

**Memorandum of Understanding**

**Between the Saugus Teachers Association  
 And the  
 Saugus Union School District**

**March 3, 2016**

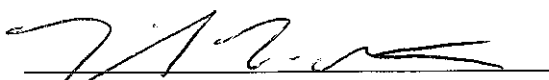
The Saugus Union School District (District) and the Saugus Teachers Association (STA) tentatively agree to the following Memorandum of Understanding (MOU) subject to the approval of the Saugus Union School District Governing Board and the membership of STA effective July 1, 2016:

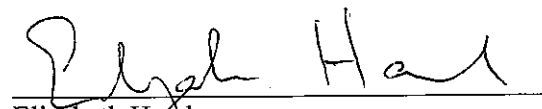
As a condition of receiving the additional funding grant for TK-3 class size reduction under the Local Control Funding Formula (LCFF), the District is required to make progress toward maintaining an average class enrollment of not more than 24 pupils for each school site in Transitional Kindergarten and grades K-3<sup>rd</sup> upon full implementation of the LCFF (currently 2020), as such progress is defined in Education Code section 42238.02.

However, the law authorizes a district and its certificated union to negotiate an alternative annual class size enrollment for each school site (Education Code section 42238.02(d)(3)(B)). Therefore, the District and Saugus Teachers Association agree that effective 2015-2016, the District shall implement an alternative annual average class size enrollment for grades TK-3 at each school site.

For the 2016-2017 school year, the parties agree to an alternative annual class-size enrollment in grades Transitional Kindergarten-3 for each school site as authorized by Education Code section 42238.02(d)(3)(B). The grades Transitional Kindergarten (TK) through third (3<sup>rd</sup>) maximum average class-size enrollment shall be 28:1. For all subsequent school years, the District agrees to make progress toward the 24:1 average class size goal in grades TK-3 at each school site, but the amount of annual progress shall not be tied to the "making annual progress" formula in law (Education Code 42238.02 (d) (3) (B) (i)-(v)). Instead, the District shall decrease the average class size at each school site incrementally each year such that any increase in certificated staffing is fully funded by the increase in the TK-3 funding adjustment to the District's base grant provided under the LCFF. In this manner, the parties intend for the District's efforts to reduce class-size in TK-3 to be "cost-neutral."

If at any time the District learns that compliance with the foregoing contractual provisions will likely result in penalties which would reduce or eliminate the additional funding grant for TK-3 class size reduction, the parties agree to meet and negotiate to discuss and implement a mutually agreed solution. If the District in fact ceases to receive the additional funding grant for TK-3 CSR, these class size limitations shall be suspended until funding is restored.

  
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 Jennifer Stevenson  
 Assistant Superintendent Human Resources  
 Saugus Union School District

  
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 Elizabeth Hand  
 STA Representative



**Tentative Agreement**  
**Between the**  
**Saugus Union School District**  
**And the**  
**Saugus Teachers Association**  
**March 3, 2016**

This tentative agreement is entered into between the Saugus Union School District (District) and the Saugus Teachers Association (STA) and records the terms the parties have agreed to for the 2015-16 and 2016-17 contract years. Any subject or topic discussed by the parties during the negotiations that culminated in this agreement, but is not included herein, is considered withdrawn by the parties. All other terms of the 2016-2018 Collective Bargaining Agreement will remain as stated, except as modified by this agreement. This Tentative Agreement (TA) is subject to the approval of the Saugus Union School District Governing Board and the membership of STA effective July 1, 2015:

**Salary Increase for 2015-16 and 2016-17**

1% increase off the salary schedule effective July 1, 2015.

5% increase on the salary schedule effective July 1, 2016.

**Health and Welfare Benefits**

Article 18.10 is modified as follows: The medical cap is ~~\$575~~ \$600 monthly (~~\$6,900~~ \$7,200 per year).

Jennifer Stevenson  
Assistant Superintendent, Human Resources  
Saugus Union School District

Elizabeth Hand  
STA Representative



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**between**

**the Saugus Union School District**

**and**

**the Saugus Teachers' Association**

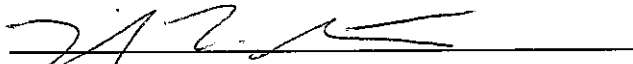
**March 3, 2016**

**Teacher Release Time for Planning**

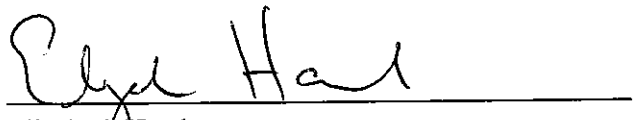
The Saugus Union School District (SUSD) and the Saugus Teachers' Association (STA) tentatively agree to the Memorandum of Understanding subject to the approval of the Saugus Union School District Governing Board and the membership of STA. The Memorandum of Understanding, once approved by both parties, will become effective for the 2016-17 school year only, beginning on July 1, 2017.

- Each STA Unit Member will be assigned three (3) days of full day substitutes (if required for their position) for the purpose of collaborative grade level instructional planning release time with the following conditions:
- A maximum of 20 substitutes per day will be allocated for the collaborative grade level instructional planning release time.
- A calendar will be developed by SUSD by July 15, 2016 indicating the instructional days of the school year that can be used for collaborative grade level instructional planning release time.
- The collaborative grade level instructional planning release time shall be used for activities such as: designing lessons, performance-based activities, assessments, analyzing student assessment data, evaluating student performance, planning data-driven intervention activities, long-range planning, or other activities agreed upon between the principal and grade level teams at the school site.
- If a substitute is not available to cover a unit member's assignment on the scheduled day for collaborative grade level instructional planning release time the unit member will be required to cover their regular assignment. Administration will not cover the assignment or place the students into another unit member's classroom. The unit members will work with his/her administrator to ensure that make-up release time is scheduled as soon as possible.
- At the end of each collaborative grade level instructional planning release time the unit members will complete and submit one Collaborative Instructional Planning (CIP) Data Sheet per grade level to their site administrator.
- If a unit member is absent on the day that collaborative grade level instructional planning release time is scheduled, the unit member shall report his/her absence and have the appropriate leave reason deducted from their leave balances and the unit member will not be able to reschedule collaborative grade level instructional planning release time.

- The twenty (20) Wednesday early release days that are allocated as teacher directed collaborative instructional planning time shall be utilized for teacher directed collaborative instructional planning or individual planning time which shall be conducted at the unit member's school site. Individual planning time shall be used for the purposes of planning lessons, writing lesson plans, grading student work, analyzing student achievement data, preparing instructional materials, preparing classroom activities, creating/modifying the classroom environment, and other activities directly related to their work assignment. Wednesday individual planning time is considered a professional day and unit members will not leave their sites prior to the regular dismissal time for the upper grade students.
- Unit members will be responsible for completing mandated online safety training which is mutually agreed upon between STA and SUSD or statutorily required as part of their professional responsibilities.
- This MOU shall not be construed by either party to be precedent setting.



Jennifer Stevenson  
Assistant Superintendent Human Resources  
Saugus Union School District



Elizabeth Hand  
STA Representative