

**CCCOE & CCCSEA
TENTATIVE AGREEMENT
April 14, 2016**

This is a tentative agreement to settle all items in 2015-2016 reopener negotiations. Attached are tentative agreements on Article 9, Hours and Article 17, Salary. The parties reached tentative agreement on the New Assignment Mentor Support Program on January 19, 2016. All other items in the initial proposals are withdrawn.

SIGNATURES

For the Contra Costa County Schools
Education Association/CTA/NEA:



Eileen Baar
CCCSEA Bargaining Chair

Date: 4/14th/16

For the Contra Costa County
Superintendent of Schools:



Katie Gaines
CCCOE, Human Resources

Date: 4-14-16

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AR. 17 SALARY

Effective July 1, 2015, all unit salary schedules and rates shall be increased by 4%.

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CCCSEA Bargaining Chair

Date:

4/15^{city}/16

For the Contra Costa County
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4-14-16

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ARTICLE 9 HOURS #5

New Section 3. Special Day Class teachers

- A. At the discretion of the Special Day Class teacher, s/he may use the services of the instructional assistant assigned to his/her classroom and/or of the clerical staff assigned to the site to assist in scheduling IEP meetings. CCCSEA and CCCOE shall jointly develop a form and system for the IEP scheduling process before August 1, 2016.
- B. Special Day Class teachers shall not be assigned student supervision before and after the student instructional day.
- C. Special day class teachers are entitled to take 6 release days per instructional year to perform IEP related duties. The teacher shall inform his/her site administrator at least three work days in advance of the planned release day. The site administrator shall approve the release day unless a substitute is not available. The special day class teacher shall not request a release day during state testing week, on a staff development day or if the teacher has a scheduled IEP meeting. Alternatively, upon request by the teacher, the teacher shall receive the highest daily substitute rate in lieu of a release day. The teacher shall submit any such request on a time sheet in December and/or June of the year to which the request applies. Teachers may elect a combination of release days and substitute rate pay not to exceed 6 days.

No changes to remainder of Article

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Katie Gaines
CCCOE, Human Resources

Date: 4/14/16

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CCCSEA Proposal
New Assignment-Mentor Support (NAMS) #5
Article #28
January 19, 2016

1. **Purpose:** To provide local support to newly hired unit members who do not qualify for BTSA and for unit members who are working in a new type of class or setting. NAMS does not replace Article 22-PAR.
2. **Teacher Eligibility for NAMS Program:** Participation in NAMS is voluntary. Site administration shall notify newly hired unit members, who do not qualify for BTSA, and unit members who are working in a new type of class or setting, of the availability of the NAMS program, within the first month of initial employment or assignment to the site or Department. Unit members desiring to participate in NAMS may request and shall be assigned a Mentor within one (1) month of request.
3. **Mentor Selection:** Site and Department administration shall post the position at the site, Department office, and on the CCCOE website. All interested unit members at the site/region where the position is located or in the Department shall submit a completed application form to be considered. The site/Department administrator along with two unit members assigned by CCCSEA shall form a committee to review applications. The committee shall select the applicants who will serve as mentors. A mentor shall serve for up to two (2) consecutive years at a time, unless no other mentor is selected, in which case the mentor may apply for another two years of service.
4. **Mentor Application Timeline:** Mentor position shall be posted in March of each school year and at other times as needed. Mentor selection shall be completed by May 1 of each school year. If more mentors are selected than there are new hires each school year, the site/Department administrator shall assign which mentor(s) shall support the participating unit member.
5. **Mentor Qualifications:**
 - (a) Current certificated unit member who has had permanent status for at least three (3) years with COE;
 - (b) Most recent evaluation is satisfactory;
 - (c) Currently serving in a similar position as the participating unit member; and
 - (d) Assigned to same site or region, or in same related service as participant. When possible a mentor on site is preferred.
6. **Mentor Responsibilities to Participating Unit Member:**
 - (a) Mentor and participant shall determine frequency and duration of support. Two meetings per month are preferred.
 - (b) Mentor shall provide support and resources according to the participating unit member's needs. Prior site or department administrator approval is necessary for release time and/or purchase of any resource.

- (c) Mentor shall help participating unit member adapt to new site and/or new position.
 - (d) Mentor shall complete a log of meeting dates and times, and support provided to participating unit member. This log shall be provided to site/Department administrator in January and May of each school year.
 - (e) Each school year, COE Mentors shall participate in at least two (2) COE provided trainings and/or meetings for Mentors. One training shall be held in the Spring, following the selection of mentors.
 - (f) Mentors shall not evaluate participating unit members.
 - (g) All communications between the participating unit member and Mentor shall be confidential, and without the written consent of the participating unit member, shall not be shared with others, including site/Department administrator.
 - (h) No records shall be placed in the participating unit member's personnel file.
7. Mentor Stipend: Each Mentor shall be paid \$1125.00 per year for each assigned participant. Stipend will be awarded in two payments in December and May.
8. CCCSEA and COE shall agree upon all applications and forms for the NAMS Program.



Eileen Baar, CCCSEA Bargaining Chair

Date: 1/19/16



Katie Gaines, Asst. Supt. HR COE

Date: 1-19-16