

**Memorandum of Understanding Between Beverly Hills Unified School District and  
Beverly Hills Education Association**

**Extra Pay for Special Extra-Curricular Assignments**

**January 17, 2023**

**EXTRA PAY FOR SPECIAL EXTRA-CURRICULAR ASSIGNMENTS** The high school shall receive the monetary equivalent of 63 extra pay units (refer to Appendix A for extra pay units), the middle school shall receive the monetary equivalent of 34 extra pay units, and each TK-5 school shall receive the monetary equivalent of 17 extra pay units.

Such funds shall be distributed each year by a site committee composed of the Principal, a BHEA Branch representative or designee, and the BHEA President or designee and approved annually by the Superintendent of Schools. Such funds shall be distributed to unit members who take part in extracurricular activities. The site committee shall meet within the first month of school to distribute such funds for the current school year. The site committee shall reference the rubric in Appendix B as well as a list of previously approved assignments and their compensation levels in making their decisions. The committee may reserve some funds for future distribution should additional needs arise later in the year; if this occurs the committee shall meet and distribute any remaining funds by May 1 of each year. A unit member may receive extra pay units when they are not otherwise compensated.

Should additional funds become available through other sources, the Principal may choose to utilize such funds for extra assignments as described below.

Unit members given extra teaching assignments (those requiring instructional planning, lesson plan preparation, the preparation and selection of instructional materials, the review and evaluation of the work of pupils, communicating and conferring with pupils, parents, staff and administrators, maintaining appropriate records, etc.) shall be paid a fraction of their salary rate equivalent to the amount of time involved in the assignment, so that a regular teaching period (typically 40-60 minutes in length) shall be compensated at 1/5 of the unit member's daily salary rate. Two 30-minute periods shall count as one regular teaching period; periods greater than 60 minutes shall count as two regular teaching periods.

Unit members shall be paid at the certificated hourly rate of pay for services provided in support of a district project or program (e.g., attendance at district workshops, working in tutoring programs, etc.).

Unit members shall be provided with a stipend (either extra pay units or a Responsibility Increment) for the creation, implementation, and/or coordination of district projects or programs.

school. Principal requests for the current school year shall be submitted prior to the 15th of October. Principal requests for the subsequent school year shall be submitted on or before the last day of March.

The Extra Pay Committee shall evaluate all proposals and determine whether the proposed extra assignment meets the criteria for compensation at the R1, R2, R3, or R4 level, based upon the Extra Pay Rubric. Should the committee determine that a proposed extra assignment does not meet the minimum criteria for compensation at the R1 level, this will be communicated with the principal and the proposal shall be sent back to the site. Decisions of the Extra Pay Committee shall be final. However, should the Principal wish to resubmit an extra assignment for re-evaluation by the Extra Pay Committee, s/he may do so once per year by submitting a request on or before the first day of May for the subsequent school year. A determination of compensation rate by the Extra Pay Committee does not guarantee implementation of the assignment. All extra pay proposals, along with rubric ratings and other Extra Pay Committee notes, shall be archived in the Human Resources department and made available for reference. Extra Pay Committee decisions shall be communicated by title and compensation rate; additional information may be found by reviewing the archive in the Human Resources department.

At its April meeting, the Extra Pay Committee may choose to make recommendations for the revision of the Extra Pay Rubric. Suggestions for revisions shall be jointly submitted to the District and the Association for discussion at the negotiating table.

Unit members participating on the Extra Pay Committee shall be paid at the certificated hourly rate for time spent in committee meetings outside of the regular work day.

Unit members with extra assignments that are directly tied to their regular teaching assignment, listed below, shall receive the following stipends:

High school band director- \$13013.00  
High school theater director-\$10185.00  
High school choral director-\$10185.00  
Middle school band director- \$1792.00  
Middle school orchestra director- \$1792.00  
Middle school musical theater director-\$3586.00  
Middle school drama theater director-\$3586.00  
Middle school choral director-\$1792.00  
Middle school dance teacher- \$1792.00

These positions shall receive the same percentage increase negotiated for salary for the 2022-23 school year onwards.

A committee composed of the Principal, the VAPA Coordinator, the Assistant Superintendent of Student Services, and a BHEA designee shall meet every two years, as necessary, to provide

recommendations for the BHEA and District bargaining teams with regards to the stipends listed above.

The teams shall continue to review and streamline stipend, unit, and r-factor language.

The parties agree that the language in this MOU replaces the corresponding language of the parties' current collective bargaining agreement, which expires June 30, 2024

**Extra Pay Rubric**

<b>1 Unit</b>	<b>R - 1</b>	<b>R - 2</b>	<b>R - 3</b>	<b>R - 4</b>
<b>Varies depending on assignment</b>	<b>Typically &lt; 30 students</b>	<b>Typically 31- 80 students</b>	<b>Typically 80+ students</b>	<b>All of the criteria for R3 PLUS A program that involves a multi-year progression of skill development for students AND An annual culminating outcome involving collaboration and the combination of multiple programs of similar scope</b>
<b>Generally 15-30 hours</b>	<b>Generally 30- 50 hours per year</b>	<b>Generally 51 - 80 hours per year</b>	<b>Generally 81+ Hours per Year</b>	
<b>A unit of pay is generally provided for a one-time/stand-alone event whose preparation and execution takes place over a short duration of time</b>	<b>Minimal/no post-evaluation or program revision</b>	<b>Moderate post-evaluation and program revision</b>	<b>Intensive post-evaluation and program revision</b>	
	<b>Minimal/no advance planning</b>	<b>Moderate advance planning</b>	<b>Intensive advance planning</b>	
	<b>Outcome largely based on logistical support</b>	<b>Outcome largely based on logistical support but requires some creative vision</b>	<b>Outcome based on logistical support and extensive creative vision</b>	
	<b>Narrow school or district impact</b>	<b>Moderate school or district impact</b>	<b>Broad school-wide or districtwide impact</b>	

**NOTE:** This rubric is intended to be utilized to evaluate extra pay assignments on a holistic basis. No one cell/criteria is a requirement for placement at any compensation level, nor is placement determined by any quantitative compilation of cells or criteria; rather, the Extra Pay Committee is to examine each assignment according to all criteria and make a compensation decision based upon the overall assignment as a whole.

**APPENDIX B  
REQUEST FOR EVALUATION OF EXTRA PAY ASSIGNMENT**

Requesting Teacher	
Assignment Title	
School Site	
Grade level (s) of students involved	
Approximate number of students directly involved in the program or project. (i.e., those enrolled in the program and producing the product; not the target audience or those who will derive secondary benefit):	
Description of program/project, goals, and outcomes:	
Approximate annual amount of time required of the unit member outside of the regular duty day (in hours)	
Is there a teaching period specifically/explicitly connected with this project?	
If this assignment has been previously evaluated, and you wish to advocate for a change in compensation level, please explain your reasoning, including, if applicable, any changes to the assignment since the last submission.	

\_\_\_\_\_  
Signature of Requesting Principal

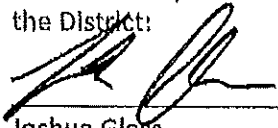
\_\_\_\_\_  
Date

By signing above, the Principal indicates concurrence with and endorsement of all information provided within this document and affirms that no tasks included within the project description will later be sub-contracted or delegated to other individuals being compensated in other forms or processes. Committee deliberation will take place during the first two weeks of the school year for proposals submitted prior to the first day of school, during the last two weeks of October for proposals submitted prior to October 15, and during the first two weeks of April for proposals submitted prior to the end of March. Committee decisions will be communicated to Principals upon completion of the review process.

-----For Committee Use Only-----

Date of committee evaluation meeting: \_\_\_\_\_  
Committee determination of compensation level: \_\_\_\_\_  
Notes: \_\_\_\_\_

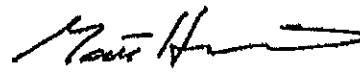
Parties hereby enter into this tentative agreement subject to approval by the Association and the District:



Joshua Glass  
BHEA Bargaining Chair

3/27/23

Date

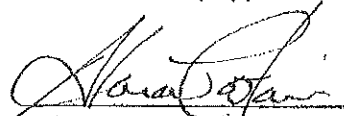


Matthew Horvath  
Assistant Superintendent,  
Personnel Services

3/27/2023

Date

Parties hereby approve and execute this agreement:



Alana Castanon  
BHEA President, Certificated Unit

3/28/23

Date



Noah Margo  
BHUSD Board of Education President

3/28/2023

Date