

MEMORANDUM OF UNDERSTANDING
between
SANTA MARIA-BONITA SCHOOL DISTRICT
and the
SANTA MARIA ELEMENTARY EDUCATORS ASSOCIATION
REGARDING COVERAGE OF UNFILLED VACANCIES

The Santa Maria-Bonita School District (“District”) and the Santa Maria Elementary Educators Association (“Association”) (hereinafter referred to as “the Parties”) met on November 14, 2022, in facilitated bargaining, regarding coverage of unfilled vacancies.

The district continues to explore multiple models to increase our substitute teacher availability pool. Applicants with 90 credits are hired under the Emergency Substitute Teaching Permit. At the same time we are moving forward recruiting eligible applicants to provide sites with “Resident Subs” to fill those vacancies not filled by our regular substitute teacher pool.

The purpose of bargaining was to reach an agreement as to how unfilled vacancies throughout the Santa Maria-Bonita School District and its 21 school sites would be addressed to ensure a safe and secure learning environment for our students and staff.

The parties agreed to the following:

1. Daily Site communication between site administrators, all staff, and Human Resources as follows:
 - a. Site administrators shall communicate daily with staff to know who is covering unfilled vacancies and when, as best as possible;
 - b. This communication also demonstrates the equitable distribution of non-classroom certificated staff;
 - c. Site administrators will communicate with HR as to the number of instances where redistributing students was necessary on a weekly basis. (For example: 6 classrooms needed to be redistributed this week.);

2. Weekly District Communication from Human Resources as follows:
 - a. The District will provide weekly District-Wide Certificated Total Absences, Unfilled Vacancies, and redistributed students per site, through a view-only Google Doc in a shared folder;
 - b. This data is collected from Frontline Absence Management, and will include additional data from sites with regard to the number of instances where redistributing students was necessary;

3. Agreed-Upon equitable rotation of non-classroom certificated staff, as follows:
 - a. Site administration will equitably rotate the following non-classroom assigned certificated staff: District TOSAs if assigned to the site, Site ELD Coach; Site Instructional Coach, Counselor; Dean; and Assistant Principal/Principal;
 - b. It is understood that at least one administrator will not be used in the rotation and at least one counselor at each junior high school will not be used in the rotation;
 - c. Site administration recognizes that the redistribution of students is only to be used as a last resort when all other options are being used, and vacancies still exist;
4. When students from an unfilled class require to be redistributed, as the last resort option, the following will occur:
 - a. Students will be redistributed to other similar grade level classes, with no more than 15 per class;
 - b. Teachers will be compensated at the rate of \$53.62 for providing up to 3.25 hours of coverage and \$106.24 for providing for 3.25 hours or more;
 - c. After receiving redistributed students, the teacher will communicate with the Project Clerk regarding the EWR. Project Clerks will use a sign-in log similar to the Substitute Sign In Log currently in place;
5. Teachers (TOSAs, site ELD Coaches, site Instructional Coaches) who are pulled from their regular work to provide substitute coverage to a classroom will be compensated at the \$75 half-day rate (up to 3.25 hours), or \$150 full-day rate (more than 3.25 hours) through the EWR process;
6. It is acknowledged that a non-classroom teacher may not be able to fulfill all of their assigned work that would normally occur during the 6.5 hour workday (example: pull student groups);
7. Junior high teachers will be compensated at the hourly rate of \$52.82 when subbing during a prep period; Junior high counselors will be compensated at the hourly rate of \$52.82 for the first period; If subbing more than one period, junior high counselors will be compensated at the \$75 half-day rate (up to 3.25 hours), or \$150 full-day rate (more than 3.25 hours) through the EWR process;
8. Upon signing of this Memorandum of Understanding, the compensation noted in #4, #5, and #7 above shall go into effect retroactively to July 1, 2022;
9. The terms of this MOU shall not be utilized as precedent for any reason whatsoever;
10. This MOU shall expire June 30, 2023. The parties may mutually agree, in writing, to extend the terms of this MOU.

Executed this 15th day of November 2022

Jose Segura, SMEEA President
For the Association For the District

Joanne Cameron Ed.D., Asst. Supt, HR

2022-2023
SANTA MARIA-BONITA SCHOOL DISTRICT
Cetificated Substitute Salary Schedule

STEP	* CERTIFICATED SUBSTITUTE	** SPECIAL EDUCATION SUBSTITUTE	***CHILD DEVELOPMENT SUBSTITUTE
A (1-10 Days)	\$150.00	\$150.00	\$100.00
B (*11-20+ Days)	\$185.00	\$195.00	\$110.00

* Consecutive days in the same class/assignment

** Applicable Special Education Credential required for assignments lasting more than 10 days in the same class/assignment.

*** Child Development Permit rate applies to substitutes who only have a child Development Permit and no Emergency Sub Permit or Teaching Credential. They may only sub in Preschool Classes. Substitutes with Emergency Sub Permits or Teaching Credentials receive the Certificated Substitute rate when subbing in a Preschool class.

Effective: 08/12/2021
Board Approval: 08/11/2021