

CAUSE Proposal: Article 6.9 – Department & Grade Level Chairpersons

[Not a comprehensive proposal.]

This document reflects only proposals associated with the specific provisions cited herein. The document does not reflect a comprehensive proposal on any associated article, but rather, intends to specify exclusively upon specific components of the larger article. CAUSE preserves its right to open other provisions contained under article up and until the time that a tentative agreement has been reached on the entire article.

6.9 – Department and Grade Level Chairpersons -

Extra Pay for District-Determined Positions: Occasionally, activities which occur beyond the school day require that teachers assume responsibility for their direction. It is not advisable to rotate their direction when the instruction is highly specialized. Compensation will be based on RL's with one RL computed by $.012957 \times$ "Step 1-Column 1 of the Certificated Salary Schedule" (~~\$515.42 type~~ - \$589.21). The Responsibility Level (RL) for those who regularly serve beyond the regular work day/year (See Article 7. Professional Day and Responsibility) shall be:

6.9.1 - Secondary Department Chairs: Grades 6, 7, 8, 9, 10, 11, & 12

6.9.1.1 - Department Chairperson Selection Process: A department chairperson shall be biennially nominated in writing at the regular March department meeting or at any time following the regular February department meeting and before the regular March department meeting. A non-tenured unit member cannot be appointed as Department Chair; he or she may only be elected.

6.9.1.1.1 The election shall be at the regular March or April department meeting.

6.9.1.1.2 Except as stipulated later in this section, the term of the department chair shall be two (2) years, beginning July 1-June 30 of the following second year.

6.9.1.1.3 The vote to select the chairperson shall be weighted by the number of periods taught in that department by each employee who works in the department. Each person shall be allotted one (1) vote for each period he or she teaches in the department. All regularly contracted unit members may vote providing they are compensated by the CUSD at the time of the election and fulfill one (1) of the following criteria:

6.9.1.1.3.a - are full-time or part-time employees

6.9.1.1.3.b - are on sabbatical leave

6.9.1.1.3.c - are using sick leave

6.9.1.1.4 All voting members must be present at the polling site in order to vote. All candidates receiving a simple majority of the votes cast shall be declared winner. If there are more than two (2) candidates and no candidate receives a majority of the votes cast, then there shall be an immediate runoff between the two (2) candidates who receive the greatest number of votes.

6.9.1.1.5 In a case in which the department cannot determine a clear winner between two (2) candidates, the two (2) candidates each shall serve one year of the two-year term. Order of service shall be determined by lot.

6.9.1.1.6 The election may be held by roll call. However, any member of the department may submit a request in writing that a Federation official conduct a secret ballot election. In such a case, a Federation official (either the Federation site representative, or in a case in which the site representative is a member of the affected department, **an elected member of the Federation Executive Director**) shall conduct a secret ballot election.

6.9.1.1.7 In the event of a vacancy, the routine selection process cited in provision 6.9.1.1 will be utilized, and the new Department Chair will complete the term with prorated compensation.

6.9.1.1.8 The term of department chairs will be two (2) years beginning July 1-June 30 of the following year.

6.9.1.2 - Department chairpersons shall be paid according to the following Responsibility Level (RL) Schedule:

Less than two full time equivalent teachers/sections	4 RLs
Three-four full time equivalent teachers/sections	6 RLs
Five-seven full time equivalent teachers	8 RLs
Eight or nine full time equivalent teachers	10 RLs
Ten or more full time equivalent teachers in department	12 RLs

6.9.1.3 - Secondary Department Chairpersons positions shall be:

DEPARTMENT CHAIRS [Current List]

1. Language Arts
2. Math
3. Social Science
4. Science
5. PE and Health
6. Applied and Performing Arts
7. Special Education
8. Foreign Language
9. ESL
10. Business and Home Economics

DEPARTMENT CHAIRS [**PROPOSED LIST**]

1. English/Language Arts/English Language Development
2. Math
3. Social Science/History
4. Science*
5. Physical Education (*ex. Health, Weight Training, P.E.*)*
6. Arts (*Ex. All Performing Art, All Applied Arts, All Fine Arts*)*
7. Special Education (*Duties above and beyond DC role are covered under a SPED Article*)
8. Electives (*ex. Foreign Language, OYO, Tech/Computers, AVID, Get Focused Stay Focused, Internships/Tractor Restoration, Virtual Enterprise, Leadership, ASB*)*

* Department chairs that are also required to maintain equipment, keep inventory, and purchase supplies outside of end of the year ordering will receive an additional RL.

6.9.1.4 - Secondary Department Chair (DC) Duties:

6.9.1.4.1 - Department chairs shall attend **Department Chair / Leadership Meetings:**

- a. CMS: Department Chair / Leadership Meetings shall be held once a month for one hour on the second Wednesday of the month outside of PLC time.
- b. CHS: Department Chair / Leadership Meetings shall be held once a month for one hour during Monday Morning Meeting time.
- c. Agendas for Department Chair / Leadership Meetings shall be set by administration with DC input to address site and district issues. DCs shall communicate department concerns, opportunities, recommendations, and requests. DCs and administrators shall continue to set agendas for Professional Learning Community (PLC) / early release collaboration meetings.
- d. The District may continue to schedule professional development during Professional Learning Community (PLC) / early release collaboration meetings, but participation in said PD remains voluntary.
- e. In the event of a vacancy, the routine selection process cited in provision 6.9.2.2 will be utilized, and the new Grade level Chair will complete the term with prorated compensation.

6.9.1.4.2 - DCs shall plan and facilitate one department meeting (during PLC time) per month not to exceed 1.25 hours with a focus on; in no priority:

- a. Data analysis
- b. Best practices
- c. Standards-based instruction
- d. Communicating key information and concerns from Site Leadership Meetings
- e. Addressing departmental concerns through Site Leadership Meetings
- f. Establishing and maintaining department norms and practices
- g. Reviewing and developing course scope & sequence
- h. Other meaningful collaboration as determined by PLC team members

6.9.1.4.3 - DCs may facilitate and coordinate on Department generated PD opportunities and shall work with administration to determine costs.

6.9.1.4.4 - DCs shall maintain the department budget and shall facilitate ordering supplies.

6.9.1.4.5 - DCs shall be compensated at an hourly rate for any district-level meeting in addition to the above-mentioned site Leadership meetings. These meetings shall occur outside of PLC time.

6.9.2 - Elementary Grade Level Chairs (K-5, 1 per grade):

6.9.2.1 - All Chairs shall receive 12 RLs.

6.9.2.2 - Each Spring, an invitation to apply for elementary Grade Level Chairs (for the following year) will be sent to elementary teachers. A vote shall be taken at the regular ~~March~~ or April or May grade level meeting by all attending teachers. If a teacher is unable to attend the meeting, a vote by proxy will be permitted. The term of the grade level chair shall be ~~one~~ two years. Grade Level Chairs will be announced before the end of the year.

6.9.2.3 – Elementary Grade Level Chair Duties:

6.9.2.3.1 - Grade Level Chairs will attend site **Grade Level Chair Leadership Meetings:**

- i. **Grade Level Chair** Meetings shall be held no more than once a month, for one hour, not to conflict with Wednesday Collaboration meetings.
- ii. Agendas for **Grade Level Chair Meetings** shall be set by administration with Grade Level Chair input to address site and district issues. Grade Level Chairs shall communicate grade level concerns, opportunities, recommendations, and requests. **Administration (with Grade Level Chair input)** shall set agendas for site staff meetings.

6.9.2.3.2 - Grade Level Chairs shall plan and facilitate one Grade Level meeting (during PLC time) per month not to exceed 1.25 hours with a focus on; in no priority:

- a. Data analysis
- b. Best practices
- c. Standards-based instruction
- d. Communicating key information and concerns from Site Leadership Meetings
- e. Addressing departmental concerns through Site Leadership Meetings
- f. Establishing and maintaining department norms and practices
- g. Reviewing and developing course scope & sequence
- h. Other meaningful collaboration as determined by PLC team members

6.9.2.4 - Grade Level Chairs will coordinate with administration on Department generated PD opportunities.

6.9.2.5 - Grade Level Chairs shall be compensated at an hourly rate for any district level meeting in addition to the ~~site Leadership~~ **Grade Level Chair Meetings** mentioned above. These meetings will occur outside of the Wednesday Collaboration meeting time.