

**Sweetwater Union High School District
Proposal to
Sweetwater Education Association/CTA/NEA**

July 19, 2013

ARTICLE 4

ADULT SCHOOLS

Adult school unit members shall be covered by this article in lieu of Article 12, Duty Hours/School Calendars, Article 16, Faculty Advisory Committee, Article 34, Summer School/Intersession, Article 36, Transfer, and Article 37, Wages. Article 4, Adult Schools is applicable only to Adult School unit members and does not apply to 7-12 unit members.

4.1 Duty Hours:

- A. The hours may be increased by mutual consent between the unit member and his/her principal/supervisor. Each instructional hour in the adult school will consist of a maximum of sixty (60) minutes of instruction. Where classes are equal to or exceed 120 minutes in length, a fifteen (15) minute scheduled break shall be provided to unit members who are scheduled to be on duty both before and immediately following such a break.
- B. ~~Unit members scheduled for four (4) breaks or fewer per week will receive a stipend of three hundred dollars (\$300) per semester. Unit members scheduled for five (5) or more breaks per week will received a stipend of six hundred dollars (\$600) per semester.~~
- C. Scheduled breaks may be waived upon mutual agreement of the principal and the unit member when at least one (1) of the following conditions exist:
 - 1. The class is held in a non-district facility; or
 - 2. There is a conflict in scheduling within a District facility due to a previously scheduled class.
 - 3. When a class cancellation occurs any associated stipend shall be prorated.

- D. Full-time Adult School teachers (full-time is defined as thirty (30) hours per week) shall work a maximum of one hundred seventy-five (175) workdays for the regular school year. The District shall negotiate the calendars in accordance with Article 126, ~~Duty Hours/School~~ **Calendars & Work Year**. Such calendar(s) shall be published to all unit members. After consultation with the Faculty Advisory Committee (FAC) and receipt of their advisory input, the principal/supervisor will determine the teaching schedule of each class.
- E. The following holidays and/or recess periods are recognized by the District:
1. Martin Luther King, Jr. Day
 2. Lincoln's Birthday
 3. Holiday declared by District for the Adult Schools in lieu of Admissions Day if holiday not observed on Admissions Day
 4. Washington's/President's Day
 5. Spring Recess Period
 6. Memorial Day
 7. Veteran's Day
 8. Thanksgiving Day
 9. Day after Thanksgiving
 10. Winter Recess Period
 11. Cesar Chavez Day
- F. Adult School classes may remain open during winter and spring recess periods for the purpose of holding scheduled classes maintained in factories, commercial enterprises, or institutions.
- G. Adult School teacher regularly assigned 1-30 hours or more per week shall be assigned six (6) hours of pre-school time, at least one (1) hour of which will be devoted to preparation and the remainder devoted to scheduled activities. These activities will be discussed as part of the agenda of the Adult Education Committee. Participation in scheduled activities during these duty hours is required. In the event of the need to take leave, all other provisions of this agreement are applicable. This provision is applicable to permanent, probationary and temporary teachers.

4.2 Assignment and Transfer:

A. **Initial Assignments**

1. Adult School teachers shall be assigned according to the staffing needs of the District Adult Schools. Said assignments shall be consistent with the

tenure requirements of the Education Code. Such staffing needs and development of the master schedule shall be discussed with the FAC prior to implementation. The assignment of an Adult School teacher may include more than one (1) adult school and/or site.

2. Assignments shall not be made in an arbitrary or capricious manner.

B. Assignment of Additional Hours

1. Adult School teachers will be selected for additional teaching hours based on staffing needs as determined by the principal, using the following criteria:
 - a. Program needs
 - b. Availability
 - c. Compliance of tenure hours requirements under the provisions of the Education Code
 - d. Credential of applicants
 - e. Seniority

2. Additional Hours:

Each semester, temporary Adult School teachers who qualify under Section 4.2.B.5, and permanent and probationary teachers, shall complete the Request for Additional Teaching Hours form (~~Appendix D~~) provided at each Adult School office. The Request for Additional Teaching Hours form must be completed and turned in by the last day of the preceding semester. The Request for Additional Teaching Hours form shall provide the bargaining unit member with an opportunity to identify his/her interest in teaching additional hours. The Request for Additional Teaching Hours form shall be distributed to the applicable sites.

A completed Request for Additional Teaching Hours form is required for consideration under Sections 4.2.B.3, 4.2.B.4, and 4.2.B.5.

3. When a teaching vacancy exists within the Adult School, the District shall offer the right of first refusal to any permanent Adult School teacher who is currently working under his/her tenure hours, is properly credentialed, and has not voluntarily reduced his/her hours for the semester in accordance with ~~Appendix E~~, Section A **of the Reduction of Teaching Hours form.**

C. Transfer:

1. The District shall provide all Adult School teachers written notice through posting regarding open teaching positions, **via email communication**, as well as ~~maintain a central telephone number and recorded message to~~ apprise all Adult School teachers of vacant teaching assignments.

As of the Monday of the last full calendar week in June to the extent the District is aware of positions required to be filled for the next school year, the District shall post such positions. If a unit member gives notice of his or her ~~resignation or retirement, or dies~~ **separation** before the Friday before Thanksgiving, the District shall post such vacated position for the next semester.

An open position is any position on a site master schedule, regardless of funding source, which is not assigned to a permanent, probationary, or temporary unit member. Any position funded by a grant which requires the identification of a specific unit member to be assigned shall not be posted. However, if the specifically identified unit member vacates the position, then that position shall be posted subject to the posting provisions of this article, and where otherwise permitted by the grant.

2. Starting with the fourth week of each semester, vacant positions for each Adult School will be ~~placed on a central District tape~~ **communicated via email** each Monday until the end of the semester.

Starting with the fourth week of each semester, all open positions for each Adult School will be posted in a specifically designated location at each Adult School office.

No assignment will be filled before Monday of the week following the one in which the assignment is announced.

3. Adult School teachers with permanent status may apply for positions for which they qualify in the 7-12 programs in accordance with Article 37, Transfer.
4. Teachers transferring from the adult education program to the 7-12 program shall be given step credit based on their years of service in the Adult School program. One (1) year of credit shall be given for each year of service in which the teacher has worked nineteen (19) hours a week for seventy-five percent (75%) of the school year. (See Appendix C-5)

D. **Reassignment:**

All reassignments of permanent and probationary Adult School teachers from site to site or reassignments within the site in the Adult School system shall be accomplished in accordance with the following:

1. Permanent and probationary Adult School teachers shall be consulted prior to any reassignment.
2. The topic of reassignment shall be part of the FAC agenda. Whenever possible, specific potential reassignments will be discussed with FAC prior to the reassignment taking place.
3. No reassignment shall be made arbitrarily or capriciously.

4.3 Wages:

- A. For each year of the contract, the Adult Education salary schedule will be increased by the same percentage as the percentage increase to the 7-12 certificated salary schedule, effective July 1, of each year.
- B. The salary schedule for Adult School teachers shall be set forth in Appendix C-5 which is attached to and incorporated into this Agreement.
- C. Permanent Adult School teachers shall have their semester salary divided into monthly paychecks.
- D. The Adult School salary schedule shall reflect receipt of anniversary increments at the beginning of eighteen (18), twenty-two (22), and twenty-six (26) years of experience.
- E. All Adult School teachers who are assigned twenty (20) hours or more per week and have a split shift contract will be compensated at a rate of six hundred dollars (\$600) annually. A split shift shall be defined as a split of at least four (4) hours.
- F. The District shall recognize all out of District teaching experience for initial salary placement to a maximum of Step III.

4.4 Faculty Advisory Committee:

- A. **Definition**

The Faculty Advisory Committee (FAC) is an advisory committee to the principal and chaired by the principal for the discussion of curriculum and instructional Issues.

B. Purpose

The purpose of the committee is to discuss implementation of curricula and instructional issues which directly affect the school, including curriculum development, school instructional site budget, master schedule, class closures, grants, split schedules, reassignments and other topics specifically related to curriculum and instruction as determined by the principal and members of the committee.

C. Composition of the Faculty Advisory Committee

The FAC at the Chula Vista Adult School, National City Adult School, Montgomery Adult School, and San Ysidro Adult School shall consist of three (3) bargaining unit members, the Association selected site representative, a member from the counseling department and the school principal. The bargaining unit members shall be elected democratically by an at-large election conducted by the SEA site representative.

D. Selection

1. By the end of the first school month in each school year, the unit members at each of the four (4) adult schools (Chula Vista Adult, National City Adult, Montgomery Adult, and San Ysidro Adult) shall elect an FAC. Each bargaining unit member shall have an opportunity to nominate himself/herself or be nominated by another member of the bargaining unit to serve on the FAC. The election ballot will be composed of those teachers nominated and who are willing to serve. All bargaining unit members shall have the opportunity to vote.
2. If a tie exists, a run-off election for that position(s) will be held. The run-off election will consist of bargaining unit members who tied for the position(s) in the previous election.
3. If a vacancy develops after the initial election, the FAC shall have a special at-large election to fill the vacant seat(s). The same election procedures will be followed during the special election. A site representative of the Association shall conduct the election.

- E. A draft master schedule which contains proposed assignments for the following fall semester will be presented to the FAC during an FAC meeting no later than two (2) weeks prior to the end of semester II.
- F. Unit members may appeal to the FAC for review of master schedule assignments. If necessary to accommodate appeals, an FAC meeting will be held no later than one (1) week prior to the end of semester II.

Bargaining unit members making the appeal may request from the FAC a written statement indicating the rationale for the committee's recommendation(s). The recommendation of the FAC shall be limited to the committee members. Any written rationale shall be signed by the principal and the Association's representative to the FAC.

G. **Compensation**

Compensation to elected members of the FAC shall be established in Appendix C-4.

H. **Meetings**

1. Meetings will be held at least once a month. Additional meetings may be held each month if agreed to by the principal and members of the FAC.
2. The agenda will be mutually developed by the principal and members of the FAC.
3. Minutes of the FAC meetings shall be recorded by a person mutually selected by the FAC and the principal. Minutes of the FAC meetings shall be posted, one (1) copy distributed to each unit member as soon as possible following the completion of the meeting. The minutes shall reflect the mutual concurrence of the principal and the committee members relative to the content of the minutes.
4. The FAC serves in an advisory capacity to the principal to deal with curriculum and instructional issues as specified in Section 4.4.B.
5. The master schedule shall be on the agenda and discussed at FAC meetings at least once per month during April and May for the first semester and during November and December for the second semester.

6. A schedule of meeting times is to be determined by a consensus of the FAC and the site principal at times that will not conflict with scheduled teaching hours for the FAC members.

4.5 Summer School:

A. **Selection Procedures**

1. Teachers currently serving in Adult School assignments who are interested in applying for Summer Adult School teaching assignments shall indicate their interest by filling out the District's application form and submitting it by the due date selected by the District. The District reserves the right to select teachers for Summer School assignments based upon needs of the school and the students.
2. Summer School assignments shall be made on a year to year basis. Election to a Summer School assignment automatically terminates at the end of the summer session.
3. The selection procedure does not preclude the District from selecting persons for Summer School teaching assignments who have special credentials and/or who are recognized for their work in a particular assignment.
4. Summer School assignments may be terminated whenever the District determines that sufficient enrollment does not exist.
5. A copy of memoranda from the District which make inquiry of Adult School teachers regarding their interest in teaching Summer School will be posted by April 15 on the bulletin board in each Adult School office.
6. Notification for selection to Summer School shall be made in writing to those teachers selected; it shall include the location of the assignment and the tentative subject(s) to be taught. Teachers may be reassigned dependent on staffing needs as determined by the principal. Should additional summer session(s) be activated, the District will identify potential teaching positions as soon as practical. The District shall post the Summer School master schedule no later than June 1.
7. Following the guidelines stated in this Summer School section, selection and termination of Summer School teaching assignments shall be determined by the District.

8. No unit member shall be required to teach Summer School.

B. Sick Leave

Employees serving in Summer School teaching assignments shall receive one (1) hour sick leave for every eighteen (18) hours worked. Unused sick leave shall be credited to the regular school year sick leave accumulation.

C. Bereavement Leave

One (1) day bereavement leave for death of any member of his/her immediate family is provided to Summer School teachers. Members of the immediate family are: mother, stepmother, father, stepfather, mother-in-law, father-in-law, grandmother, grandfather, legal guardian, aunt, uncle, niece, nephew, grandchild, spouse, son, stepson, son-in-law, daughter, stepdaughter, daughter -in-law, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, of the unit member or any relative or person living in the immediate household of the unit member.

D. Child Bearing Leave

A pregnant employee may take sick leave in accordance with the sick leave provisions of Section 4.5.B, of this article.

E. Adoption Leave

A Summer School teacher may take one (1) day to be deducted from sick leave provided in Article 34, Summer School/Intersession, Section 34.2.A, for the purpose of adopting a child, subject to notification of the Human Resources Department. If the sick leave provided in Section 34.2.A, has been used, the employee may be granted unpaid personal leave for one (1) day for the purpose of this section.

F. Personal Business

Unit members may use sick leave provided for Summer School in Section 4.5.B, for personal business which is of such a nature that it requires the unit member's immediate attention. Personal necessity leave may not be used for recreational purposes of any kind.

G. Wages

Adult Summer School teachers shall be paid at an hourly rate for regularly assigned classes. Adult School teachers may be required to attend one (1) faculty meeting called by the principal without compensation. Adult Summer School teachers shall be paid pursuant to Appendix C-6.

4.6 Application for Position in the Regular 7-12 School Program:

- A. Permanent Adult School teachers who hold a valid California teaching credential authorizing service in the 7-12 school program may apply and may be considered for posted vacancies within the 7-12 schools.
- B. Permanent Adult School teachers may have their evaluations which were received while employed as Adult School teachers considered when applying for 7-12 school positions.
- C. Any permanent Adult School teacher who holds a valid California teaching credential authorizing service in the 7-12 program upon request shall receive a statement of reason(s) for the denial of application for employment within the 7-12 schools. Section 4.71A., shall not be interpreted to mean that the movement of an Adult School teacher to a vacant position within the 7-12 schools is a transfer as defined in Article 36, Transfer.

4.7 Extended Year Programs:

Extended year programs are those that the adult education department offers in conjunction with Federal, State and local government programs (CaIWORKS, Job Corps, Maximus, South County Career Center, et. al) that require work years that may differ from the ~~traditional~~ **core** school calendars.

- A. Teachers assigned full-time to an extended year program shall be compensated in accordance with the Adult School teachers' salary schedule.
- B. Participation in this program does not change the employee's status or benefits in STRS. Workdays will be considered for retirement benefits in accordance with STRS regulations.
- C. A minimum of one hundred **and** seventy-five (175) workdays and a maximum of two hundred **and** twenty (220) workdays shall be assigned to unit members in the program in a flexible calendar, which may be different from the regular work year calendar. Extension of the work year beyond one hundred **and** seventy-five (175)

days will be voluntary. All days worked in the program will be compensated at the established Adult School hourly rate of pay.

- D. The basic work year will be determined by the principal after consultation with the unit members.
 - E. The principal and the teachers in the extended program will meet to discuss time off periods for the purpose of scheduling non-duty days for individual unit members. It is the intent of the parties that time off will be mutually agreed upon between the principal and the unit members. If mutual agreement is not reached, preference for scheduling time off shall be given to unit members based upon length of service with the District.
 - F. Teachers who do not wish to continue working in the extended year program must notify the District of Adult Education or his/her designee by May 1 of their interest in being transferred for the next school year to a teaching assignment in the regular Adult School Program
 - G. If funding for the program ceases, permanent unit members will be reassigned to a regular Adult School assignment.
- 4.8 The District shall provide one (1) paid three (3) hour staff development day. The staff development day shall occur on a day which is not an instructional day.
- 4.9 Adult School Committee: A joint committee will convene for the purpose of discussing and making recommendations regarding issues relevant to the Adult Education program. These topics will include, but not be limited to, Adult Education funding, Adult Education staffing, length of work year, policies/timelines for canceling classes, and any other topic that the committee thinks is relevant. Unit members shall be compensated with the same stipend as FAC members.

The Adult School Committee shall consist of three (3) bargaining unit members, an Association selected site representative, a member from the counseling department, and the school principal. The bargaining unit members shall be elected democratically by an at-large election conducted by an Association site representative.

By the end of the first school month in each school year, the unit members shall elect an Adult School Committee. Each bargaining unit member shall have an opportunity to nominate himself/herself or be nominated by another member of the

bargaining unit to serve on the Adult School Committee. The election ballot will be composed of those teachers nominated and who are willing to serve. All bargaining unit members shall have the opportunity to vote.

If a tie exists, a run-off election for that position(s) will be held. The run-off election will consist of bargaining unit members who tied for the position(s) in the previous election.

If a vacancy develops after the initial election, the Adult School Committee shall have a special at-large election to fill the vacant seat(s). The same election procedures will be followed during the special election. A site representative of the Association shall conduct the election.

4.10 Evaluation:

Purpose of Evaluation Procedures:

- A. The expressed purpose of the evaluation procedures outlined in this section is the improvement of instruction and the professional growth of the certificated unit members in the Adult Education Program. Evaluation and assessment of each unit member shall be made on a continuing basis as follows:
1. At least once each school year for probationary unit members
 2. At least every other year for unit members with permanent status
 3. At least every five (5) years for unit members with permanent status who have been employed at least ten (10) years with the District, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and the unit member, being evaluated agree. The unit member or the evaluator may withdraw consent at any time. Consent may not be withdrawn for arbitrary or capricious reasons.
 4. Unit members with temporary status are not required to be evaluated; however, employee may be evaluated upon request of the unit member.

- B. The procedures detailing the evaluation of teachers are designed to operate in an atmosphere of mutual agreement and professional respect. Where it becomes necessary to resolve and remediate problems in classroom instruction, these procedures continue to operate in that same atmosphere of mutual agreement and professional respect. However, it is understood that some instructional problems may not be resolved within the guidelines of these procedures. In such cases, other articles of this contract will apply.

- C. The focus of the evaluation will be the evaluation plan, the teachers' job description, the requirements in the Education Code, and the California Standards for the Teaching Profession. The standards to be used are:
 - 1. Engaging and Support All Students in Learning
 - 2. Creating and Maintaining Effective Environments for Student Learning
 - 3. Understanding and Organizing Subject Matter for Student Learning
 - 4. Planning Instruction and Designing Learning Experiences for All Students
 - 5. Assessing Student Learning
 - 6. Developing as a Professional Educator
 - 7. Progress of Students toward District or State Standards

4.11 Personal and Academic Freedom:

- A. The personal life of a unit member shall not be a subject of this formal evaluation procedure.

- B. The right to study any controversial issue in the classroom, related to the objectives of that class, which has political, economic, or social significance and is not in conflict with Board policy, shall not be a subject of this evaluation procedure.
 - 1. **Handling Disputes**

When a dispute arises during the evaluation process, a meeting with a member of Human Resources, the Association, the site evaluator and the unit member may be scheduled by either the evaluator or the unit member. Disputes concerning the development of the growth plan are not subject to this section. However, disputes over changes to the established growth plan will be subject to this section.

2. Evaluation Time Limits

- a. Within thirty (30) duty days of the beginning of school, a meeting between the evaluator and the unit member being evaluated shall be held to discuss procedures.
- b. Within thirty (30) duty days of the initial meeting, unit members shall submit their growth plan to the evaluator.
- c. Evaluations must be completed and signed by both evaluator and unit member not later than April 30.
- d. In the event that a unit member may be rated as less than satisfactory, an assistance plan shall be developed by the end of the first week of the second semester.

3. Establishing a Professional Growth Plan

- a. The requirements of the Professional Growth Track are designed to give maximum flexibility to both the evaluator and the unit members being evaluated in fixing dates for meetings, observations and discussions.
- b. Individual growth plans will be submitted by unit members within thirty (30) duty days of the meeting to discuss the growth plans as described above. The focus of the growth plan will be one **(1)** or two **(2)** of the standards. The various aspects of the plan-details, purposes, measures of progress within this plan-may be discussed with the evaluator. It is the intent that both the evaluator and the unit member will agree on the details of this plan. The District and/or the Association may propose a list of professional growth activities for unit members to consider, but such a list is advisory, and is only meant to offer suggestions and assistance.

- c. If there is any continuing or unresolved disagreement between the evaluator and unit member over the details of this plan, then the unit member will make the final decisions concerning the content, purpose, direction and/or scope of the plan.
- d. Other meetings to discuss the progress of the professional growth plan may be held at any time in the second semester with the dates and times determined by mutual agreement. This program of professional growth will be discussed with the evaluator and a statement of achievement or progress will be given to the evaluator prior to the summary evaluation conference.

4. **Classroom Observations and Conferences**

- a. Formal observation(s) will be scheduled at a mutually agreed upon time.
- b. Unscheduled, informal observations may be made by the administrator.
- c. Conferences following an observation will be scheduled at a mutually agreed upon time.
- d. Both classroom observations and conferences may be waived by mutual consent, but if either party wishes to schedule a formal observation or a conference, then arrangements will be made at a mutually convenient time.

4.12 General Provisions:

- A. A unit member beginning service during second semester will be evaluated at a time sequence other than the ones described above. The growth plan will be established within twenty (20) duty days of the beginning of service and at least forty-five (45) duty days will be allowed for the completion of the growth plan. In any case, a reasonable amount of time must be allowed in order to accomplish the plan.
- B. Prior to the completion of the evaluation, a summary evaluation conference shall be held. At this meeting the evaluator and the unit member shall review the evaluation report in order to discuss the final wording.
- C. The final evaluation report shall be signed by both the evaluator and the unit member. The signature of the unit member does not mean or imply agreement or

disagreement with the evaluation. It only means that the evaluation has been received.

D. The unit member has the right to include an addendum to any written evaluation.

4.13 Requires Improvement and Unsatisfactory Evaluations:

A. If an evaluation is marked "unsatisfactory" or "requires improvement," the evaluator of the unit member shall take appropriate action to assist in correcting any cited deficiencies. Such action shall include specific recommendations for improvement and assistance in implementing such recommendations.

B. Deficiencies cited in the written evaluation must be discussed beforehand with the unit member. Reasonable time should have been allowed for cited deficiencies to have been corrected. Both the unit member and the evaluator should have taken appropriate action to correct significant deficiencies. If circumstances warrant, such action might have included:

1. Specific recommendations by the evaluator;
2. Observations of other teachers;
3. Assistance from District resources;
4. In-service training as mutually agreed upon between the unit member and evaluator

C. The administrator has the responsibility to oversee the evaluation process:

1. When it is determined by the evaluator that improvement is needed in one or more areas, he/she will schedule a conference for involved parties.
2. It is the responsibility of the evaluator to ensure that assistance is provided. Such aid shall be reasonable and within the normal capability of the District to provide. It may include the following:
 - a. Training,
 - b. Observation of or by other teachers,
 - c. Materials and supplies,
 - d. Or, other appropriate assistance
3. A reasonable amount of time must be permitted for suggested improvement to occur.
4. A Performance Addendum must be completed whenever any element of the summary evaluation report contains an "unsatisfactory" or "requires

improvement" rating. This includes Sections II, III, and IV of the report, and applies equally to remarks in the "COMMENT" section of the report that imply a concern, or an "unsatisfactory" or "requires improvement" rating.

4.14 Maintenance of Data Related to Evaluation:

- A. The Board shall maintain the unit member's personnel files at the District Administration Center. Any files kept by the unit member's principal, or immediate supervisor, shall not contain any material not found in the District's files except for materials relating to a current evaluation. At the conclusion of each evaluation, the unit member and the site administrator will review the unit member's site file and remove all material that does not comply with this section.
- B. Materials in personnel files of unit members which may serve as a basis for affecting the status of their employment are to be made available for the inspection of the unit member. Such material is not to include ratings, reports, or records which:
 - 1. Were obtained prior to the employment of the unit member;
 - 2. Were prepared by identifiable examination committee members;
 - 3. Were obtained in connection with a promotional examination;
- C. Every unit member shall have the right to inspect such materials upon request, provided that the request is made at a time when the unit member is not actually required to render services to the District.
- D. Information of a derogatory nature, except material mentioned in the second sentence of this Section (4.14.RA), shall not be entered or filed unless and until the unit member is given notice and an opportunity to review and comment thereon. A unit member shall have the right to enter, and have attached to any derogatory statement, his/her own comments thereon. Such review shall take place during normal business hours, and the unit member shall be released from duty for this purpose without salary reduction.
- E. A unit member shall be able to examine his/her own personnel file by making an appointment with the Human Resources Department. Upon written authorization by the unit member, a representative of the Association shall be permitted to examine and/or obtain copies of materials in the unit member's personnel file.

4.15 Training of Evaluators and Association (SEA) Site Representatives:

The District and the Association will jointly provide training on evaluation procedures for the following:

- A. All principals, assistant principals, and Association site representatives each time this contract article is changed.
- B. All new principals, assistant principals, new Association site representatives yearly.

~~All new principals, assistant principals, new Association site representatives yearly.~~