CAVE CREEK UNIFIED SCHOOL DISTRICT

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2024-2025

Certified Master Agreement

Cave Creek Unified School District #93
33016 N 60th Street
Scottsdale, AZ 85266
www.ccusd93.org
480-575-2000

Certified Employee Master Agreement
between Cave Creek Unified School District
and the Cave Creek Education Association

The purpose of the Certified Master Agreement is to:

1. Outline the process for Certified employee negotiations.
2. Outline the negotiated and/or agreed upon elements of policy implementation, compensation, benefits and working conditions.

Article I: Definitions

For the purposes of this Agreement, the following definitions shall apply:

1. *Administration* will mean the administrative representatives officially designated by the Superintendent's Cabinet
2. *Association* will mean the Cave Creek Education Association (CCEA)
3. *Association Representative* will mean the officially designated representatives of the Cave Creek Education Association (CCEA)
4. *Board* will mean the Governing Board of the Cave Creek Unified School District
5. *Certified Employee* will mean any non-administrative employee who holds a certification from the Arizona Department of Education
6. *District* will mean the Cave Creek Unified School District
7. *Teacher* will mean a certified teacher employed by the District

Article II: Interest-Based Negotiations

The Cave Creek Unified School District and the Cave Creek Education Association agree to use Interest Based Negotiations (IBN).

1. IBN is defined as:
   a) A collaborative process used to address issues of compensation, benefits and working conditions.
   b) A non-adversarial process used to achieve common goals in order to build trust and respect and to enhance employee morale.
   c) An interest-based process for communicating, solving problems and negotiating.
   d) A set of principles and techniques related to communication and consensus building.
   e) A process that serves all employees, students, and the community.

2. 2024-2025 IBN Purpose Statement:
   The purpose of the Interest Based Negotiation Process is to develop trust, respect, and act in good faith by:
   a) Serving as advocates for ALL staff through transparency and collaboration
   b) Supporting the vision and mission of the District
   c) Fostering a positive approach to serve the needs of ALL students and staff
   d) Maintaining a clear form of communication back to our interest groups with a consistent message.

Article III: IBN/Committee Representation

1. The CCEA leadership will appoint representation on the IBN team and all other committees where working conditions, compensation and benefits will be discussed and decided. Other committees where CCEA representation will be appointed include, but are not limited to: calendar, professional growth, pay-for-performance (Classroom Site Fund – CSF), technology, and the evaluation system. Administration will work collaboratively with CCEA leadership to identify appropriate participation in the hiring process for certified staff and for administrative staff in accordance with the Superintendent's administrative hiring processes.
2. The Superintendent's Cabinet will appoint administrative representatives.

Article IV: Interest Based Negotiations Procedures

1. A contracted facilitator may be employed for IBN with associated costs being covered by the District.
2. The IBN model will be reviewed during the opening meeting.
3. The IBN team will establish a purpose statement, meeting norms, standards, caucus procedures, impasse procedures and other procedural elements at the opening meeting.
4. Interests and issues will be identified through employee surveys and all results will be shared transparently with the IBN team and the Superintendent's Cabinet.
5. The facilitator and the IBN team members will jointly establish the meeting dates/times, meeting agendas, timelines, and communication protocols.
6. If a substitute teacher is required so that Certified IBN team members can be present for all meetings that occur during the regular school day, the District will release the Certified employee for school business reasons and will cover the cost of the substitute teacher.
7. Administration, CCEA representatives and Classified representatives will present relevant data, records, reports, and other information necessary for informed and transparent decision-making on IBN-appropriate topics. Budgetary information, including income, expenses, current and projected student growth and costs associated with compensation and benefits, as well as anticipated revisions to contract language will be shared within the first three meetings of IBN.
8. At the conclusion of each IBN meeting, the IBN team members will draft and agree upon the communiqué that will be emailed to all employees within two days of the meeting.

Article V: CCEA Activities

1. The CCEA Executive Board shall receive a cumulative total of fifteen (15) professional release days for Association business. Each CCEA Board Member should not exceed five (5) professional days. The IBN meetings shall not be counted in this allocation.
2. CCEA members can participate in payroll deduction for their association dues. Association members will be required to complete a payroll deduction form at their initial request but will not need to complete a form annually unless they have a change in status or other information.
3. The CCEA may use school facilities at all reasonable hours for meetings in accordance with Governing Board policies and Title 15 provided the meetings do not interfere with or interrupt normal operations.
4. The CCEA and its state-level affiliate shall be permitted to discuss matters pertaining to CCEA business with member-employees or new employees on district premises at reasonable times such as before or after school and during lunch breaks so long as such meetings or events do not interfere with or interrupt normal operations.
5. The CCEA may place appropriately identified notices, circulars and other CCEA-related materials on designated bulletin boards, teacher mailboxes containing an identifying CCEA sticker in accordance with Governing Board policies and Arizona Revised Statutes.
6. The CCEA will be able to use their school site technology to communicate with CCEA members via email, phone, fax and inter-office mail. Providing their own copy paper, CCEA will also be able to use District copy machines to print a reasonable amount of material for distribution to its

membership. CCEA communication and materials distribution should be at no cost to the District. CCEA communication will adhere to all other District policies (i.e. technology use agreement, political propaganda, solicitation, etc.).

7. The CCEA President(s) or designees will meet monthly with the Superintendent, Human Resources or Cabinet designees to discuss matters related to employee concerns and to receive updates and gather feedback on current and pertinent District topics.
8. The CCEA Executive Board shall be apprised of any changes to contract language and/or contractual obligations prior to such changes being presented to the Governing Board for approval.
9. CCEA representatives, upon the request of a CCEA member-employee, may accompany, advocate, and provide guidance for the member during meetings related to professional conduct and/or conflict of interest.

Article VI: Certified Employee Supplemental Compensation

1. The Instructional Improvement Fund Allocation will be paid in a lump sum within 30 days of receipt of those funds from the State. The CCEA President will notified as soon as it is known when the monies will be available.

2. Teachers with National Board Certification will receive a $1,500 stipend distributed per paycheck.

3. A Loyalty Stipend in recognition of service in CCUSD will be paid with the first paycheck in October. Service is based on completion of years from the previous year and in accordance with the following scale:
   a) 5-9 years = $500
   b) 10-14 years = $800
   c) 15-19 years = $1100
   d) 20-24 years = $1500
   e) 25 + years = $2000

4. Classroom Site Fund (CSF) monies for eligible Certified employees shall be allocated as follows:
   a) $6,900 distributed throughout the year.
   b) $500 for Pay-for-Performance distributed in June.

5. Teachers with a doctorate degree will receive a $1,500 stipend paid throughout the year.

6. In the event that a teacher is required to in-house sub for an absent teacher, the teacher will be compensated at $35/class period. It should be noted that Elementary teachers are eligible for this class coverage amount when/if they give up their prep period to cover as an in-house sub. However, Elementary schedules do not always lend themselves to simple coverage during a prep period. In these situations, Elementary Principals should work with CCEA representatives to communicate a plan for coverage and compensation.

Article VII: Professional Workday

1. Governing Board Policy 4-102.A defines the professional workday for Certified employees (professional staff) as the following:
    a) The normal workday is seven hours and 45 minutes. Site-level administration will establish the seven hours and 45 minutes schedule for their staff in the best interest of staff, students and the community.
    b) Teachers will be allotted a duty-free, 30-minute lunch period each day unless a contravening situation occurs.
    c) Teachers will be guaranteed at least four, forty-minute prep periods each week unless a contravening situation occurs.

2. Governing Board Policy 4-102 states that:
    a) Each teacher is expected to play a constructive role by attending and participating in faculty meetings, department meetings, and/or grade-level meetings.
    b) Teachers may be required to attend no more than one (1) faculty meeting per week. This meeting shall not begin more than one (1) hour before the start of the school day if held in the morning and shall not extend more than one (1) hour past the end of the school day if held in the afternoon.

3. Administration shall make every effort to schedule staff development during designated early release days.

4. In accordance with Governing Board Policy 4-108: Professional/Support Staff Telecommuting, eligible employees who meet applicable eligibility criteria and guidelines may participate in telework at the discretion of the supervisor. Notice shall be provided in advance to the department of Human Resources and the applicable senior leadership team member.

Article VIII: Preservice Days

1. Fifty percent (50%) of preservice days will be dedicated to teachers as unscheduled and uninterrupted time with the understanding that extenuating circumstances and mandated trainings may occasionally impede on teacher planning time.

2. Teachers will be expected to be on campus in order to accomplish room set-up, and/or complete self-paced training modules and other professional activities so that teachers and classrooms are fully prepared for the return of students during this allotted time on preservice days.

3. Administration will make every effort to avoid/prevent the adoption of new initiatives for the 2024-2025 school year. It is understood that state or federally-mandated initiatives are an exception.

Article IX: Early Release Professional Development

1. Early Release days will be protected for Professional Learning Communities (PLC). Teachers are expected to participate in PLCs for the entirety of the designated PLC time notwithstanding staff development which may be scheduled at the outset of the early release time period. Administration will commit to honor and respect the time set aside for PLCs. Administration will make every effort

to create a schedule for PLC locations, expectations, calendars, processes and scope of work and present such to CCEA prior to the first day of the teacher contract. It is understood that extenuating circumstances may call for an interruption of the PLC meetings, but those circumstances must be the rare exception.

Article X: Allocation of General Leave

1. General Leave for Certified Staff will be allocated as six (6) days in August and the remaining six (6) days in January. The allocation is considered a "front-load" of General Leave.

Article XI: Term of Master Agreement

1. Should this Master Agreement expire before new or updated terms are reached, the provisions of this agreement shall remain in effect until a new agreement is reached.

2. Any revisions that need to be made due to budgetary constraints will be reviewed by the IBN team. Likewise, additional monies received by the District (surplus funds) will be presented to the IBN team for their input with regard to possible salary/benefits allocations.

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This agreement is made and entered into this ____day of June, 2024 between the Cave Creek Education Association (CCEA) and the Cave Creek Unified School District (CCUSD).

For CCEA:

Trish Doran, Co-President Date

Andrew Cupo, Co-President Date

For CCUSD:

Janet Busbee, Governing Board President Date

Bill Dolezal, Superintendent Date