

ARTICLE VII - HOURS OF EMPLOYMENT

A. WORK YEAR (All Traditional Calendared Sites):

1. The work year for all unit members, except as otherwise provided for in this Agreement, shall consist of one hundred eighty-four (184) working days of which one hundred eighty (180) shall be days of student instruction and one(1) day shall be a staff development day. The remaining three (3) days shall be designated "teacher workdays." The work year for new bargaining unit members will be one hundred eighty-six (186) working days.
2. The work year for psychologists, speech language pathologists, social workers, and nurses will be one hundred ninety (190) days, of which six (6) days may be worked outside of the work year depending on the needs of the District. By the last contract day of the current school year, these unit members shall be required to submit a calendar designating when each of the six (6) days will be worked, which will be subject to administrative approval.
3. The work year for all counselors shall be the same as that of all classroom teachers, except the Principal may designate up to eight (8) working days of the counselor's one hundred eighty-four (184) day work year to be served outside of the District adopted instructional calendar. Of those eight (8) work days, up to five (5) days may occur prior to the beginning of the school year (on or after July 1) and up to three (3) days may occur at the end of the school year (on or prior to June 30). On or before the last workday for the bargaining unit, counselors shall be notified of the days they are needed to work at the beginning of the following school year. The Principal shall seek the advice of the counseling staff as to the number of counseling days needed, the number of counselors needed, and the scheduling of those days. Counselors assigned to these alternative workdays shall be given equivalent compensation time (non-work days) which, with the prior approval of the site administration, may be taken on consecutive workdays.
 - a. Counselors shall be required to submit a calendar by August 31st of non-work days accumulated as a result of their summer work-day service to include at least three (3) non-work days to be taken off during the first semester. If a counselor fails to submit a calendar of non-workdays by August 31st, the principal shall assign the counselor up to three (3) non-workdays to be taken off during the first semester based upon

the needs of the school site. For the second semester, counselors shall be required to submit a calendar by December 15th for the balance of accumulated non-workdays to be taken off. If the counselor fails to submit a calendar of the remaining non-workdays accumulated the previous summer by December 15th, the principal shall assign the remaining non-workdays based upon the needs of the school site.

If a counselor wishes to work all one hundred eighty four (184) work days during the school year, the counselor may request, by August 31st, to be paid for the additional summer work days through an extra work agreement paid at the curriculum rate. These extra work agreements are at the discretion of the District.

4. The work year for the Education Specialists shall be the same as that of all full-time classroom teachers, except that the principal may designate up to four (4) working days of the Educational Specialists' one hundred eighty four (184) day work year to be served outside of the District-adopted instructional calendar. The purpose of these workdays shall include, but not be limited to, reviewing student schedules to ensure IEP compliance, ensuring general education teacher notification of IEP goals and accommodations, and ensuring that IEP at-a glance documentation is complete and accurate. On or before the last workday for the bargaining unit, Education Specialists shall be notified of the days they are needed to work at the beginning and/or end of the following school year. The principal shall seek the advice of the Education Specialists as to the number of workdays needed and the scheduling of those days. Education Specialists assigned to these alternative workdays shall be given equivalent compensation time (non-workdays) which, with the prior approval of the site administration, may be taken on consecutive workdays.

- a. If an Educational Specialist wishes to work all one hundred eighty-four (184) workdays during the school year, the Education Specialist may request, by August 31, to be paid for the additional summer workdays through an extra work agreement paid at the curriculum rate. These extra work agreements are at the discretion of the District.

B. WORKDAY:

1. The length of the workday for all full-time regular program classroom teachers, education specialists, psychologists, social workers, counselors, district nurse, librarians, work experience coordinators, and

speech therapists shall be seven (7) hours per day inclusive of a 30-minute duty-free lunch, except as provided below:

Commencing with the 2016-2017 work year, for the 178 full instructional student days, the length of the workday for all unit members on a high school schedule shall be seven (7) hours and four (4) minutes, inclusive of a thirty (30) minute duty-free lunch. The length of the workday on collaboration Wednesdays for all bargaining unit members on a middle school schedule shall be seven (7) hours and twenty (20) minutes inclusive of a thirty (30) minute duty-free lunch.

For Mount Toro High School and El Puente High School, commencing with the 2016-2017 school year, the four additional minutes shall be added to the last period of the day for the 178 full instructional student days.

To compensate for the additional minutes added to the work day, the Certificated Employee Salary Schedules (712 & ROP) shall be increased by 0.925%.

In the event that the District's Supplemental/Concentration funding is eliminated or significantly reduced, the District shall have the right to eliminate the additional minutes, reduce the Certificated Employee Salary Schedules (7-12 & ROP) by 0.925%, and return to the original seven (7) hour work day at all sites, except Everett Alvarez High School. To exercise this right, the District shall give SVFT notice on or before May 15th and the work day shall revert to a seven (7) hour day for all collaboration Wednesdays the following school year.

The bell schedule for Everett Alvarez High School shall remain as currently established through the proposal process and is unaffected by this change.

- a. Lunch time supervision shall not encroach on the duty-free lunch. A reasonable time for the unit members to travel to the assigned lunchtime station shall be provided. Each minute of noon duty assignment will count, as 1.5 minutes toward the unit member's adjunct requirement.
- b. All unit members, except as otherwise provided, shall be present on site and performing work duties approximately ten (10) minutes before the first period and six (6) minutes after the last assigned period. Unit members performing extra

contract duties may fulfill the approximate sixteen (16) minute requirement before the first assigned class with the approval of the Principal. Unit members required to be at District meetings may be released from either before or after school attendance requirements, or both, to attend such meetings during those time periods. It is understood that this time before or after school may vary slightly from school to school and from year to year depending upon the bell schedule. However, the variance shall be within the defined work day found in Article 7, subsection B that bargaining unit members are required to be on site. The District shall not use this provision to increase classroom instructional time.

The workday requirement shall exclude any time for which extra compensation is received. Assigned work hours shall be spent at the work site unless the unit member's duties require his/her presence at an off-work site location.

- c. Each full-time classroom teacher shall be assigned one (1) preparation period equal in length to the designated length of one (1) teaching period, except that a preparation period may not be assigned on minimum days or on days where the period schedule is revised for special purposes and eliminates the period which otherwise would have been either the preparation period and/or the conference period. This period shall be used for the development of lesson plans and other educational activities as related to the improvement of instruction at the unit member's discretion, except that at the comprehensive high schools (does not apply to alternative education programs/sites and middle school sites), two (2) preparation periods per year may be designated by site administration for meetings, Professional Development, or other necessary training with a minimum of four (4) weeks prior notice. For schools with a block schedule, one-half (1/2) of a preparation period that falls on a block day counts as one (1) preparation period for the purpose of this paragraph. Teachers shall remain on campus during preparation/conference period(s), unless authorization is granted in advance by the principal or a predetermined designee.

Authorization to leave campus shall not be denied without reasonable justification when the reason for the request falls within the purpose(s) of a preparation period.

- d. Education Specialists shall be assigned an equivalent to one (1) preparation period per day, and one (1) conference period per day equal in length to the designated length of the teaching periods, except that a preparation or conference period may not be assigned on minimum days or on days where the period schedule is revised for special purposes and eliminates the period which otherwise would have been either the preparation period and/or the conference period. Conference periods shall be utilized for tasks necessary to ensure the program's legal compliance with special education laws, as set forth in Appendix J of this agreement.
- e. For the purposes of assignment of a preparation period under subparagraphs c. and d. above, a full-time general education teacher is defined as one who is assigned four (4) or more teaching periods or eighty percent (80%) of a full-time assignment. A full-time Education Specialist is defined as one who is assigned three (3) or more teaching periods or seventy-five percent (75%) of a full-time assignment.
- f. Education Specialists assigned to grades 7-12 moderate/severe special education classrooms shall be entitled to a daily preparation period, or equivalent, at schools with a block/alternative schedule, and a conference period each day for the purpose of preparation and conferencing. Education Specialists assigned to the adult transitions and therapeutic intervention program shall be entitled to a daily preparation period and two (2) scheduled days released from the classroom and classroom teaching duties each calendar month to carry out conference period duties found in Appendix J of this Agreement. The scheduling of the conference release days shall be at the discretion of the administration and work shall be performed on-site, dependent on space availability, and/or at student work site locations, unless otherwise approved. Scheduled time off shall be covered by

certificated itinerant staffing or certificated substitute pool teachers.

1. In situations where moderate/severe program students in grades 7-12 cannot be mainstreamed in general education classrooms or receive instruction in another format for two periods a day to allow for a conference and a preparation period, the teacher shall receive a sixth period day contract in lieu of a preparation period.
 2. All moderate/severe program teachers in grades 7-12 shall be assigned one period when students shall not be assigned to them in the student information system. This period shall serve as the conference period as defined in Appendix J. It is understood that students will not be assigned to the teacher during this period, but the period may be used to service students as needed for their specific program or needs of the students.
 3. When an alternate school schedule is required due to the transportation schedule or other unique needs of the classroom, the teacher may work an alternative schedule according to the defined workday found in Article 7, subsection B.
 4. If an alternative start or end time to the school day is necessary, the start and end time should be documented in writing and provided to site and district administrations and SVFT.
- g. Bargaining unit members in general education assignments in grades 7-12 shall generally not be assigned more than two (2) preparations unless the unit member agrees. Unit members may be assigned more than two (2) preparations when the needs of the students require offering the class and other appropriately credentialed teachers are not available.

Examples may include, but are not limited to, foreign language, music, AG, career technical education, and singleton electives.

Bargaining unit members assigned more than two (2) preparations may request a conference with the principal or designee to review the reasons for the assignment. The unit member may request the presence of a representative from the Federation. Such conferences shall be scheduled insofar as possible not to interfere with the instructional program of the school. All probationary, temporary, and intern unit members shall be represented in absentia by the Federation whenever non-permanent unit members are assigned more than two (2) preparations. At the conference, the principal or designee and the participants shall review with the unit member possible solutions which may include, but not be limited to, the following:

1. Reasons for the additional preparation(s)
2. Anticipated duration of the additional preparation(s)
3. Possible teacher assignments/reassignment to relieve the excess preparation(s)
4. Possible redistribution of classes within the department
5. Constraints prohibiting an immediate remedy to the excess preparation(s)
6. Hiring of teachers for existing vacancies

A "preparation" shall be defined as a course with a single or common scope and sequence, curriculum, and assessment. Courses taught in a blended format (i.e. English 9 and English 9 TR) shall count as a single preparation.

Any challenge to an assignment of more than two (2) preparations must be received by Assistant Superintendent of Human Resources by the 15th day of instruction following the assignment of a third (3rd) preparation, or more, to the bargaining unit member.

h. CO-TEACHING: The District shall seek volunteers for co-teaching between March 15 and April 30th of the school year prior to the co-teaching year of assignment at each school site. Should there not be enough volunteers, the District shall have the right to assign appropriately credentialed staff to co-teaching assignments to meet the identified needs of the students.

Education Specialists shall share a preparation period with the teacher(s) with whom they co-teach during the school year. If it is not possible to schedule the general education co-teacher's preparation period during the Education Specialist's preparation period, then the Education Specialist and the general education teacher shall mutually agree to plan with one another through one of the following options:

1. Co-plan during the Education Specialist's conference period.
2. Be provided with up to two (2) periods X or Y periods per week paid at the per diem rate under an Extra Work Agreement (Bargaining unit members with an Extra Period Contract shall not be eligible for additional per diem payment.)
3. Co-plan during up to two (2) release days per month per unit members' discretion.

Unit members assigned to co-teaching shall be provided one (1) of the following three options for up to twelve (12) hours for preplanning their co-teaching assignment preceding the year of the co-teaching assignment:

1. EWA at the hourly rate of pay for preplanning prior to the end of the school year;
2. release time for preplanning prior to end of the school year;
3. EWA at the hourly rate of pay for preplanning time during summer.

Unit members assigned to co-teach shall be provided an Extra Work Agreement (EWA) for up to eighteen (18) hours paid at the curriculum rate per semester for work required in addition to preparation time. This time may be used for:

1. Co-planning lessons and designing instructional routines,
2. Identifying models of co-teaching which will be utilized for specific lessons and units,
3. Coordinating grading,
4. Modifying and adjusting assignments and assessments per student I.E.P.s,
5. Any other activities related to instructional services as specified in students' I.E.P.s.

2. Bargaining unit members shall be required to perform all or part of the following duties beyond the regular workday. For those teachers with assignments in two (2) or more schools, the time needed to travel between the schools shall be deducted from their adjunct duty time and/or the time needed to fulfill Sub-sections a. - f. below.

a. Attendance at six (6) regularly scheduled faculty meetings not to exceed seventy-five (75) minutes per meeting, before or after the workday. Three (3) faculty meetings may also be scheduled during the District-assigned workdays. Attendance at special faculty meetings can be required to deal with an unscheduled and unavoidable health or safety hazard or other emergency matter which demands the immediate attention/involvement of the staff or to deal with state mandates that cannot reasonably be covered at regularly scheduled faculty meetings. On the first teacher workday of the year and the teacher workday at the end of the first semester, the total meeting time for each day shall not exceed ninety (90) minutes. However, nothing shall preclude the principal and the SVFT building representatives at the site or the SVFT President from mutually agreeing to increase the meeting time on those two days.

b. Attendance at six (6) regularly scheduled District or school department meetings. Three (3) department meetings may also be scheduled during the teacher's workdays. Attendance at a reasonable number of special department meetings may also be required in accreditation years.

c. Adjunct Duty

1. Beginning with the 2019/20 school year and continuing in future years bargaining unit members shall perform ten (10) hours of adjunct duty during the contracted school year. Adjunct duty is defined as the performance of assigned supervision of students beyond the required work day, not covered by District Policy 4153 (Extra Pay

for Extra Work). Beginning with the 2020-2021 school year, at all sites, the site principal or their designee shall make and publish the total hours needed that will determine the number of adjunct hours required each year by that site for each bargaining unit member up to 10 hours. Calculations shall be done by adding the number of supervision hours needed for sporting events, social events, and all other school events requiring certificated staff supervision and dividing that number of hours by the number of bargaining unit members at that site. The total hours needed will be based on the previous year's total hours needed and increased or decreased due to an increase or a decrease in activities. At no time will a bargaining unit member serve more than ten (10) hours of adjunct duty in a given school year. The complete details of the total number of hours needed (up to 10 hours) shall be published and made available no later than the 4th week of the fall semester each year. School activities that qualify for adjunct duty include, but are not limited, to the following:

- a. Active Club Advisor with active constitution
- b. Class Advisor
- c. Dance Chaperone
- d. School Athletic Events
- e. School Field Trips that occur beyond the workday
- f. Promotion/graduation and other school related events that occur beyond the workday
- g. Beginning or end of lunch for for ten (10) minutes credited at one and one half (1.5) minutes for each minute served.
- h. Before or after school supervision

2. At the beginning of each school year, a list of adjunct duty events shall be posted in a central location at each school site, accessible to all bargaining unit members. The list will be updated as necessary. It shall be the responsibility of the bargaining unit member to sign up

for and complete up to ten (10) hours of adjunct duty,

3. By the beginning of the 4th quarter of each school year, the site principal or designee shall meet with the SVFT site representative to review completion of adjunct duty requirements and assignments (made by the administration) to adjunct duty for those not on track to complete requirements.

d. In the fall, attendance is required at no more than one (1) Back-to-School Night. Back to school nights shall be scheduled within the first four full weeks of the school year. In the spring, attendance is required at no more than one (1) Middle School/ROP Open House or one (1) 9th grade Orientation Evening at the High Schools. The unit members required to attend the ninth grade orientation shall be given two (2) hours of adjunct duty credit. If the evening ninth grade orientation at a given school site is not attended by at least ten percent (10%) of the parents of the incoming ninth graders in two consecutive years and if the principal decides to continue the ninth grade orientation, unit member attendance shall be voluntary. A unit member who voluntarily attends shall be given two (2) hours of adjunct duty credit. Verification of the ten percent (10%) minimum parent attendance requirement shall be conducted jointly by two site administrators and two site Federation representatives.

e. Attendance for up to ninety (90) minutes beyond the regular workday at parent conferences (including but not limited to IEPs, BRCs, 504s, SSTs, academic conferences, disciplinary conferences) at the request of a parent, counselor or administrator by appointment with the teacher at times other than during the required on-site work hours. After sixty (60) minutes, teachers may excuse themselves from the meeting that day.

f. Participation on up to two (2) school or District committee(s) may be required during accreditation years.

3. The length of workday and assignment to duties listed above for unit members in part-time assignments shall be on a proportionate relationship to the workday and duties for full-time classroom teachers, except that unit members in part-time assignments shall attend all faculty meetings, departmental meetings, Back-to-School Night, Open House and participate in parent conferences.
4. A unit member who is assigned to teach less than four (4) classes per day is not entitled to a preparation and/or conference period. Education Specialists and Opportunity teachers will receive a pro rata preparation and/or conference period in relation to the number of periods taught.

C. WORKDAY: ALL COMPREHENSIVE SITES

1. The staff at any comprehensive school may modify its class schedule to provide for a period during the day not to exceed twenty (20) minutes for the purposes of creating an advisory period or a period for Sustained Silent Reading. Such a schedule is subject to the following conditions:
 - a. The schedule must be in compliance with state law, which requires a minimum number of sixty-four thousand eight hundred (64,800) instructional minutes per year for high school and fifty-four thousand (54,000) instructional minutes per year for middle schools
 - b. No additional preparation or paper grading will be required of the teacher. All materials must be provided by the school; however, the teacher will be responsible to preview the material.
 - c. No teacher will be expected to act in the role of counselor.
 - d. Such schedules are subject to yearly review and will be ended should a majority of the teachers at the school so desire.
 - e. Any additional cost of the program will come from the school's formula funds.

- f. In schools which add the advisory period to an existing period, teachers, who have a preparation period during the advisory period will be assigned to help supervise large classes, e.g., P.E.
 - g. The length of the teacher workday will not increase.
2. Full-time teachers of Alternative Education programs shall not be assigned more than the number of instructional minutes required of regular classroom teachers, except that the scheduling of such time shall be at the discretion of the District.
3. Teachers assigned to R.O.P. shall be assigned a maximum of six (6) clock hours of instruction. Effective July 1, 2019, the R.O.P. salary schedule (Appendix B) shall be increased by 8.35%, which shall be in lieu of a preparation period. R.O.P. teachers shall not be entitled to a preparation period. R.O.P. teachers, during the first semester of employment, may be assigned one (1) hour at 1/6th of their per diem rate for the purpose of curriculum development. Such curriculum development time shall not extend beyond one (1) semester. The regular assignment of R.O.P. instructors shall be on an equitable basis, insofar as possible and may be composed entirely of student instruction or a combination of student instruction and supervision of students at work training locations.
- a. Commencing with the 2019-2020 school year, ROP/CTE bargaining unit members not contracted to work an Extra Period Contract but who are required to purchase consumable supplies for their courses, shall be compensated at the Certificated curricular hourly rate of pay via a pre-approved Extra Work Agreement for up to twenty-five (25) hours per semester. Mileage shall be reimbursed at the annual IRS rate.

Full-time teachers who are assigned to R.O.P. and who have a split assignment between the regular

program and the R.O.P. program shall be entitled to one (1) preparation period.

4. Half-time teachers with more than two (2) preparations shall teach three (3) classes one (1) semester and have two (2) classes and a preparation period the second semester. Those with less than three (3) preparations shall teach three (3) classes each semester.

The term "*preparation*" means specific class preparation for a particular course or instructional assignment unique to that course or assignment based on differing instructional needs such as different subject areas or disciplines, textbooks, test materials, lectures, study guides or other standards which reasonably suggest that more than two (2) preparations are required for the particular semester.

5. Full time bargaining unit members who are classroom teachers (including ROP, alternative education teachers, and generally excluding Education Specialists) may voluntarily agree to teach a sixth (6th) period schedule, paid as a stipend compensated at 1/6th of their daily per diem rate, for sections which address increased enrollment or class seize issues.
 - b. Unit members who elect to teach a sixth (6th) period shall notify the District no later than April 15 of the previous school year. The District will assign available sixth (6th) periods to unit members who have indicated their interest by the April 15 deadline prior to seeking out other unit members who wish to be assigned a sixth (6th) period schedule. The District is not—required to reduce a full-time position to part-time to create a sixth (6th) period teaching option. The District shall not assign a sixth (6th) period schedule for the next school year for any teacher prior to the last week of the current school year.
 - c. Education Specialists in moderate-severe or therapeutic intervention programs may volunteer to teach a sixth (6th) period contract when administration has determined that the needs of his/her students require supervision during the preparation period.

- d. Education Specialist and general education teachers in co-teaching assignments who do not share a common preparation period may volunteer to work up to two (2) periods (X or Y period) per week paid at the per diem rate under an extra work agreement. Bargaining unit members with a 6th period contract shall not be eligible for additional per diem payment. This language shall not apply should a Memorandum of Understanding regarding co-teaching be in place.
- e. The pool of unit members who may elect to accept a sixth (6th) period schedule shall only be:
 1. Those who have the appropriate California teaching credential for the course section being added, and
 2. Those who have had a "proficient" or better overall rating on the unit member's most recent evaluation, with no areas indicated as "needs improvement".
 3. Probationary unit members without a clear credential are not eligible for a sixth period schedule.
 4. If a teacher defined in d.1-3 above is not available, administration may offer a sixth (6th) period schedule to unit members with a preliminary credential in the appropriate subject area with mutual agreement between the District and SVFT.
- e. The assignment of sixth (6th) period schedule will be based upon the following criteria in order:
 1. PLC Level:

The unit member, of the site's professional learning community (PLC) group who is responsible for teaching the course section being added and has the most seniority within the District shall have first right of refusal. In situations in which there are multiple PLC groups for the same course, all unit members of such PLC groups shall be

treated as a single PLC for seniority purposes.

2. Department Level:

If no unit members in subsection C.5.e.1 above are eligible or willing to accept the sixth (6th) period schedule, the unit member of the site's department who is responsible for teaching the course section being added and has the most seniority within the District shall have the first right of refusal.

3. Site Level:

If no unit members in subsection C.5.e.2 above are eligible or willing to accept the sixth (6th) period schedule, the unit member of the work site who has the most seniority within the District shall have the first right of refusal.

4. Tie-Breaker:

If two or more unit members are willing to accept a sixth (6th) period schedule in subsections C.5.e.1-3 above have the same date of hire with the District, a coin-toss conducted by the impacted unit members and supervised by the Federation and the District will determine the assignment.

- f. On the tenth (10th) day of instruction of each semester, the District shall provide the Federation with a report that includes all bargaining unit members who are teaching a sixth (6th) period contract, their status (permanent, probationary, temporary or intern), their number of years of service with the District, their PLC group assignment, and whether the contract is for class size reduction or "other". Any sixth (6th) period contract assigned after the tenth (10th) day of instruction of each semester shall be formally communicated to the Federation within five (5) business days of Human Resources approval of the 6th period contract. Any challenge to a sixth period assignment must be received by the Assistant Superintendent of Human Resources by the twenty fifth (25th) day of instruction in each semester or fifteen (15) school days after the sixth period contract has been formally

communicated to SVFT by the District, whichever is later.

- g. Time normally spent by the unit member for the preparation period will be served on site before or after the regular school day.

6. In order to score and input each District-wide assessment in English Language Arts, English Language Development, Mathematics, Science, and History/Social Science, teachers shall be given up to two (2) release days per assessment. Training for the scoring, calibration and data analysis of District-wide assessments shall be provided.

D. **APPLICATION OF ADDITIONAL MINUTES:**

1. Wednesday Collaboration at High Schools

- a. In the Salinas Union High School District, collaboration at affected high school sites will happen on twenty-eight (28) Wednesdays for 55 minutes, according to the adopted schedule for each site. Collaboration would not be held on the first Wednesday of the year, during last weeks of each semester and the Wednesday preceding Spring Break, and during mandated testing weeks.
- b. Except as agreed in the Article, collaboration time shall include activities as listed in Appendix M - Wednesday Collaboration as well as professional development, coaching and planning for intervention activities, as determined by the PLC teams.

- 2. At the Middle Schools, the additional minutes shall be added to existing collaboration days, making collaboration eighty (80) minutes.

E. **PROPOSAL PROCESS:**

Notwithstanding any provision of this Article, with the support of the Administration and the Federation, teachers at a site may deviate from Article VII. to propose a change in the structure of a current instructional schedule in order to further the goals of restructuring such as the establishment or

dissolution of a block schedule, or increasing/decreasing the number of required teaching periods. The following steps shall be followed to accomplish this:

1. For any proposal to be voted on by a site, it must first be signed by at least thirty percent (30%) of the Federation bargaining unit members, hereinafter referred to as "unit members," at the site and the site administration.
2. The proposal shall be forwarded to the District Administration and the Federation Executive Board, which shall have up to ten (10) working days to attach a written analysis to the proposal.
3. The written proposal must be distributed to the unit members at the site at least five (5) working days prior to the vote.
4. The written proposal must include the proposal itself and the rationale behind it.
5. Any proposal must also contain a clearly delineated evaluation process, which may include, but it not limited to, the following:
 - a. Attendance/ADA reports.
 - b. Student performance.
 - c. Reduction in tardies.
 - d. Staff morale.
 - e. School climate.
 - f. Dropout rate.
6. Within twenty (20) days following the response time for the Federation Executive Board and the District Administration, a formal vote by secret ballot of the unit members at the site shall be conducted by SVFT and the site administration. The ballots shall be jointly counted by the site administration and SVFT. A minimum of a sixty-seven (67%) affirmative vote is needed for passage.
7. The same proposal shall not be voted upon formally more than two (2) times in any school year.
8. The final proposal must be ratified by the Federation Executive Board and approved by the District Board of Trustees prior to implementation.

9. Any deviation from Article VII. at one (1) or more sites shall not be binding upon other sites.

The following is a sample of a base High School schedule and a Middle School schedule. Please see appendix L