

*Agreement
between*

*The Roseville Community
Schools*

and

*The Roseville Federation
of Teachers*

1980 - 82

ARTICLE I - UNION RIGHTS, Cont.

Section 3

LEAVE OF ABSENCE FOR UNION OFFICE, Cont.

- B. A teacher on leave of absence due to election to a state or national office who notified the Board of Education of his intent to return on or before March 1 of a given year shall be reemployed for the following September under the same circumstances as other teachers who have been absent on approved leave as described in Article VII, Section 7.

Section 4

COMMITTEE REPRESENTATION

The Union shall be assured Union selected representation on all committees and councils dealing with curriculum, educational programs, or matters affecting the working conditions of teachers.

Section 5

UNION REPRESENTATION AT PUBLIC AND LEGISLATIVE MEETINGS

- A. The Board agrees to allow no more than two representatives of the RFT to attend legislative meetings and public hearings related to education without loss of pay or days in their sick bank. The RFT will reimburse the district the cost of the substitute teacher, if needed.
- B. Should the Board request the Union to send representatives to a legislative meeting or public hearing to represent the district, the Board shall bear the expense of any substitute teacher employed and may, at their discretion, pay the necessary expenses including travel, lodging, meals and registration fees, if any.

Section 6

UNION USE OF OFFICE MACHINES

- A. Union building representatives and Union officers shall have the use of typewriters and duplicating machines according to building procedures. Union officers may request permission to use other district owned equipment. Such requests shall be made to the administrator responsible for the equipment and shall include the time and nature of the use.

APPENDIX A

I. Curriculum Organizational Structure

~~Curriculum Representatives shall represent their colleagues on~~ curriculum matters. In cooperation with Assistant Superintendent for Instruction, the curriculum representative shall coordinate and collect proposed curriculum changes, establish priorities for review and study and make recommendations to the Superintendent.

- A. Teachers shall elect Curriculum Representatives as listed below for each grade or department at the elementary level and at the secondary level for each department. Elementary teachers shall elect an at-large representative from any building not represented by one of the K-6 grade level representatives.
- B. The curriculum representative structure by grade level and department shall be listed below:

Elementary Representatives

1 Kindergarten	1 Special Education Services (Speech, Social Workers, School Psychologists)
1 First Grade	1 Special Education Teacher
1 Second Grade	1 Art
1 Third Grade	1 Music
1 Fourth Grade	1 Physical Education
1 Fifth Grade	1 Reading - Article III
1 Sixth Grade	1 Title I
6 At-Large	

Secondary Representatives

1 English	1 Music
1 Science	1 Physical Education
1 Math	1 Special Education
1 Social Studies	1 Home Economics
1 Business Education	1 Language
1 Counselor	1 Media
1 Art	1 Industrial Arts

C. Meetings

Curriculum Representatives shall be responsible for attending and/or conducting no more than nine (9) after school meetings.

D. Release Time

A bank of 500 hours of release time shall be established and the Curriculum Representatives and the Assistant Superintendent for Instruction shall allocate the release hours available.

E. Stipends

Each Curriculum Representative shall receive a \$300 stipend for the year. Each Department and Building Chairperson will receive a \$300 stipend for the year.

APPENDIX A - Continued

II. Organizational Structure for Subject Area and Grade Level Curricular Activities

A. Secondary English, Mathematics, Science, Social Studies

Each secondary school shall elect four Building Chairpersons: one from the English, Mathematics, Science and Social Studies Departments. The Superintendent will appoint one of the elected chairpersons as the Curriculum Representative in each of the respective subject areas.

B. Business Education, Counseling, Industrial and Vocational Education

Each high school shall elect three (3) Building Chairpersons: one from the Business Education, Counseling, Industrial and Vocational Education Department.

All three junior high schools together shall elect three (3) Department Chairpersons: one for junior high Business Education, one for junior high Counseling, and one for junior high Industrial Arts.

C. Art, Music, Physical Education, Special Education

Teachers of Art, Music, Physical Education and Special Education shall elect one Department Chairperson for each subject area at each school level (high school, junior high, elementary).

D. Home Economics, Language, Media Center (Librarians and AV Staff)

Personnel in the areas of Home Economics, Language and Media Center shall elect one Department Chairperson for each subject area at the junior high school and senior high school levels.

E. Reading - Article III, Speech Correction, Special Education Services (School Psychologists and Social Workers)

Personnel in Reading-Article III, Speech Correction and Special Education Services (School Psychologists and Social Workers) shall elect one Department Chairperson for each area (Reading-Article III, Speech, Special Education Services).

APPENDIX A - Continued

III. Qualifications, Duties and Responsibilities of Curriculum Representatives and Chairpersons Secondary Level.

A. Curriculum Representatives

1. The Curriculum Representatives shall notify department members of special activities, including time and place of meeting.
2. The Curriculum Representative shall assist in the planning for release time in-service and curriculum meetings.
3. The Curriculum Representative shall coordinate and disseminate information and recommendations for curricular and other department changes.
4. The Curriculum Representative shall serve as a liaison with other building chairpersons for general department concerns.
5. The Curriculum Representative shall serve as a liaison between department members and administration.
6. The Curriculum Representative shall coordinate the election of building chairpersons by May 15.
7. The Curriculum Representative shall prepare and distribute an agenda and minutes of all building chairpersons meetings to building chairpersons, building principals and the Assistant Superintendent for Instruction.
8. As required, the Curriculum Representative shall make presentations or recommendations.

III. B. Department Chairperson

1. The department chairperson shall have a minimum of two years experience in the department.
2. The department chairperson shall call meetings of department members on a need basis or as directed by the Curriculum Representative. Such meetings shall be held outside of regular school hours.
3. The department chairperson shall be elected by department members on a yearly basis by May 15.
4. The department chairperson for each subject area shall attend all meetings called by the Curriculum Representative after school.
5. The department chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.

APPENDIX A - Continued

6. The department chairperson shall serve as a liaison for general department concerns.
7. The department chairperson shall prepare and distribute an agenda and minutes of all meetings of his department to department members, principals, and the Assistant Superintendent for Instruction.
8. The department chairperson will work with the Curriculum Representative in planning and may chair meetings held on released time.

C. Building Chairperson

1. The building chairperson shall have a minimum of two years experience in the department.
2. The building chairperson shall call meetings of department members on a need basis. Such meetings shall be held outside of regular school hours.
3. The building chairperson will work with the Curriculum Representative in planning and may chair meetings held on released time.
4. The building chairperson shall coordinate requisition of materials for the department.
5. The building chairperson shall coordinate inventory of department materials.
6. The building chairperson shall oversee maintenance of equipment.
7. The building chairperson shall coordinate and disseminate information and recommendations for curricular and other department changes.
8. The building chairperson shall attend all meetings called by the Curriculum Representative after school.
9. The following chairperson shall serve as liaison for general department concerns.
10. Building chairpersons shall be elected by department members on a yearly basis by May 15.
11. The building chairperson shall prepare and distribute an agenda and minutes of all department meetings to department members, principals and the Assistant Superintendent for Instruction.

IV. Qualifications, Duties and Responsibilities of Curriculum Representatives at the Elementary Level

A. Curriculum Representatives

1. The Curriculum Representative shall notify grade level members of any special activities, including time and place of grade level meetings.
2. The Curriculum Representative shall assist in planning for release time in-service and curriculum meetings.
3. The Curriculum Representative shall coordinate and disseminate information and recommendation for curricular activities for the grade level.
4. The Curriculum Representative shall serve as liaison for general grade level concerns.
5. The Curriculum Representative shall serve as the grade level liaison with the administration
6. The Curriculum Representative shall coordinate the election of building chairpersons by May 15.
7. The Curriculum Representative shall prepare and distribute an agenda and minutes of all general grade level meetings to grade level members, principals and to the Assistant Superintendent for Instruction.
8. As required, the Curriculum Representative shall make presentations or recommendations.

APPENDIX B

Mutually Recognized Past Practices as agreed by the Roseville Federation of Teachers and the Roseville Board of Education:

A. Use of the Sick Day

It is a recognized practice that certified personnel may use a "sick day" because of an illness in the immediate family. (Immediate family as defined in the contract.)

B. Release Time

It is a recognized practice that a principal may release a teacher from duty for up to one hour without a loss of pay or time in cases of emergency or extreme need, provided no additional cost to the district results from his action.

C. Probationary Teachers

It is a recognized practice that upon request a probationary teacher who has been recommended for dismissal may have a hearing before the Board of Education.