

March 5, 2024

Dear Lisa Macfarland,

We, Yoko Matsuda and Bhuvana Kannan would like to continue our job share for the academic year 2024-25. This partnership has been very successful, as we have been able to devote time to both our work and family. With our toddlers still being young and an infant, we strongly feel that job sharing for another year would benefit us both professionally and personally.

Having already closely worked together for the last six years, and co-teaching for the last three years, we know we collaborate well. With our united passion for PBL, SEL, and common vision for the classroom, we have been able to plan and co-teach seamlessly. Despite having two teachers, our students always view us as a team. With our strong partnership, we believe we are able to put forth our best and commit our effort and time to give our students the best education possible.

Other benefits for the Cambrian District include coverage for the sickness and absence on the part of one job sharer to be covered by the job share partner, this minimizes disruption and generates savings on the administrative costs of finding substitute teachers. Another benefit is saving a teaching position for an employee in the district as we would only be taking one classroom between us.

We believe Cambrian is a wonderful place to work and will benefit by having highly motivated teachers whose professional experience and expertise are well rewarded.

Thank you for taking the time to read through the following details of our proposal.

Sincerely,



Yoko Matsuda



Bhuvana Kannan

Shared Assignment Proposal  
Yoko Matsuda and Bhuvana Kannan

Yoko Matsuda and Bhuvana would like to share a contract for an elementary position at Steindorf STEAM School, preferably 4th grade. Both Yoko and Bhuvana would like to work 50% in the classroom

**Instructional Design (12.2.3.1):**

Yoko and Bhuvana have 8 combined years of teaching experience in the district. While using the adopted curriculum, we will integrate hands-on approaches for teaching and learning. With our passion for incorporating every aspect of STEAM in our teaching, we believe that the students will receive a very well-rounded curriculum.

**Work Site (12.2.3.2):**

Steindorf STEAM Magnet school. Yoko 0.5 FTE, Bhuvana 0.5 FTE.

**Individual Work Calendars (12.2.3.3):**

Yoko and Bhuvana agree to work a split week schedule. They will work every other Wednesday and split the Wednesday meetings attendance (both will attend ALL grade level meetings). Yoko and Bhuvana will both work on the first day of school with the students, and the CBA hourly rate will be covered by the site budget. The site budget will also pay the CBA hourly rate for the “off” teacher to attend professional development meetings.

**Designated times to meet (12.2.3.4):**

Both will attend all grade-level meetings, as well as weekly scheduled phone meetings (more if needed), and email communication. We will meet before report cards and parent conferences to collaborate on grading. We will both meet before and attend Back to School Night, Parent-Teacher Conferences, and Open House.

**Attendance at faculty and/or department meetings (12.2.3.5):**

Yoko and Bhuvana will attend the Wednesday meetings when they are “on”. Both are also willing to attend important meetings on their off weeks. (As spelled out in 12.3.2 and 12.3.3)

**Parent-teacher conferences/report cards (12.2.3.6):**

Both Yoko and Bhuvana will attend all parent-teacher conferences and will work on report cards together. We will meet on a case-by-case basis for students with SSTs and IEPs.

**Classroom management (12.2.3.7):**

**Behavior and discipline (12.2.3.7.1):** Both Yoko and Bhuvana strive to create relationships with their students as they believe this is crucial for good classroom management. They will follow PBIS procedures as well as use Class Dojo in the classroom as a way to keep students on track. Class Dojo allows parents to know, in

real-time, how their students are doing in class. These tools also keep us in the loop with what is happening with the students on our “off” days.

**Classroom assignments (12.2.3.7.2):** In the elementary grades, students will do a lot of creating, building, doing, cooperating. Formative assessments, such as exit tickets, will be given to ensure both teachers know how all students are performing and will differentiate accordingly. These formative assessments will be collected and communicated.

**Student progress (12.2.3.7.3):** Students will participate in district benchmarks. Formative assessments, DRA and/or CBM, and curriculum assessments will be given regularly to collect data on student progress. The students’ data will be stored and shared in both Illuminate and in each student’s data folder. The students’ data folder will hold important assignments and assessments and will drive our differentiated instruction for students. We will also use these as a tool to create a portfolio and show parents specific data related to the CCSS and the report cards.

**Teacher communication (12.2.3.7.4):** The teachers will plan the weekly schedule together, share docs and voice recordings, Class Dojo, Google Classroom, and data folders (spelled out in 12.3.7.3) to inform each other about student progress, class events, parent questions/concerns, etc. We will work closely with the other teacher on our team to ensure continuity between the entire grade level. We will attend all grade-level meetings and work closely as a team of 3 (teachers), not just as job share partners.

**Communication with parents and school personnel (12.2.3.7.5):** Yoko and Bhuvana will send out a weekly update on Dojo and update the monthly newsletter to inform the parents. Parents can also get a glimpse into their student’s work via Google Classroom. If safe, parents will be invited into the classroom for workshop sharing, PBL exhibitions, and other celebrations. Both teachers are responsive to email and will communicate with parents, principal, and school personnel in this manner.

We have read and fully understand Article 12 in the Cambrian School District contract.