

## **ARTICLE 22**

### **PROFESSIONAL IMPROVEMENT**

### **GROWTH**

22.1 The District and the Association support the principle of continuing training for professional educators, participation by professional educators in professional organizations in the areas of their specializations, and leaves for work on advanced degrees or special studies, foreign travel and participation in community education projects.

22.2 The Guidelines for Professional Growth/In-service shall be revised by the District and the Association and distributed to professional educators.

22.2.1 Continuing Education Obligations

It is recognized that there may be in-service offerings that professional educators are requested by the District to attend outside the normal professional work day described in Articles 6 to 8. In such cases, professional educators who agree to attend shall be paid at the professional educator's regular hourly rate under the salary schedule.

22.2.2 Tuition Reimbursement

- The District shall pay the full cost of tuition and other reasonable coursework expenses (e.g., laboratory fees, books, and the like) incurred in connection with any specific courses, workshops, seminars, conferences, in-service training sessions, or other such sessions in which attendance is specifically requested or required by the District. This section applies to coursework and other expenses (including testing and other licensure fees) related to adding other licensures requested by the District.
- The District shall reimburse professional educators for tuition cost for up to six (6) non-cumulative hours in a 12-month period for which graduate credit is granted by a college or university. Reimbursement shall be for the cost of tuition or the tuition rate for graduate courses at Portland State University, whichever is less. Coursework must be toward an advanced degree, TSPC licensure, professional education courses, or related to the professional educator's assignment. Evidence of a passing grade is required. Reimbursement shall not be made for books, lab fees, I.D. cards, gym fees, food, housing, transportation, supplies or other tuition expenses. Professional educators shall be reimbursed within sixty (60) days of submitting proof of satisfactory completion of the course. A professional educator must remain employed with the District for at least one (1) semester following reimbursement.
- Tuition reimbursement funds shall be available to temporary professional educators employed for a position that is expected to exist for more than one hundred thirty-five (135) days. In addition, a temporary teacher who is employed for less than one hundred thirty-five (135) days may apply and may be approved for tuition reimbursement if their building administrator supports their application for the funds. The temporary teacher who receives tuition reimbursement must remain employed with the District for at least one (1) semester following reimbursement if the District offers the temporary teacher continued employment.
- **Tuition reimbursement funds may be used by professional educators for fees associated with classes, workshops, and conferences that are necessary to obtain and maintain licensure.**

~~22.2.3~~ **National Board Teacher Examination Certification Fees**

Reimbursement shall also be made for the fee charged to a professional educator who takes and passes ~~the a State or National Board Teacher Examination Certification~~ to obtain a **licensure/credential/specialty area endorsement**. This amount shall be within the tuition cost as stated in Section 21.2.2.2.

22.2.4 **State-Approved Professional Exams**

A professional educator may access his/her their professional growth funds for requests for High Objective State Standards of Evaluation (HOUSSE) assessments or for State Approved Core Academic exams such as the Praxis or Oregon Educator Licensure Assessment (ORELA:NES). Professional educators shall be reimbursed following sixty (60) days of submitting documentation of a passing score or a copy of the HOUSSE request submitted to TSPC.

22.3 The District shall pay, either through reimbursement to the professional educator or direct payment to the appropriate agencies, for the cost of fingerprinting for licensure/certification renewal.

22.4 Because Speech and Language Pathologists participate in Medicaid billing for services, the District shall pay for licensure costs/fees for Speech and Language Pathologists to obtain or renew licensure from Board of Examiners for Speech-Language Pathology and Audiology.

22.5 Student Teachers/Interns

Upon mutual agreement between the professional educator and the District, student teachers, interns or observers may be placed with the professional educator. The District will request that the college or university advise the professional educators of the type and amount of honorarium to be paid at the time the professional educators are asked to be a supervising teacher/educational professional.

22.6 The District and the Association agree pipeline programs for future educators of color to join the District align with the District's and the Association's core values of racial equity and social justice and student achievement, particularly underserved students. The parties are in support of programs, such as the Portland Rise to Teach Teacher Program (PTP) and the District's Career Lattice Programs focused on educators of color, including the EA/Para-Teacher track and the Coach to Teacher Track. Applicants who have participated in the Portland Teacher Program, EA/Para-Teacher track, Coach to Teacher Track, or any other future Career Lattice Program focused on educators of color are eligible to receive letters of intent as described under Article 18.4.4.1.

22.7 Professional Growth Improvement Fund

The District agrees to annually budget a fund to pay the expenses of professional educators who work half-time (.5) or more to attend professional conferences.

22.8 A conference to be attended may be selected by the professional educator. Approval shall not be denied provided the conference ~~has a~~ **is consistent with District goals including racial equity, climate justice, or other** legitimate pedagogical purpose. Transportation, meals, lodging, and registration shall be deemed appropriate expenses. Meals shall be reimbursed at the IRS rate, which shall be adjusted annually. A professional educator attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation. The approval shall designate what portion, if any, of such leave time shall be charged against professional leave. Professional educators shall, upon request, submit a written report regarding such conferences. Professional educators are eligible for advances on professional improvement growth funds when necessary documentation is presented. If an advance is not requested, professional educators shall be reimbursed within thirty (30) days of submitting complete and accurate documentation of expenses.

22.8.1 Professional educators are eligible for advances on professional-improvement growth funds when necessary documentation is provided. If an advance is requested by the professional educator and such advance request is approved by the District, payment in consideration of that advance will be issued within thirty (30) days of the date the expense is expected to be incurred. Consistent with IRS regulation and District policies and procedures, the District's Travel/Training Expense Reimbursement Request Form and all supporting documentation of expenses related to the advance received must be submitted no later than sixty (60) days from the date the actual expense was incurred. The District shall notify the professional educator of the sixty-day (60-day) deadline when the member is approved for the funds, and thirty (30) days after the approved trip is scheduled to begin. For this provision "days" means calendar days.

22.8.2 If an advance is not requested, professional educators shall be reimbursed within thirty (30) days of submitting complete and accurate documentation of expenses. Consistent with IRS regulations and District policies and procedures, the District's Travel/Training Expense Reimbursement Request Form and all supporting documentation of expenses must be submitted no later than sixty (60) days from the date the expense was incurred.

22.8.3 If a professional educator submits for reimbursement beyond the sixty (60) day limit, the amount of reimbursement shall be reduced by the amount of employer and employee associated taxes.

22.9 A professional educator may access ~~his/her~~ **their** professional improvement funds for requests for High Objective State Standards of Evaluation (HOSSE) assessments or for State Approved Core Academic exams such as the Praxis or Oregon Educator Licensure Assessment (ORELA). Professional educators shall be reimbursed following sixty (60) days of submitting documentation of a passing score or a copy of the HOSSE request submitted to TSPC.

22.10 The cost of substitutes made necessary by attendance at conferences for which expenses are paid from the fund shall be borne by the District and shall not be charged against the fund.

22.11 The Guidelines for use of the Professional Growth Improvement Fund shall be revised by the District and the Association and distributed to professional educators. Under this Agreement, the following guidelines shall be implemented:

**22.11.1** One Thousand Five Hundred Dollars (\$1500) shall be available to professional educators only once every ~~three~~ **two** years.

22.11.2 Applications must be processed within one (1) week of being submitted by the professional educator.

22.11.3 These funds shall not be available to temporary professional educators unless the temporary educator is employed for a position that is expected to exist for more than one hundred thirty-five (135) days. In addition, a temporary teacher who is employed for less than one hundred thirty-five (135) days may apply and may be approved for Professional Growth Improvement Funds if their building administrator supports their application for the funds and expects the individual to be re-employed by the District the following year.



Grade Level	District Average Data	PAT Target	PAT Cap			
K	19.8	18	23			
1	21.1	20	25			
2	21.5	22	26			
3	21.5	22	26			
4	22.2	22	26			
5	22.5	22	26			
Middle Small	22-24	125	20.83	150	25	
Middle Large	25-27	125	20.83	150	25	
High Small	23-24	135	22.5	160	26.6	
High Large	25-26	135	22.5	160	26.6	





**ARTICLE 21**  
**MENTOR PROGRAM / PROFESSIONAL GROWTH**

**21.1 Professional Educator Mentor Program**

- 21.1.1 The District intends to maintain a mentor program for the purpose of providing support and assistance to new and/or inexperienced professional educators.
- 21.1.2 The District intends that the Professional Educator Mentor Program described in Article 21 of this Agreement, in addition to academic mentoring, also provide a culturally specific mentoring support program to newly hired educators of color, who may request a mentor of color. Educators of color who volunteer to provide this support shall be compensated at 3% percent of base salary, for each colleague they support. The District and the Association will meet by November 8th, 2021 to collaborate on developing a continuum of supports for new educators of color, including training for those providing culturally specific mentoring.
- 21.1.3 Depending on the needs of the District and the mentor program, mentors may be assigned on either a full-release or an extended responsibility basis.
  - 21.1.3.1 Full-release mentors shall be compensated according to placement on the salary schedule plus one thousand five hundred dollars (\$1500) per school year.
  - 21.1.3.2 Extended responsibility mentors shall be compensated according to placement on the salary schedule, plus they shall receive extended responsibility pay per school year in accordance with Appendix B.
- 21.1.4 The mentor program shall operate within the following parameters:
  - 21.1.4.1 A professional educator must have contract status and four (4) or more years of experience in the District in order to be eligible to be a mentor. No professional educator shall be designated as a mentor without ~~his/her~~ **their** consent.
  - 21.1.4.2 Mentors shall not participate in the evaluation of beginning professional educators (mentees). Observations made and data collected by the mentor shall be used solely for the purpose of providing assistance to the mentee and shall not be used in the evaluation of the mentee. Supervisors/evaluators and mentors shall not discuss individual mentee concerns/areas for improvement without the prior approval of the mentee. Written or other reports of a mentor regarding a mentee may not be used in the mentee's evaluation.
  - 21.1.4.3 The mentor program shall not be used as part of a Plan Program of Assistance<sup>1</sup> ~~for Improvement~~ for any professional educator.
  - 21.1.4.4 Collaborative Assessment Logs (CAL) shall not be shared with supervisors or used in the evaluation of the mentee. Self-assessment instruments shall not be used to evaluate mentors or mentees.
  - 21.1.4.5 Mentees shall not be required to develop additional professional goals beyond what is required in the *Portland Public Schools Handbook for Professional Growth and Evaluation*.
  - 21.1.4.6 Any professional educator released from regular duties to participate in activities related to the mentor program shall be released without loss of pay and shall not be charged leave. Mentors and mentees who are asked and volunteer to work up to five (5) days outside the standard school year shall be compensated at their per diem rate of pay.
  - 21.1.4.7 The ratio of mentors to mentees in the full-release model shall be no more than 1 to 15. Any change to the ratio shall be by mutual agreement between the District and the Association. The extended responsibility mentor model operates on a one-to-one basis.

<sup>1</sup> The language used here to describe a Plan of Assistance must be aligned to match the language in the Evaluation Handbook that refers to Programs of Assistance of Improvement.

- 21.1.4.8 The Association shall partner with the District in the selection of mentors. The Mentor Selection Rubric shall not be used to evaluate a professional educator. Videos of mentors' coaching practices shall not be used in the evaluation of mentors.
- 21.1.4.9 Reconsideration of assignments shall not result in a reduction of FTE assigned to any mentor.
- 21.1.4.10 ~~The mentor program may be expanded or discontinued at the discretion of the District.~~
- 21.1.4.11 Any Professional Educator new to the profession, or new to the District, who are required for licensure to complete a clinical fellowship (or equivalent requirement) will receive support from an Educator on Special Assignment for supervision related to the completion of their clinical Fellowship Year and/or for assistance transitioning to District systems.**
- 21.1.4.12 Special Educators new to the profession or new to the District will receive mentorship and/or peer support during the first three (3) years of employment in the District. When possible, this mentorship or support will be offered through a Special Education colleague at their work location who will be provided time in their workday to provide support and will be paid ER for each hour worked for any work done outside of the contract day. If no Special Educator is available at the work location, the District will provide a mentor or peer support from another work location.**

**ALL LANGUAGE BELOW HAS BEEN MOVED TO ARTICLE 22**

~~21.2 The Guidelines for Professional Growth/In-service shall be revised by the District and the Association and distributed to professional educators.~~

~~21.2.1 Continuing Education Obligations~~

~~It is recognized that there may be in-service offerings that professional educators are requested by the District to attend outside the normal professional work day described in Articles 6 to 8. In such cases, professional educators who agree to attend shall be paid at the professional educator's regular hourly rate under the salary schedule.~~

~~21.2.2 Tuition Reimbursement~~

~~21.2.2.1 The District shall pay the full cost of tuition and other reasonable coursework expenses (e.g., laboratory fees, books, and the like) incurred in connection with any specific courses, workshops, seminars, conferences, in-service training sessions, or other such sessions in which attendance is specifically requested or required by the District. This section applies to coursework and other expenses (including testing and other licensure fees) related to adding other licensures requested by the District.~~

~~21.2.2.2 The District shall reimburse professional educators for tuition cost for up to six (6) non-emulative hours in a 12-month period for which graduate credit is granted by a college or university. Reimbursement shall be for the cost of tuition or the tuition rate for graduate courses at Portland State University, whichever is less. Coursework must be toward an advanced degree, TSPC licensure, professional education courses, or related to the professional educator's assignment. Evidence of a passing grade is required. Reimbursement shall not be made for books, lab fees, I.D. cards, gym fees, food, housing, transportation, supplies or other tuition expenses. Professional educators shall be reimbursed within sixty (60) days of submitting proof of satisfactory completion of the course. A professional educator must remain employed with the District for at least one (1) semester following reimbursement.~~

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~~21.2.2.4 — Tuition reimbursement funds may be used by professional educators for fees associated with classes, workshops, and conferences that are necessary to obtain and maintain licensure.~~

~~21.2.3 — National Board Teacher Examination **Certification Fees**~~

~~Reimbursement shall also be made for the fee charged to a professional educator who takes and passes the a **State or** National Board Teacher Examination **Certification** to obtain a **licensure/credential**/specialty area endorsement. This amount shall be within the tuition cost as stated in Section 21.2.2.2.~~

~~21.2.4 — State-Approved Professional Exams~~

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# Metro 14 Planning/Grading Time Comparables

## Ranking with PAT Proposal

District	Number of Contract days	District	Number of Student Contact Days	District	Number of PD days	District	Number of Planning & Grading Days	District	Planning minutes per week
Beaverton	184	Oregon City	177	Gresham-Barlow	8 ES 2 MS & HS	Tigard-Tualatin	11 12 ES 8 MS 7 HS	Beaverton	675 minutes weekly ES 600 weekly MS & HS
<b>Portland</b>	193 + 2 voluntary	Forest Grove	177	West Linn	7 ES 3 MS & HS	North Clackamas		Hillsboro	475 minutes weekly ES One period MS & HS 485 minutes (150 minutes within student Day) ES One class period MS 60 minutes per day + up to 27 minutes per day HS
North Clackamas	193	<b>Portland</b>	176 178 (Actual) 183 (Max Allowed)	Oregon City	6.5	Park Rose	10.5 MS & HS 8.5 ES	Tigard-Tualatin	450 minutes weekly ES (Dual Grade get 4 release days or pay) One Period MS & HS
Centennial	192	West Linn	177 MS 178 MS 175 ES	Centennial	6.5 ES 5 MS & HS	Beaverton	10 9 MS 7 ES 6 HS	North Clackamas	440 minutes weekly ES One period MS & HS
David Douglas	192	Lake Oswego	175 ES	Beaverton	5	Gresham-Barlow		<b>Portland</b>	400 minutes weekly ES (+3 hours during district PD time) One period MS & HS ~390 minutes weekly ES One period + 30 minutes per week MS & HS
Gresham-Barlow	192	Park Rose	175 ES 174 MS & HS	North Clackamas	4 ES & HS 3 MS	<b>Portland</b>	8.5 + 2 voluntary 6th	Forest Grove	380 minutes weekly ES One class period MS & HS 525 minutes weekly (300 of which is 'uninterruptable') ES 375 minutes weekly HS 300 minutes weekly MS
Tigard-Tualatin**	192	Gresham-Barlow	171 ES	Reynolds	4	David Douglas	8.5	David Douglas	375 minutes weekly ES One class period MS & HS
Hillsboro	191	North Clackamas	171 ES	Lake Oswego	3.5	Reynolds	8	Park Rose	365 minutes weekly ES One period MS & HS 345 minutes weekly + 24 hours ES One period daily + Early Dismissal MS & HS
Oregon City	191	David Douglas	175.5 175.5 ES 174.5 MS 173.5 HS	David Douglas	3	Hillsboro		West Linn	325 minutes weekly + 21 hours ES One period MS & HS
Park Rose	191	Centennial	174 (Actual) 180 (Max Allowed)	Hillsboro	3	Oregon City	7 7 ES 6 MS 4 HS	Centennial	300 minutes weekly ES One period MS & HS
West Linn	191	Tigard-Tualatin		<b>Portland</b>	2.5*	West Linn		Lake Oswego	300 minutes weekly ES One period MS & HS
Lake Oswego	191	Beaverton	174 174 (Actual) 178 (Max Allowed)	Tigard-Tualatin	2	Forest Grove	6.5 6.5 ES 5.5 HS 4.5 MS	Oregon City	300 minutes weekly ES One period MS & HS
Forest Grove	190	Hillsboro		Forest Grove	1.5	Lake Oswego		Reynolds	300 minutes weekly ES One period MS & HS
Reynolds	186*	Reynolds	174	Park Rose	1.5	Centennial			

\* Weekly staff meetings add the equivalent of 6 PD days. No other district has weekly staff meetings beyond the contract day.

\*\*Will be 193 in 2023-24 with added planning day

\*\*Reynolds has no paid holidays; while all other districts have 5 or 6





# Metro 14 Planning/Grading Time Comparables

## Current Ranking

District	Number of Contract days	District	Rank	District	Number of PD days	District	Number of Planning & Grading Days	District	Planning minutes per week
Beaverton	194	Portland	177	Grasham-Barlow	8 ES 2 MS & HS	Tigard-Tualatin	11	Beaverton	575 minutes weekly ES 600 weekly MS & HS
North Clackamas	193	Oregon City	177	West Linn	7 ES 3 MS & HS	North Clackamas	12 ES 8 MS 7 HS	Hillsboro	475 minutes weekly ES One period MS & HS
Portland	192	Forest Grove	177	Oregon City	6.5	Park Rose	10.5 MS & HS 8.5 ES	Tigard-Tualatin	485 minutes (150 minutes within student day) ES One class period MS 60 minutes per day + up to 27 minutes per day HS
Centennial	192	West Linn	183 (Max Allowed)	Centennial	6.5 ES 5 MS & HS	Beaverton	10	North Clackamas	450 minutes weekly ES (Dual Grade get 4 release days or pay)
David Douglas	192	Lake Oswego	177 MS 176 HS 175 ES	Beaverton	5	Grasham-Barlow	9 MS 7 ES 6 HS	Forest Grove	One period MS & HS 400 minutes weekly ES (+3 hours during district PD time) One period MS & HS
Grasham-Barlow	192	Park Rose	176 ES 174 MS & HS	North Clackamas	4 ES & HS 3 MS	David Douglas	8.5	Park Rose	380 minutes weekly ES One class period MS & HS
Tigard-Tualatin**	192	Grasham-Barlow	178 HS 175 MS 171 ES	Reynolds	4	Reynolds	8	Grasham-Barlow	525 minutes weekly (300 of which is 'uninterruptable') ES 375 minutes weekly HS 300 minutes weekly MS
Hillsboro	191	North Clackamas	176 MS & HS 171 ES	Lake Oswego	3.5	Hillsboro	8 MS & HS 7 ES	David Douglas	~390 minutes weekly ES One period + 30 minutes per week MS & HS
Oregon City	191	David Douglas	175.5 175.5 ES 174.5 MS	David Douglas	3	Oregon City	7	West Linn	375 minutes weekly ES One class period MS & HS
Park Rose	191	Centennial	173.5 HS	Hillsboro	3	West Linn	7 ES 6 MS 4 HS	Centennial	365 minutes weekly ES One period MS & HS
West Linn	191	Tigard-Tualatin	174 (Actual) 180 (Max Allowed)	Portland	2.5*	Forest Grove	6.5	Lake Oswego	345 minutes weekly + 24 hours ES One period daily + Early Dismissal MS & HS
Lake Oswego	191	Beaverton	174	Tigard-Tualatin	2	Portland	6.5	Oregon City	325 minutes weekly + 21 hours ES One period MS & HS
Forest Grove	190	Hillsboro	178 (Max Allowed)	Forest Grove	1.5	Lake Oswego	6.5 ES 5.5 HS 4.5 MS	Portland	320 minutes weekly ES One period MS & HS
Reynolds	186*	Reynolds	174	Park Rose	1.5	Centennial	6.5 HS 5.5 MS 4 ES	Reynolds	300 minutes weekly ES One period MS & HS

\* Weekly staff meetings add the equivalent of 6 PD days. No other district has weekly staff meetings beyond the contract day.

\*\*Will be 193 in 2023-24 with added planning day

\*Reynolds has no paid holidays, while all other districts have 5 or 6

