

## **ARTICLE 26. CONTRACT ADMINISTRATION COMMITTEE**

### **Section 26.1: STRUCTURE**

The Parties agree to establish a Contract Administration Committee composed of five (5) representatives appointed by the Association and five (5) representatives appointed by the District.

### **Section 26.2: PURPOSE**

The purpose of this Committee shall be to meet periodically as needed, to resolve contract administration issues which may arise from time to time during the term of this Agreement. In addition, the Committee shall also address the following issues as required by the Collective Bargaining Agreement:

- 26.2.1. Problems related to access to district premises as defined in Section 5.3.
- 26.2.2. Problems related to the use of association leave for association business as set forth in Section 5.4.3.
- 26.2.3. Negotiate the District's Master Calendar as established in Section 8.2.2.
- 26.2.4. Receive and act upon requests from unit members whose application for donated sick leave has been denied as specified in Section 10.22.
- 26.2.5. Review Site Security Plan Criteria as set forth in Sections 11.6.2.
- 26.2.6. Problems relating to implementation of dress codes (if any) as set forth in Section 11.12.
- 26.2.7. Receive any recommendations regarding the Transfer Monitoring process established in Section 12.2.12.
- 26.2.8. Review monthly class size reports of secondary academic classes, utilize data for future negotiations and develop recommended solutions to outstanding class size problems as established in Sections 13.5.5. and 13.5.6.
- 26.2.9. Negotiate impacts and effects of layoff as established in Section 19.2.2.
- 26.2.10. Receive and act upon any proposed contract waivers as established in Section 25.3.
- 26.2.11. Implement provisions of Article 25 which are assigned to the C.A.C., including resolution of site shared decisionmaking disputes in accordance with Section 25.4., contract and procedure waivers as defined in Section 25.5., implementation of pilot schools as established in Section 25.6., and facilitate the development and implementation of governance team training as established in Section 25.4.
- 26.2.12. Receive and act upon the report of the Intern Coordination Committee as established in Section 27.7.
- 26.2.13. Receive and act upon recommendations from the Special Education Caseload Committee as provided for in Section 30.6.

**Section 26.3: AUTHORITY**

The Committee shall have the authority to resolve contract administration issues subject to ratification by the Association and the District as appropriate.

**Section 26.4: MEETING SCHEDULE**

The Committee shall meet as determined by mutual agreement. Meeting times and locations shall be by mutual agreement.

**Section 26.5: COMMUNICATION**

Minutes of meetings shall be kept and distributed to the Board of Education, district executive leadership, and Association Board of Directors.

**Section 26.6 CAC TASK FORCES**

Task forces and committees may be created whenever, as an outgrowth of discussions between the parties, it is mutually agreed that an issue or concern should be explored through this process. These task forces and committees shall report their recommendations directly to CAC regarding these issues or concerns.

- 26.6.1. Each task force or committee will be jointly chaired by a district and association appointee. The co-chairs will be responsible for scheduling meetings and agenda planning.
- 26.6.2. Each task force will meet with a specific written charge as developed by the CAC. At the request of either task force co-chair, CAC members will attend the task force meeting to identify or clarify focused areas for the task force to consider.
- 26.6.3. Parties will appoint their representatives and communicate such appointment in a timely manner.
- 26.6.4. Members of each task force will be provided necessary release time to complete the task during their regular work day.
- 26.6.5. Each task force will be assigned a scheduled completion date. Each task force will report monthly to CAC regarding its progress.
- 26.6.6. The parties agree that each will work with its appointed members to rectify problems related to scheduling, attendance, or participation in the completion of the written charge.