

Tentative Agreement Between the San Marino Unified School District  
And the San Marino Teachers Association

May 20, 2019

**Academic Calendar**

1. The 2019 - 2020 school year will be 182 work days including the following: 180 student days, 1 teacher preparation day [not to be combined with any other school activities], 1 day of District-driven professional development.
2. The 2020 - 2021 school year will be 182 work days including the following: 180 student days, 1 teacher preparation day [not to be combined with any other school activities], 1 day of District-driven professional development.

**Salary Adjustments.**

3. See above provisions on academic calendar reduction in work days valued at approximately a 1.62% on-going increase.

**4. Health Benefits**

- a. The District will continue to contribute 100% of employee-only coverage for HMO plans.
- b. The District will continue to contribute 70% of the premium cost for the two-party and family coverage for HMO plans:
- c. The District will increase its contribution by \$500 per tier, with the following maximum annual amounts for PPO plans:
  - \* PPO 1 party - \$6,500
  - \* PPO 2 party - \$9,500
  - \* PPO family - \$12,500
- d. The District will continue to fully fund dental, vision and life insurance plans.

**5. Language**

Modify Article VIII Leave of Absence. Section C - The parties agree that the District, affected school site administrator and, SMTA President will meet prior to the start of school each year to plan for anticipated absences due to Association business with the objective of minimizing impact on instruction and creating consistency for students in the classroom.

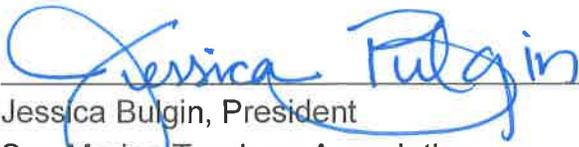
6. Modify Article XIII: Discipline to:  
See attached document for new language.
7. Modify Article XXIII: Public Complaints to:  
See attached document for new language.

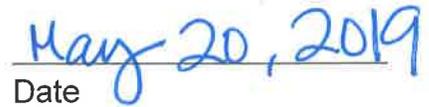
Contract Terms

8. Modify Article XXIX: Duration to extend the term of the agreement through June 30, 2020, with the understanding that, during the 2019 - 2020 negotiations cycle, both parties shall negotiate salaries and benefits for the 2020 - 2021 school year and calendar for 2021 - 2022 school year. In addition to negotiating salaries and benefits, each party will have two reopeners of its choosing for the 2020-2021.

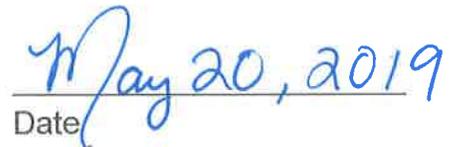
Support of the Agreement:

Both parties agree to fully support and recommend ratification of the Agreement to their respective constituents.

  
\_\_\_\_\_  
Jessica Bulgin, President  
San Marino Teachers Association

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Linda de la Torre, District  
Assistant Superintendent/Human Resources  
San Marino Unified School District

  
\_\_\_\_\_  
Date

# 2019-2020 School Event Calendar

## July

### July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

### August 2019

Su	M	Tu	W	Th	F	Sa
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

### September 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

### October 2019

Su	M	Tu	W	Th	F	Sa
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November

### November 2019

Su	M	Tu	W	Th	F	Sa
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

### December 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## January

### January 2020

Su	M	Tu	W	Th	F	Sa
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

### February 2020

Su	M	Tu	W	Th	F	Sa
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

## March

### March 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April

### April 2020

Su	M	Tu	W	Th	F	Sa
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May

### May 2020

Su	M	Tu	W	Th	F	Sa
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June

### June 2020

Su	M	Tu	W	Th	F	Sa
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## January

1-3 Winter Break  
20 Martin Luther King Jr. Day

19 Student Days

## February

14 Lincoln's Birthday  
17 President's Day  
18 No School  
28 End T2 - 60

17 Student Days

## March

13 End Q3 - 46

22 Student Days

## April

6-10 Spring Break

17 Student Days

## May

25 Memorial Day  
Last Day of School / End T3 - 58 / End Q4 - 48

19 Student Days

## June

**Summary**  
180 Student Days  
1 Teacher Prep Day  
1 Full PD Days  
182 Total Teacher Work Days

# 2020-2021 School Event Calendar

**July 2020**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**July**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August 2020**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August**

Su	M	Tu	W	Th	F	Sa
10						Professional Development
11						Teacher Prep Day
12						First Day of School
13						
14						Student Days

**September 2020**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**September**

Su	M	Tu	W	Th	F	Sa
7						Labor Day
8						
12						
14						Student Days
21						Student Days

**October 2020**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**October**

Su	M	Tu	W	Th	F	Sa
9						End Q1 - 42
10						
12						
14						
17						
22						Student Days

**November 2020**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**November**

Su	M	Tu	W	Th	F	Sa
6						End T1 - 62
11						Veterans Day
23-27						Thanksgiving
15						Student Days

**December 2020**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**December**

Su	M	Tu	W	Th	F	Sa
18						End Q2 - 44
21-31						Winter Break
14						Student Days

**January 2021**

Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January**

Su	M	Tu	W	Th	F	Sa
1, 4						Winter Break
18						Martin Luther King Jr. Day
18						Student Days

**February 2021**

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**February**

Su	M	Tu	W	Th	F	Sa
12						Lincoln's Birthday
15						President's Day
16						No School
26						End T2 - 59
17						Student Days

**March 2021**

Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**March**

Su	M	Tu	W	Th	F	Sa
12						End Q3 - 45
23						Student Days

**April 2021**

Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**April**

Su	M	Tu	W	Th	F	Sa
5-9						Spring Break
17						Student Days

**May 2021**

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**May**

Su	M	Tu	W	Th	F	Sa
31						Memorial Day
19						Student Days
						Last Day of School / End T3 - 59 / End Q4 - 49

**June 2021**

Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**June**

Su	M	Tu	W	Th	F	Sa
180						Student Days
1						Teacher Prep Day
1						Full PD Day
182						Total Teacher Work Days

**SAN MARINO UNIFIED SCHOOL DISTRICT  
2019-20 Health Benefit Contributions**

Benefit Plan	2018-19 H&W Benefits			2019-20 H&W Benefits			Increase/ (Decrease) Employee Share
	Annual Cost	Tenthly Rates		Annual Cost	Tenthly Rates		
		Employer Share	Employee Share		Employer Share	Employee Share	
<u>MEDICAL</u>							
Kaiser HMO							
Employee Only	7,215.48	721.55	No Cost	7,804.32	780.43	No Cost	-
2-Party	14,238.72	996.71	427.16	15,429.36	1,080.06	462.88	35.72
Family	20,068.32	1,404.78	602.05	21,758.16	1,523.07	652.74	50.70
Blue Shield HMO Trio							
Employee Only	5,975.40	597.54	No Cost	6,400.68	640.07	No Cost	-
2-Party	12,847.32	899.31	385.42	13,761.72	963.32	412.85	27.43
Family	17,627.64	1,233.93	528.83	18,882.36	1,321.77	566.47	37.64
Blue Shield HMO Access							
Employee Only	6,289.80	628.98	No Cost	6,636.60	663.66	No Cost	-
2-Party	13,523.52	946.65	405.71	14,269.32	998.85	428.08	22.37
Family	18,555.36	1,298.88	556.66	19,578.60	1,370.50	587.36	30.70
Blue Shield PPO Tandem							
Employee Only	10,816.08	650.00	431.61	9,819.00	650.00	331.90	(99.71)
2-Party	23,254.44	950.00	1,375.44	21,110.76	950.00	1,161.07	(214.37)
Family	30,986.28	1,250.00	1,848.62	28,129.80	1,250.00	1,562.98	(285.65)
Blue Shield PPO Regular							
Employee Only	10,816.08	650.00	431.61	12,740.64	650.00	624.06	192.46
2-Party	23,254.44	950.00	1,375.44	27,392.52	950.00	1,789.25	413.81
Family	30,986.28	1,250.00	1,848.62	36,500.04	1,250.00	2,400.00	551.38
Cash In Lieu							
Employee Only	3,600.00	360.00	N/A	3,600.00	360.00	N/A	-
<u>DENTAL</u>							
Delta Dental							
Employee Only	815.40	81.54	No Cost	770.04	77.00	No Cost	-
2-Party	1,631.28	81.54	81.59	1,540.56	77.00	77.05	(4.54)
Family	2,365.20	81.54	154.98	2,233.68	77.00	146.36	(8.62)
Delta Care							
Family	549.48	54.95	No Cost	549.48	54.95	No Cost	-
<u>VISION</u>							
MES Family	255.00	25.50	No Cost	262.80	26.28	No Cost	-
<u>LIFE</u>							
Standard Life Insurance							
Employee Only	48.00	4.80	No Cost	48.00	4.80	No Cost	-

- Only employees working 0.60 FTE or more are eligible for Health and Welfare benefits.

### ARTICLE XIII: EMPLOYEE DISCIPLINE

A. The parties acknowledge unit members are held to high professional expectations and agree that a tenured unit member shall be disciplined only for just cause. The District shall investigate all alleged violations before taking action to discipline the unit member. Before taking action to discipline a unit member, the unit member shall have the opportunity to discuss and to explain his/her actions and/or perspective of the situation with the administrator providing the disciplinary action.

B. Unless justified by the circumstances, the principle of progressive discipline should be applied in any disciplinary matter, which includes: (1) verbal warning, (2) written warning, (3) written reprimand and/or 45-day or 90-day notice, (4) suspension without pay, and (5) dismissal.

1. Verbal Warning - A verbal warning may result in a conference summary memorandum. The summary shall confirm the conference and shall not be entered into the unit member's personnel file, except by reference and/or incorporation in subsequent disciplinary documents.
2. Written Warning - A written warning may be issued when the verbal warning fails to bring about the proper conduct.
3. Written Reprimand - A written reprimand may be issued if the unit member has been warned about similar acts or omissions within the prior four (4) years. The Association President will be notified immediately in the event a written reprimand is provided to any unit member.
4. Suspension Without Pay - A suspension without pay may be issued as disciplinary action under this Article for a period of up to ten (10) work days. A suspension under this Article may be based upon: (1) immoral conduct; (2) unprofessional conduct; (3) dishonesty; (4) unsatisfactory performance; (5) violation of or refusal to obey school laws, regulations, policies, or lawful directives. During a suspension without pay, the unit member will not be deprived of seniority. The basis for the suspension include those causes set forth in Section 44932 of the Education Code.
  - a. Pre-Disciplinary Meeting - To implement a Suspension Without Pay, the District shall give pre-disciplinary written notice to the unit member and Association President. Notice shall state: (i) the duration of the suspension, (ii) the disciplinary causes(s), (iii) the specific acts or omissions upon which the suspension is based, and (iv) a proposed date, time, and place for a pre-disciplinary meeting which should be no more than eight (8) days after service of the notice. The unit member has the right to appear at the pre-disciplinary meeting, with or without a representative.
  - b. Notice of Suspension - After the pre-disciplinary meeting, the District shall provide notice to the unit member of any suspension that may be imposed and when it is scheduled to occur. Suspensions should be scheduled in a contiguous series of days

but may be intermittent if agreed upon by the unit member and the Association. The notice shall inform the unit member that he/she may appeal the suspension by filing an appeal with the Superintendent's office within five (5) work days after service of the notice.

- c. Appeal Rights - If the unit member does not file an appeal, the District will schedule the suspension and inform the unit member. If the unit member files an appeal, it shall be heard by the Superintendent. The hearing shall be informal in nature and the Superintendent shall have the power to determine whether the unit member engaged in the alleged acts/omissions, whether just cause exists in support of the suspension, and whether an appropriate remedy exists in response to the appeal. The Superintendent's decision shall be final.
- d. This article shall not apply to suspensions initiated pursuant to Sections 44939, 44940, 44942, of the Education Code or to dismissal proceedings.

5. Whenever derogatory documentation is to be placed in the personnel file, the employee has the right to provide a written response within ten (10) work days of receipt of the documentation and the District will attach the response to the derogatory documentation when placed in the file.

## PUBLIC COMPLAINTS

- A. This article shall not be applicable in any circumstance where the alleged conduct of the unit member involves alleged violations of state or federal law or is subject to investigation by a law enforcement agency. This Article is intended to be applied and interpreted consistent with complaint procedures required by Board policies and regulations, state law, and federal law.
- B. Public Complaints are defined as verbal or written complaints received from parents/guardians, community members which allege that a unit member has engaged in inappropriate conduct, unsatisfactory performance, violations of law, or violations of school or district rules, policies or procedures. If a Public Complaint is lodged verbally, the District shall encourage the complainant to state his/her complaint in a signed writing. If the complainant fails to do so, the District will summarize the complaint in a written format and provide a copy to the complainant. A Complainant's refusal to sign a complaint and reasons for the refusal may be considered when evaluating the credibility of evidence.
- C. Procedure
1. Except in unusual circumstances, the District shall notify a unit member within four (4) working days after a Public Complaint against the unit member has been lodged with a District management employee.
  2. Complainants shall be encouraged to resolve their concerns with the subject employee before lodging a complaint, but a Complainant is not required to do so. If informal communication between the complainant and/or the administrator and the unit member cannot resolve the complaint, the administrator may convene an informal resolution process involving the parties if appropriate. The administrator will use this process to hear each party explain his/her actions and/or perspective of the situation. Each party may have a representative present at any the informal meeting that occurs.
  3. If the public complaint cannot be resolved at an informal resolution meeting, the District shall determine what, if any, investigation is necessary under Board policies and regulations to determine the merits of the Public Complaint. If an investigation requires that a unit member be placed on Paid Administrative Leave, a written notice shall be provided to the unit member and the Association President. The employee will be informed of the investigation process and results as required by the applicable policies, regulations, or laws.
  4. A public complaint may be attached to the investigation finding and placed in a unit member's personnel file only after these procedures have been followed. In such case, the unit member shall be notified of the derogatory documentation and given ten (10) days to provide a response to be attached to the Public Complaint when it is placed in the file. Unsubstantiated

portions of a Public Complaint shall not be maintained in the personnel file nor utilized as a part of any evaluation or disciplinary action against the unit member.

5. All information regarding Public Complaints shall be confidentiality maintained except where the release of such information or proceedings is required by law.