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WESTMINSTER SCHOOL DISTRICT
Staff/School Calendar for 2018-2019

(Unless modified by mutual agreement)

Board Approved:
May 10, 2018

TEACHER PREPARATION DAY	Monday	August 27, 2018
STAFF DEVELOPMENT DAY	Tuesday	August 28, 2018
TEACHER PREPARATION DAY	Wednesday	August 29, 2018
FIRST DAY OF SCHOOL	Thursday	August 30, 2018
TEACHER PREPARATION DAY	Monday (Non-Student Day)	November 26, 2018
STAFF DEVELOPMENT DAY	Monday (Non-Student Day)	April 29 April 22, 2019

 <p>DISTRICT HOLIDAYS</p>	* Independence Day	Wednesday	July 4, 2018
	* Labor Day	Monday	September 3, 2018
	* Veterans Day Observed	Monday	November 12, 2018
	* Thanksgiving Recess	5 days	November 19-23, 2018
	Thanksgiving Holiday (District closed)	3 days	November 21 – 23, 2018
	+ Winter Recess	11 days	Friday, December 21, 2018 through Friday, January 4, 2019 (Classes reconvene Monday, January 7, 2019)
	Winter Holiday (District closed)	7 days	December 24, 2018 through January 1, 2019
	* Martin Luther King Day	Monday	January 21, 2019
	* Lincoln's Birthday	Monday	February 11, 2019
	* Washington's Birthday	Monday	February 18, 2019
	+ Spring Recess	5 days	April 22–26 April 15 – 19, 2019 (Classes reconvene Tuesday, April 30 23, 2019)
	+ Spring Holiday (District closed)	Monday Friday	April 22 19, 2019
	* Memorial Day	Monday	May 27, 2019

LAST DAY OF SCHOOL: For pupils and teachers.....MINIMUM DAY.....Tuesday, June 18, 2019

TRIMESTERS				DAYS
August	30	- November	16	55
November	27	- March	8	60
March	11	- June	18	65
				180

MODIFIED DAYS
(Early Dismissal for Students)
DATES:
October 15-19, 2018
March 18-22, 2019
June 17, 2019

PARENT/TEACHER CONFERENCES (Modified Days)	
Trimester #1	October 15-19, 2018
Trimester #2	March 21-22, 2019 for "At Risk Students"

+ Two weeks of Winter Recess and one week of Spring Recess excluded in counting 20-days school month for attendance accounting (Education Code Section 37201)
 * All holidays are in accordance with Education Code Section 37220

WESTMINTER SCHOOL DISTRICT

GRIEVANCE FORM

Formal Level One

Submission of Grievance: This form must be completed in full and signed by the Grievant.

Grievant's Name: _____ Work Location: _____

Date alleged grievance occurred _____

Date of Conference – Informal Level _____

- I. Statement of Grievance: Give a concise statement of the problem, citing the Specific provision(s) of the contract allegedly violated.

- II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date Submitted

Distribution:
1 copy to Immediate Supervisor
1 copy to be retained by Grievant

Received by supervisor:

Date

Time

WESTMINTER SCHOOL DISTRICT

GRIEVANCE FORM

Formal Level One

Immediate Supervisor's Response to: _____
Grievant

Supervisor's Signature

Date

Distribution:

- 1 copy to Grievant
- 1 copy to be retained by Immediate Supervisor
- 1 copy to the Association

Date Grievance was received by supervisor:

Date response was submitted to Grievant:

WESTMINTER SCHOOL DISTRICT

GRIEVANCE FORM

Formal Level Two

(Attach copy of Formal Level One Grievance and Response)

I. Why is grievance being appealed to Formal Level Two?

II. Remedy sought:

Grievant's Signature

Date Submitted

Distribution:

1 copy to Superintendent
1 copy to Immediate Supervisor
1 copy to be retained by Grievant

Received by supervisor:

Date

Time

WESTMINTER SCHOOL DISTRICT

GRIEVANCE FORM

Formal Level Two

Superintendent's (or Designee's) response to: _____
Grievant

Superintendent or Designee

Date

Distribution:

- 1 copy to Grievant
- 1 copy to Immediate Supervisor
- 1 copy to be retained by Superintendent
or Designee
- 1 copy to Association

Date Grievance was received by Superintendent:

Date response was submitted to Grievant:



WESTMINSTER SCHOOL DISTRICT TEACHER INITIAL CONFERENCE AGREEMENT

Evaluatee: _____

Date: _____

Evaluator: _____

Grade(s)/Subject(s): _____

Status of Evaluatee: ____ Temporary ____ Probationary 1 ____ Probationary 2 ____ Permanent

An initial conference shall be held no later than October 31 of each year between the unit member who is being evaluated and the evaluator. This agreement may be modified by mutual consent at any time during the school year.

- I. **Class Profile:** List the number of students in your class(es) who have an IEP, who have a 504 plan, who are Gifted and Talented, the number of students who are English Learners along with their English Language Proficiency levels, and each student's level on standardized tests in English Language Arts and Math. (You may attach a report from an approved WSD data server.)

- II. **Learning Environment:** Establish a working philosophy for a suitable learning environment. Include your expectations for student achievement, classroom management techniques, teacher-student interaction, and physical surroundings. (Attach a copy of your classroom behavior expectations.)

III. **Goals for the year:**

- A. What California Standards for the Teaching Profession (CSTP) element(s) would you like to address this year? (If you change or add to your goals during the year, update this section, include the date it was modified, and discuss with your evaluator.)

B. What is your specific goal for this CSTP element?

C. How will your CSTP goal impact student learning?

D. What are the action steps you plan to take to achieve your CSTP goal?

E. What forms of professional development and/or support will you seek to assist you with creating a personal action plan to achieve your CSTP goal(s)? (e.g. observe peers, additional collaboration time, read research, action research, or attend formal professional development sessions)

IV. Evaluation Areas: Specify standards to be addressed during this evaluation cycle as outlined in the collective bargaining agreement.

A. District CSTP: Standard 6

B. Evaluatee CSTP:

C. Evaluator CSTP:

V. Support Needed: List any support you need from your administrator to assist you in helping your students reach their maximum growth for the year. Some suggested areas: instructional strategies, classroom management, or learning environment.

Parts VI and VII are to be completed during the initial conference by the evaluator.

VI. List ways the evaluator will support the teacher in achieving his/her CSTP goals and helping students achieve their maximum growth for the year.

VII. The evaluator should list any areas of concern which may result in a Does Not Meet Standards for one or more CSTP element.

Evaluatee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

**INITIAL CONFERENCE AGREEMENT
PSYCHOLOGISTS, SPECIAL SERVICES PERSONNEL**

Name	Date
Grade Level and/or Subject Area	Position
<input type="checkbox"/> Temporary	
<input type="checkbox"/> Probationary – Year 1, 2	
<input type="checkbox"/> Permanent	

I. Goals and objectives for supportive services relative to the district-wide attainment of student standards and maintenance of a suitable learning environment.

II. Measuring devices to be used:

III. Objectives for other major responsibilities:

(over)

Initial Conference Agreement – Psychologists, Special Services Personnel (cont.)

IV. Constraints and limitations, if any:

Signed: _____
Teacher Date

Signed: _____
Evaluator Date

This agreement may be modified by mutual consent at any time during the school year.

MODIFICATION AGREEMENT

Name _____ Date _____

School _____ Position _____

Modification and/or additions to the Initial Conference Agreement:

Signed: _____
Evaluatee

Evaluator



WESTMINSTER SCHOOL DISTRICT TEACHER PRE-OBSERVATION

Evaluatee: _____ Date: _____

This form is to be submitted to your evaluator within two school days of the formal observation. Upon mutual agreement between the evaluatee and evaluator, a lesson plan can be provided in addition to or in lieu of this form as long as it addresses the questions below. A conference may be requested by either the evaluatee or evaluator for clarification purposes.

1. What do you expect your students to learn from this lesson (learning goal)?
2. How will you set your students up for success?
3. How will you know when your students have achieved the learning goal you set?
4. How will you respond when students don't achieve the learning goal? What if some students do and others do not?
5. How will you meet the needs of the student who "already knows" the material you are preparing to teach?
6. On which three CSTPs are you being formally evaluated?

<input type="checkbox"/> Standard 1	<input type="checkbox"/> Standard 4
<input type="checkbox"/> Standard 2	<input type="checkbox"/> Standard 5
<input type="checkbox"/> Standard 3	<input checked="" type="checkbox"/> Standard 6 (district standard)



WESTMINSTER SCHOOL DISTRICT TEACHER OBSERVATION

Evaluatee: _____ Date: _____

Evaluator: _____ Grade(s)/Subject(s): _____

Standard 1 – ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING

- 1.1 Uses knowledge of students to engage them in learning.
- 1.2 Connects learning to students' prior knowledge, backgrounds, life experiences, and interests.
- 1.3 Connects subject matter to meaningful, real-life contexts.
- 1.4 Uses a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs.
- 1.5 Promotes critical thinking through inquiry, problem-solving, and reflection.
- 1.6 Monitors student learning and adjusts instruction while teaching.

Does Not Meet Standards ☐

EVIDENCE OBSERVED:

COMMENTS:

SUGGESTED AREAS OF GROWTH:

Standard 2 – CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING

- 2.1 Promotes social development and responsibility within a caring community where each student is treated fairly and respectfully.
- 2.2 Creates physical or virtual learning environments that promote student learning, reflects diversity, and encourages constructive and productive interactions among students.
- 2.3 Establishes and maintains learning environments that are physically, intellectually, and emotionally safe.
- 2.4 Creates a rigorous learning environment with high expectations and appropriate support for all students.
- 2.5 Develops, communicates, and maintains high standards for individual and group behavior.
- 2.6 Employs classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.
- 2.7 Uses instructional time to optimize learning.

Does Not Meet Standards ☐

EVIDENCE OBSERVED:

COMMENTS:

SUGGESTED AREAS OF GROWTH:



WESTMINSTER SCHOOL DISTRICT TEACHER OBSERVATION

Standard 3 – UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING

- 3.1 Demonstrates knowledge of subject matter, academic content standards, and curriculum for current frameworks.
- 3.2 Applies knowledge of student development and proficiencies to ensure student understanding of subject matter.
- 3.3 Organizes curriculum to facilitate student understanding of the subject matter.
- 3.4 Utilizes instructional strategies that are appropriate to the subject matter.
- 3.5 Uses and adapts resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students.
- 3.6 Addresses the needs of English learners and students with special needs to provide equitable access to the content.

Does Not Meet Standards ☐

EVIDENCE OBSERVED:

COMMENTS:

SUGGESTED AREAS OF GROWTH:

Standard 4 – PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS

- 4.1 Uses knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.
- 4.2 Establishes and articulates goals for student learning.
- 4.3 Develops and sequences long-term and short-term instructional plans to support student learning.
- 4.4 Plans instruction that incorporates appropriate strategies to meet the learning needs of all students.
- 4.5 Adapts instructional plans and curricular materials to meet the assessed learning needs of all students.

Does Not Meet Standards ☐

EVIDENCE OBSERVED:

COMMENTS:

SUGGESTED AREAS OF GROWTH:



WESTMINSTER SCHOOL DISTRICT TEACHER OBSERVATION

Standard 5 – ASSESSING STUDENT LEARNING

- 5.1 Applies knowledge of the purposes, characteristics, and uses of different types of assessments.
- 5.2 Collects and analyzes assessment data from a variety of sources to inform instruction.
- 5.3 Reviews data, both individually and with colleagues, to monitor student learning.
- 5.4 Uses assessment data to establish learning goals and to plan, differentiate, and modify instruction.
- 5.5 Involves all students in self-assessment, goal setting, and monitoring progress.
- 5.6 Uses available technologies to assist in assessment, analysis, and communication of student learning.
- 5.7 Uses assessment information to share timely and comprehensible feedback with students and their families.

Does Not Meet Standards ☐

EVIDENCE OBSERVED:

COMMENTS:

SUGGESTED AREAS OF GROWTH:

Standard 6 – DEVELOPING AS A PROFESSIONAL EDUCATOR

- 6.1 Reflects on teaching practices in support of student learning.
- 6.2 Establishes professional goals and engages in continuous and purposeful professional growth and development.
- 6.3 Collaborates with colleagues and the broader professional community to support teacher and student learning.
- 6.4 Works with families to support student learning.
- 6.5 Engages local communities in support of the instructional program.
- 6.6 Manages professional responsibilities to maintain motivation and commitment to all students.
- 6.7 Demonstrates professional responsibility, integrity, and ethical conduct.

Does Not Meet Standards ☐

EVIDENCE OBSERVED:

COMMENTS:

SUGGESTED AREAS OF GROWTH:

Evaluator Signature: _____

Date: _____

Evaluatee Signature: _____

Date: _____



WESTMINSTER SCHOOL DISTRICT TEACHER POST-OBSERVATION REFLECTIVE QUESTIONS GUIDE

Evaluatee: _____ Date: _____

These questions can be used to guide the discussion between the teacher and evaluator during the post-observation conference. This conference will be scheduled within one week of the evaluator's formal observation.

1. Do you feel you met the objectives of your lesson?
 2. What do the student results tell you about the instructional strategies you used?
 3. What additional interventions might you provide to students who were unable to meet the objective of your lesson? What additional enrichment will you provide for those students who exceeded the objective of your lesson?
 4. What went well in the lesson?
 5. What, if anything, would you modify before you presented the lesson again?
-

COMMENTS:



WESTMINSTER SCHOOL DISTRICT TEACHER FINAL EVALUATION

Evaluatee: _____ Date: _____

Evaluator: _____ Grade(s)/Subject(s): _____

Dates of Observations: _____

Status of Evaluatee: ____ Temporary ____ Probationary 1 ____ Probationary 2 ____ Permanent

Standard 1 – ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING

- 1.1 Uses knowledge of students to engage them in learning.
- 1.2 Connects learning to students' prior knowledge, backgrounds, life experiences, and interests.
- 1.3 Connects subject matter to meaningful, real-life contexts.
- 1.4 Uses a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs.
- 1.5 Promotes critical thinking through inquiry, problem-solving, and reflection.
- 1.6 Monitors student learning and adjusts instruction while teaching.

____ Exceeds Standards ____ Meets Standards
____ Partially Meets Standards ____ Does Not Meet Standards
____ Not a Focus Standard

EVIDENCE:

COMMENTS:

Standard 2 – CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING

- 2.1 Promotes social development and responsibility within a caring community where each student is treated fairly and respectfully.
- 2.2 Creates physical or virtual learning environments that promotes student learning, reflects diversity, and encourages constructive and productive interactions among students.
- 2.3 Establishes and maintains learning environments that are physically, intellectually, and emotionally safe.
- 2.4 Creates a rigorous learning environment with high expectations and appropriate support for all students.
- 2.5 Develops, communicates, and maintains high standards for individual and group behavior.
- 2.6 Employs classroom routines, procedures, norms, and supports for positive behavior to ensure a climate in which all students can learn.
- 2.7 Uses instructional time to optimize learning.

____ Exceeds Standards ____ Meets Standards
____ Partially Meets Standards ____ Does Not Meet Standards
____ Not a Focus Standard

EVIDENCE :

COMMENTS:



WESTMINSTER SCHOOL DISTRICT TEACHER FINAL EVALUATION

Standard 3 – UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING

- 3.1 Demonstrates knowledge of subject matter, academic content standards, and curriculum for current frameworks.
- 3.2 Applies knowledge of student development and proficiencies to ensure student understanding of subject matter.
- 3.3 Organizes curriculum to facilitate student understanding of the subject matter.
- 3.4 Utilizes instructional strategies that are appropriate to the subject matter.
- 3.5 Uses and adapts resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students.
- 3.6 Addresses the needs of English learners and students with special needs to provide equitable access to the content.

<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards
<input type="checkbox"/> Partially Meets Standards	<input type="checkbox"/> Does Not Meet Standards
<input type="checkbox"/> Not a Focus Standard	

EVIDENCE :

COMMENTS:

Standard 4 – PLANNING INSTRUCTION AND DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS

- 4.1 Uses knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.
- 4.2 Establishes and articulates goals for student learning.
- 4.3 Develops and sequences long-term and short-term instructional plans to support student learning.
- 4.4 Plans instruction that incorporates appropriate strategies to meet the learning needs of all students.
- 4.5 Adapts instructional plans and curricular materials to meet the assessed learning needs of all students.

<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards
<input type="checkbox"/> Partially Meets Standards	<input type="checkbox"/> Does Not Meet Standards
<input type="checkbox"/> Not a Focus Standard	

EVIDENCE:

COMMENTS:



WESTMINSTER SCHOOL DISTRICT TEACHER FINAL EVALUATION

Standard 5 – ASSESSING STUDENT LEARNING

- 5.1 Applies knowledge of the purposes, characteristics, and uses of different types of assessments.
- 5.2 Collects and analyzes assessment data from a variety of sources to inform instruction.
- 5.3 Reviews data, both individually and with colleagues, to monitor student learning.
- 5.4 Uses assessment data to establish learning goals and to plan, differentiate, and modify Instruction.
- 5.5 Involves all students in self-assessment, goal setting, and monitoring progress.
- 5.6 Uses available technologies to assist in assessment, analysis, and communication of student learning.
- 5.7 Uses assessment information to share timely and comprehensible feedback with students and their families.

<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards
<input type="checkbox"/> Partially Meets Standards	<input type="checkbox"/> Does Not Meet Standards
<input type="checkbox"/> Not a Focus Standard	

EVIDENCE:

COMMENTS:

Standard 6 – DEVELOPING AS A PROFESSIONAL EDUCATOR

- 6.1 Reflects on teaching practices in support of student learning.
- 6.2 Establishes professional goals and engages in continuous and purposeful professional growth and development.
- 6.3 Collaborates with colleagues and the broader professional community to support teacher and student learning.
- 6.4 Works with families to support student learning.
- 6.5 Engages local communities in support of the instructional program.
- 6.6 Manages professional responsibilities to maintain motivation and commitment to all students.
- 6.7 Demonstrates professional responsibility, integrity, and ethical conduct.

<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards
<input type="checkbox"/> Partially Meets Standards	<input type="checkbox"/> Does Not Meet Standards
<input type="checkbox"/> Not a Focus Standard	

EVIDENCE :

COMMENTS:



WESTMINSTER SCHOOL DISTRICT TEACHER FINAL EVALUATION

OVERALL PERFORMANCE: ☐ Meets Standards ☐ Does Not Meet Standards

OVERALL COMMENTS:

Evaluatee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

**FORMAL EVALUATION
PSYCHOLOGISTS, SPECIAL SERVICES PERSONNEL**

Name

Date

Position

☐ Temporary

☐ Probationary – Year 1, 2

☐ Permanent

(Please Check One)

I. PERFORMANCE IN THE MAINTENANCE OF A SUITABLE LEARNING ENVIRONMENT REGARDING PHYSICAL SURROUNDINGS, TEACHER-STUDENT INTERACTION, PROPER CONTROL:

☐ SATISFACTORY

☐ UNSATISFACTORY

II. PERFORMANCE IN THE ATTAINMENT OF PREDETERMINED OBJECTIVES FOR STUDENT PROGRESS:

☐ SATISFACTORY

☐ UNSATISFACTORY

III. WORKING STAFF RELATIONSHIPS:

☐ SATISFACTORY

☐ UNSATISFACTORY

IV. PROFESSIONAL QUALITIES (RELIABILITY AND DISCRETION):

☐ SATISFACTORY

☐ UNSATISFACTORY

V. INSTRUCTIONAL TECHNIQUES AND STRATEGIES USED BY THE EMPLOYEE:

☐ SATISFACTORY

☐ UNSATISFACTORY

VI. EMPLOYEE'S ADHERENCE TO CURRICULAR OBJECTIVES

☐ SATISFACTORY

☐ UNSATISFACTORY

VII. SPECIFIC SUGGESTIONS FOR ANY IMPROVEMENT WHICH MAY BE
NEEDED, AND ASSISTANCE OFFERED:

☐ SATISFACTORY

☐ UNSATISFACTORY

VIII. OVERALL TEACHER EVALUATION:

☐ SATISFACTORY

☐ UNSATISFACTORY

I HAVE READ THIS EVALUATION AND DISCUSSED IT WITH MY EVALUATOR.

Signed: _____
Evaluatee

Date

Signed: _____
Evaluator

Date



**WESTMINSTER SCHOOL DISTRICT
TEACHER GOAL SETTING
NON-EVALUATION YEAR**

Evaluatee: _____ Date: _____

School: _____ Grade(s)/Subject(s): _____

Teachers who are not being evaluated in the current year shall complete this form as described in Article VI – Evaluation 1.3.8 by the end of the first trimester.

- I. Class Profile:** List the number of students in your class(es) who have an IEP, who have a 504 plan, who are Gifted and Talented, the number of students who are English Learners along with their English Language Proficiency levels, and each student's level on standardized tests in English Language Arts and Math. (You may attach a report from an approved WSD data server)

II. Goals for the Year:

- A. What California Standards for the Teaching Profession (CSTP) element(s) would you like to address this year?

- B. What is your specific goal for this CSTP element?

C. How will your CSTP goal impact student learning?

D. What are the action steps you plan to take to achieve your CSTP goal?

E. What forms of professional development and/or support will you seek to assist you with creating a personal action plan to achieve your CSTP goal(s)? (e.g. observe peers, additional collaboration time, read research, action research, or attend formal professional development sessions)

III. End-of-Year Teacher Reflection:

This section is for reflective use by the teacher. A final copy should be shared with the administrator.

A. As a result of this goal setting inquiry, what was the impact on your instructional/classroom practices and/or student achievement?

B. Describe how you will apply what you learned in pursuing your goal to future practice.

MONTHLY ATTENDANCE REPORT

District: 060 WESTMINSTER SCHOOL DISTRICT

HUMAN RESOURCES

CERTIFICATED

CERTIFICATED

Printed On: 12/3/2010

060tholloway
060 *

HUMAN RESOURCES

Printed At: 2:44:26PM

Page No. : 2

Printed By User ID: 060tholloway

LAST NAME, FIRST NAME**600000xxxx****CERTIFICATED**

November 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05 SL: 7:30 hours	06
07	08	09	10	[Prog Close]	11 [Prog Close] F: 7:30 hours	12
13	14	15 PL: 7:30 hours	16	17	18	19
20	21	22	23 [Prog Close]	24 [Prog Close]	25 [Prog Close]	26
27	28	29	30			

I have reviewed and hereby approve the employee's monthly attendance report.

I certify that my monthly attendance report is true and correct.

Supervisor's Signature

Date

Employee's Signature

Vacation and Sick Leave Balances	BEGINNING	EARNED	TAKEN	ENDING
SICK LEAVE	663:00	0:00	15:00	648:00
VACATION	0:00	0:00	0:00	0:00
COMP TIME	0:00	0:00	0:00	0:00
Other Balances				
FURLOUGH	7:30			

HEALTH/SAFETY HAZARD NOTICE

Date: _____ Location: _____ Supervisor: _____

Condition Noted: _____

Observer: _____ Work Place: _____ Date: _____

Observer: Submit white and yellow copies to Supervisor; pink copy to Director of Maintenance, Operations and Transportation.

SUPERVISOR'S ACTION: : _____

Supervisor: _____ Work Place: _____ Date: _____

Supervisor: Send white copy to Director of Maintenance, Operations and Transportation after completion.

B-19

WESTMINSTER SCHOOL DISTRICT

TEACHER SALARY SCHEDULE

2018 - 2019

185 DAYS

STEP	B-1 Bachelors Degree Without Credential	B-2 Bachelors Degree With Credential	C-1 BA + 15 Without Credential	C-2 BA + 15 With Credential	D-1 BA + 30 Without Credential	D-2 BA + 30 With Credential	E BA + 45 OR MA	F BA + 60 Including MA
1	\$43,872	\$52,410	\$47,162	\$53,566	\$50,453	\$54,723	\$55,877	\$57,033
2	\$45,979	\$53,093	\$49,507	\$54,998	\$53,041	\$56,776	\$58,470	\$60,411
3	\$48,082	\$53,775	\$51,858	\$56,430	\$55,630	\$58,831	\$61,063	\$63,791
4	\$50,189	\$54,458	\$54,205	\$57,863	\$58,219	\$60,887	\$63,655	\$67,169
5	\$52,295	\$55,141	\$56,551	\$59,295	\$60,809	\$62,942	\$66,247	\$70,550
6	\$54,402	\$55,823	\$58,899	\$60,726	\$63,394	\$64,997	\$68,839	\$73,927
7	\$56,505	\$56,505	\$61,246	\$62,158	\$65,981	\$67,052	\$71,433	\$77,308
8	\$56,505	\$56,505	\$63,591	\$63,591	\$68,572	\$69,107	\$74,026	\$80,686
9	\$56,505	\$56,505	\$63,591	\$63,591	\$71,162	\$71,162	\$76,618	\$84,066
10	\$56,505	\$56,505	\$63,591	\$63,591	\$71,162	\$71,162	\$80,696	\$87,444
11	\$56,505	\$56,505	\$63,591	\$63,591	\$71,162	\$71,162	\$80,696	\$90,824
12	\$56,505	\$56,505	\$63,591	\$63,591	\$71,162	\$71,162	\$80,696	\$90,824
13	\$56,505	\$56,505	\$63,591	\$63,591	\$71,162	\$71,162	\$84,135	\$94,204
14	\$56,505	\$56,505	\$63,591	\$63,591	\$71,162	\$71,162	\$84,135	\$94,204
15	\$56,505	\$59,637	\$63,591	\$67,001	\$71,162	\$74,848	\$86,208	\$97,585
16	\$56,505	\$59,637	\$63,591	\$67,001	\$71,162	\$74,848	\$86,208	\$97,585
17	\$56,505	\$59,637	\$63,591	\$67,001	\$71,162	\$74,848	\$86,208	\$97,585
18	\$56,505	\$59,637	\$63,591	\$67,001	\$71,162	\$74,848	\$86,208	\$97,585
19	\$56,505	\$59,637	\$63,591	\$67,001	\$71,162	\$74,848	\$86,208	\$97,585
20	\$56,505	\$61,750	\$63,591	\$69,359	\$71,162	\$77,451	\$90,480	\$100,964
21	\$56,505	\$61,750	\$63,591	\$69,359	\$71,162	\$77,451	\$90,480	\$100,964
22	\$56,505	\$61,750	\$63,591	\$69,359	\$71,162	\$77,451	\$94,556	\$104,345
23	\$56,505	\$61,750	\$63,591	\$69,359	\$71,162	\$77,451	\$94,556	\$104,345
24	\$56,505	\$61,750	\$63,591	\$69,359	\$71,162	\$77,451	\$94,556	\$104,345
25	\$56,505	\$63,866	\$63,591	\$71,724	\$71,162	\$80,048	\$94,556	\$111,385
26	\$56,505	\$63,866	\$63,591	\$71,724	\$71,162	\$80,048	\$94,556	\$111,385
27	\$56,505	\$63,866	\$63,591	\$71,724	\$71,162	\$80,048	\$94,556	\$111,385
28	\$56,505	\$63,866	\$63,591	\$71,724	\$71,162	\$80,048	\$94,556	\$111,385
29	\$56,505	\$63,866	\$63,591	\$71,724	\$71,162	\$80,048	\$94,556	\$111,385
30	\$56,505	\$68,099	\$63,591	\$76,445	\$71,162	\$85,247	\$94,556	\$111,385

1.5% increase 2018-2019; F27-F25; F25-F22; E25-E22

Additional 0.58% 11/15/18

11.15.18

WESTMINSTER SCHOOL DISTRICT
STATE PRESCHOOL TEACHER SALARY SCHEDULE
DOUBLE SESSION
2018 - 2019
185 DAYS

STEP	A 60-89 Units	B 90 or More Units Without BA	C BA Without Credential	D BA With Regular Elementary Credential	E BA + 30 With Regular Elementary Credential
1	\$40,166	\$42,618	\$45,072	\$47,020	\$51,834
2	\$42,173	\$44,751	\$47,236	\$49,069	\$54,493
3	\$44,284	\$46,988	\$49,399	\$51,116	\$57,153
4	\$46,499	\$49,337	\$51,563	\$53,166	\$59,812
5	\$48,824	\$51,802	\$53,726	\$55,849	\$62,473
6	\$51,265	\$54,394	\$55,890	\$56,053	\$65,129
7	\$53,829	\$57,113	\$58,052	\$58,052	\$67,787
8	\$53,829	\$57,113	\$58,052	\$58,052	\$70,448
9	\$53,829	\$57,113	\$58,052	\$58,052	\$73,109
10	\$53,829	\$57,113	\$58,052	\$58,052	\$73,109
11	\$53,829	\$57,113	\$58,052	\$58,052	\$73,109
12	\$53,829	\$57,113	\$58,052	\$58,052	\$73,109
13	\$53,829	\$57,113	\$58,052	\$58,052	\$73,109
14	\$53,829	\$57,113	\$58,052	\$58,052	\$73,109
15	\$56,258	\$58,762	\$61,268	\$61,268	\$76,895
16	\$56,258	\$58,762	\$61,268	\$61,268	\$76,895
17	\$56,258	\$58,762	\$61,268	\$61,268	\$76,895
18	\$56,258	\$58,762	\$61,268	\$61,268	\$76,895
19	\$56,258	\$58,762	\$61,268	\$61,268	\$76,895
20	\$58,507	\$60,976	\$63,440	\$63,440	\$79,575
21	\$58,507	\$60,976	\$63,440	\$63,440	\$79,575
22	\$58,507	\$60,976	\$63,440	\$63,440	\$79,575
23	\$58,507	\$60,976	\$63,440	\$63,440	\$79,575
24	\$58,507	\$60,976	\$63,440	\$63,440	\$79,575
25	\$60,848	\$63,231	\$65,614	\$65,614	\$82,238
26	\$60,848	\$63,231	\$65,614	\$65,614	\$82,238
27	\$60,848	\$63,231	\$65,614	\$65,614	\$82,238
28	\$60,848	\$63,231	\$65,614	\$65,614	\$82,238
29	\$60,848	\$63,231	\$65,614	\$65,614	\$82,238
30	\$65,716	\$67,839	\$69,961	\$69,961	\$87,579

1.5% increase 2018-2019
Additional 0.58% 11/15/18

11.15.18

WESTMINSTER SCHOOL DISTRICT

PSYCHOLOGIST SALARY SCHEDULE

2018 - 2019

185 DAYS

STEP	D	E	F
	BA + 30	BA + 45 or MA	MA +15 or BA + 60 Including MA
1	\$62,991	\$74,314	\$85,635
2	\$66,548	\$77,745	\$88,346
3	\$70,104	\$81,179	\$91,058
4	\$73,661	\$84,611	\$93,769
5	\$77,217	\$88,045	\$96,480
6	\$80,775	\$91,478	\$99,190
7	\$80,775	\$91,478	\$99,190
8	\$80,775	\$91,478	\$99,190
9	\$80,775	\$91,478	\$99,190
10	\$80,775	\$91,478	\$99,190
11	\$80,775	\$91,478	\$99,190
12	\$80,775	\$91,478	\$99,190
13	\$80,775	\$91,478	\$99,190
14	\$80,775	\$91,478	\$99,190
15	\$84,330	\$94,911	\$101,903
16	\$84,330	\$94,911	\$101,903
17	\$84,330	\$94,911	\$101,903
18	\$84,330	\$94,911	\$101,903
19	\$84,330	\$94,911	\$101,903
20	\$87,887	\$98,343	\$104,613
21	\$87,887	\$98,343	\$104,613
22	\$87,887	\$98,343	\$104,613
23	\$87,887	\$98,343	\$104,613
24	\$87,887	\$98,343	\$104,613
25	\$91,444	\$101,776	\$117,165
26	\$91,444	\$101,776	\$117,165
27	\$91,444	\$101,776	\$117,165
28	\$91,444	\$101,776	\$117,165
29	\$91,444	\$101,776	\$117,165
30	\$98,470	\$109,599	\$117,165

1.5% Increase 2018-2019

11.15.18

Additional 0.58% 11/15/18

WESTMINSTER SCHOOL DISTRICT

SPEECH AND LANGUAGE PATHOLOGIST SALARY SCHEDULE

2018 - 2019

185 DAYS 7 hours 45 minutes

STEP	D	E	F
	BA + 30	BA + 45 or MA	MA +15 or BA + 60 Including MA
1	\$65,714	\$73,157	\$78,203
2	\$69,369	\$77,220	\$82,541
3	\$73,019	\$81,286	\$86,895
4	\$76,675	\$85,356	\$91,226
5	\$80,323	\$89,414	\$95,572
6	\$83,981	\$93,477	\$99,913
7	\$83,981	\$93,477	\$99,913
8	\$83,981	\$93,477	\$99,913
9	\$83,981	\$93,477	\$99,913
10	\$83,981	\$93,477	\$99,913
11	\$83,981	\$93,477	\$99,913
12	\$83,981	\$93,477	\$99,913
13	\$83,981	\$93,477	\$99,913
14	\$83,981	\$93,477	\$99,913
15	\$88,062	\$98,019	\$104,774
16	\$88,062	\$98,019	\$104,774
17	\$88,062	\$98,019	\$104,774
18	\$88,062	\$98,019	\$104,774
19	\$88,062	\$98,019	\$104,774
20	\$91,733	\$102,094	\$109,137
21	\$91,733	\$102,094	\$109,137
22	\$91,733	\$102,094	\$109,137
23	\$91,733	\$102,094	\$109,137
24	\$91,733	\$102,094	\$109,137
25	\$95,399	\$106,177	\$122,231
26	\$95,399	\$106,177	\$122,231
27	\$95,399	\$106,177	\$122,231
28	\$95,399	\$106,177	\$122,231
29	\$95,399	\$106,177	\$122,231
30	\$102,728	\$114,339	\$122,231

1.5% increase 2018-2019

11.15.18

Additional 0.58% 11/15/18

CHECKLIST

Please read and check in the appropriate column that you have completed each item listed. By doing this you are acknowledging that **you** have **completed** each procedure according to the appropriate guidelines.

15. a. Advance payment for items not covered by a Purchase Requisition. Amount(s) not covered must exceed \$25.00.
- b. Check yes- after you have made all conference arrangements, i.e. transportation, lodging, substitute, registration.
- c. Check yes- if a Purchase Requisition is attached for registration to be paid by the district in one of the following methods.
 1. If the vendor (who you make the check/PO to) will accept registration (sometimes noted in the conference brochure or you may call the vendor to ask) with a PO # over the phone then you must call the Purchasing Department for a PO #. Purchasing will ask for the vendor and the Purchase Requisition #. The PO# and the date are to be noted in the appropriate area (bottom left of the Purchase Requisition). The Purchase Requisition must have the following information:

Name of the conference	Your name
Date(s) of attendance	Location
Cost	How you registered (phone, faxed, mail)
Date you registered	Date you registered
Confirmation number if available	To whom you spoke
Or	
 2. The vendor will only accept your registration with a hard copy of the PO or a check in advance of the conference. You will

not call Purchasing for a PO # however, you will note this on the registration. In addition, you will attach a completed registration form (provided within the conference brochure) and a Purchase Requisition. The Purchase Requisition must have the following information:

Name of the conference
Your name
Date(s) of attendance
Location
Cost

please note on the Purchase Requisition- "per vendor a hard copy of the PO must accompany registration" or "per vendor a check must accompany registration- no PO's accepted" (whichever applies)

Attach the completed registration form and completed Purchase Requisition with all notations.

c. through h. are self explanatory

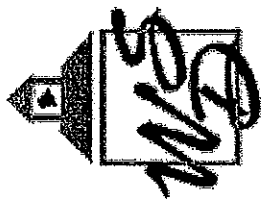
After attending the conference, you must submit an expense claim with the appropriate itemized receipts within 10 days even if you have requested an advance-failure to do so may put future conference approvals/advances in jeopardy.

If further clarification of these procedures is necessary, please contact Educational Services, ext. 457 or 484

Quick Reference:

- * All itemized receipts required
- * Local conferences need only minimum paperwork
- * Car pooling not required
- * Oral/written reports not required
- * Double occupancy for overnight lodging no longer required
- * Increased dinner amount
- * Local conference mileage claimed on quarterly mileage log

Conference Guidelines



You do not need a "Request to Attend Conference" if you would like to attend a local conference, workshop, or training:

- * For which there is no cost to the district

You do need a "Request to Attend Conference" for any event which:

- * Incurs a charge to the district excluding substitute and mileage
- * Over \$500.00
- * Out of state

Note: A Purchase Requisition is required for all events that incur cost to the district

If you are in doubt whether or not you should fill out "A Request to Attend..." please call Educational Services, ext. 457 or 484.

In all cases- you are responsible for:

- * Requesting approval from your Principal/Supervisor
- * Requesting your substitute
- * Completing all necessary paperwork

ATTENDEE INFORMATION

1. **PRINTED NAME (one individual only)** – Print your name. Each "Request to Attend Conference" is to be used for one individual only.
2. **SIGNATURE** – Sign your name.
3. **DATE OF REQUEST** – Enter the date you complete this form.
4. **SITE** – Enter your school name, or the name of your department.
5. **JOB TITLE** – Enter your specific job title, i.e. Principal, Teacher, Paraeducator, Health Assistant, etc.
6. **GRADE/LEVEL** – If you teach a grade level, please enter here.

BUDGET INFORMATION

7. **BUDGET NUMBER** – List the entire budget number on this line. Please ask your supervisor for the appropriate funding source.
8. **PROGRAM NAME** – List the entire name of the program.
9. **BUDGET APPROVAL (signature of Program Administrator)** – After completion of your entire form and approval by your Supervisor, forward the original form and proper attachments to the Program Administrator in charge of the budget that is being charged.
10. **SUPERVISOR APPROVAL** – After completion of your entire form, submit to your Supervisor for approval.
As you are completing this form and requesting approval, keep in mind these guidelines:

- a. Conferences that are local and for which your total expenses will be \$500 or less should be submitted to the Program Administrator responsible for the budget being charged at least 20 days before the date of the conference.

- b. Conferences over \$500 or out of state should be submitted to the Program Administrator responsible for the budget being charged at least four weeks before the next scheduled Board Meeting. (Meetings are normally held on the first Thursday of each month.)
When the forms are completed and the necessary arrangements made forward your request to Educational Services.

CONFERENCE INFORMATION

11. **FULL NAME OF CONFERENCE** – Enter the entire name of the conference you will be attending exactly how it appears on the brochure. Acronyms are not acceptable. You must spell out the entire name.
12. **LOCATION (city/state)** – Enter the city and the state in which the conference is held. Any out of state conference must have prior approval by the Westminster School District Board of Trustees. If your conference is out of state, allow enough time for your paperwork to be processed after approval by the Board of Trustees. This is especially critical if conference registration is to be paid in advance (per vendor), or you are requesting an advance.
13. **DATE(S) OF ATTENDANCE** – Enter the actual date(s) of the conference. Unless you will be traveling and have been approved by your supervisor to arrive the day before the conference begins, in that instance, enter the

day you will arrive at your place of lodging. In the event your conference is scheduled to last through a time when return transportation is not possible that same day, enter the day you are expected to return. This information will be verified by your supervisor and Educational Services based on the brochure that you attach to your "Request to Attend Conference".

CHECK ALL ESTIMATED EXPENSES YOU EXPECT TO INCUR- RECEIPTS ARE MANDATORY FOR ALL EXPENSES (except mileage)

- a. Registration- enter the total registration cost for the conference or meeting
- b. Travel:
 - mileage- you may be reimbursed for mileage from your site location or from your home, whichever is less. Mileage should be claimed on a quarterly mileage log.
 - parking- allow for the total approximate cost of parking
 - car rental- allow for the total approximate cost of renting a car
 - substitute/ taxi- enter the total approximate cost (ask driver for receipt)
 - airfare- complete and submit a "Purchase Requisition" to pay the travel agency or airline. If you pay for the ticket, you will be reimbursed when you submit receipt

- c. Lodging- enter the total lodging expense. You will be reimbursed for pre-approved lodging expenses. The district will not pay in advance for lodging. You will be responsible for making a deposit. Be sure you ask what the total will be including tax.
- d. Meals for local conferences, workshops, or trainings will no longer be compensated. Meals that have compensation will follow these guidelines:
Enter the approximate cost of meals. You will not be reimbursed for alcohol.
Allowable expenses may not exceed:
breakfast- \$15.00
lunch- \$20.00
dinner- \$30.00

If the conference provides a meal (including continental breakfast) you may not turn in a receipt for that meal, i.e., lunch is provided by the conference but you prefer to eat elsewhere... you may not turn in that receipt. Tips: 15% gratuity may be included (written amount acceptable) however, the total amount reimbursed may not exceed the amounts listed above.

- e. Other- special events not covered in the cost of the registration, i.e., short courses, special seminars, and workshops. A Purchase Order will not be given to purchase "materials/kits" at a conference. At the discretion of your supervisor you may make purchases and be reimbursed following the proper procedure (turning in the signed receipt along with a buy out).
- f. Substitute- if you require a substitute, please call Debi Watson, ext. 444. She will ask you for the funding source. Your Principal and/or Coordinating Teacher will provide this information to you.

(Please refer to the "Conference Guidelines" for detailed information on filling out this form)

WESTMINSTER SCHOOL DISTRICT

INTRA-SCHOOL TRANSFER REQUEST FORM

Request for: Fall ~or~ Spring Semester

(please circle requested semester above)

Name _____ School _____ Date _____

Please indicate the grade level positions/subjects at this site for which you would like to be considered for next semester if vacancies occur.

It is understood that teachers may revise these forms at any time during the school year.

Per the Collective Bargaining Agreement between the Westminster Teachers Association and the Westminster School District, the following procedure will be followed:

- Before a vacancy is posted, the immediate supervisor shall give consideration to these written requests for reassignment from the teachers at the site and conference with the teacher during the school year. A reasonable effort will be made to conference with the teacher at other times.

NOTE: THIS MAY BE YOUR ONLY OPPORTUNITY TO NOTIFY YOUR PRINCIPALS THAT YOU WANT TO BE CONSIDERED FOR A VACANCY, SHOULD ONE OCCUR DURING THE NEXT SEMESTER.

Received by: _____ Date: _____
(Principal's signature)

*****After Principal signs receipt of this form, a copy will be returned to the requestor (teacher)*****

(Rev. 2/08)

Memorandum of Understanding
Westminster Teachers Association (WTA/Association)
and
Westminster School District (WSD/District)
Health and Welfare Benefits

Westminster School District Health and Welfare Benefits Committee (Committee)

1. Purpose/Goal(s): The purpose of this Committee shall be to monitor and coordinate the District's health and welfare benefits/insurance program(s). The goal of the Committee is to maintain and/or improve the employees' benefits/insurance program, while at the same time remaining cognizant of and/or responsive to the cost of the program(s).

2. Composition: The voting membership of the Committee shall consist of three (3) representatives of the Certificated Bargaining Unit, two (2) representatives of the Classified Bargaining Unit and three (3) District representatives, two of who may be the District Risk Manager and the Chief Business Official.

Non-voting advisory members may be included on the Committee as deemed necessary by the voting members of the Committee.

3. Rules of Operation: It is the intent, whenever possible, that any and all alterations of the District's health and welfare benefits/insurance program(s) be reviewed by the Committee. Decisions/recommendations of the Committee are advisory only. Final decisions regarding health and welfare benefits/insurance program(s) shall be directed from and decided by the respective parties' negotiations teams.

The Committee shall meet at least quarterly, or more often, as determined by the Committee members.

Information that has been received from insurance carriers and/or service providers, including utilization, financial and market data, shall be shared among all parties and with all Committee members in order to promote open communication and further support the purpose and goals of the Committee.

The Committee shall adopt additional rules of operations, processes and procedures as it deems necessary to effectively and efficiently conduct its business.

Fiscal Rebates from Self Insured Schools of California (SISC)

The District and Association mutually agree that after having entered into a purchasing agreement with SISC, in the circumstance that a rebate of employee related health and welfare benefit/insurance dollars were to be returned to the District, these funds would be prorated among the respective active employee groups. The groups a part of this agreement include: certificated; classified; classified and certificated management; and confidential staff, as they exist at the time the rebate occurs. The funds shall be prorated proportionally based on the number of active employees in each group. The use of these one time funds/rebates would be limited to providing health and welfare benefits and would be subject to negotiations.

BUDGET ADVISORY COMMITTEE

The WSD will convene a Budget Advisory Committee that will include representatives from WTA, CSEA, PTA, K-8 principals and at least one Board member. Meetings will be held quarterly commencing September, November, February, May and quarterly thereafter. The purpose of the committee is to ensure good communications and awareness among stakeholders regarding the WSD budget and the factors that impact its revenue and expenditures. The goal is to provide all district partners information and to encourage their input to explore long term district fiscal solvency and strength. (Date, times to be determined.)

A Revenue Generating/Cost Containment Committee will be composed on an equal number of District, and Association representatives to consider/explore ways to generate increased revenue/and reduce expenditures to the General Fund. The committee will provide advisory information to the Budget committee as its regularly-scheduled meetings.

Westminster School District

Guidelines for Spring At-Risk Conferences

Elementary School

Spring conferences will be held on a Thursday and Friday in March following the end of the 2nd trimester based on the approved instructional calendar for the year.

Teachers must meet with the students with retention paperwork in progress.

In order to prioritize conference time, please follow the following criteria:

1. Students receiving a 1 in Reading, Writing and/or Math
2. Students receiving a 2 in Reading, Writing and/or Math
3. Students receiving a 1 in Science or H/SS

RSP teachers meet with students and families based on the child's grades and IEP goals. Please coordinate with colleagues for at-risk students.

Please use professional discretion in meeting with additional students in your classroom if time remains, consider:

1. Students receiving a 2 in Science or H/SS
2. Students who scored in the 25th percentile or lower on DIBELS
3. Students whose CELDT or ELPAC results remained the same or decreased one level.

Westminster School District

Guidelines for Spring At-Risk Conferences

Middle School

Spring conferences will be held on a Thursday and Friday in March following the end of the 2nd trimester based on the approved instructional calendar for the year.

Preparation for the Conference:

- The school office will run a list of students with GPAs 2.0 and below.
- As in the fall, the homeroom teacher will lead the conference. Please invite students and their parents to join you.
- Teachers must meet with:
 - Students whose school wide GPA is 2.0 and below
 - If any time remains, please use professional discretion in meeting with additional students in your homeroom.
 - RSP teachers meet with students and families based on the child's GPA and IEP goals. Please coordinate with grade level colleagues for at-risk students.

During the Conference:

- To build ownership and responsibility for their own learning, students are to be included in the conference.
- The Goal Setting Conference form should be used as the foundation for the conference; consider discussing Jupiter grades with the family.

The site Principal will help to problem solve scheduling when any one homeroom teacher is overloaded.

Memorandum of Understanding

between

Westminster School District

and

Westminster Teachers Association



April 14, 2016

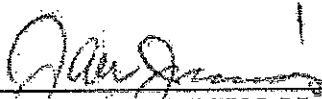
This Memorandum of Understanding is entered into by and between The Westminster School District ("District") and the Westminster Teachers Association ("Association") and will be in effect until June 30, 2016.

Article VIII – Leaves

The following language pertains to bonding leave available under the California Family Rights Act in consideration of Assembly Bill 375.

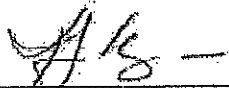
A unit member who is eligible for bonding leave under the California Family Rights Act (CFRA) may use up to 12 weeks of leave for this purpose, compensated at the differential pay rate. The 12-week period or portion thereof to which the unit member is entitled under CFRA shall be reduced by the amount of full paid sick leave used by the unit member during this period.

Article VIII, Section 3.7.1 will revert back to the 2015-2016 Collective Bargaining Agreement language beginning July 1, 2016 unless otherwise negotiated in the successor agreement.


WESTMINSTER SCHOOL DISTRICT
James Jimenez
Assistant Superintendent
Human Resources

Date

4/14/16


WESTMINSTER TEACHERS ASSOCIATION
Kim Bui
President

Date

4/14/16

Memorandum of Understanding

between
Westminster School District
and
Westminster Teachers Association




April 14, 2016

This Memorandum of Understanding is entered into by and between The Westminster School District ("District") and the Westminster Teachers Association ("Association") and will be in effect until June 30, 2016.


Article XXII – Negotiations Procedures

Section 2 - Designation

Section 2 – Designation of the Collective Bargaining Agreement states the Association shall designate no more than (7) representatives who shall each receive reasonable released time without loss of compensation to attend negotiations and impasse proceedings. Mutual consent and agreement is reached in that both parties agree to have no more than (8) designated representatives attend negotiations sessions for the 2016-2017 Collective Bargaining Agreement. The District proposes through collaborative negotiations with the Association to explore language in Article XXII – Negotiations Procedures regarding designated representatives for future negotiation sessions.


WESTMINSTER SCHOOL DISTRICT
James Jimenez
Assistant Superintendent
Human Resources

4/19/16
Date


WESTMINSTER TEACHERS ASSOCIATION
Kim Bui
President

4/19/16
Date

Memorandum of Understanding

between

Westminster School District

and

Westminster Teachers Association

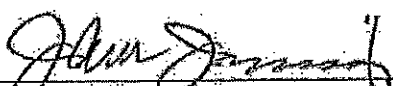


April 14, 2016

This Memorandum of Understanding is entered into by and between The Westminster School District ("District") and the Westminster Teachers Association ("Association") and will be in effect until June 30, 2017 or at the time a successor agreement to the 2015-2016 Collective Bargaining Agreement is negotiated.

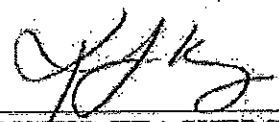
Article VII – Transfers

Unit members interested in vacant positions that exist in specialized programs must apply for the posted vacant position and will be provided an interview provided he/she is credentialed and qualified for the position. The District may open vacant positions that exist in specialized programs to all unit members who may be interested in applying. Positions within specialized programs in the District are positions assigned to a particular department/program and not to the school in which the program may be located.


WESTMINSTER SCHOOL DISTRICT
James Jimenez
Assistant Superintendent
Human Resources

Date

4/19/16


WESTMINSTER TEACHERS ASSOCIATION
Kim Bui
President

Date

4/19/16

Memorandum of Understanding
Between
Westminster School District
And
Westminster Teacher's Association

May 24, 2016


This Memorandum of Understanding is entered into by and between The Westminster School District ("District") and the Westminster Teacher's Association ("Association") and will be in effect beginning July 1, 2016. The language of this Memorandum of Understanding shall become part of the next successor agreement between the District and Association.


ARTICLE XII – HEALTH AND WELFARE

Section 1 – General Provisions

Section 1 – General Provisions

- 1.1 Beginning 2016-17, the District will implement a 3-tier benefits model for each unit member employed fifty-one (51%) or more. The actual amount of the District's contribution will depend upon the unit member's selection of carrier based upon the medical benefits tier selected by the employee (Employee Only [\$7,350], Employee + 1 [\$10,413], Family [\$13,650]). Should an employee change benefit tiers, the District shall contribute up to the maximum cap based upon the new benefit tier selected by the employee.
- 1.9 Beginning 2016-17, WTA members shall be allowed to opt out of dental and/or vision coverage; unless the insurance provider requires employees/members to carry that particular form of the health and welfare benefit plan options. If a member opts out he/she must provide evidence of a qualifying event to re-enroll outside of the open enrollment period.


WESTMINSTER SCHOOL DISTRICT
James Jimenez
Assistant Superintendent
Human Resources


WESTMINSTER TEACHERS ASSOCIATION
Kim Bui
President

6/1/16
Date

Memorandum of Understanding

Between

Westminster School District

And

Westminster Teachers Association

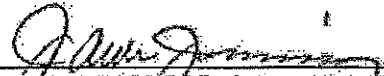


May 25, 2016

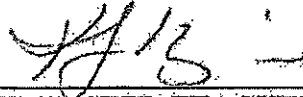
This Memorandum of Understanding is entered into by and between the Westminster School District ("District") and the Westminster Teachers Association ("Association") and will be in effect until June 30, 2017.

Spring Recess for the 2016-2017 school year shall be April 14 – 21, 2017 (six workdays). In addition, the non-instructional staff professional development day for 2016-2017 will be Thursday, April 13, 2017.

Both parties hereto agree to the attached 2016-2017 staff calendar. Agreement to the attached staff calendar closes negotiations regarding items that pertain to the 2016-2017 calendar.


WESTMINSTER SCHOOL DISTRICT
James Jimenez
Assistant Superintendent
Human Resources

5/25/16
Date


WESTMINSTER TEACHERS ASSOCIATION
Kim Bui
President

5/25/16
Date