

**2008-2009  
RATIFICATION COPY  
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**SCHOOL DISTRICT OF  
CLAY COUNTY**

**2006-2009**

**MASTER CONTRACT**

**WITH**

**CLAY COUNTY EDUCATION  
ASSOCIATION**

**Including  
2007-2008 Amendment  
2008-2009 Tentative Agreements**

**RATIFICATION INFORMATION**  
**2008-2009 CCEA MASTER CONTRACT AMENDMENTS**

<b><u>Master Contract Amendment Location</u></b>	<b><u>Language Changes</u></b>
Article I – Recognition	No Changes
Article II – Negotiation Procedures	No Changes
Article III – Grievance Procedure	No Changes
Article IV – Association and Teacher Rights	New language regarding authorization and dues deductions
Article V – Managements Rights and Responsibilities	No Changes
Article VI – Professional Day	No Changes
Article VII – Preparation Time	Cleanup of teacher title and new language regarding preparation time
Article VIII – Professional Duties	No Changes
Article IX – Teacher Facilities, Equipment And Materials	No Changes
Article X – Teacher Authority and Protection	New language regarding the Board’s responsibility to give support and assistance to teachers
Article XI – General Employment Practices	No Changes
Article XII – Posting Vacancies and And Voluntary Transfers	No Changes
Article XIII – Reduction in Force: Involuntary Transfers	No Changes
Article XIV – Professional Qualifications And Assignments	No Changes
Article XV – Job Sharing	No Changes
Article XVI – Leaves	No Changes
Article XVII – Class Size	No Changes

**RATIFICATION INFORMATION  
2008-2009 CCEA MASTER CONTRACT AMENDMENT**

<b><u>Master Contract Amendment Location</u></b>	<b><u>Language Changes</u></b>
Article XVIII – Teacher Evaluation	Clean up language in accordance with the current CAS Manual.
Article XIX – Teacher Discipline	No Changes
Article XX – Inservice	No Changes
Article XXI – School Calendar	Dates Updated to Match School Calendar
Article XXII – Insurance	No Change in Language – New Increased Board Contribution And Chart attached
Article XXIII – Sick Leave Bank	No Changes
Article XXIV – Employment Conditions for 11 and 12 Month Instructional Employees	No Changes
Article XXV – Miscellaneous	No Changes
Article XXVI – Contract Monitoring	No Changes
Article XXVII – Contract Committees	No Changes
Article XXVIII – Compensation	No Changes
Article XXIX – Term of Agreement	To be signed after ratification
Appendix 1 – Payroll Dues Deduction Form	CCEA will provide updated form to employees
Appendix II – Official Grievance Form	No Changes
Appendix IIIA – Application to Transfer	No Changes
Appendix IIIB – Recall Procedures	No Changes
Appendix IIIC- Posting Procedures for Supplemental Positions	No Changes
Appendix IIID - SACS Standards	No Changes
Appendix IIIE – Short Term Military Leave Application	No Changes
Appendix IVA – Salaries	New Schedule Attached

**RATIFICATION INFORMATION  
2008-2009 CCEA MASTER CONTRACT AMENDMENT**

**Master Contract  
Amendment Location**

**Language Changes**

Appendix IVB - Salaries – School Psychologists	New Schedule Attached
Appendix IVC – Salaries – Degree Differentials	No Changes
Appendix IVD – Salaries – Miscellaneous	Inservice workshop stipend increased to \$12 per hour, language inserted from previous 07-08 Memorandum of Understandings, and titles of positions updated
Appendix IVE – Salaries – ROTC Instructors	New Schedule Attached
Appendix IVF – Salaries – Athletic Directors	New Schedule Attached
Appendix V – Salaries – Supplements	Date changes and expired language deleted
Appendix VI – Mentoring Bonus Guidelines	Amended Guidelines to coincide with Florida Statutes
Mentoring Proposal Form	No Changes
Mentoring Log Form	No Changes
Appendix VII – Posting Procedures for Opening A New School	No Changes
Signature Sheet	

**ARTICLE IV**  
**ASSOCIATION AND TEACHER RIGHTS**

**Board Proposal #9**  
**7/14/08**

- A. The Board hereby agrees that every teacher shall have the right to organize, join and support the Association for the purpose of engaging in negotiations and other concerted activities. Further, the Board will not discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by this Agreement; that it will not discriminate against any teacher with respect to wages, hours, or any terms or conditions of employment by reason of membership in the Association, participation in any lawful activities of the Association, or collective professional negotiations with the Board, or institution of any grievance, complaint or proceeding under this Agreement.
- B. When the Association desires to use a school facility for a meeting involving members who may not be located at the affected school, it will submit a written request to the principal at least one (1) week in advance, if possible, to secure permission. If such meeting involves Association members from the affected school only, then a written request to the principal shall be submitted in advance to secure permission. If any special equipment is needed, it must also be included in this request. The Association shall reimburse the Board for those use costs that exceed routine custodial and operating expenses of such school building and equipment.
- C. With the approval of the principal, the Association and its representatives shall have the right to use school equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use.
- D. Each school principal will designate a space or bulletin board in his/her school in a place which is accessible to the teachers for the Association to post notices of Association activities. The Association is authorized to use the school system teacher mailboxes for communications to teachers. Communications posted on the bulletin board or placed in the mailboxes shall not be slanderous or political campaign material. The Association shall assume the responsibility for placing such communications in the mailboxes. A copy of materials to be placed in the mailboxes shall be submitted to the principal and Human Resources Division prior to distribution. All correspondence must include Association name.
- E. Duly authorized representatives of the Association, with the approval of the school principal, may be permitted to transact official Association business with teachers on school property as follows:
  - 1. During the teacher's lunch period.
  - 2. Before and after the teacher's scheduled day.
  - 3. Visitation as outlined in (1.) and (2.) above must not interfere with or disrupt normal school operations.
  - 4. When an Association representative desires to visit a school, he/she must make prior scheduling arrangements in advance of the visit with the school principal.
  - 5. The Association Faculty Representative will be given an opportunity at the end of each school faculty meeting to make announcements of time, place, and topics of future meetings.
- F. The Board agrees to give the Association reasonable access to all public records within its jurisdiction. The Board will make available to the Association a copy of the Discussion and Consent Agendas of regularly scheduled Board meetings, including backup material made available to the school board annex office, and will make every attempt to make available the Personnel Agenda and budget amendments, if these are not part of the regular backup. The Board will be supplied with copies of communications delivered to all teachers through school mail with the exception of information regarding membership.
- G. The teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. Religious and political activities of individual teachers will not be carried on during the school day.
- H. 1. Any teacher who is a member of the Association or who has applied for membership may sign and deliver to the Association authorization to deduct membership dues in the Association. Such signed authorization shall be processed by the Association and delivered by the Association with an accompanying list to the Payroll Office by no later than ten (10) work days prior to the effected pay date. Such list and authorizations shall stipulate the name, social security number, date and amount to

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- be deducted each pay date for the balance of pay periods in the school year. Pursuant to such submission, the Board shall deduct from the teacher's salary check such monies in equal payments beginning the first pay date after proper submission.
2. Such authorization and dues deduction shall continue in effect unless written request by the employee to revoke such authorization is delivered to the Association and the School Board ~~between the time period of April 1<sup>st</sup> to April 30<sup>th</sup> in the affected year~~ not less than thirty (30) days prior to the effected pay date. The Association will submit the list and signed authorization to the Payroll Office by not later than fifteen (15) days prior to the effected pay date or end of school year. Such list and authorizations shall stipulate the last date deductions are to be made. ~~The Association will submit the list and signed authorization to the Payroll Office by not later than fifteen (15) days prior to the effected pay date end of the school year~~
  3. The Association shall notify the Payroll Office of any changes in the amount of dues to be deducted with a list as stipulated in paragraph (1.) certified by the President by no later than August 15.
  4. The deductions shall be remitted not less frequently than monthly to the Association. Any list or authorization not submitted in the manner specified in this provision shall be returned to the Association for recalculation, new authorizations and resubmission.
  5. The Association shall indemnify and save and hold harmless the Board against any and all claims, demands, suits and any other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of reliance on any lists, notice or assignment furnished by the Association as it applies to this section.
- I. Upon appropriate authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for payroll deduction programs currently in effect. Additional programs may be approved according to the following guidelines:
1. Insurance companies desiring payroll deduction must present at least twenty-five (25) completed applications.
  2. The insurance company must be rated A- or better in A.M. Best Guide to Life Insurance Companies.
  3. Payroll deductions should be allowed employees who transfer into Clay County School System who have tax sheltered annuities on a payroll deduction plan.
  4. Companies who have fewer than eleven (11) participants will be notified that they must increase participation to the twenty-five (25) participant level. Should any such company fail to bring their participation back to the twenty-five (25) participant level, the company shall be dropped from payroll deduction effective the beginning of the next school year. Employees signed up for payroll deduction with such companies shall be notified in writing by the payroll department prior to losing the payroll deduction with that company.
- J. When it is necessary for the Association President and/or his/her designee(s) to engage in Association activities directly relating to duties of the Association which cannot be performed other than during school hours, or are the result of an emergency situation, the said representative(s) may apply for Association Leave with pay as is necessary to perform any such activities. Salary costs paid by the Board during approved Association Leave shall be reimbursed by the Association. Such leave must be applied for in advance and approved by the principal. Approved leave of this type taken by the Association shall not exceed a total of thirty (30) days per school year. Said days shall be deducted in accordance with School Board policies, and shall usually be limited to five (5) representatives during any school calendar day, with the exception of the annual FEA Delegate Assembly where the Association may release up to ten (10) representatives with no more than two (2) from any one worksite. The Association may request release for more than five (5) representatives on those rare occasions when this may be necessary, by obtaining the approval of the Superintendent. The Superintendent may grant TDE with pay to association representatives to participate with the administration in activities which are deemed to be in the best interest of the school system.
- K. 1. Extended Association Leave may be granted to the President of the Association for a period of up to one school year, subject to annual renewal. The President shall continue receiving full pay and fringe benefits (including FRS retirement) and will advance on the salary schedule annually during such leave from the School Board provided the Association reimburses the Board for such full pay and

fringe benefits. Such leave shall be requested at least sixty (60) days in advance of the affected school year. The procedures for salary and fringe benefit reimbursement shall be agreed to by the Board prior to leave approval.

2. Extended Association Leave without pay may be granted to an officer of the Association or to an employee who is a member of the bargaining unit under the following conditions:
  - a. Such employee shall have been designated as an "intern trainee" by the state affiliate or shall be an officer of the state or national affiliate.
  - b. Such leave shall be effective for the balance of the school year during which the respective term of office or training period will run.
  - c. Documentation shall be provided substantiating the member's status and the request of the appropriate affiliate at least sixty (60) days in advance of the affected school year.
3. At the beginning of the next school year, such employee shall return from such leave in the same manner as other employees returning from Extended Personal Leave. However, in the case of a President returning from Extended Association Leave, the President shall be reassigned to a similar position in the District, and whenever possible, to the previously held position.
4. In the event that the CCEA President is a National Board Certified teacher and in the event that the State of Florida determines that National Board monies are to be withheld due to the release responsibilities of the CCEA presidency, the Board agrees to pay 60% of the monies including benefits that would have been paid by the State inclusive of mentoring hours and the Association shall pay 40% of the monies.

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Board Proposal #7

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**ARTICLE VII  
PREPARATION TIME**

- A. 1. High school, middle school, and junior high school teachers will have a preparation/conference time each day equivalent to one (1) class period. This time is in addition to the twenty-five (25) minutes allotted for lunch. Teachers will be provided planning time during student contact time when possible. Any such planning time provided during student contact time will be equitably assigned, as will any time scheduled for duty during student contact time. Only duty involving the monitoring of students for their safety will be assigned during student contact time. For the purpose of this section, supervised study periods will be considered part of the instructional and supervisory load and will not be considered the preparation/conference time. Supervisory loads of secondary classroom teachers shall not exceed five (5) class periods in a six (6) period day, or six (6) class periods in a seven (7) period day as long as there is compliance with Article XVII, Class Size.
2. A ~~Full-time~~ Career and Technical teacher may be scheduled as in paragraph 1. above or to teach two (2) three-hour blocks or five (5) class periods in a six (6) period day depending on student needs. Preparation/conference time may be assigned outside student contact time but during the work day.
- B. Elementary teachers will normally have, thirty (30) minutes of preparation time each day during student contact hours. This period may occur during the time students are in resource classes. When a teacher serves more than one school per day, preparation time and duty will be scheduled at only one of the itinerant teacher's assigned schools. Only duty involving the monitoring of students for their safety will be equitably assigned. Any regularly scheduled deviation from the thirty (30) minutes per day of preparation time during student contact hours must be collaboratively developed through consensus between teachers and administration within the school site.
- C. As may be required by the Clay County Teacher Induction Program, and when deemed necessary by the Support Staff and approved by the principal, the Peer Teacher shall be provided time during the student contact day to perform observations and other duties related to the Teacher Induction Program which cannot be performed at any other time. Every effort shall be made to select the peer teacher on a voluntary basis.
- D. Grades from all secondary teachers will be due the morning following the end of the nine weeks planning day or the end of the semester planning day. Grades for the fourth nine weeks will be due at the end of the day on the day before the post planning day. Final Senior grades may be due in advance of other final grades to verify graduation eligibility.
- E. Grades from all elementary teachers shall be completed by the morning following the end of the nine weeks planning day with the exception of the final nine weeks. The final grades may be due four days before the end of school so that report cards can be sent home on the last day of school for students.
- F. A copy of the duty roster will be emailed from each school to the Association office for review by the Association no later than the last day of pre-planning.



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**ARTICLE X**  
**TEACHER'S AUTHORITY AND PROTECTION**

Board Proposal #6  
7/14/08

- A. The Board recognizes its responsibility to give support and assistance to teachers with respect to the maintenance of control and discipline as is consistent with the Code of Student Conduct and Florida Statute 1003.32. This includes taking reasonable steps to ensure that teachers and students are not at undue risk of violence or harm and continuous disruptions that impede teaching and learning.
- B. The administration will provide and follow a set of procedures identified in the current Clay County School District (Code of Student Conduct) for handling relative to discipline problems. Within the first month of school, the building principal or designee will meet with faculty to review student discipline procedures and implementation of the Code of Student Conduct. School-based discipline plans or procedures to implement the Student Code of Conduct shall be collaboratively developed with involvement of the entire faculty. Existing plans will be updated annually through collaboration.
- C. A teacher may impose customary classroom discipline where necessary in cases of minor infractions and may use such force as is necessary to protect himself/herself from attack or to prevent injury to another student.
- D. The teacher involved in a student disciplinary case shall be questioned only in the presence of parties involved in the case or involved in the investigation of the case. Dignity and respect for teachers will be maintained whenever involved in a student disciplinary case.
- E. A teacher may send or escort a student to the office of the principal or designated school administrator, or send for assistance when the grossness of the offense, or persistence of the misbehavior makes the continued presence of the student in the classroom intolerable. In such cases, the teacher shall promptly furnish the principal or his/her designee with full particulars on the problem or incident in writing. Once the teacher has been relieved of the responsibility of the student, it shall be the principal's or designee's responsibility to take action. Teachers ~~will~~ shall be notified within <sup>(5)</sup> ~~five~~ working days of disposition of a student disciplinary referral.
- F. In the event that a teacher is a victim of physical abuse or threat thereof with use of a weapon or instrument capable of inflicting injury, such circumstance shall be promptly reported in writing to the principal or designated representative. Under such circumstances, the administration will provide assistance to the teacher to deal with outside agencies and shall enforce the Code of Student Conduct with respect to notification, suspension, or expulsion requirements. The Clay County Education Association will be notified of the time and place of the assault hearing at least two (2) working days in advance of the hearing.
- G. A teacher will be encouraged to begin, without penalty, implementation of the review procedure for instructional and ancillary material set forth in Board policy whenever such material is the subject of a complaint or is removed from instructional or library use.
- H. A summary of Level 3 or higher offenses will be available upon request.

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**ARTICLE XVIII  
TEACHER EVALUATION**

Board Proposal #1  
6/16/08

- A. The Board and the Association recognize that the basic purpose of evaluation is to improve the instruction and the effective operation of the total school system.
- B. The Board and the Association agree to organize a committee consisting of classroom teachers and administrators to meet annually during the first semester, or as deemed necessary by the Committee, for the purpose of evaluating the procedures used in the Clay Assessment System (CAS). When the committee deems it appropriate that changes in the procedures used should be made, it will recommend these changes, in writing, to the Superintendent for his/her approval or disapproval. If disapproved, the changes will be returned to the committee for modification. The Superintendent will send approved changes to the Board for its consideration. The committee will be composed of four (4) members selected by the Association and four (4) members and a chairman appointed by the Superintendent. The chairman will be responsible for notifying all members of time and place of meetings at least two (2) weeks in advance. The chairman is empowered to vote only when a tie vote occurs.
- C. The policy on teacher evaluation as outlined by the Board shall be adhered to in evaluating teachers. Principals or District Staff are responsible for the implementation of CAS in accordance with the policy. The policy shall provide for appropriate classroom observation which shall be done with the teacher's knowledge and appropriate advance notice. However, the principal retains the right to utilize informal classroom observations without advance notice as part of the evaluation process. Suitable post-observation conferences shall be included in the policy. If a teacher disagrees with his/her final evaluation report, he/she may submit a written statement thereon which shall be attached to the evaluation report. The teacher may request the presence of the Association representative at any step in the CAS appeal procedure properly initiated by the teacher.
- ~~D. Effective in 2002-2003 the revised Clay Assessment System (CAS) shall be implemented. This revised plan includes new provisions for identifying exemplary teachers eligible for performance pay as well as new provisions that allow PSC/CC teachers to be formally evaluated once every three years. Evaluators are encouraged to use evaluation instruments that are most appropriate to the situation. This includes FPMS Summative, FPMS formatives, CET strategies and other district approved instruments on which they have been trained.~~
- ~~D. E.~~ The evaluator may conduct informal observations without advance notice as part of the evaluation process.
- ~~E. F.~~ Classroom walk throughs, unless considered in combination with informal and formal observations, will not be used for evaluative purposes and will not be the catalyst for the generation of a Professional Development Plan.
- ~~F. G.~~ Post observation conferences shall be held in accordance with the 2002-2003 Revised current CAS Manual.
- ~~G. H.~~ If a teacher disagrees with his/her final evaluation report, he/she may submit a written statement, which shall be attached to the evaluation report.
- ~~H. I.~~ The CAS appeal process may be initiated by the teacher in accordance with the procedure outlined in the CAS manual.
- ~~I. J.~~ The teacher may request the presence of an Association representative at any step in the CAS appeal procedure properly initiated by the teacher.
- ~~J. K.~~ If the teacher has concerns that the evaluation procedures have not been correctly followed, the procedural concerns may be addressed through the use of the grievance procedure outlined in Article III.
- ~~K. L.~~ Each teacher shall be given a copy of his/her formal evaluation within ten (10) working days from the date of completion of same.

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- L. M. All evaluations shall be concluded prior to making recommendations for reappointments, where applicable, in accordance with state law. ~~Effective 2002-2003 teachers working toward exemplary status may be recommended for reappointment before the final exemplary status is determined.~~ All Annual Contract teachers must be notified by May 1<sup>st</sup> in writing of the intent of non-reappointment for the following year.
- M. N. "Days" as used in the policy on teacher evaluation and in the CAS manual shall mean "working days". "24 hours" as used in the policy on teacher evaluation and in the CAS manual shall mean 'one work day'. "72 hours" as used in the policy on teacher evaluation and CAS manual shall mean "three work days."
- N. O. Members of the bargaining unit shall not be required to evaluate another member of the bargaining unit when such evaluation is conducted under the provisions of this article. Observations may be conducted as prescribed by CAS.
- O. P. If a teacher's unsatisfactory evaluation results in placement on a 90-day probationary status the following will apply:

  1. The teacher will be notified that this process may result in termination of employment;
  2. Every effort will be made to assure that the teacher understands the improvements required, the benchmarks for measuring progress and the time line for progress evaluation.

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ARTICLE XXI  
SCHOOL CALENDAR

Board Proposal #3  
7/09/08

A. Association Recommendations

The Association may present in a timely manner to the Superintendent its recommendations relative to the beginning and ending dates for teachers, planning days and holidays for teachers along with supporting reasons. The Superintendent will consider these recommendations and supporting reasons, if provided in the manner indicated. The Board will notify the Association at least twenty (20) working days before the deadline for submission of such recommendations.

B. Authority to Set Calendar

The Board has the statutory authority to establish the school calendar and shall consider the final recommendations from the Superintendent.

C. Emergency Calendar Changes

In the case of emergencies or acts of God, the Superintendent shall have the authority to make changes in the calendar as deemed appropriate to ensure the statutorily required length of school year, subject to approval by the School Board. Before making any recommendation to the Board, the Superintendent or his/her designee shall notify and consult with the Association President.

D. Paid Holidays

The annual contract year for teachers shall consist of 196 days, six (6) paid holidays. All new teachers whose employment begins at the start of the school year, including those who will be enrolled in the district's Teacher Induction Program, shall be employed for additional days prior to the first day for all other teachers. The length of each of these days shall be determined by the Superintendent, based on training requirements. Compensation for these days shall be paid at the rate established in Appendix IVD of the Salary Schedule.

The following dates shall be the six (6) paid holidays for the ~~2007-2008~~ 2008-2009 school year:

- |   |                  |
|---|------------------|
| September <u>01, 2008</u> <del>03, 2007</del>   | Labor Day        |
| November <u>11, 2008</u> <del>12, 2007</del>    | Veteran's Day    |
| November <u>27, 2008</u> <del>22, 2007</del>    | Thanksgiving Day |
| December <u>25, 2008</u> <del>2007</del>        | Christmas Day    |
| January 1, <u>2009</u> <del>2008</del>          | New Year's Day   |
| March <del>21, 2008</del> <u>April 10, 2009</u> | Good Friday      |

The annual contract year for eleven (11) month teachers shall consist of 216 days, seven (7) paid holidays.

The following date shall be added to the above six (6) paid holidays for eleven (11) month teachers for the ~~2007-2008~~ 2008-2009 school year:

- |   |              |
|---|--------------|
| May <u>25, 2009</u> <del>26, 2008</del> | Memorial Day |
|---|--------------|

The annual contract year for twelve (12) month teachers shall consist of 260 days, nine (9) paid holidays.

When necessary to reduce the number of workdays to 260, unpaid holidays shall be observed on the Federal observance of Martin Luther King's birthday and, if necessary, the Wednesday prior to Thanksgiving. The following dates shall be added to the above seven (7) paid holidays for twelve (12) month teachers for the ~~2007-2008~~ 2008-2009 school year.

- |  |                           |
|--|---------------------------|
| July <u>3, 2008</u> <del>4, 2007</del>       | Independence Day          |
| November <u>28, 2008</u> <del>23, 2007</del> | Friday after Thanksgiving |
| January <del>21, 2008</del>                  | Martin Luther King Day    |

When necessary to reduce the number of workdays to 260, unpaid holidays shall be identified in the contract. For the 2008-2009 school year, January 19, 2009, the Federal observance of Martin Luther King's birthday shall be observed as a non-paid holiday.

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Board Proposal #5  
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**ARTICLE XXII  
INSURANCE CONTRIBUTION CHART  
2007-2008 - 2008-2009**

<b>Basic HMO</b>	<b>Employer</b>		<b>Employee</b>
Employee	<del>\$223.68</del>	<u>239.99</u>	\$9.32
Employee & Spouse	<del>\$238.64</del>	<u>270.12</u>	\$211.60
Employee & Children	<del>\$231.92</del>	<u>261.99</u>	\$197.56
Family	<del>\$253.68</del>	<u>294.28</u>	\$336.27
<b>Premium HMO</b>			
Employee	<del>\$232.04</del>	<u>247.65</u>	\$46.83
Employee & Spouse	<del>\$252.42</del>	<u>282.64</u>	\$286.29
Employee & Children	<del>\$241.25</del>	<u>270.07</u>	\$272.64
Family	<del>\$267.10</del>	<u>306.71</u>	\$438.91
<b>Healthfund HRA</b>			
Employee	<del>\$238.96</del>	<u>249.01</u>	\$61.62
Employee & Spouse	<del>\$272.93</del>	<u>292.37</u>	\$307.77
Employee & Children	<del>\$265.90</del>	<u>284.44</u>	\$288.05
Family	<del>\$290.73</del>	<u>316.18</u>	\$470.34

*2008-2009 Amendment*

**APPENDIX IV A**  
**SALARY SCHEDULE ~~2007-2008~~ 2008-2009**

**A. Regular Bachelor's Schedule**

Years of Approved Experience	Bachelor's Level Salary Amount (196 Day)	
0	37,500	<u>37,800</u>
1	37,600	<u>38,100</u>
2	37,700	<u>38,400</u>
3	37,900	<u>38,700</u>
4	38,200	<u>39,000</u>
5	38,500	<u>39,325</u>
6	38,800	<u>39,650</u>
7	39,100	<u>39,975</u>
8	39,500	<u>40,325</u>
9	40,050	<u>40,725</u>
10	40,600	<u>41,250</u>
11	41,175	<u>41,825</u>
12	41,750	<u>42,425</u>
13	42,375	<u>43,025</u>
14	43,000	<u>43,650</u>
15	43,700	<u>44,300</u>
16	44,400	<u>45,025</u>
17	45,250	<u>45,750</u>
18	46,200	<u>46,650</u>
19	47,200	<u>47,625</u>
20	48,250	<u>48,650</u>
21	49,300	<u>49,725</u>
22	50,350	<u>50,800</u>
23	51,450	<u>51,875</u>
24	52,550	<u>53,000</u>
25	53,650	<u>54,150</u>
26	55,800	<u>55,900</u>
27	58,000	<u>60,000</u>

\*NOTE: Returning teachers (with continuous Clay County experience) and new teachers shall be assigned a salary step in accordance with the Article on Compensation and in accordance with approved experience occurring prior to July 1, ~~2008~~ 2007.

- B. A Clay County teacher returning in ~~2007-2008~~ 2008-2009 from a Board approved leave of absence shall be placed on the salary schedule based on the approved experience credited to him/her at the beginning of his/her extended leave of absence.
- C. A supplement will be given to returning teachers who were on step 30 in 2002-2003 and earned a year of experience credit. The equal installment supplement (\$1745) will be paid during the ~~2008-2009~~ 2007-2008 year.
- D. The salaries indicated shall be prorated based on the length and type of contract held by the respective teacher.
- E. ~~Instructional personnel who have earned the status of "exemplary" on their evaluations for 2006-2007 school year will be awarded the appropriate compensation as designated by the legislature. This compensation will be prorated based on the length and type of the contract held by the respective teacher.~~

**APPENDIX IV B**  
**SCHOOL PSYCHOLOGISTS – ~~2007-2008~~ 2008-2008**

Step	Bachelor's Level Salary Amount (196 Day)	Bachelor's Level Salary Amount (216 Day)	Bachelor's Level Salary Amount (260 Day)
0	40,600	<u>41,250</u>	44,743
1	41,175	<u>41,825</u>	45,377
2	41,750	<u>42,425</u>	46,010
3	42,375	<u>43,025</u>	46,699
4	43,000	<u>43,650</u>	47,388
5	43,700	<u>44,300</u>	48,159
6	44,400	<u>45,025</u>	48,931
7	45,250	<u>45,750</u>	49,867
8	46,200	<u>46,650</u>	50,914
9	47,200	<u>47,625</u>	52,016
10	48,250	<u>48,650</u>	53,173
11	49,300	<u>49,725</u>	54,331
12	50,350	<u>50,800</u>	55,488
13	51,450	<u>51,875</u>	56,700
14	52,550	<u>53,000</u>	57,912
15	53,650	<u>54,150</u>	59,124
16	55,800	<u>55,900</u>	61,494
17+	58,000	<u>60,000</u>	63,918

1. All returning psychologists with continuous Clay County experience and new psychologists shall be assigned a salary step in accordance with the Articles on Compensation and Employment Conditions for 11 & 12 month Instructional Employees and in accordance with approved experience occurring prior to July 1, ~~2008~~ 2007.
2. A Clay County psychologist returning in ~~2008-2009~~ 2007-2008, from a Board approved leave of absence shall be placed on the salary schedule based on the psychologist's equivalent placement at the beginning of his extended leave of absence.
3. The salaries indicated shall be prorated based on the length and type of contract held by the respective school psychologist and in accordance with the Article on Employment Conditions for 11 and 12 month Instructional Employees.
4. A supplement will be given to returning psychologists who were on step 20 in 2002-2003 and earned a year of experience credit. The equal installment supplement (\$1745) shall be prorated based on the length and type of contract held by the respective school psychologist and in accordance with the Article on Employment Conditions for 11 and 12 month Instructional Employees and paid during the ~~2007-2008~~ 2008-2009 year.

**APPENDIX IV C**  
**SALARIES - DEGREE DIFFERENTIALS**

**Degree Differentials shall be as follows:**

**A. 196 Day Teachers (See Below For School Psychologists)**

Master's or higher degrees reflected on official transcripts

Master's Degree	\$2000
Specialist Degree	\$2700
Doctorate Degree	\$3300

**B. 196 Day School Psychologists**

Note: To receive the differential, the official transcript must reflect field of School Psychology and the appropriate level for the differential.

Master's or higher degrees reflected on official transcripts

Master's Degree	\$2000	
Specialist Degree	\$2700	(Must hold Specialist Degree or equivalent Planned Program in the field of Counseling or Psychology)
Doctorate Degree	\$3300	(Must hold Doctorate degree)

**C. Teachers or School Psychologists With Contracts Over 196 Days: Amount Listed Above Will Be Pro Rated Based On The Actual Number Of Contract Days.**

**D. It is the responsibility of the individual claiming eligibility for degree differential compensation to supply all information required by the Human Resources Division to establish eligibility.**

**E. The Master's or higher degree must be granted from a college or university recognized as accredited by the State department of education, at the time the degree was granted.**



TA Date  
7/16/08

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7/14/08

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7/16/08

APPENDIX IV D  
SALARIES - MISCELLANEOUS

A. Summer School Compensation

Classroom teachers working during the summer break shall be paid at the same rate of pay as during the school year preceding the summer term and will remain in effect until the completion of summer school.

B. Other Compensation

1. In the case of in-service workshops, curriculum development, or other projects approved as part of a grant, entitlement, or intergovernmental agreement, teachers may be paid in accordance with the amount allocated for the project, grant, or agreement.
2. Effective July 1, 2005, the district will pay a one-time lump sum payment of \$400.00 (four hundred) dollars to teachers who have completed the required mandatory in-service training for the reading endorsement and this area has been added to the teacher's present certificate. Verification and payment will be based upon receipt from the Human Resources Office.
3. Effective July 1, 2007, the district will pay a one-time lump sum payment of \$400 (four hundred) dollars to teachers who have completed ESOL endorsement/certification (equivalent to 300 hours of ESOL Inservice) and this area has been added to the teacher's present certificate. Verification and payment will be based upon receipt from the Human Resources Office. (Memorandum of Understanding signed 8/22/07)

C. In-service Workshops

1. When approved by the Superintendent or his/her designee, instructional personnel attending workshops after the normal school day will be paid a stipend of ~~\$10~~ \$12 per hour, except as otherwise provided in this contract. Teacher participants (CAR-PD Summer 2008 Academy) attending all 5 days of the Academy and completing all follow up activities shall receive their normal hourly rate of pay. This shall apply in this case only. (Memorandum of Understanding signed 1-09-08)
2. Professional Development Advisory Council members who are required to meet beyond the normal school day or beyond the scheduled day, shall receive a supplement equal to that paid for in-service workshops.

D. New Teachers

All new teachers whose employment begins at the start of the school year, including those who will be enrolled in the new teacher orientation program shall be paid at the rate of \$10.00 per hour for their participation in the workshops held prior to the first day for teachers.

E. Other Programs (Other than 310 Agreements)

Teachers employed in other programs beyond the scheduled day or during the summer shall be paid as follows:

1. Regularly contracted teachers in Clay County - hourly rate based on their 196-day contract salary.
2. Teachers not under regular contract in Clay County - hourly rate based on the beginning (0 years) salary on the adopted teacher salary schedule.
3. Regularly contracted teachers in Clay County may be assigned on a volunteer basis the responsibility of utilizing their scheduled unassigned preparation period as defined in Article VII, sections A and B for the purpose of covering classes of teachers who are absent. Such teachers shall be paid an additional salary of \$10.00 per hour. All efforts shall be made by the administration to secure regular substitute teachers in such instances. Certified teachers who volunteer to utilize their planning periods to cover the classes of early intervention/pre k teachers shall be paid \$10 per half hour.

F. Adult and Community Education Teachers

1. FTE Courses

Effective July 1, 2005, Teachers of FTE Courses which require certificated teachers shall be paid at their hourly base rate based on the 196 day contract salary for regularly contracted teachers in Clay County up to a maximum of \$26./hour. Teachers of FTE courses in 1998-99 whose pay was greater than \$20/hour in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they

continuously teach adult education FTE classes. Teachers who are not regularly contracted to teach in Clay County will be placed on the beginning (0 year) salary on the adopted schedule for teachers.

Teachers who have retired or resigned with satisfactory evaluation from the Clay County School System shall continue to receive the base rate based on their last 196-day contract salary (minus supplements) up to a maximum of \$26./ hour or the beginning (0 year) salary on the adopted schedule for teachers, whichever is greater.

2. Effective July 1, 2006, Teachers of Fee Base Noncredit Courses (Community Education):
  - \$26.00 per hour
  - More than \$26.00 per hour if recommended by the Supervisor, based on the fee charged, course demands, and Board approval.
3. Teachers working in an adult and community education program during a summer term shall be paid at the same rate of pay established in this subsection which was in effect during the school year preceding the summer term and will remain in effect until the completion of summer school.
4. Teachers of high school completion and GED classes shall be paid at their hourly rate, up to \$26.00 per hour beginning July 1, 2006.

G. Special Compensation

1. Certified or licensed Occupational and Physical Therapists shall be assigned a salary step and amount from the following schedule, in accordance with the Articles on Compensation and Employment Conditions for 11 and 12 month Instructional Employees, and prorated on the employees' actual number of contract days.

Step	Approved Experience	Salary (196 Days)
A	0	46,344
B	1	52,136
C	2	57,918
D	3	61,789
E	4	65,653
F	5-6	69,515
G	7-9	71,598
H	10+	73,745

NOTE: In addition to experience granted as a full-time occupational or physical therapist, experience may also be granted for full time experience as a certified occupational therapist assistant or a licensed physical therapist assistant. Two years of verified work as an assistant shall be equivalent to one year on the OT/PT salary schedule. Increments of less than one year shall not be applied to the schedule.

2. Employees who fill the following allocated positions shall receive the percent indicated applied to the base salary (0 year experience, Level A) of the teachers Salary Schedule, rounded to the nearest whole dollar, and prorated to the length of the respective contract length added to the respective normal contracted salary.

- Speech Clinician. . . . . 10.00
  - Speech Clinician with state license . . . . . 15.00
- Speech Clinicians who hold a state license in the area of speech pathology must provide the documentation of a valid state license.

- Emotional/Behavior Disorders (EBD), Autistic Spectrum Disorders (ASD), EH Self Contained, SED, PMH, Autistic, TMH, VI, HI, PI, and Specially Designed Adaptive P.E. . . . . . 8.00
- Applied Technology for the Handicapped, allocated to work full-time with students classified as ~~EH Self Contained~~, EBD, ASD, SED, PMH, Autistic, TMH, VI or PI. . . . . .8.00
- This additional compensation will be paid in 24 equal installments for in-field certified teachers. Upon completion of 6 hours toward certification requirements, an out-of-field teacher will receive the additional compensation, paid as a supplement, in one payment for that year.

H. 1 For teachers assigned to a school that is in corrective action, restructuring or in the process of planning for these procedures as a result of failure to meet Adequate Yearly Progress the following salary supplements will apply:

Category	Category Defined	Commitment Incentive	End of Year Incentive	Award Criteria End-of-Year
I	First Year at Target Site	\$500	\$500	Student Proficiency Target Met
II	Returning to Target Site	\$500	\$1000	Student Proficiency Target Met
III	Returning to Target Site or Clay County Transfer with no less than five years of teaching experience	\$500	\$1000 2 Step Advancement on the Salary Scale	*24 Hours of Inservice (earned during the current year) *Student Proficiency Target Met *Satisfactory CAS Evaluation
IV	Out of County/State Transfer with no less than five years of teaching experience and who has been recommended and who is eligible for a Professional Service Contract	\$500	\$1000	*24 Hours of Inservice (earned during the current year) *Student Proficiency Target Met *Satisfactory CAS Evaluation

2. The signing incentive will become effective for each category beginning with the 2008-2009 school year. This incentive will be paid in full during the first month of the second semester of each school year.
3. All other benefits described in categories I-IV will be in effect beginning with the 2007-2008 school year. The incentive for making the student achievement target will be paid no later than August 15 of the following school year.
  - a. 70% of the students will show a learning gain as defined by the selected assessment instrument.
4. The salary supplement plan for the target school will expire once a school has met Adequate Yearly Progress and is no longer in corrective action. Teachers who have earned salary scale advancements will retain all step advancements.

**APPENDIX IV E**  
**SALARIES - ROTC INSTRUCTORS**

- A. Salaries will be based on the greatest amount of 1 or 2 below and will be paid in 24 bi-monthly installments.
1. The 11-month teachers' salary schedule for ~~2007-2008~~ 2008-2009, or
  2. 11/12 of the annual salary submitted by the U.S. Navy based on the active duty pay less the retired pay for those ROTC personnel employed.
- B. Summer school employment will be contingent on need and pay will be in addition to that agreed upon in Item A above. Summer pay will be based on the established rate at the time of the summer contract in the same manner as figured in Step A above and this additional time will be reported to the Navy as such.
- C. All vouchers will be co-signed by the County Office and all checks for reimbursement will be sent directly to the Office of the Superintendent. The Navy shall be notified of this by the officers of the school NJROTC units.

**APPENDIX IV F  
SALARIES/PROFESSIONAL ASSIGNMENT - ATHLETIC DIRECTORS**

- A. 216 day contracts will be issued in accordance with laws governing teacher contracts. The salary shall be as provided below.
- B. The athletic director may be paid up to three (3) athletic supplements (at 196 day rate) as provided in Appendix V
- C. Salary Schedule - Bachelor's Degree (Higher Degree Differential - See Appendix IVC)

Years of Approved Experience	216 Days	
0	45,327	<u>45,657</u>
1	45,437	<u>45,988</u>
2	45,547	<u>46,318</u>
3	45,767	<u>46,649</u>
4	46,098	<u>46,980</u>
5	46,429	<u>47,338</u>
6	46,759	<u>47,696</u>
7	47,090	<u>48,054</u>
8	47,531	<u>48,440</u>
9	48,137	<u>48,881</u>
10	48,743	<u>49,459</u>
11	49,377	<u>50,093</u>
12	50,010	<u>50,754</u>
13	50,699	<u>51,415</u>
14	51,388	<u>52,104</u>
15	52,159	<u>52,820</u>
16	52,931	<u>53,619</u>
17	53,867	<u>54,418</u>
18	54,914	<u>55,410</u>
19	56,016	<u>56,485</u>
20	57,173	<u>57,614</u>
21	58,331	<u>58,799</u>
22	59,488	<u>59,984</u>
23	60,700	<u>61,168</u>
24	61,912	<u>62,408</u>
25	63,124	<u>63,676</u>
26	65,494	<u>65,604</u>
27+	67,918	<u>70,122</u>

NOTE: Athletic directors shall be assigned a salary step in accordance with the Article on Compensation and in accordance with approved experience occurring prior to July 1, 2008. ~~2007~~.

- D. Returning teachers (with continuous Clay County experience) and new teachers shall be assigned a salary step in accordance with the Article on Compensation and in accordance with approved experience occurring prior to July 1, 2008. ~~2007~~.
- E. A Clay County athletic director returning in 2008-2009 ~~2007-2008~~ from a Board approved leave of absence shall be placed on the salary schedule based on the approved experience credited to him at the beginning of his extended leave of absence.
- F. A supplement will be given to returning athletic directors who were on step 30 in 2002-2003 and earned a year of experience credit. The equal installment supplement (\$1745) will be prorated based on an 11 month contract and paid during the ~~2007-2008~~ 2008-2009 year.

**APPENDIX V**  
**SALARIES - SUPPLEMENT SCHEDULE**

Note: Supplements are based on the beginning teacher salary. However, for the ~~2007-2008~~ **2008-2009** school year, the percent indicated will be calculated using a base salary amount of \$35,000. As agreed in the Memorandum of Understanding signed 8/22/07, the budget reductions determined by the Legislative Special Session did not exceed 5.3 million dollars. These amendments also reflect a one-time payment of \$400 to teachers who hold the ESOL Endorsement. By implementing these changes effective October 17, 2007, the stipulations of the Memorandum of Understanding shall be in effect and be retroactive to July 1, 2007.

**ACADEMIC SUPPLEMENTS:**

The following supplements will be allocated to the respective schools as a maximum amount which shall be used to pay one or more individuals sponsoring the indicated activity. Unless otherwise indicated, supplemental salary is to be paid in equal installments. Classroom Teacher Department Heads, ESE, Resource Department Heads, and Specialists are Academic Coordinators. All other supplements are Extracurricular Activities. "END" supplements will be paid upon completion of the activity and written recommendation of the principal. Any production must be performed before the public and will consist of a full length play.

<b><u>Supplement</u></b>	<b><u>Method of Payment</u></b>	<b><u>Per Cent</u></b>
Academic Coach, Local School	END	5.4
Academic Coach, District	Equal	7.5
Activities Program Coordinator JH	Equal	13.0
Annual Staff, HS	Equal	8.0
Annual Staff, JH	Equal	6.5
Band Director, HS <i>(Minimum of two major performances; football games; district marching festival; solo and ensemble; concert band and state festivals when applicable.)</i>	Equal	13.5
Band Director, JH <i>(Minimum of four performances; solo and ensemble; district concert festival; home football games)</i>	Equal	7.5
Band End of Year Supplement <i>(Two additional major festivals - three community events equals one major event)</i>	END	1.5
Bayard Point Sponsor	Equal	4.1
Choral Director HS/JH <i>(Minimum of four separate performances per year; district solo and ensemble and concert festivals)</i>	Equal	7.5
Choral Director End of Year Supplement <i>(Two additional major festivals: 3 community events equal one major event)</i>	END	1.5
Co-Curricular Club	Equal	4.1
Core Team Leader Elementary	Equal	1.5
Core Team Leader Secondary	Equal	2.75
Dance Team Sponsor HS	Equal	6.0
Dance or Drill Team Sponsor JH	Equal	4.7

<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Debate Team <i>(Must include formal competitions outside of school setting)</i>	END	3.1
Department Head (3-5 teachers)	Equal	6.0
Department Head (6-10 teachers)	Equal	6.5
Department Head (11-16 teachers)	Equal	7.0
Department Head (17-20 teachers)	Equal	7.5
Department Head (21 or more teachers)	Equal	8.0
Directing Teacher of School Interns	END	3.0
Director of Junior or Senior Class Play <i>(Per major performance)</i>	END	1.3
Discretionary Supplement <i>(All levels; identified by the school through the School Improvement Plan)</i>	END	1.5
District Music	END	3.6
Drama HS	END	6.0
Drama JH	END	3.1
Drill Team Sponsor HS	Equal	6.0
Educational Technology Advisor Elementary	Equal	6.0
Educational Technology Advisor Secondary	Equal	8.0
Elementary Performance/Production <i>(Music Teachers Will Be Given Priority: minimum of two separate productions And includes planning, practice, advertising, etc.) <b>Note: This supplement may be used a maximum of three times per school.</b></i>	END	1.5
Elementary Track Meet Coordinator	END	3.6
ESE Intervention Committee Facilitator (IDEA funded)	Equal	3.1
Flag Corps Sponsor	Equal	3.2
Freshman Class Sponsor (and 8 <sup>th</sup> grade at GCSJH)	Equal	2.6
Future Educators Club	Equal	2.75
Junior Class Sponsor	Equal	4.75
Majorette Sponsor	Equal	3.2
Math Field Day Coordinator, District	END	3.6
Math Team <i>(Must include formal competitions outside school setting)</i>	END	3.1
National Beta Club Sponsor	Equal	4.1
National Junior High Honor Society Sponsor	Equal	3.1
National Honor Society Sponsor	Equal	4.1

<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Newspaper Staff HS	Equal	4.1
Newspaper Staff JH	Equal	2.5
Peer Teacher ( <i>With portfolio requirement</i> )	Equal	6.0
Safety Patrol Elementary	Equal	2.1
Science Fair Coordinator, District	END	6.0
Science Fair Coordinator, Local School	END	3.6
Senior Class Sponsor	Equal	4.25
Sophomore Class Sponsor	Equal	2.75
Specialist, 10-Month	Equal	6.0
Specialist, 11-Month	Equal	6.6
Specialist, 12-Month	Equal	7.9
Special Olympics Coordinator	END	6.0
Spelling Bee Coordinator, District	END	3.6
Student Council Elementary	Equal	1.5
Student Council HS	Equal	4.1
Student Council JH	Equal	3.6
Support Peer Teacher ( <i>Without portfolio requirements</i> )	Equal	4.0
Title I Supplemental Educational Services (SES) On-Site Facilitator	Equal	6.0
Title I Funded		
Very Special Arts Coordinator	END	3.1

## ATHLETICS

- \*\* 1. Athletic supplements for seasonal sports shall be paid in a lump sum upon completion of the activity. A supplement will be prorated if a coach quits prior to completion of the season. No more than three (3) athletic supplements may be paid to a single individual without approval of the Superintendent and documentation that all resources have been exhausted.

Exceptions - Football supplements will be paid as follows:

- 75% at end of playing season
- 25% at end of spring practice

2. Athletic Coach Certification: All Coaches must possess a valid part-time athletic coaching or full-time professional Educator's certificate from the State of Florida. A copy of the certificate or a copy of a completed application for the certificate, with evidence that all requirements for certification have been met, must be presented prior to student contact. Head coaches, athletic directors, and junior high / middle school activities program coordinators who have earned the Florida certification endorsement as Athletic Coach in addition to their regular teaching certification will receive 1.0% of the base salary, in addition to their athletic supplement upon presentation of the certification endorsement.



<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Athletic Coaching Endorsement (Head, Athletic Directors, JH School Programs Coordinators with athletic coaching endorsement)	END	1.0
Baseball, Head HS	END	12
Baseball, Assistant HS	END	7
Baseball, JV Head HS	END	8
Baseball, Head JH	END	6
Baseball, Assistant JH	END	5
Basketball, Head HS	END	13.6
Basketball, Assistant HS	END	8
Basketball, JV Head HS	END	6.85
Basketball, Head JH	END	6.85
Cheerleading, Head Varsity	Equal	12
Cheerleading, Head Junior Varsity HS	Equal	9
Cheerleading, Head JH	Equal	9
Cross Country, Head HS	END	6
Flag Football, Head HS/JH/M	END	6
Football, Head HS	END	18.2
Football, Assistant HS	END	11.55
Football, JV Head HS	END	12
Football, Head JH	END	10
Football, Assistant JH	END	9.1
Golf, Head HS	END	6.5
Intramural Program Sponsor JH	END	5.15
Intramural Program Sponsor JH Assistant	END	4.7
Rhythmic Gymnastics, Head HS/JH/M	END	6
Soccer, Head HS	END	10
Soccer, Assistant HS	END	6

<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Soccer, Head JV HS	END	7
Soccer, Head JH	END	6
Soccer, Assistant JH	END	5.15
Softball, Head HS (Fast Pitch)	END	12
Softball, Assistant HS (Fast Pitch)	END	7
Softball, Head JV (Fast Pitch) HS	END	8
Softball, Head JH (Fast Pitch)	END	6
Softball, Assistant JH (Fast Pitch)	END	5
Softball, Head HS (Slow Pitch)	END	7
Softball, Assistant HS (Slow Pitch)	END	6
Softball, Head JH (Slow Pitch)	END	6
Softball, Assistant JH (Slow Pitch)	END	5
Swimming, Head HS	END	10
Swimming, Head JH	END	5.15
Tennis, Head HS	END	7
Track, Head HS	END	10
Track, Assistant HS	END	7
Track, Head JH	END	6
Track, Assistant JH	END	5.15
Volleyball, Head HS	END	10
Volleyball, Assistant HS	END	7
Volleyball, Assistant JH	END	5.15
Volleyball, Head JV	END	6
Volleyball, Head JH	END	6
Weightlifting, Head HS	END	7
Weightlifting, Head JH	END	6
Wrestling, Head HS	END	10
Wrestling, Assistant HS	END	7
Wrestling, Head JH	END	5.15

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APPENDIX VI  
MENTORING BONUS GUIDELINES

**Definition:** Mentoring, for the purpose of the Dale Hickam Excellent Teaching Program, shall be defined as giving instruction, direction, or counsel to Florida public school teachers on an individual or group basis who are not National Board Certified. In short, Nationally Board Certified Teachers may mentor teachers who may or may not be National Board applicants, including teachers in low performing schools and new teachers. (Implementation contingent on continued funding authorization by the Florida legislature.)

**Mentoring and Other Related Services Requirements:**

- must provide related services which includes instruction in helping teachers work more effectively with the families of their students
- must meet the requirements for gaining the salary bonus
- must hold a valid Florida certificate that has never been subject to discipline as a result of a final order of the Education Practices Commission after a formal, informal or show cause hearing or settlement agreement.
- may not claim preparation time for any mentoring activity
- may not claim travel time
- may not claim time spent attending professional development conferences except the actual time an NBC spent presenting
- mentoring can be conducted face-to-face, by telephone, by e-mail, online, within the district, outside the district, but within the state. If mentoring is conducted by e-mail or on-line, documentation must be provided.
- may not claim any mentoring activities completed while on approved or unapproved leave.
- may not mentor out-of-state teachers
- mentoring activities may not be counted when a stipend is paid for service rendered (i.e. activities performed as a supplemented peer teachers for beginning teachers, department head, team leader, etc.) may not claim mentoring activities provided to preintern, interns, or other college students
- ~~mentors must be officially employed as full-time (i.e. filling an allocation of at least .5 + 1 day) classroom teachers providing instruction, a majority of time, to students during the entire school year and must maintain classroom teacher status. Must be officially employed under an instructional contract and have received a satisfactory instructional appraisal on the most current Florida instructional appraisal instrument, pursuant to F.S. 1012.34.~~
- must equal a total of twelve workdays (94 hours) of the mentor's time outside of the student contact hours of the regular school day. This 94-hour requirement applies regardless of whether an individual or group are mentored
- must be provided to Florida public school teachers who do not hold NBPTS certification
- may not be provided during the student contact hours during the 196 days of required service for the school year

- must be provided by a Clay County teacher holding a valid NBPTS certificate
- must be provided by a teacher who has demonstrated satisfactory teaching performance on the most recent regular performance appraisal
- may provide mentoring services to an NBPTS candidate in any certificate area

#### **Examples of Approved Mentoring and Related Service Activities:**

- providing mentoring/support activities for beginning teachers participating in the Teacher Induction Program or Alternative Certification Program, as long as the NBC does not receive a stipend for these activities which occur outside of the NBC's student contact hours.
- counseling with other teachers regarding teaching performance including assisting teachers in the development of teacher-made materials and supplemental classroom materials for use by these teachers
- conducting workshops for teachers outside of the student contact hours of the regular school day
- providing assistance to NBPTS candidates through participating in a support team
- participating in NBPTS training workshops that occur outside of the student contact hours of the school day
- assisting other teacher(s) in doing Internet research for use in preparing exemplary lesson plans to be shared with other teachers. Research must be related to a product and must be shared.
- meeting individually with NBPTS candidates
- conducting or assisting in providing, after student contact hours, beginning teacher workshops and orientations
- reviewing videotaped lessons presented by other teachers for peer review
- reviewing an NBPTS candidate's portfolio materials
- responding to questions from other Florida public school teachers on LISTSERVE web-site. Web-site address must be listed on mentoring log
- any mentoring activities conducted by e-mail or online must be accompanied by appropriate documentation (i.e. print screen copy of e-mail or on line contact)

Mentoring activity hours can be accrued for assistance provided to individual teachers or assistance provided to groups; however mentoring hours cannot be multiplied by the number of teachers attending (For example, a workshop conducted from 4:00 - 6:00 p.m. can only count for two hours of mentoring even if 20 teachers attend during this session)

#### **Procedures for Appointment of Mentors and Logging Mentoring Hours**

Teachers are eligible to serve as mentors on the day they are notified of their successful achievement of the NBPTS certification. The Mentoring Log (see attached) must be completed and submitted to the District

Contact by the preestablished deadline. All mentoring hours must be logged on this form (you may make multiple copies of the blank form provided).

- Teachers interested in mentoring should contact the District Contact (ext. 2471) to secure a ~~"Mentoring Services Salary Bonus Form"~~ and a "Mentoring Proposal Form."
- Prospective mentors should complete the ~~mentoring salary bonus form (leaving the Superintendent's signature line blank)~~ and the Mentoring Proposal form (with their Principal's signature) and forward both the forms to the District Contact for approval.
- The District Contact will approve the completed form, confirm the applicant's eligibility to participate and arrange for the mentor to be approved by the School Board. The approved "Mentoring Proposal Form," a letter informing the teacher of the School Board's approval and a blank "Mentoring Log" will be returned to the mentor.
- The Mentoring Proposal Form must be approved by the District Contact prior to beginning the mentoring activity. Any changes to the proposal, after mentoring begins, must be approved before being implemented. Upon written notification of approval by the District Contact, the approved mentoring activities may begin to be logged on the Mentoring Log.
- Mentoring activities may be conducted beginning June 1, through the last day for teachers in the next school year. Mentoring logs must be submitted to the district contact by the established district deadline in order for the bonus payment to be processed by the state for payment no later than June 30.
- As approved mentoring activities occur, the mentor will log the activities on the Mentoring Log and secure the signature of the teacher (or group representative) mentored. When the form is completed, the mentor should sign the certifying statement at the bottom of the form before forwarding it to the District Contact.
- National Board Certified teachers should keep a copy of all proposal forms, mentoring logs and other mentoring documentation submitted to the district contact.
- Upon receipt of the completed Mentoring Log, the District Contact will verify that the activities are acceptable, that the form is completed properly and approve the mentoring hours submitted.
- After the District Contact has approved the form he will secure the Superintendent's signature on the mentoring bonus form which will then be forwarded to Tallahassee requesting a transfer of bonus funds to the district. The District will pay the mentoring bonuses as soon as funds are received from the DOE.

We, the undersigned, agree that the attached document is the final and tentative Agreement between the CLAY COUNTY EDUCATION ASSOCIATION negotiating team and the DISTRICT SCHOOL BOARD OF CLAY COUNTY negotiating team. We further agree we will recommend the attached document for ratification.

Date Signed: 7/16/08

THE DISTRICT SCHOOL BOARD OF  
CLAY COUNTY NEGOTIATING TEAM

Dennis Acker

Hope Scorschi

David J. McDonald

Joni A. McCabe

Jessie Phillips

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CLAY COUNTY EDUCATION  
ASSOCIATION NEGOTIATING TEAM

Jeff Kestner

Gynda Schmeier

Linda L. Poth

AM

Eva Gould

Lea Rhoden

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