

Brief list of Changes Since February 27, 2017

1.A.1 The school year will consist of no more than 186 workdays, inclusive of 180 instructional days or its equivalent, two parent-teacher conferences days, two-to-nine professional development days, and two teacher workdays.

Teachers must be on campus a total of 15 minutes distributed before and/or after instructional time school in a distribution determined by a majority vote (50 percent plus one) of the school faculty and administration. Aside from instructional time, teachers are not required to remain on campus unless for faculty meetings, half-day professional developments, or half-day parent-teacher conferences.

1.A.7. Teachers in elementary schools must pick up students from the designated area(s) at least five minutes before the start of instruction at the beginning of the school day. Teachers should consider the travel time from the designated area(s) to the classroom to ensure the timely start of instruction at the beginning of the school day.

1.B.6 Teachers must provide supervision during school-wide activities held on campus during a regular school day. Teachers can meet with their PLC or other committees at the worksite provided they receive approval from their school administrator.

1.F.2. Teachers shall notify administration in writing upon knowledge of any maintenance, health, and safety concerns in order to provide a safe and sanitary school facility for students consistent with health and safety standards as outlined by the regulatory agencies (i.e. Guam Fire Department, Department of Public Health and Social Services, Environmental Protection Agency). A receipt of acknowledgement will be given to the reporting teacher(s). (Refer to the following webpage for reportable items:
<https://goo.gl/EnTJTf>)

1.H.1 Teachers must dress in a manner that allows them to complete their work and does not disrupt, distract, or impede the educational process.

2. A.1 Teachers are to maintain lesson plans for their classes.

2.A.2 Lesson plans remain the personal property of the individual(s) who form the lesson. Teachers may be required to turn in lesson plans for the purpose of review and comments for improvement, but the lesson plans are not subject to approval.

2.B.1 The school administrator shall make every effort to limit subject preparations to two per semester.

2.U.2 There shall be a minimum group size of three students required for special competitions or performance field trips. There shall be a minimum of 80% student participation for field trips that are an extension of classroom instruction. Teachers/Advisors/Coaches shall work with their administrators to use public resources efficiently. Teachers are encouraged to secure coverage for student(s) who will not participate in the field trip activity. Coverage may include other teachers accepting some students. A list of

students receiving coverage and their whereabouts shall be forwarded to the school administrator prior to the field trip. Field trips shall not be cancelled if the teacher cannot secure coverage.

2.W.6 Special Education Class Size

Class size for elementary, middle, and high school resource rooms shall be a maximum of 12 students. Hearing impaired class size shall be a maximum of 10 students.

2.W.4.g GATE K-5 shall have a maximum of 12 pull-out students per grade level with a total teacher load of 60 per teacher.

Transfers

Voluntary Transfers

The Board and the Union agree that teachers who are satisfied with their assignment are more productive teachers. Teachers may request to transfer to another school at any time provided it is for the start of the next academic school year. Teacher requests to transfer to another school within the current academic school is addressed on a case by case basis and requires the approval by the releasing and receiving principal. Once approved, the Human Resource Division will take action accordingly.

Involuntary Transfer

The Superintendent and the Union agree that quality education is most likely to be achieved if teachers are assigned to positions they prefer. It is mutually recognized that involuntary transfers may occasionally be necessary. Involuntary transfers may be made only in cases where a position is deleted due to the lowering of student enrollment or by Board approved curricular changes. In these cases, the following procedural steps shall be adhered to:

7.B.2.a. The principal or supervisor must inform all teachers in the department or area of studies affected in writing, citing deadline for implementation, in an effort to secure a voluntary transfer.

7.B.2.b. If there are no volunteers within a reasonable time, the decision of the teacher or teachers to be transferred will be based upon the least seniority and the curriculum needs of the school.

7.B.2.c. Teachers to be involuntarily transferred shall be notified as soon as possible of the decision and shall be given the opportunity to voluntarily transfer to other positions for which they are qualified and which are vacant.

7.B.2.d. Any teacher who is unable to continue in a particular position due to deletion of the position and lack of school seniority shall be able to displace any teacher at that school with less school seniority in a position for which the first teacher is certified.

7.B.2.e. A teacher whose position has been eliminated shall be given first preference for any other vacancy for which that teacher qualifies.

7.B.2.f. Teachers who have been involuntarily transferred shall have first preference for transfer back to that school or worksite, if a position becomes vacant for which they are qualified.

7.B.2.g. Teachers, who have been transferred, either voluntarily or involuntarily, from a school or worksite, due to the closing of that school or worksite, shall have first preference over all others, regardless of seniority, in the event the school or worksite is reactivated. The Union shall hold Department chairperson elections, which are open to all members of the bargaining unit, within two weeks after the teacher staffing is announced and shall make known the results of the elections to the school administrator.

5.H.5. Teacher Observation and Evaluation

The Professional Teacher Evaluation Program (PTEP) shall be used to improve teachers' instructional practices and as the evaluation tool. A clinical supervision model consisting of pre-conference, observation/data collection, and post-conference will be used. Except in those instances when specific areas of concern have been identified and discussed, teachers will select the performance standards on which they will be evaluated, consistent with the procedures of the PTEP.

2.S.4. Teachers must incorporate the technology guidelines aligned to subject content-subject applications, which includes online safety such as iSafe or any other safety curriculum provided by GDOE. This lesson should be completed prior to using the computers: