specialist providing services exclusively to preschool students shall not exceed a count of 40.

**8.7** The prescribed ratios stated above specify the minimum counselors to be employed. The District reserves the right to adjust these ratios in cases where a loss of finances occurs or a planned reduction or elimination of services becomes necessary.

**8.8** Education specialists shall meet and confer with administration to distribute caseloads equitably.

**8.9** The District shall make reasonable efforts to equitably distribute students with Individual Education Programs and students with Section 504 of the 1973 Rehabilitation Act Accommodation Plans among general education teachers with consideration given to previous assignments.

8.9.1 Administration shall meet, upon request, with affected unit members and/or grade level or departments to discuss equitable placement of students identified in 8.9.



## **ARTICLE 17. SCHOOL CALENDAR**

- 17.1** The calendar will include 187 days of duty for unit members . There shall be 180 days of instruction and seven (7) days for non-instructional purposes. One (1) of the preparation days are to be scheduled at the discretion of the unit member and completed no later than June 30<sup>th</sup> of each school year, as verified by the unit member's site administrator. The other six (6) non-instructional days shall be allocated as follows:
- 17.1.1. Two (2) days to include a staff meeting and preparation time prior to the start of the school year.
- 17.1.2. One (1) day for professional development scheduled by the District administration prior to the start of the school year.
- 17.1.3. One (1) day for elementary professional development and secondary grading day scheduled by the District administration during a mid-year non-student day.
- 17.1.4. One (1) day for professional development scheduled by the district administration during a spring non-student day.
- 17.1.5. One (1) day for preparation and check-out after students are released in June.
- 17.2** The calendar will include 197 days of duty for counselors, digital media specialists, student support specialists and nurses. ~~The calendar will include 211 days of duty for the athletic director.~~
- 17.3** A minimum day will be scheduled for Back-to-School night and Open House night.
- 17.4** **A Calendar Advisory Committee, composed of three (3) representatives appointed by LaBUFA, one (1) CSEA representative, and three (3) representatives appointed by the District, shall meet annually to provide a recommendation for a student calendar two (2) years out to the School Board for final approval.**

## **ARTICLE 18. SALARY SCHEDULE**

- 18.1** The single salary schedule provides that unit members having the same experience and training shall receive the same salary regardless of the segment of the system to which the unit member may be assigned. The compensation of unit members will be governed by this salary schedule, and rules and regulations and decisions of the Board of Education, and the Education Code of the State of California.
- 18.2** Placement on this salary schedule shall be determined by training, experience, and special assignments. Beginning with the 2017-18 school year, the District may grant up to five (5) years of experience credit for initial placement of new hires on the certificated salary schedule. Unit members hired prior to the 2017-18 school year, who have additional years of verified teaching experience prior to hire for which the unit member has not received credit, shall accelerate one additional step on the salary schedule each year until they reach the five (5) years of initial salary placement the unit member would have received upon initial hire. This provision is not retroactive.

**18.3** The basis of the salary schedule is a point system. The value of ~~\$235.88~~ ~~222.53~~ shall be awarded for school year ~~20221-20232~~ (refer to Appendix A). On the Counselor Salary Schedule (refer to Appendix A), the value of ~~\$248.64~~ ~~234.57~~ shall be awarded for school year ~~20221-20232~~. On the Nurse Salary Schedule (refer to Appendix A), the value of ~~\$284.15~~ ~~268.07~~ shall be awarded for school year ~~20221-20232~~. An additional five points will be added to a unit member’s salary after completion of 16 years of service and an additional 20 points will be added after completion of 23 years of service.

18.3.1 An additional \$2,500 will be added to a unit member’s salary upon completion of National Teacher Board Certification, National Counselor Board Certification, Licensed Clinical Social Worker, or Certification of Clinical Competence. When earned mid-year, the amount shall be pro-rated.

**18.4** In the event a unit member is required to work more than the number of regular contractual days, excluding work covered by 18.6, the unit member shall receive compensation at the regular daily rate of pay **based on the number of hours worked. Assessments for special education students outside of the work year is an example of work covered by this section.**

**18.5** In cases where a unit member’s monthly paycheck is less than the amount due, the Business Office will issue the difference in the form of a revolving cash check within twenty-four (24) hours. When an overpayment occurs, an adjustment will be made on the following monthly payment unless the unit member makes the correction prior to the next pay period.

**18.6** Direct student hourly instruction rate of pay shall be ~~\$54.62~~ ~~51.53~~ per hour (includes grading of student work not on the teacher’s roster) and other district-approved work performed by a bargaining unit member on a voluntary basis shall be paid at an hourly rate of ~~\$47.80~~ ~~45.09~~.

Summer School pay shall be as follows:

<u>Years of LBUSD Experience</u>	<u>Hourly Rate</u>
1-5	<del>\$54.62</del> <del>1.53</del>
6-15	<del>\$61.45</del> <del>57.97</del>
16-21+	<del>\$68.30</del> <del>4.43</del>

These hourly rates of pay shall be increased each school year by the same percentage increase as is applied to the Certificated Unit Member Salary Schedule.

**18.7** Extra Duty Stipend List – These stipends shall be increased each school year by the same percentage increase as is applied to the Certificated Unit Member Salary Schedule unless waived by mutual agreement between the District and the Association.

**18.8** Stipends shall be provided to individual unit members performing additional duties as specified in Appendix C.

## ARTICLE 23. TERM

The parties agree that the provisions of this Agreement shall remain in effect from July 1, 2020 through June 30, 2023 with re-openers of up to two articles **for each party in year three of the Agreement.** ~~s, in addition to health and welfare and salary, for each party in year two and year three of the Agreement.~~ **In spring of 2022, both parties agreed to a three year salary, health and welfare plan as follows:**

- **6% for 2022-23 with District insurance caps staying the same.**
- **5% for 2023-24 with District insurance caps staying the same.**
- **5% for 2024-25 with District insurance caps staying the same.**

**If the District receives an increase of two percent (2%) or more than assumed in the adopted budget\* as indicated on the "Total Taxes" percentage change column identified in the P-1 property tax assessment from the Orange County Office of Education in November each year, then both parties agree to meet and negotiate Articles 18 and 19 (Salary and Benefits). The Business Office will provide LaBUFA a copy of the P-1 property tax assessment from the Orange County Department of Education when it is received each year.**

**2022-23 budget assumes 7% growth in total taxes**

**2023-24 budget assumes 5% growth in total taxes**

**2024-25 budget assumes 5% growth in total taxes**

## APPENDIX A – Certificated Unit Member Salary Schedule

- A.1** This is a single salary schedule and provides that unit members having the same experience and training shall receive the same salary regardless of the segment of the system to which they may be assigned. The compensation of unit members will be governed by this salary schedule, the rules and regulations and decisions of the Board of Education and the Education Code of the State of California.
- A.2** Should either the system of finance which allows the District to continue its funding on a “basic aid” basis or the Proposition 13 system of updating the assessment to market upon sale or any substantially equivalent modification of the District’s funding occur, the District has the right to reopen and negotiate a modification of the salary schedules.
- A.3** Placement on this salary schedule shall be determined by training, experience and special assignments. There shall be no reduction in the salary of any unit member currently employed as a result of the adoption of this salary schedule.
- A.4** The basis of this salary schedule is a point system. For ~~2022-23~~ ~~2023-24~~, each point has a value of **\$235.88** ~~222.53~~ and shall be awarded on the following basis:

**A.4.1 Bachelor’s Degree: 287 Points**

A Bachelor's Degree must be received from an accredited institution. Units earned prior to the awarding of a Bachelor's degree cannot be considered toward a point credit.

**A.4.2 Master's Degree: 21 Points**

A Master's Degree must be received from an accredited institution and must be registered in the Superintendent's office by May 1.

A.4.2.1 Exception: A unit member enrolled in a Master's program which may be completed after May 1 and/or at the end of a summer session may file transcripts and request a change in classification at the conclusion of the summer session. A Master's Degree is required in order to receive credit for more than 55 unit credits. Full credit for all acceptable units shall be granted to a maximum of 64. Unit members currently employed by the District and possessing a previously recognized Master's equivalent shall retain this status.

**A.4.3 Unit Credit 1 Point Per Unit**

A.4.3.1 Only upper division or graduate units from an accredited institution will be recognized for unit credit.

A.4.3.2 Four semester unit credits may be earned per semester or three quarter units may be earned per quarter during a regular school year. Any exceptions must receive prior approval from the Superintendent.

A.4.3.3 The maximum unit credit shall be 64, subject to limitations as listed.

**A.4.4 Experience Credit**

A.4.4.1 A minimum salary of:

\$ 67,697 ~~63,865~~ for 2022-2023 will be granted to a unit member without teaching experience.

A.4.4.2 A one-half year experience increment shall be granted to those unit members serving in the District one-half or more of a school year. Such experience must have been gained beginning with the 1967/68 school year. A full year intern unit member shall receive one-half year credit on this schedule.

**A.4.5 Military Credit - Half-time, Not to Exceed 24 Credits.** Credit for active military service shall be granted if teaching experience has been interrupted.

**A.4.6 Professional Growth.** The District has made provision for incentive to encourage directed professional growth. It is the District's intention that activity used from credit under this section be directed to the growth of the unit member related to their area of assignment. The school principal will be the recommending agent. The District will

recognize 20 points for an approved program earned by completion of college classes, attendance at workshops, conferences and conventions focused on the District's strategic goals and Common Core State Standards for which there is no District financial support and through an approved education travel program.

A.4.6.1 College Units: The District will recognize a maximum of six (6) semester or nine (9) quarter units per year. A quarter unit will be worth 2/3 of a point. Either upper or lower division courses may be included. Upon completion of a Master's degree, units accrued in this section shall be transferred to units under A.4.3

A.4.6.2 Workshops, Conferences or Conventions. The District will recognize attendance at or participation in workshops, conferences or conventions, but will limit points earned to three (3) per year. In order to be accepted, no District reimbursement can be received for this activity.

A.4.6.3 Educational Travel. The District will award up to twelve (12) points for educational travel, no more than six (6) per year. The unit member must present a planned program including educational objectives to be met, the activities planned to meet those objectives, and the nature of the evidence to be provided upon completion.

**A.4.7 General Conditions**

A.4.7.1 Units earned under this section may not be used for credit in A.4.3 of this schedule, but may apply as hurdle requirements under A.5.2.

- (a) Requests for professional growth units shall be submitted for recommendation by the Professional Growth Committee and approval by the Superintendent.
- (b) Compensation for professional growth units shall be awarded on the next contract following the completion of the activity and shall remain a permanent factor in computing a unit member's salary.

**A.5 Special Provisions**

A.5.1 **Changes in Classification.** Changes in classification must be made by May 1 of each year based on unit credits earned or in progress during a current semester or quarter. These courses must terminate on June 30, and must be officially certified by a written statement from the employee.

It is the unit member's responsibility to see that official transcript or records are filed

in the Human Resources Office by the deadline. Salary adjustment for reclassification of courses completed by September 15 shall be computed during the month of November for the December 1 paycheck, such payment shall be retroactive to the first of the year.

**A.5.2 Hurdle Requirements (Increments)**

A.5.2.1 By May 1 of the third year of service with the District and by May 1 of each fourth year of service thereafter, each unit member shall file in the Human Resources Office official transcripts showing completion of six (6) semester units of lower division work OR four (4) semester units of upper division or graduate work in order to receive an increment on the salary schedule for the following school year.

A.5.2.2 Courses in progress during the spring semester or quarter and terminating on June 30 may be officially certified by a written statement from the unit member.

A.5.2.3 Travel or other evidence of professional advancement may be substituted for four of the six semester units of lower division work, subject to prior approval by the Superintendent.

A.5.2.4 If a unit member meets the hurdle requirements by the due date for submission, they will be placed at their appropriate experience level beginning with the following year.

**A.5.3 Limitations (Unit Credit)**

A.5.3.1 Fifteen (15) unit points must be earned before credit is given for more than six (6) years' experience.

A.5.3.2 Thirty (30) unit points must be earned before credit is given for more than eight (8) years' experience.

A.5.3.3 Forty-five (45) unit points must be earned before credit is given for more than ten (10) years' experience.

Upon receiving unit points needed to fulfill the requirements delayed by the above limitation, full experience credit shall be granted.

**EXPERIENCE**

Years	1	2	3	4	5	7	8	9	10	11	17
Units											
1-15		_____									
15-30		_____									
30-45		_____									
45-60		_____									









## APPENDIX B – Athletic Stipends

### B.1 Stipends

Stipend indicated in Appendix B is paid for regular season only. The percentage is based on Range 1/Step 1 of the Teacher Salary Schedule.

### B.2 Length of Season

Length of season is based on current CIF Blue Book dates. In the event a season extends over a vacation period, those weeks are counted, if the team either practices or performs during the vacation period. The regular season stipend does not include post-season CIF weeks.

### B.3 Coaching Periods

Availability of coaching periods shall be determined by the site administrator with input from with the District Athletic Administrator Athletic Director. Should a coaching period be made available to a unit member, the period shall be part of the unit member's regular schedule (i.e. cannot be a 6/5 additional assignment). Coaches who coach at the site where they teach are eligible for coaching periods, should coaching periods be available. This includes unit members, but excludes classified personnel and walk-on coaches. Coaches who receive a coaching period receive the regular stipend indicated in Appendix B.

B.4 Unit members who are not assigned a coaching period receive the increased stipend in accordance with Appendix B. This does not pertain to other contracted district employees (classified and confidential) or walk-on coaches.

### B.5 Longevity

Longevity bonus of 5% of the stipend earned shall be offered to coaches with five (5) years of coaching service. Longevity bonus of 10% of the stipend earned shall be offered to coaches with ten (10) years of coaching service. Longevity bonus of 15% of the stipend earned shall be offered to coaches with fifteen (15) years of coaching service. Longevity is calculated on the number of years as a coach for the district. Years of service as a coach do not have to be consecutive. Unit members and contracted district employees (classified and confidential) are eligible for coaching longevity bonuses.

B.6 Coaches who coach more than one sport are eligible for one multi-sport bonus of 5% of the largest stipend earned, provided they are the head coach for at least one sport. This does not apply to coaches of the girls and boys teams of the same sport in the same season.

B.7 Coaches who are the varsity head coach for both boys and girls teams of the same sport (cross country, track, swimming) receive one stipend and the same season bonus of 20% of the stipend.

### B.8 Out of season/CIF pay

Out of season or CIF playoff pay, regardless of funding source, is assigned on a per week basis, and is calculated using the following formula:

(stipend earned/weeks in regular season) x number of out of season weeks = out of season pay

Marching Band Director and Cheer Coach are also eligible for CIF playoff pay as calculated above.

**B.9 Reapportionment of Coaching Stipends**

Reapportionment requests shall be submitted in writing by the site administrator and **District Athletic Administrator** ~~Athletic Director~~ and approved by the Superintendent or designee. The term of approval shall be for one season unless otherwise indicated. The total value of the reapportioned stipends shall not exceed the value of the original stipend.

## Laguna Beach Unified School District Athletic Coaching Stipend List - 2022/23

Stipends are based on Range 1/Step 1 of the Teacher's Salary Schedule

HEAD COACH - Varsity				
Sport	Max #	Season(s)	Stipend	Stipend w/o Period *
Baseball	1	S	8%	10%
Tennis (B)	1	S	8%	10%
Softball	1	S	8%	10%
Swimming (B/G)	2	S	8%	10%
Track (B/G)	2	S	8%	10%
Golf (B)	1	S	8%	10%
Volleyball (B)	1	S	8%	10%
Sand Volleyball (G)	1	S	8%	10%
Football	1	F	8%	10%
Tennis (G)	1	F	8%	10%
Surf (B/G)	1	F	8%	10%
Water Polo (B)	1	F	8%	10%
Cross Country (B/G)	2	F	8%	10%
Golf (G)	1	F	8%	10%
Volleyball (G)	1	F	8%	10%
Sand Volleyball (B)	1	F	8%	10%
Cheer	1	F, W, S	8%	10%
Basketball (B/G)	2	W	8%	10%
Soccer (B/G)	2	W	8%	10%
Water Polo (G)	1	W	8%	10%
Lacrosse (B)	1	S	8%	10%
Lacrosse (G)	1	S	8%	10%
Wrestling	1	W	8%	10%

ASSISTANT COACH			
Sport	Max #	Season(s)	Stipend
Baseball	3	S	5.4%
Basketball (B)	3	W	5.4%
Basketball (G)	3	W	5.4%
Cheer	1	F,W,S	5.4%
Cross Country (B/G)	4	F	5.4%
Football	7	F	5.4%
Golf (B)	2	S	5.4%
Golf (G)	2	F	5.4%
Lacrosse (B)	1	S	5.4%
Lacrosse (G)	1	S	5.4%
Sand Volleyball (G)	2	S	5.4%
Sand Volleyball (B)	2	F	5.4%
Soccer (B)	3	W	5.4%
Soccer (G)	3	W	5.4%
Softball	3	S	5.4%
Surf (B/G)	3	F,W,S	5.4%
Swimming (B/G)	4	S	5.4%
Tennis (B)	2	S	5.4%
Tennis (G)	2	F	5.4%
Track (B/G)	4	S	5.4%
Volleyball (G)	3	F	5.4%
Volleyball (B)	3	F	5.4%
Water Polo (G)	3	W	5.4%
Water Polo (B)	3	F	5.4%
Wrestling	1	W	5.4%

\*applies to LaBUFA unit members only

## APPENDIX D – Evaluation Documents

Evaluation documents are located on the [All-Staff page of the District Learning Management System](#). ~~Approved revisions have been made to Form B Temporary/Probationary Evaluation Document.~~

Agreed on this 25<sup>th</sup> day of May, 2022

On Behalf of:

The Laguna Beach Unified Faculty Association/CTA/NEA

DocuSigned by:

*Sara Hopper*

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Sara Hopper, LaBUFA President

The Laguna Beach Unified Faculty Association/CTA/NEA

DocuSigned by:

*Mike Conlon*

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Mike Conlon

Assistant Superintendent,

Human Resources

Laguna Beach Unified School District