

**TENTATIVE AGREEMENT**  
**BETWEEN**  
**INSIGHT SCHOOLS OF CALIFORNIA**  
**&**  
**CALIFORNIA VIRTUAL EDUCATORS UNITED**  
**March 21, 2019**

This tentative agreement is to fully settle negotiations between Insight Schools of California ("ISCA") and California Virtual Educators United ("CVEU") for the 2018-2019 school year. The elements of the settlement are as follows:

**1. Previously Signed Tentative Agreements**

Agreement as specified in the previously executed tentative agreements which are attached as Appendix A as follows:

- Article 1 - Agreement
- Article 2 - Recognition
- Article 4 - Union Rights
- Article 5 - Organizational Security
- Article 6 - Charter School Rights
- Article 7 - Grievance Procedure
- Article 9 - Employment Status
- Article 10 - Leaves of Absence
- Article 12 - Assignments and Vacancies
- Article 14 - Health Benefits
- Article 15 - Safety

**2. Article 3 – Term of Agreement**

Agreement as specified in the tentative agreement, dated March 21, 2019, which is attached hereto as Appendix B.

**3. Article 8 – Evaluation Procedures.**

Agreement as specified in the tentative agreement, dated March 21, 2019, which is attached hereto as Appendix C.

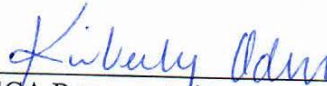
**4. Article 11 – Professional Work Day/Work Year**

Agreement as specified in the tentative agreement, dated March 21, 2019, which is attached hereto as Appendix D.

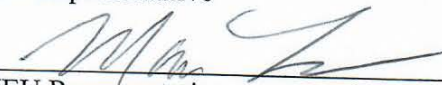
**5. Article 13 – Compensation**

Agreement as specified in the tentative agreement, dated March 21, 2019, which is attached hereto as Appendix E.

SUBJECT TO FINAL RATIFICATION OF THE PARTIES:

  
\_\_\_\_\_  
ISCA Representative

3-21-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CVEU Representative

3/21/19  
\_\_\_\_\_  
Date

**TENTATIVE AGREEMENT**

**ISCA/CVEU**

**December 13, 2018**

**ARTICLE 1 - AGREEMENT**

- 1.1 This Agreement is between all of the Insight Schools of California ("ISCA") and California Virtual Educators United (CVEU) /CTA/NEA.
- 1.2 This Agreement is entered into and shall be enforced pursuant to the Educational Employment Relations Act (EERA) of the California Government Code (Sections 3540-3549) as adopted and amended.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*m. Mark Taltz*  
CVEU Representative

Date: 12-13-18

*Liberty Odum* *LO*  
ISCA Representative

Date: 12/13/18

**TENTATIVE AGREEMENT**

**ISCA/CVEU**

**December 13, 2018**

**ARTICLE 2 - RECOGNITION**

ISCA recognizes CVEU/CTA/NEA as the exclusive representative of all certificated employees of ISCA schools, excluding all managers, supervisors, classified employees, confidential employees and substitutes.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*MA [Signature]*  
CVEU Representative

Date: 12/13/18

*Kimberly Adams* 40  
ISCA Representative

Date: 12/13/18

## TENTATIVE AGREEMENT

ISCA/CVEU

January 8, 2019

### ARTICLE 4 – UNION RIGHTS

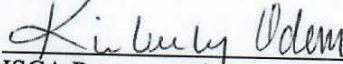

- 4.1 Representation Rights: CVEU maintains those rights specified under the EERA to all bargaining unit members.
- 4.2 Access and Communications: Consistent with legal requirements, any authorized Insight/CAVA bargaining representatives, union representatives and officers shall have the right of reasonable access to Insight facilities, including posting notices of activities and matters of CVEU concern on these Schools; electronic file posting system (i.e. Share Point). Any material or literature distributed or posted by CVEU or its members shall be dated and shall not be violative of law.

Upon arriving at an Insight designated work site, the CVEU/CTA representative shall notify the administration of his/her arrival and comply with any and all visitor requirements applicable to all other campus/facility visitors. CVEU/CTA representatives shall not in any way interrupt any employee's duties or assignments. The representative may contact employees before and after an employee's hours of service or during duty free lunch periods.

- 4.3 Association Release Time: The Union officers, or designee(s) shall have a combined annual total of five (5) days of release time to perform union responsibilities with no reduction in pay. Union representatives shall provide at least five (5) working days' advance notice to the appropriate supervisor for such release time. This time shall be in addition to release time to which the CVEU President, officers, or designee(s) would otherwise be entitled to under EERA for the purpose of negotiations and attendance at grieving meetings, if necessary.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
\_\_\_\_\_  
CVEU Representative

   
\_\_\_\_\_  
ISCA Representative

Date: 1-8-19

Date: 1/8/2019



## TENTATIVE AGREEMENT

ISCA/CVEU

December 13, 2018

### ARTICLE 5- ORGANIZATIONAL SECURITY/DUES

- 5.1 **Voluntary Authorizations:** ISCA shall deduct union dues from the salary of each employee who has submitted a written authorization to the union as represented to ISCA by CVEU. Such an authorization shall continue in effect unless revoked in writing by the employee, pursuant to the terms of the written authorization and as provided below.
- 5.1.1 **Insufficient funds.** If ISCA's withholdings from an employee's salary in any payroll period are insufficient to meet the amount authorized by the employee for CVEU dues or other assessments, ISCA shall make an appropriate adjustment on a subsequent pay warrant. CVEU agrees to hold ISCA harmless against any claims or liabilities arising out of any such adjustments, as provided in Section 5.4, below.
- 5.1.2 **Changes in amounts deducted.** Whenever there is a change in the amount required for payment to CVEU, CVEU will provide ISCA with notification of the change at a time sufficiently prior to the effective date of the change to allow ISCA to make the necessary adjustments and will also provide ISCA with a copy of the notification of the change which was sent to all concerned employees.
- 5.1.3 **Cancellation.** Employee requests to cancel or change authorizations for payroll deductions for CVEU shall be directed to CVEU, which will be responsible for processing these requests. ISCA shall rely on information provided by CVEU regarding whether deductions were properly cancelled or changed, and CVEU shall indemnify ISCA for any claims made by the employee for deductions made in reliance on that information, as provided in Section 5.4, below.
- 5.2 **Remitted to the Association:** A deposit approximating the amount of dues so deducted shall be remitted to CTA within 30 days after the deductions are made, together with a list of affected employees.
- 5.3 **Exclusive to the Association:** Payroll deductions for membership dues from employees shall be exclusive on behalf of CVEU/CTA/NEA, and no dues deductions are to be made on behalf of any other employee organization as defined in Government Code 3540.1(d).
- 5.4 **Indemnity/Hold-Harmless:** CVEU agrees to indemnify and hold ISCA harmless against any and all liabilities, (including reasonable and necessary costs of litigation), arising from any and all claims, demands, suits, or other actions relating to ISCA's compliance or attempted compliance with either this Article or the requests of CVEU pursuant to this Article.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

CVEU Representative

Date: 12/13/18

ISCA Representative

Date: 12/13/18

## TENTATIVE AGREEMENT

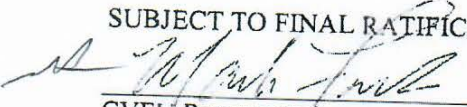
ISCA/CVEU

December 13, 2018

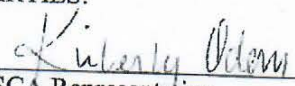

### ARTICLE 6 – CHARTER SCHOOL RIGHTS

- 6.1 Except as limited by this collective bargaining agreement, it is understood and agreed that ISCA retains all of its powers and authority to direct, manage and control its operations to the full extent of the law.
- 6.2 Subject to the provisions of this Agreement, ISCA's rights include, but are not limited to, the following:
- All management rights pursuant to law;
  - Determine the organization's intention and overall program design, including determination of the curriculum and related educational policies and methods of instruction;
  - Establish educational policies with respect to admitting students;
  - Hire, classify, assign, evaluate, supervise, promote, terminate, and discipline unit members;
  - Determine the number of personnel and kinds of personnel required;
  - Ensure the rights and educational opportunities of all students;
  - Maintain Board operations;
  - Build, move or modify facilities;
  - Establish budget procedures and determine budgetary allocations;
  - Determine the methods of raising revenue;
  - Contract out work and take action on any matter, consistent with any limitations in this Agreement.
  - Tracking of time during the work day using computer-based software, VoIP phones, or other identified tracking systems.
- 6.3 The exercise of the foregoing powers, rights, authority, duties, responsibilities by ISCA, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
CVEU Representative

Date: 12/13/18

   
ISCA Representative

Date: 12/13/18



## TENTATIVE AGREEMENT

### ISCA/CVEU

December 13, 2018

## ARTICLE 7 - GRIEVANCE PROCEDURE

### 7.1 Definitions & General Conditions

- A. A grievance is a claim by one or more of the members of CVEU or by CVEU on behalf of its members or itself, that there has been a violation, misapplication, or misinterpretation of the Agreement.
- B. All matters and disputes which do not fall within the above definition of a grievance are excluded from this grievance process. Also excluded from this grievance process are those matters so indicated elsewhere in this Agreement.
- C. The respondent in any grievance shall be ISCA itself rather than any individual administrator. Processing and discussing the merits of a grievance shall not be considered a waiver by ISCA of a defense that the matter is not arbitrable or should be denied for other reasons that do not go to the merits.
- D. As used herein, "day" refers to a regular certificated workday when ISCA is open for business as a regular workday for a majority of ISCA unit members.
- E. The Grievant and CVEU representative (if a member of the bargaining unit) shall be provided with reasonable release time to attend any grievance meeting with ISCA.
- F. There shall be no reprisals against an employee for utilizing these grievance procedures or for assisting a grievant pursuant to these procedures.
- G. Any resolution agreements at the formal level shall be subject to approval of CVEU.

### 7.2 Informal Procedure

- A. The grievant shall first discuss the grievance with the appropriate administrator, either directly or accompanied by a Union representative, with the object of resolving the matter informally. The grievant may authorize a CVEU representative to represent him/her.
- B. This discussion must be requested within fifteen (15) days of the alleged violation or within fifteen (15) days of when the grievant had knowledge of the facts concerning the alleged violation.

7.3 Level 1: Formal Procedure

- A. If the matter is not resolved informally, the grievant may submit the claim in writing as a formal grievance no later than fifteen (15) days after the informal conference.
- B. Unless reasonably impracticable, within five (5) days after receipt of the written grievance by the appropriate administrator, the administrator shall meet with the aggrieved and, if requested by the grievant, a CVEU representative, in an effort to resolve the matter. This meeting may take place virtually unless either party requests a meeting in person.
- C. Within five (5) days after receipt of the grievance, or after the Level 1 conference, the administrator shall render a decision in writing.

7.4 Level 2: Formal Procedure

- A. Within five (5) days of receipt of the decision at Level 1, or if no decision is rendered within the required time, if the grievant is not satisfied with the decision, the grievance may be appealed to the Head of Schools.
- B. Unless reasonably impracticable, within ten (10) days of receiving the appeal, the Head of Schools shall meet with the aggrieved unit member and, if requested by the grievant, a CVEU representative, in an effort to resolve the grievance.
- C. Within five (5) days of the meeting, the Head of Schools shall respond with a decision in writing.

7.5 Level 3: Mediation & Arbitration

- A. If both CVEU and ISCA agree to attempt a mediated settlement, then the matter will be submitted to mediation by utilizing the State Mediation & Conciliation Service ("SMCS") or any other mutually agreeable mediation service.
- B. If mediation is utilized and does not result in a resolution of the grievance, CVEU in its own discretion may submit the grievance to final and binding arbitration by utilizing SMCS.
- C. If the grievant is not satisfied with the decision rendered at level 2, and the parties do not mutually agree to mediation, then CVEU in its own discretion may submit the grievance to final and binding arbitration by utilizing SMCS or any other mutually agreeable mediation service.
- D. In arbitration, either party may request from the other the production, review and right to copy non-confidential documents relevant to the grievance. In



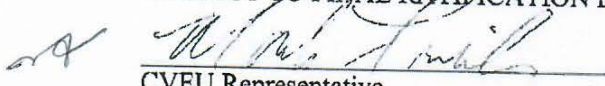
addition, the parties shall, at least five (5) days prior to the first hearing date, exchange lists of their intended witnesses.

- E. The conduct of the hearing shall be at the discretion of the arbitrator who shall be governed by commonly accepted rules of procedure for holding arbitration hearings.
- F. The arbitrator shall have no power to add to, subtract from, disregard, alter, amend or modify any provisions of this Agreement or impose any limitations or obligations not specifically provided for under the terms of this Agreement.
- G. The arbitrator's award shall be final and binding upon the grievant(s), ISCA, and CVEU. The California law on final and binding arbitration awards shall be applicable to such a decision.
- H. All fees and expenses of the arbitrator shall be shared equally by CVEU and ISCA. Each party shall bear the expense of presenting its own case. A transcript of proceedings shall not be required, but either party may order a transcript at its own expense. If the other party at any time desires a copy of the transcript, it must share equally the cost of the reporter and transcript.


7.6 Miscellaneous

- A. The grievant and CVEU representative (if a member of the bargaining unit) shall be provided with reasonable release time to attend any grievance meetings with ISCA.
- B. There shall be no reprisals against an employee for utilizing these grievance procedures or for assisting a grievant pursuant to these procedures.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
CVEU Representative

Date: 12/13/18

  
ISCA Representative

Date: 12/13/18

## **TENTATIVE AGREEMENT**

**ISCA/CVEU**

**December 13, 2018**

### **ARTICLE 9 – EMPLOYMENT STATUS**

Effective July 1, 2019 and thereafter, the following shall be implemented:

#### **9.1 Probationary Period**

All unit members new to ISCA shall be initially hired on an at-will basis for a two (2) year probationary period. During this period, either ISCA or the unit member can terminate employment at any time, with or without use or advance notice. Should such probationary unit members serve two (2) complete and consecutive years of service at ISCA in the probationary period, employment shall be as described below (if offered employment for the succeeding school year). For purposes of this section, a complete year of service is defined as seventy-five percent (75%) of the instructional days in paid service in the school year or greater. Beginning July 1, 2019, any unit members who have satisfied this requirement will be employed subject to the provisions of this article.

#### **9.2 Reduction in Force**

Probationary employees are not subject to this section of the agreement.

In the sole discretion of a local ISCA Board, if a layoff or reduction of force (in the bargaining unit) is necessary due to a lack of work or lack of funds, that ISCA Board may release or reduce one or more full-time equivalents if thirty (30) calendar days advance notice is provided. This decision to reduce force is not subject to grievance or arbitration. If a unit member's position is eliminated, the unit member shall be placed on ISCA's twelve (12) month reemployment list. Unit members on the reemployment list shall first be offered a position at their school if a vacancy occurs for which the unit member is qualified. In the event there are more unit members on the reemployment list than vacant positions available, positions shall be offered based upon ISCA's assessment of prior performance as reflected in ISCA performance appraisals. If a unit member rejects the reemployment offer, he or she will be removed from the reemployment list.

#### **9.3 For Cause Suspension without Pay or Dismissal During Term of Employment Agreement**

In the event of formal "for cause" discipline (suspension without pay or dismissal) during the Agreement term, and consistent with the tenets of progressive discipline, the following apply:



### 9.3.1 General Provisions

The following independently or collectively are causes for discipline:

- Dishonesty, including any falsifying of employment records, employment information, or other School records;
- Theft or deliberate or careless damage or destruction of any School property, or the property of any employee or student;
- Inappropriate use of School equipment, time, materials, or facilities;
- Possession of any firearms or any other dangerous weapons on School premises at any time;
- Possession of any intoxicant while on duty or at any ISCA designated work location, including alcohol or controlled substances (unless such substances are supported by a valid prescription);
- Conviction of any "felony or crime of moral turpitude";
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Absence without leave, repeated tardiness or abuse of leave privileges;
- Unprofessional conduct;
- Unsatisfactory performance;
- Violating any safety, health, security or School policy, rule, or procedure or engaging in any conduct which risks injury to the unit member or others;
- Misuse of proprietary information.
- Committing of or involvement in any act of unlawful harassment of another individual;
- Failure to maintain appropriate credential(s) required for the position; and
- Abandonment of position.

### 9.3.2 For Cause Suspension or Dismissal Process

Discipline less than a suspension without pay (i.e. conference memoranda, letters of reprimand/warning etc.) shall not be subject to the Grievance Article or these procedures. If such documents are to be placed in the unit member's personnel file, the unit member shall have ten (10) calendar days to file a written response to be attached to and included with the document to be filed.

Suspension or dismissal shall be initiated in writing by the ISCA Head of Schools by providing Notice of Recommended Discipline ("Recommendation") and serving such Recommendation upon the unit member in person or by certified mail. A copy of the Recommendation shall also be provided to the Association President. The Recommendation shall contain a statement, in ordinary language, of the factual basis upon which the disciplinary action is based, any rule or regulation alleged to have been violated, and the proposed penalty. The unit member shall also be given a copy of any documentary materials upon which



such action is based and a statement of the unit member's right to respond, verbally and in writing, within five (5) working days prior to the proposed discipline being imposed, unless by agreement of both the Head of Schools and the unit member, this deadline is extended. Following this period, the Head of Schools may provide Notice of Discipline to be served upon the unit member in person or by certified mail

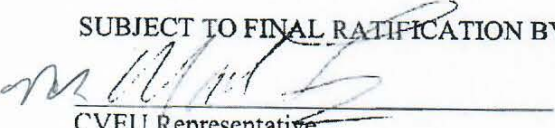
If the unit member wishes to appeal the imposition of disciplinary action to the ISCA Board of Directors ("Board"), the appeal must be filed in writing with the office of the Head of Schools within five (5) work days from the time the Notice of Discipline is served on the unit member. Thereafter, the unit member shall be entitled to appear personally before the Board to make a presentation to contest the Notice of Discipline. This appeal to the Board is not an evidentiary hearing. If the unit member chooses to be accompanied by legal counsel at such meeting, the unit member shall bear any cost therein involved. The unit member shall be provided a written decision setting forth the decision of the Board. Thereafter, if the unit member so decides he or she may file a grievance under the applicable grievance procedures in this Agreement.

During the pendency of any disciplinary proceedings, ISCA reserves the right to place the unit member on paid administrative leave status.

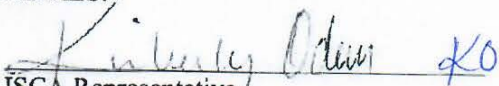
9.4 Reference to or Reliance upon the Education Code

The parties expressly agree that the Education Code provisions for certificated discipline (suspension or dismissal) and interpreting case law do not apply to ISCA.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
CVEU Representative

Date: 12/13/18

 K. Odom KO  
ISCA Representative

Date: 12/13/18

## TENTATIVE AGREEMENT

ISCA/CVEU

December 13, 2018

### ARTICLE 10 - LEAVES OF ABSENCE

#### 10.1 Sick Leave

Unless required otherwise by local ordinance, the following applies regarding certificated unit member sick leave.

- 10.1.1 All full-time unit members shall accrue paid sick leave at the rate of 0.5 days per pay period. If any applicable local ordinance requires a greater amount of time be provided at the beginning of any school or fiscal year, ISCA shall comply and accrual shall commence in a manner to ensure the unit member does not exceed eleven (11) days per school year. Unused sick leave carries over from year to year. Part-time unit members shall accrue sick leave on a prorated basis. Unit members will not be paid for unused sick time upon separation from employment. ISCA shall credit transfers of unused sick leave for new employees upon hire if the immediate previous service is with a public school employer, and the previous school employer agrees to transfer such leave to ISCA.
- 10.1.2 Leave may be used for personal injury or illness of the unit member or an immediate family member. Immediate family includes parent, spouse, domestic partner, child, grandchild, brother, sister or grandparent by blood or by marriage. Sick leave may also be used for purposes relating to a unit member being a victim of domestic violence, sexual assault, or stalking.
- 10.1.3 Unit members must use sick leave in two (2) hour increments.
- 10.1.4 Unit members are expected to call Human Resources or their designated supervisor prior to the start of each workday to report an absence. For absences of three (3) consecutive work days or more, ISCA may require physician verification. If requested, unit members may be expected to present a physician's statement certifying the unit member's fitness to return to duty after illness.
- 10.1.5 Upon retirement, the unit member's accrued sick leave, if any, may be applied toward service credit in accordance with the State Teachers Retirement System ("STRS") regulations.
- 10.1.6 Personal Necessity Leave
  - 10.1.6.1 All unit members may use up to five (5) days of sick leave for personal necessity leave per year.
  - 10.1.6.2 Uses of personal necessity leave may include, but are not limited to,



death or serious illness of a member of the unit member's immediate family (this is in addition to Bereavement Leave), an accident involving the unit member's person or property, or the person or property of an immediate family member, adoption of a child, the birth of child making it necessary for an unit member who is the parent of the child to be absent from his/her position during work hours, attendance at conferences, personal legal matters, religious observances, and business matters that cannot reasonably be conducted outside of the workday.

- 10.1.6.3 Unit members must request personal necessity leave at least one (1) week in advance unless an emergency situation occurs.

10.2 Unpaid Leave of Absence

- 10.2.1 Unit members may be granted an unpaid leave of absence to attend to personal matters in which ISCA determines that an extended period of time away from the job will be in the best interest of the unit member and ISCA.
- 10.2.2 Requests for an unpaid leave of absence or any extension of a leave shall be submitted in writing to the unit member's supervisor ten (10) days in advance or as soon as practicable prior to commencement of the leave period. ISCA will make the final decision concerning the request. The maximum amount of unpaid leave that ISCA will approve should be consistent with any applicable legal requirements. All unit members on approved leave are expected to report any change of status in their need for leave or their intention to return to work to their supervisor.
- 10.2.3 Unit members on a personal leave will be required to use all accrued sick leave while on leave before unpaid leave status commences. ISCA will continue health insurance and other benefits to unit members on leave for no longer than twelve (12) weeks from the beginning date of leave so long as the unit member continues to pay any unit member portion of the contribution. Benefits that accrue according to length of service, such as sick leave or holidays, do not accrue during periods of leave.
- 10.2.4 Unit members returning from a personal leave due to an illness or injury must provide a job-related release indicating their ability to perform the functions of their job. Any restrictions must be noted on the release.
- 10.2.5 Unit members on an authorized personal leave of absence may not perform work for any other employer.
- 10.2.6 It is possible that a unit member returning from a personal leave of absence may not be returned to the same job position that they held before taking leave. If a unit member fails to return to work after an approved leave of absence, including any extension of the leave time, the unit member will be considered to have voluntarily terminated employment with ISCA.



10.3 Pregnancy Disability, Family Medical, and California Family Rights Act Leaves

ISCA shall provide Pregnancy Disability Leave, Family and Medical Leave Act and California Family Rights Act leave to unit members consistent with applicable law.

10.4 Industrial Illness/Workers' Compensation

ISCA shall provide industrial accident and illness leave consistent with applicable law and under the provisions of the existing insurance carrier. A unit member claiming an industrial accident or illness leave may be subject to examination by a physician designated by the School's insurance carrier to assist in determining the qualification and the length of time during which the teacher will be temporarily unable to perform assigned duties, and the degree to which a disability is attributable to the injury or illness involved.

10.5 Bereavement Leave

Unit members are entitled to time off from work with full pay in the event of a death in the family, in accordance with the following guidelines:

10.5.1 Up to five (5) consecutive days in the event of death of a spouse, registered domestic partner, child, parent, sibling, or comparable step relation;

10.5.2 Up to three (3) consecutive days in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law or daughter-in-law, or the registered domestic partner's equivalent relative.

Request for bereavement leave should be made to the immediate supervisor.

10.6 Jury Duty and Witness Leave

10.6.1 Unit members, while serving jury duty, shall receive full pay during such duty, for up to five (5) working days per school year provided the unit member makes every reasonable effort to postpone jury duty service to a time when school is not in session. A unit member is also permitted to retain the allowance he or she receives from the court for such service.

10.6.2 Unit members are allowed unpaid time off if summoned to appear in court as a witness.

10.6.3 To qualify for either jury duty or witness leave, a unit member must submit to his/her supervisor a copy of the summons as soon as it is received. In addition, the unit member must also submit to the unit member's supervisor a related proof of service with the period of jury duty or witness duty when completed. No adverse employment action will be taken against unit members due to their service as either a juror or witness in state or federal courts.

10.7 Military and Military Spousal Leave of Absence

ISCA shall comply with all applicable military service leave laws, including USERRA.

10.8 Other Statutory Leaves of Absence

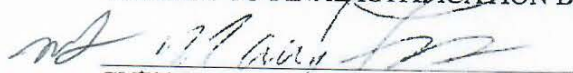
ISCA shall comply with applicable law with respect to any statutory leaves of absence not mentioned herein.

10.9 Catastrophic Illness or Injury Leave

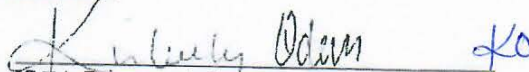
Catastrophic injury or illness is defined as a life-threatening injury or illness of a unit member which totally incapacitates the unit member from work, as verified by a licensed physician, and forces the unit member to exhaust all leave time earned by that unit member, resulting in the loss of compensation for the unit member. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Acute chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods may be considered catastrophic. However, common conditions such as back pain, a broken limb, or influenza shall not be considered catastrophic. ISCA shall create a catastrophic leave program as follows:

- 10.9.1 Unit members may donate one (1) sick leave day per fiscal year for each five (5) days of accumulated leave they have to a sick leave bank for unit members suffering a catastrophic illness; however, each unit member must retain at least ten (10) sick leave days for his/her own account before donating.
- 10.9.2 Catastrophic leave requests must be submitted in writing to ISCA. Any unit member who received eligible sick leave credits under this program shall first exhaust all paid leave he/she has accrued.
- 10.9.3 ISCA shall make a determination as to whether each of the requirements of this article have been met.
- 10.9.4 The number of sick days that can be received by a unit member from the Catastrophic Leave bank is limited to forty-five (45) days per fiscal year.
- 10.9.5 Unit members utilizing Catastrophic Leave shall have reinstatement rights in accordance with applicable law.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
CVEU Representative

Date: 12-13-18

  
ISCA Representative

Date: 12/13/18



# TENTATIVE AGREEMENT

ISCA/CVEU

January 8, 2019

## ARTICLE 12 - ASSIGNMENTS AND VACANCIES

### I. Definitions

- A. Assignment: An "Assignment" is the initial placement of a Unit Member in a school or content area for which the unit member holds an appropriate credential.
- B. Re-assignment: A "Re-assignment" is the change of the initial placement (upon hire or at the beginning of a school year) of a Unit Member from one school, department or content area to another school, department or content area.
- C. Incumbent: An "Incumbent Unit Member" or "Unit Member" is a currently employed Unit Member.
- D. Vacancy: A "Vacancy" is any position that does not have a Unit Member assigned to it. This includes any vacated, or newly created positions whose work is part of the bargaining unit.
- E. Transfers: A "Transfer" is a change, in whole or in part, in the assignment of a unit member to a school or schools.

### II. Assignments

- A. List of Vacancies: ISCA shall maintain a list of current content specific vacancies. Within ten (10) work days of a new vacancy occurring and prior to April 15 of each school year, ISCA shall provide notice of such vacancies to all unit members.
- B. Unit Member Assignment Preferences: Unit Members may prioritize the content they would like to teach for the following year. Generally, Unit Members shall be placed in the same assignment each year except as provided herein.
- C. Notification of Assignments: Unit Members shall be notified of their assignments or re-assignment (as provided herein) by June 1, unless unknown, but in no event later than the first contracted work day (non-instructional) of each school year.

### III. Involuntary Re-assignments


- A. Notice of Intent to Involuntarily Reassign: In the event a unit Member is involuntarily reassigned, he or she shall receive notice of the school's intent to reassign and the reason therefor.
- B. Reason for Involuntary Re-assignment: The reason for the re-assignment shall not be based on any discipline, and shall not be arbitrary and capricious. Notwithstanding the previous sentence, a Unit Member being evaluated or under discipline may volunteer to be reassigned in accordance with this article.



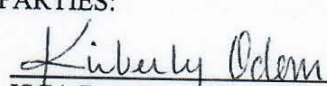

#### IV. Vacancies

- A. Voluntary Re-assignments: A Unit Member may request a re-assignment at any time when a vacancy exists for the following school year.
- B. Posting Vacant Positions: Upon knowledge of vacancies and for all vacant positions, ISCA shall first advertise vacant positions internally and shall notify all Unit Members via email of a list of vacancies as they become available. The list shall contain:
1. A closing date, which is at least five (5) working days following the posting date;
  2. A job description; and
  3. Credentials and qualifications necessary to meet the requirements of the position.
- C. Internal Posting Requirement: Vacancies shall be posted internally for forty-eight (48) hours in advance of posting externally.
- D. Requirements for Filling Vacancies: Vacancies shall be filled as follows:
1. Preference shall first be given to incumbent Unit Members with satisfactory performance and appropriate credentialing.
  2. In the case where two incumbent Unit Members have satisfactory performance and appropriate credentialing, ISCA administration will consider seniority, past performance, and the recommendation of the interviewing team before making the final decision.
  3. External candidates shall only be considered if no incumbent Unit Members apply for the vacancy or incumbent Unit Member applicants do not have satisfactory performance and appropriate credentialing for the specified vacancy.
- E. Denial of Request for Re-assignment: If a request for a re-assignment is denied in accordance with the provisions of this article, upon request the Unit Member shall be granted a meeting with the administrator who denied the request to discuss the reason(s) for the denial. The Unit Member may request a union representative be present during this meeting. Following the meeting, the Unit Member shall, upon request, receive written reason(s) for the denial. Unit Member shall be allowed to retain their previous assignment.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
CVEU Representative

Date: 1-8-19

   
ISCA Representative

Date: 1/18/2019

## TENTATIVE AGREEMENT

ISCA/CVEU

December 13, 2018

### ARTICLE 14 - HEALTH BENEFITS

#### 14.1 Employer Contributions.

Insight shall make available to full-time unit members health benefits, dental, vision and basic life coverage as follows:

Health Benefits:	United Health Care base plan (defined for 2019 as United Health Care Choice Plus 5000)
Dental Benefits:	United Health Care
Vision Benefits:	Vision Service Plan
Basic Life Insurance:	Cigna Welfare Basic Life (defined for 2019 as FLX-051416)
Basic Personal Accident:	Cigna Welfare Basic Personal Accident (defined for 2019 as FLX-051416)
Adoption Assistance Program:	Reimbursement up to \$1,500 per eligible child and proof of completion and subject to eligibility and program requirements
Education Assistance:	Reimbursement up to \$1,500 per calendar year upon proof of completion and subject to eligibility and program requirements.

Any cost for coverage on health benefits above the above plan shall be borne by the employee.

Eligibility for and duration of health benefits shall be in accordance with the applicable health benefits plan(s).

#### 14.2 Retirement.

CVEU unit members are covered under the State Teachers Retirement System and shall receive retirement benefits in accordance with legal requirements.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

M. M. M. M. M.  
CVEU Representative

Date: 12/13/18

K. M. M. M. M.  
ISCA Representative

Date: 12/13/18



## **TENTATIVE AGREEMENT**

**ISCA/CVEU**

**December 13, 2018**

### **ARTICLE 15 - SAFETY**

#### **15.1 Safe On-Site Working Conditions**

15.1.1 Based upon industry standards, unit members shall not be required to work in unsafe conditions or to perform tasks that endanger their health or safety.

15.1.2 For all on-site ISCA designated work events, the place for that event will be communicated to the Unit Member reasonably in advance. ISCA will make available its safety plans and provide professional development to Unit Members that includes training on implementation of the school safety plan.

#### **15.2 In-Home Working Conditions**

ISCA is not responsible for the safety of a unit member's home. Upon hire, and every other year thereafter, unit members shall complete ISCA provided training regarding office ergonomics and defensive driving. Following the above-referenced training, unit members may request an ergonomic assessment from ISCA regarding their home office.

#### **15.3 Dangerous Pupils**

ISCA administration shall inform unit members of any student placed under their supervision when ISCA has knowledge that the student has been convicted of a violent crime, or suspended for violence against a teacher or student.

#### **15.4 Assault**

15.4.1 Unit Members shall immediately report cases of assault and battery sufferance in connection with their employment to the appropriate law enforcement authorities of the city or county in which the incident occurred and to their immediate supervisor.

15.4.2 ISCA administration shall comply with any reasonable request from the Unit Member for information relating to the incident or the persons involved which is within the possession of ISCA administration and which would not violate any person's privacy rights or be otherwise privileged.

15.4.3 ISCA will provide a reasonable period of paid release time to a unit member when he/she is required to make a statement to the police or appear in court in



connection with any school-related incident.

- 15.4.4 Unit members who believe their safety, or the safety of other students, to be endangered by a student's actions should refer such student to their supervisor or designee.

15.5 CPR and First Aid Training

If CPR and first aid training are required as a part of the unit member's position, ISCA shall provide such training at its cost or shall provide reimbursement for ISCA approved training regarding such subjects.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

*nt* *M. J. [Signature]*  
CVEU Representative

Date: 12/13/18

*Kimberly Adams* *KO*  
ISCA Representative

Date: 12/13/18

## TENTATIVE AGREEMENT


Insight/CVEU

March 21, 2019

### ARTICLE 3 – TERM OF AGREEMENT

- 3.1 The term of this Agreement shall be from the date of full ratification by both parties through June 30, 2021.
- 3.2 While agreement to the initial collective bargaining agreement closes negotiations for 2018-2019, for 2019-2020 and 2020-2021, each year, either party may elect to reopen salary and health benefits and up to two (2) articles each.
- 3.3 During the term of this Agreement, there shall be no strike by employees or lockout by Insight or unilateral imposition in the event of exhaustion of impasse procedures. This section of this Article shall lapse at the termination of this Agreement.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
\_\_\_\_\_  
CVEU Representative

  
\_\_\_\_\_  
Insight Representative

Date: 3/21/19

Date: 3-21-19



## **TENTATIVE AGREEMENT**

**Insight/CVEU**

**March 21, 2019**

### **ARTICLE 8 - EVALUATION PROCEDURES**

#### **1. Purpose**

These evaluation procedures include an administrative assessment/observation of evidence concerning the quality of teaching based upon the standards as defined herein. The primary purpose of evaluation is the improvement of the professional practice of all unit members and thereby the improvement of the quality of education as measured by increased student achievement.

#### **2. Evaluation System**

Acknowledging that California Standards for the Teaching Professional has been taken into consideration in the creation of the unique Insight evaluation model, Insight shall utilize the applicable evaluation rubrics to evaluate unit members as follows:

- HS Teacher Evaluation Rubric
- HS Special Education Teacher Evaluation Rubric
- Academic Advisor Evaluation Rubric
- Guidance Counselor Evaluation Rubric

The single rubric evaluation should serve to foster positive and constructive reflection and dialogue between the evaluator and unit member.

#### **3. Annual Timeline**

- **November:** Insight administration notifies unit members who will be evaluated as well as identifies the assigned evaluator, and initial observations will commence.
- **January- March:** Evaluators complete evaluation conferences with unit members to be evaluated.

#### **4. Frequency of Evaluation**

- A. Unit members will be formally evaluated every year. Insofar as employment is continued for a unit member receiving either a basic (needs development) or an unsatisfactory formal evaluation rating, such unit members will off cycle for evaluation, but will be subject to the annual evaluation process as noted herein.

- B. A formal observation shall be conducted each year for such unit members.
- C. Unit members may receive ongoing feedback and informal observations.

**5. Evaluator**

- A. The School will assign the administrator designated to complete the evaluation and report that assignment to the unit member as early as practicable but no later than 30 calendar days prior to the evaluation conference.
- B. A unit member may not evaluate another unit member.

**6. Process for Evaluation**

**A. Goal Setting Conference**

Goals are set at the previous evaluation or in the case of a new unit member within thirty (30) calendar days of the start of their first evaluation year.

**B. Informal Observations**

Informal Observations may be conducted throughout the year. If, during an informal observation, the evaluator notices serious concerns, then the evaluator must meet with the unit member within five (5) work days, or within a reasonable time as agreed by the evaluator and the unit member, to discuss these concerns. In said discussion, concerns should be noted with specific recommendations for improvement as well as meaningful guidance and assistance necessary to help the employee improve performance.

**C. Formal Observations**

There shall be at least one formal classroom observation each in an evaluation year. Each observation shall utilize the appropriate standards and forms. Formal Classroom Observations shall last for no fewer than thirty (30) minutes.

**D. Correcting Deficiencies**

In the case of serious concerns noted in an observation, the evaluator shall:

- Provide notification of the serious concerns along with an explanation of concerns.
- Schedule a meeting to discuss improvement. At this time, specific areas of concern shall be identified along with suggestions or directives for improvement.



The evaluator shall offer additional resources to assist with improvement which may include but are not limited to the following: support from administration, support and coaching, professional development, observation of demonstration lessons, administrator determined and accompanied visitations to other classes and other techniques to measure improvement, time scheduled to monitor progress.

**7. Summative/Final Evaluation Report**

- A. The Head of School or designated administrator shall produce the Final Formal Evaluation of each unit member employed at the time for such evaluations, based upon information gathered from formal observation(s), informal observation(s), and the unit member's evidence.
- B. Final evaluation forms shall include a performance rating that will serve as the official record documenting the unit member's performance. The final evaluation form shall utilize the following performance ratings:
  - i. Exceeds Expectations
  - ii. Meets Expectations
  - iii. Needs Development
- C. A final evaluation conference between the unit member and evaluator shall be held no later than thirty (30) calendar days prior to the last day of the unit member's work year. Each unit member will be informed prior to the final conference if they will be receiving an unsatisfactory or basic evaluation and have the right to be accompanied by a union representative.
- D. The unit member shall have ten (10) calendar days to review and sign the evaluation and add a written response. Any written response of the unit member to the evaluation shall be attached to the evaluation and included in the unit member's personnel file. The signature of the unit member shall indicate receipt of the document, not necessarily agreement therewith.
- E. In the case of serious concerns noted in the summative/final evaluation, if employment continues, the evaluator shall:
  - Provide notification of the serious concerns along with an explanation of concerns.
  - Schedule a meeting to discuss improvement. At this time, specific areas of concern shall be identified along with suggestions or directives for improvement.

The evaluator shall offer additional resources to assist with improvement which may include but are not limited to the following: support from administration, support and coaching, professional development, observation of demonstration

lessons, administrator determined and accompanied visitations to other classes and other techniques to measure improvement, time scheduled to monitor progress.

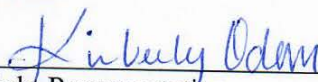
**8. Employment Status Not Affected by This Article**

Neither this Article or any of its provisions is intended to alter any rights of the unit member or Insight as stated in this Agreement, including those rights as stated in the article entitled, "Employment Status."

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
\_\_\_\_\_  
CVEU Representative

Date: 3/21/19

  
\_\_\_\_\_  
Insight Representative

Date: 3-21-19



## **TENTATIVE AGREEMENT**

### **ISCA/CVEU**

#### **ARTICLE 11 - PROFESSIONAL WORK DAY/WORK YEAR**

##### **11.1 Work Day**

As professional exempt employees, unit members are required to be in active work status (give full attention to the duties and responsibilities of the position) between the hours of 8:30 a.m. to 4:00 p.m. each work day (excluding holidays and weekends). As a professional, it is understood that work is likely required from time to time beyond business hours in order for each unit member to adequately fulfill his or her responsibilities.

Unit members teaching content areas such members shall be free of administratively scheduled sessions one day per work week.

Unit members will be scheduled no more than one hour per week of administratively scheduled meetings.

##### **11.2 Work Year**

Effective for the 2018-2019 school year, the work year for unit members shall be two hundred and six (206) work days, which includes one hundred and eighty (180) instructional days and twenty-six (26) non-instructional days. The last day of the academic work year of 2018-2019 shall be June 19, 2019.

Effective July 1, 2019 and thereafter, the work year for unit members shall be one hundred ninety-eight (198) work days, which includes one hundred eighty (180) instructional days and eighteen (18) non-instructional days.

Each school year the calendar shall include two (2) non-instructional days between the close of each quarter and the commencement of a new quarter for the purpose of unit members completing non-instructional duties. Such duties include but are not limited to the following: completing work records, course closure, and course set-up. During these two (2) days, unit members shall not be required to complete professional development requirements or attend staff meetings or other events scheduled the administration during this time.

##### **11.3 Required Teaching Hours**

Teaching is defined as planned standards-based, teacher-led activities designed to ensure student learning of Insight adopted curriculum consistent with the California state standards. Teaching also includes administratively scheduled and unscheduled/flex instructional teaching time. All general education instructional unit members shall provide fifteen (15) hours of instructional teaching time per work week. Instructional teaching

time shall consist of:

- English Language Arts and Mathematics: ten and one-half (10.5) hours of scheduled and four and one-half (4.5) hours of unscheduled teaching time.
- History and Science, six (6) hours of scheduled and nine (9) hours of unscheduled teaching time.
- Physical Education, Technology and Careers: three (3) hours of scheduled and twelve (12) hours of unscheduled teaching time.
- Academic Advisors, one (1) hour of scheduled and fourteen (14) hours of unscheduled teaching time.

Unscheduled/flex time shall include one-on-one sessions, small group, large group, tutoring, office hours, phone calls, recorded instruction, feedback, etc.

Education Specialists shall be required to provide no less than twenty-five (25) hours of instruction each week (as defined in the first paragraph of 11.3).

- In addition to those activities defined above which constitutes instruction, the following duties shall also count toward the minimum requirements for instruction: preparation and attendance at IEPs and required student assessment.

Unit members shall be provided a substitute teacher (if available) for previously scheduled sessions that are missed due to time off due to illness.

#### **11.4 Duty-Free Lunch Break & Passing Period**

Each unit member is entitled to a thirty (30) minute duty-free lunch break to be scheduled approximately during the middle of the work day unless an alternative arrangement has been made and advance notice has been provided to the unit member's supervisor. The duty-free lunch break shall not interfere with live sessions or professional development and/or collaboration time.

There shall be a fifteen (15) minute passing period for students and teachers between all administratively scheduled classes.

#### **11.5 Caseload Limitations**

Caseloads for unit members shall be measured by the following:

- Academic Advisors: By verification of average daily attendance of 95% following each learning period.
- General Education Teacher: Total class roster.
- Special Education Teacher: Total class roster.



### **11.6 Homeroom Specific Caseload Targets**

The below caseload limits/targets shall be in place beginning July 1, 2019 for unit members for all learning periods in the school year except when the learning period has 10 or more school days in the month of October or February, during which the cap is raised for all homeroom targets by an additional 4 students. These exceptions shall not apply to more than two (2) learning periods per academic year.

**Academic Advisors:** 120 homeroom students per one full-time equivalent.

**English/Math:** 140 content/roster students per one full-time equivalent.

**Social Science/Science/World Language:** 160 content/roster students per one full-time equivalent.

**Electives:** 200 content/roster students per one full-time equivalent.

**Physical Education:** 350 content/roster students per one full-time equivalent.

**Guidance Counselor:** 500 student caseload per one full-time equivalent.

**Special Education:** 28 student caseload per one full-time equivalent.

### **11.7 Payment When Caseload Limits/Targets Exceeded**

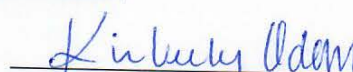
In the event of an overage in any of the above caseload limits/targets specified in Section 11.7 which continues for more than 50% of the learning period (10 school days), the following payments shall be made:

- \$60 per learning period per student over the limit paid for more than 10 days.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

  
\_\_\_\_\_  
CVEU Representative

Date: 3/21/19

  
\_\_\_\_\_  
ISCA Representative

Date: 3-21-19

## **TENTATIVE AGREEMENT**

**ISCA/CTA**

**March 21, 2019**

### **ARTICLE 13 – COMPENSATION**

#### **1. Salary Schedule**

Effective July 1, 2018, the certificated salary schedule shall be as stated in Appendix A.

This schedule is based upon 197 work days (180 instructional days and 17 Non-School Days).

Negotiations for 2018-2019 is closed.

#### **2. Years of Service Credit for New Hires**

Upon hire, new unit members will be granted up to three (3) years of service credit for previous credentialed employment within California.

For those unit members who were employees of ISCA as of July 1, 2018, each such member shall receive a one-time payment of \$750 for each year of prior service (for up to three years) with ISCA and/or other public-school employers. This payment shall be made no later than April 30, 2019.

#### **3. Expense Reimbursement**

Not to exceed \$3,300 per school year, unit members shall receive reimbursement for approved actual expenses per school policy to cover expense reimbursements for school related expenses including but not limited to mileage, supplies, in-home set-up, home office furniture, home phone, cellular phones, internet, Live Scan test, printer supplies, travel and hotel within California. The limit noted above does not apply to School Psychologists who are reimbursed for actual expenses through the School's reimbursement policy. Should any unit member request less than \$3,300 in reimbursements under the Schools' reimbursement policy in any such school year, the unit member shall receive a one-time taxable payment of seventy-five percent (75%) of the remaining balance, to be paid no later than twenty (20) days following the last day of the school year.

Subject to the reasonable and necessary conditions as stated in the School's reimbursement policy there shall be no cap on the categories of reimbursement.



Although not subject to grievance or arbitration, the School's Reimbursement Policy is attached hereto as Appendix "B."

**4. Work Year**

The above annual salary is based upon a work year of one hundred ninety-seven (197) work days, one hundred eighty (180) of which are instructional, and seventeen (17) of which are non-school days.

**5. Column Advancement**

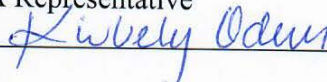
Column advancements on the salary schedule are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered.

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

CVEU Representative



ISCA Representative



Date: 3/21/19

Date: 3-21-19



## Expense Reimbursement Policy

### Expense Reimbursement Policy: Teaching and Support Staff

Insight Schools of California ("Insight") understand that their employees will incur expenses in carrying out their jobs as employees of INSIGHT schools. Therefore, the INSIGHT schools have created a policy providing for and detailing the reimbursement of all job-related expenditures, which includes a request procedure for non-consumable items such as equipment, desks, etc. and a reimbursement process for consumables such as paper, postage, ink, etc. Employees are required to submit all job-related expenditures incurred to ensure that INSIGHT has the opportunity to make proper monthly reimbursement, as described below.

As required by law, INSIGHT will fully reimburse its employees for all expenses that are incurred as a direct result of doing their jobs, provided that they are reasonable and necessary ("reasonable and necessary" expenses). In addition, consistent with the collective bargaining agreement, INSIGHT may within its sole discretion reimburse employees for additional discretionary expenditures, which are not necessary for the job but which the employee independently chooses to incur in order to enhance teaching or encourage learning ("discretionary" expenses). While all reasonable and necessary expenses will be reimbursed, in no event will INSIGHT reimburse discretionary expenses in excess of the amount set by the collective bargaining agreement.

Employees may submit a request for any non-consumable items which includes, but is not limited to, the following: desks, chairs, etc. Unit members shall be provided with two or more options and a description/photo for such items. These items will be sent directly to the employee for their use during their employment. If needed, reclamation labels will be sent to the employee to return these items to the school upon end of employment. The technology package, which includes a laptop, printer, drawing tablet, etc. will be provided by the School and replaced as needed by the School, and such items are not subject to the reimbursement policy, amounts, etc.

Employees shall submit an expense report as per the guidelines below for all consumable items:

- Employees must submit expense reports for all expenses to the Head of School or designee for approval.
- The report must be accompanied by itemized receipts for all charges. In the case of mileage, a map showing the mileage for the trip must be submitted.
- Expenses should be submitted for reimbursement within 30 days of occurrence.
- Any denied expense, whether necessary or discretionary, may be appealed to the Head of Schools or his/her designee.

Any falsification of expense reports will be grounds for discipline, up to and including termination from employment. Employees are expected to make a diligent effort to limit expenses to economical options, recognizing the importance of good stewardship of tax payer dollars. Questions regarding this policy or extenuating circumstances should be directed to your supervisor or to Human Resources.

### Common Reasonable and Necessary Expenditures for Consumable Items:

The following are common expenditures that are routinely reimbursed pursuant to applicable law:

#### **Office Expenses – Consumable Items:**

Office-related expenses must be necessary to complete INSIGHT job duties and be directly incurred as a result of such duties. These expenses may include the following:

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M



## Expense Reimbursement Policy

- Classroom Supplies, materials, student incentives, etc.: Items must be solely for the use of employee in his/her required duties.
- Postage to mail items to students or INSIGHT office as required by school policies. Postage for any other reason must be pre-approved
- Live Scan: Reimbursed for actual cost

### Phone Expenses:

- Reimbursed at actual cost up to \$60.00 per month
- Phone expenses are limited to the *employee's share* of plan cost, taxes, and access
  - Example: a phone plan is shared between 3 lines. The cost of the plan is \$60; each line pays an individual access fee, taxes are \$12. The reimbursable amount is 1/3 of the plan cost (\$20), 1/3 of the taxes (\$4), and the access fee associated with the employee's line.
- Insurance plans, phone/equipment installment plans, overage fees and/or additional paid services associated with the phone line generally are not reimbursable expenses.

### Internet:

- Reimbursed at actual cost up to \$75.00 per month

### Travel:

Only expenses incurred on behalf of a INSIGHT school are eligible to be reimbursed. Economical and responsible use of school funds has priority over personal convenience or preference.

Examples of acceptable travel may include, but are not limited to:

- Professional Development or In-person meetings assigned by the school
- Assessment of students
- In-person instruction of students
- School-sponsored events such as graduation, culmination and outings

Examples of unacceptable travel-related charges include, but are not limited to:

- Charges for personal goods and services incurred during travel
- Entertainment-related charges incurred during travel
- Travel not related to school business

### Mileage:

- Reimbursed for actual miles driven using a personal vehicle for INSIGHT travel; reimbursed at the IRS rate on the date of travel.
- Mileage is calculated from the employee's home office to the approved location based on the most direct route.

### Meals:

- Reimbursed at actual cost incurred up to \$50 (limit \$20 per meal) per day when traveling more than 100 miles\* (one-way) from home office or when travel requires an overnight stay.
- Alcoholic beverages are not reimbursable.

### Hotel:

- Prior approval required.

## Expense Reimbursement Policy

- Reimbursed at actual cost.
- Where practical, rooms should cost no more than \$150 per night. Higher limits will be considered should local prevalent room rates require a higher amount.
- Must travel more than 100 miles\* (one-way) from home-office for consideration.

### Flight:

- Requires pre-approval.
- Reimbursed when travel from home office to school-required meeting is such that driving is impractical.
- Flights may be secured by the Head of Schools or designee if requested.

If an employee believes that he or she has incurred or will need to incur travel expenses falling outside of the limits as prescribed by this policy, he or she should discuss the matter with the Head of Schools or other designee.

### Non-reimbursable Expenses

The following items are generally not considered reimbursable. This is not an exhaustive list. As with all other expenses, should an employee believe that incurring any of the following expenses would be reasonable and necessary in carrying out their jobs, they should speak with the Head of Schools or other designee.

- Airline headsets
- Airline, auto or hotel memberships
- ATM fees
- Barbers and hairdressers
- Child care
- Clothing
- Delinquent credit card fees
- Fines incurred while traveling for school business
- Gum, candy, cigarettes
- Health club dues
- Hotel mini-bar
- In room movies
- Mileage incurred for personal reasons
- Magazines, books, newspapers for personal use
- Personal entertainment (including, but not limited to sporting events or movies)
- Personal toiletries
- Pet care
- Travel, Flight or luggage insurance
- Travel upgrades

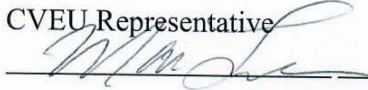
*\*there are some instances in which mileage may be less than 100 miles but time of travel is excessive (2 hours), in these cases staff should work with Head of Schools or designee to have additional travel expenses approved.*



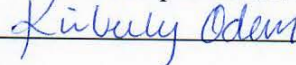
	Single Subject (Teacher & Advisor)		Special Education		Guidance Counselor
	BA Salary	MA Salary	BA Salary	MA Salary	Salary
1	48,064.44	49,626.53	\$ 56,000.00	\$ 57,960.00	\$ 59,160.00
2	49,266.05	50,867.20	\$ 57,400.00	\$ 59,409.00	\$ 60,639.00
3	50,497.70	52,138.88	\$ 58,835.00	\$ 60,894.23	\$ 62,154.98
4	51,760.14	53,442.35	\$ 60,305.88	\$ 62,416.58	\$ 63,708.85
5	54,348.15	56,114.47	\$ 63,321.17	\$ 65,537.41	\$ 66,894.29
6	55,706.86	57,517.33	\$ 64,904.20	\$ 67,175.84	\$ 68,566.65
7	57,099.53	58,955.26	\$ 66,526.80	\$ 68,855.24	\$ 70,280.82
8	58,527.02	60,429.14	\$ 68,189.97	\$ 70,576.62	\$ 72,037.84
9	59,990.19	61,939.87	\$ 69,894.72	\$ 72,341.04	\$ 73,838.78
10	62,989.70	65,036.87	\$ 73,389.46	\$ 75,958.09	\$ 77,530.72
11	64,564.44	66,662.79	\$ 75,224.19	\$ 77,857.04	\$ 79,468.99
12	66,178.55	68,329.36	\$ 77,104.80	\$ 79,803.47	\$ 81,455.71
13	67,833.02	70,037.59	\$ 79,032.42	\$ 81,798.55	\$ 83,492.11
14	69,528.84	71,788.53	\$ 81,008.23	\$ 83,843.52	\$ 85,579.41
15	71,267.06	73,583.24	\$ 83,033.44	\$ 85,939.61	\$ 87,718.89
16	73,048.74	75,422.83	\$ 85,109.27	\$ 88,088.10	\$ 89,911.87
17	74,874.96	77,308.40	\$ 87,237.00	\$ 90,290.30	\$ 92,159.66
18	76,746.83	79,241.11	\$ 89,417.93	\$ 92,547.56	\$ 94,463.65
19	78,665.50	81,222.13	\$ 91,653.38	\$ 94,861.25	\$ 96,825.25
20	80,632.14	83,252.69	\$ 93,944.71	\$ 97,232.78	\$ 99,245.88

SUBJECT TO FINAL RATIFICATION BY THE PARTIES:

CVEU Representative



ISCA Representative



Date: 3/21/19

Date: 3-21-19