



Cupertino Union School District

MEMORANDUM

Date: June 11, 2015

To: West Valley Staff Members

From: *Nancy Johnson*
Nancy Johnson, Associate Superintendent, Human Resources

Re: Plan for Re-imagining and Innovating West Valley Elementary School

Copy To: Beverley Brown, CSEA President; Kai Brown, CEA President; Dave Villafana, CEA President-elect; Roxanne Barnett, SEIU President; Executive Cabinet; Doug Baughn, Human Resources Director; Joel Herrera, Human Resources Director; Nancy Mak, Administrative Secretary, Human Resources; Theresa Johnson, Principal; Robin Robinson, Principal

During the past several weeks, the Human Resources Department and the District's Executive Cabinet have been studying current conditions at West Valley, including staff members' ideas for improving collaboration regarding the teaching and learning environment. Nineteen staff members were interviewed; and subsequently, Superintendent Wendy Gudalewicz and an independent organizational consultant worked with West Valley administration, teachers and secretaries last week regarding school climate issues affecting staff, students and the community.

Outcomes of this period of input, reflection and action-planning resulted in the following administrative decisions:

- The future well-being and success of West Valley students depends on staff, students and parents who are ready to re-imagine and innovate the school's culture and instructional practices. This work will begin immediately.
- The **principal** has been offered and has accepted a different administrator position in the District, effective July 1.
- The **teaching staff** must apply for and successfully interview for a teaching assignment at West Valley, or be transferred to another District school site. Assignment of teachers to West Valley for the new school year will be based on teachers' demonstrated interest and ability to support the educationally related needs of West Valley (see criteria attached as *Addendum "A"*) and CUSD-CEA Agreement Article 6.3, specifically section 6.3.5, and any other applicable Agreement sections. Teaching staff who do not apply for, or qualify for, an assignment at West Valley next school year will be transferred to another school site vacancy in the District, beginning the 2015-2016 school year, as per CUSD-CEA Agreement Article 6.5 and any other applicable Agreement sections.

- **Classified support staff** members are also required to re-interview for their respective assignments at West Valley. Demonstrated interest and ability to support the educationally related needs of West Valley will determine staff assignments (see criteria attached as *Addendum "A"*). Those who wish to transfer, or do not demonstrate interest and/or expertise supportive of the school's welfare and/or educational program, will be administratively transferred to another school site position vacancy in the District with current FTE status intact. (See your District-CSEA or District-SEIU Agreement pertaining to "Administrative Transfer.")
- If you are **interested in interviewing to remain at West Valley Elementary School**, please inform HR Director Doug Baughn of your intent no later than Monday, June 15th (both certificated and classified staff). His e-mail contact is: baughn_doug@cusdk8.org, and his phone number is 408-252-3000, ext. 221. If Doug does not receive your information regarding your preference for your work assignment for next year by June 15th, the District will determine your 2015-16 work assignment consistent with the "Administrative Transfer" and/or "Administrative Reassignment" provisions of your collective bargaining agreement.

Dates available for interviews of staff are Friday, June 12th, June 15th-19th, and June 22nd-26th. If you wish to secure an interview appointment date and time, please e-mail HR Administrative Secretary Nancy Mak at: mak_nancy@cusdk8.org, or call her at 408-252-3000, ext. 218. If you choose not to interview for an assignment at West Valley in 2015-2016, you will be transferred to a different school site as soon as arrangements can be made. Every effort will be made to notify staff members selected to remain at West Valley Elementary School by June 30th.

Packing and moving arrangements: If you will be moving from West Valley Elementary School to another District school site, you will need to have packed all of your personal belongings **no later than July 15th, (or June 15th if you are a teacher in a portable classroom due to be replaced this summer)**. Any materials and/or equipment paid for by West Valley or parent funds shall remain at West Valley. If you need assistance, boxes and packing tape, please contact Nancy Mak. Boxes and packing tape are scheduled to be delivered to the West Valley office either this afternoon.

- You may take your **District issued iPad and laptop** to your next District location.
- **Your room/school keys** must be returned to your principal no later than June 23rd, if you complete packing by that date. Between June 24th and July 15th, please drop off your classroom and school keys with Nancy Mak in the Human Resources Department. No teacher's current classroom assignment at West Valley is guaranteed for 2015-2016.
- You will be **compensated for up to two (2) eight-hour days of packing**. You will also be compensated for unpacking in your new classroom for up to two (2) eight-hour days.
- Please submit a time card to Doug Baughn for your hours spent packing and/or unpacking within the allowance for compensation.

Your efforts and cooperation during this time of change is greatly appreciated.

Addendum "A"

Criteria for Selection of
West Valley Elementary School Staff
2015 - 2016

West Valley will reflect a collaborative community that values innovation, ingenuity, inspiration, and inclusion of all stakeholders.

Demonstrated Commitment and Willingness to...

- ✧ Learn and grow continuously
 - Engage in reflection, planning, implementation, evaluation and refinement of practices
 - Develop personal adaptability to be responsive to student learning needs
 - Model professional responsibility to innovate for high quality student learning opportunities
 - Create pathways for continuous adult and student learning
 - Embed technology in teaching, learning and performance
 - Access and integrate the diversity of expertise and experiences of self and others
 - Think creatively from a growth mindset
- ✧ Build and support a positive culture of learning and growth for all
 - Engage in collaborative learning with colleagues
 - Generate and monitor student learning data, and let data inform instructional decisions
 - Apply an equity mindset
 - Open classrooms to learn with and from colleagues and other community members
- ✧ Develop a school community culture that practices empathy and caring for all stakeholders
 - Cultivate a spirit of welcome and hospitality towards all
 - Engage in inquiry and shared decision-making that focuses on students' assets and needs
 - Build strong, respectful relationships and connection between and among students and staff
 - Embrace parent engagement in the classroom and school-wide

Note: Availability to participate in staff move-in and collaboration days (paid) on August 7, 10 and 11, is strongly desired.