RBTA & RBUSD
Tentative Agreement

Article 1 - RECOGNITION

1.1.2
The appropriate unit is described as follows: including classroom teachers; special education teachers; special day class teacher; resource specialist teacher; program specialist; reading specialist; speech pathologist; math specialist; resource teacher; librarian; SI/technology coordinator; P.E. specialist; music teacher (instrumental/general); art specialist; GATE teacher; psychologist; home teacher; counselor; educational advisor; nurse; all regular permanent, probationary and temporary certificated employees assigned to teach summer school, adult school or other extra pay assignment; part-time regular employees serving more than one-fourth of a full-time unit member in a comparable position; teachers on District approved leave of absence.

ARTICLE 4 – HOURS

Article 4 - Hours

4.1
Unit members' regularly assigned on-site duty hours shall be as follows:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK-5</td>
<td>8:00 a.m. to 3:15 p.m.</td>
</tr>
<tr>
<td>6-12</td>
<td>7:40 a.m. to 3:03 p.m.</td>
</tr>
<tr>
<td>6-8 (Effective August 2022)</td>
<td>7:40 a.m. to 3:03 p.m.</td>
</tr>
<tr>
<td>9-12 (Effective August 2022)</td>
<td>8:15 a.m. to 3:38 p.m.</td>
</tr>
</tbody>
</table>

or equivalent on-site duty hours. The term "equivalent on-site duty hours" is limited to accommodating the district's exclusive discretion to schedule the beginning and ending of the instructional day at other times depending upon the needs or practices at an individual school site, provided that the district shall not alter the above starting and ending times by more than one-half hour each. Unit members are encouraged to remain for a sufficient period after the close of their assignment to attend to those matters, which properly require attention at the time.

Notwithstanding the foregoing, individual school sites may establish variable schedules subject to the following conditions:

1) Such schedules must provide the annual instructional minutes required to meet SB813 longer day/longer year requirements;

2) The schedule must be approved by a majority of the faculty at the school site and by the site administrator;

3) The schedule must be presented with rationale in support of the variation. The affected site representative(s) shall be provided an additional copy of the proposed schedule for forwarding to the RBTA office.

4) Implementation of the schedule is subject to final approval by district level administration, i.e., Superintendent or his/her designee;
5) Approval is valid for only one school year at a time;

6) Not more than a total of eight days of the regularly scheduled early-release days may be used for the purpose of engaging in collaborative activities that may focus on whole school and/or grade level professional development at the elementary school level. Such activities will be developed and implemented by the site principal in consultation with school-site leadership teams elected pursuant to 3.1.6.3.

7) Not more than a total of 50% of regularly scheduled early-release days may be used for the purpose of engaging in activities focused on whole school, department and/or grade level professional development at the middle school level. Such activities will be developed and implemented by the site principal in consultation with school-site leadership teams elected pursuant to 3.1.6.3.

4.4.1
Faculty meetings ideally will focus on collaboration, District program implementation and professional development. Schools shall have either two faculty meetings per month that last up to 60 minutes or one meeting per month that lasts up to 120 minutes, unless an extra meeting is added as necessary. Where practicable, middle schools should strive to combine faculty meetings focusing on collaboration and professional development with existing banked-time. Meetings shall commence not later than 30 minutes after student dismissal at all levels. Beginning and ending times shall be published by site principals a minimum of one week in advance. Agendas will be published a minimum of 24 hours in advance of the meeting and RBTA will be listed on the agenda. Redondo Union High School will strive to have faculty meetings of no more than 60 minutes in length and not more than ten meetings during the year.

4.6.1
For elementary level (TK-K-5), there will be 6 minimum days reserved for Fall parent teacher conferences. These days shall be 6 consecutive (Monday, Tuesday, Thursday, Friday, Monday, Tuesday) not including Wednesdays.

4.6.2
The first and last student day of any school calendar year will be regular minimum day schedule for elementary level (TK-K-5).

4.8.1
Unit members assigned to teach a class during his/her preparation period as a substitute for an absent unit member shall be paid at the rate of $50 per period. For purposes of this Article a block period is defined as to be two (2) periods. For elementary unit members who are assigned an average/extra, not to exceed 14 students, or extra assignment for any portion of the work day shall be paid at the additional rate of $50 per hour.

Beginning with the 2023-2024 school year, unit members assigned to teach a class during his/her preparation period as a substitute for an absent unit member shall be paid at the rate of $55 per period. For purposes of this Article a block period is defined as two (2) periods. For elementary unit members
who are assigned an overage/extra, not to exceed 14 students, or extra assignment for any portion of the work day shall be paid at the additional rate of $55 per hour.

4.10 The District and the Association agree that all bargaining unit members need access to quality professional development, training, collaboration, and informative staff meetings. For the purposes of this agreement:

4.10.1 Professional development is defined as continuing education of certificated staff in order to develop new skills, stay up to date on research and educational trends, and increase staff efficacy. This may be facilitated by district staff, site administrators, outside professionals, or site-based leadership (such as IL members or department chairs). Professional development may take place on scheduled early release days or on district-wide, designated pupil free days. At the elementary and middle school levels, not more than a total of eight (8) of the regularly scheduled early release days may be used for the purpose of whole school and/or grade level professional development. At the high school level, no more than a total of eight (8) of the regularly scheduled late start days may be used for the purpose of whole school, department, and/or grade level professional development. Professional development will be designed with consideration of input from elected site leadership teams pursuant to Article 3.2.3.

4.10.2 Collaboration is defined as time reserved for bargaining unit members to work in content or grade-alike groups to compare best practices, plan lessons, review student work, participate in professional learning communities, etc. The tasks and products of collaboration may vary depending on the needs of the grade level, department, or content-alike groups. At the elementary and middle school levels, at least 50% of the regularly scheduled early release days shall be reserved for collaboration. At the high school level, at least 50% of the regularly scheduled late start days shall be reserved for collaboration.

4.10.3 Faculty meetings will ideally focus on collaboration, District program implementation and professional development. All schools shall have either two faculty meetings per month that last up to 60 minutes or one meeting per month that lasts up to 120 minutes. Dates, starting times, and ending times of these meetings shall be presented to the faculty within the first 30 days of school. If an alteration to this calendar is necessary, the site administrator shall make every effort to give at least 7 calendar days’ notice. Meetings shall commence no later than 30 minutes after student dismissal at all levels. Agendas will be shared a minimum of 24 hours in advance of the meeting and RBTA will be listed on the agenda. At the elementary and middle school levels, those regularly scheduled early release days not designated for professional development or collaboration may be used for faculty meetings. At the high school level, those regularly scheduled late start days not designated for professional development or collaboration may be used for faculty meetings.
ARTICLE 6 – CLASS SIZE

6.1.1
All other average class sizes will be maintained at no greater than 30. Additionally, the District recognizes its obligation not to exceed enrollment of 24 for TK, 27 for grades TK-3 and, 35 for grades 4-12 (except for such traditional large group classes for which a stipend is paid; e.g. ASB, band, orchestra, yearbook, journalism, visual and performing arts, vocal music, etc.) for a period of 15 consecutive work days following the start of each semester/trimester or seven consecutive working days during the school year. For the purposes of this Article, teaching assistants assigned to sections shall not be included in the calculation of class size. The class size maximum for physical education classes (excluding athletic teams) shall be 50. The District also affirms that the adherence to these limits is both desirable and preferable. Recognizing that circumstances beyond the District’s control can result in the enrollment of students that cause the enrollment of a given class to exceed these limits and terms; after consulting with the department chair or an RBTA Executive Board member, the District will adhere to the following guidelines:

ARTICLE 7 - SALARY

7.1
All certificated bargaining unit salary schedules shall be increased by 4% 4.5% effective July 1, 2021. All certificated bargaining unit members will also receive a one-time, off-schedule payment of 4.5% of salary earned in 2022-2023 to be paid no later than May 22, 2023.

7.1.1
Beginning with the 2020-21-2022-2023 school year, the extra duty rate shall be increased to $50 per hour. The 2023 summer school rate shall be $50 per hour.

Beginning with the 2023-2024 school year, the extra duty rate shall be increased to $50 per hour. The 2024 summer school rate shall be $50 per hour.

7.11 Department Chairpersons

7.11.1 Department Chairpersons will be paid pursuant to the Certificated Stipend Schedule, schedule attached as Appendix C.

7.11.2 If the department chair is shared, the amount of compensation allowed for the size of the total department must be shared.

7.11.3 Department Chairperson positions (Grades 9-12) shall be three (3) year terms. For the purposes of this article a unit member must be assigned to a department for fifty percent (50%) or more of their contracted assignment to be considered a member of a specific department and to be eligible to serve as Chairperson of said department. Department Chairpersons shall be elected by formal majority vote of department members subject to confirmation by site administration. The vote shall be conducted jointly by the site administration and the site Association representatives. The process described in this article shall be phased in over a three (3) year period. Voting for
Department Chairperson shall take place by May 31 of each year. If a Department Chairperson is unable to serve a complete three (3) year term, a replacement shall be elected by formal majority vote in a timely manner subject to confirmation by site administration.

**Stipend Table**

<table>
<thead>
<tr>
<th>Position</th>
<th>Group III, Step 5</th>
<th>Per Year</th>
</tr>
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<tbody>
<tr>
<td>Advisor Comedy Sportz to Performing Arts</td>
<td>1.0%</td>
<td>69,296.00 693.20</td>
</tr>
<tr>
<td>Coach E-Sports MS &amp; HS</td>
<td>1.0%</td>
<td>69,296.00 693.20</td>
</tr>
<tr>
<td>Teacher - Advanced Placement</td>
<td>75.20</td>
<td>135 Per semester per class</td>
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<tr>
<td>Curriculum and Other Hourly Work</td>
<td>45.00</td>
<td>50 Beginning 2023-2024</td>
</tr>
<tr>
<td>Director - Athletics HS</td>
<td>15.0%</td>
<td>5,197.20 Per semester season</td>
</tr>
<tr>
<td>Advisor – Student Leadership ES</td>
<td>2.5%</td>
<td>866.40 Per Year</td>
</tr>
<tr>
<td>Coach - Robotics HS</td>
<td>5.0%</td>
<td>1,732.40 Per Semester</td>
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<td>Coach - Robotics ES &amp; MS</td>
<td>800</td>
<td>Per Team</td>
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<tr>
<td>Site Specialist EL - (1-24 ELL students)</td>
<td>450.00 Per year</td>
<td>960.00 Per Year</td>
</tr>
<tr>
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<td>1,920.00 Per Year</td>
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<tr>
<td>Site Specialist EL - (100+ ELL students)</td>
<td>1,920.00 Per year</td>
<td>2,300.00 Per Year</td>
</tr>
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</table>

**ARTICLE 8 – HEALTH AND WELFARE**

8.1
The employee shall make the contributions tenthsly toward the payment of premiums for eligible unit members as indicated in Appendix E. The District will continue to make the contributions as provided in Appendix E for unit members’ health and welfare benefits. For the 2021-22 2022-2023 school year, the District shall pay 0% (zero percent) of all increases to health care premiums with the District-paid portion for major medical capped at the rate of the medical plan that enrolled the largest number of District employees in the immediately preceding year.

8.5 Eliminated.

8.6-5
The District and the Association shall jointly construct contract language regarding the offering and implementation of IRC 125 provisions (This plan allows an employee to make pre-tax contributions, via salary reduction, towards payment of health care program employee costs and/or flexible spending. Employees may change their request to participate or not during the District’s open enrollment period).

**ARTICLE 9 – EVALUATION PROCEDURES**

9.2. Tier I Evaluation Process (Temporary and Probationary Employees)
The Tier I Evaluation Process is based on the Redondo Beach Unified School District’s Expectations for Practice, which derive from the California Standards for the Teaching Profession.

9.2.2 Not later than twenty-five (25) thirty (30) work days after the first school day of the year in which the evaluation is to take place, the unit member shall complete the Tier I Initial Reflection
document and submit to the evaluator. Not later than thirty-five (35) work days after the first school day of the year, the evaluator and the unit member shall then meet to discuss the Initial Reflection and the RBUSD Expectations for Practice. During the meeting, areas requiring heightened attention may be identified with the understanding that the unit member is nevertheless responsible for developing competency in all areas. When a member is hired after the start of the school year, the evaluation timeline shall begin on their first work day.

9.3 Tier II Evaluation Process (Permanent Employees)
The Tier II Evaluation is a formative, growth-oriented process that focuses on the improvement of teaching practice through guided reflective writing, dialogue with evaluators and colleagues, and self-directed inquiry.

9.3.2 Phase 1 – Introduction to Reflection and Reflective Process:
Not later than twenty-five (25) thirty (30) work days after the first school day of the year in which the evaluation is to take place, the unit member shall complete the Tier II Initial Reflection document and submit to the evaluator.

9.3.3 Phase 2 – Selection of Focus Area:
Not later than thirty (30) work days after the first school day of the year in which the evaluation is to take place, the unit member shall select a Focus Area for the year. Not later than thirty-five (35) work days after the first school day, the evaluator and the unit member shall then meet to discuss the Tier II Introduction to Reflection and Reflective Practice and the Focus Area that has been selected. During the meeting, the evaluator and unit member will discuss the selection and the reasons for the choice. After this discussion, the focus area may be collaboratively modified.

9.3.4 Phase 3 – Initial Reflection on Focus Area and Experimental Trial Design:
Not later than forty (40) fifty (50) work days after the first school day of the year in which the evaluation is to take place, the unit member shall complete the Tier II Initial Reflection on Focus Area and develop a related Experimental Trial, which will serve as the basis for the evaluation process, and submit it to the evaluator for feedback. The unit member may also elect to share this reflection with colleagues either of their own choosing, or through the facilitation of the evaluator. During the Experimental Trial phase of the evaluation, the unit member will seek to develop innovative approaches to the issues they have identified and examined during the first three phases of the evaluation.

9.3.5 Phase 4 – Experimental Trial:
Not later than fifty (50) sixty (60) work days after the first school day of the year in which the evaluation is to take place, the unit member shall begin an Experimental Trial based on their Tier II Initial Reflection on Focus Area which will serve as the basis for the evaluation process. During the Experimental Trial phase of the evaluation, the unit member will seek to develop innovative approaches to the issues they have identified and examined during the first three phases of the evaluation.

9.3.45.1 Observations
Informal and formal observations of unit members participating in the Tier II Evaluation process shall focus on unit member’s execution of their Experimental Trial. The first such formal observation shall be conducted not later than sixty (60) seventy five (75) work days after the first school day of the year in which the evaluation is to take place.
9.3.45.2 Dialogue and Feedback
During the Experimental Trial, the evaluator shall meet with the unit member to offer feedback on observations, engage in open dialogue regarding the outcomes of the experimental trial and suggest additional resources and/or opportunities for additional dialogue with colleagues.

9.3.56 Phase 45 – Final Reflection: Not later than forty-five (45) days before the last school day of the school year in which the evaluation takes place, the unit member shall submit the Tier II Final Reflection document to the evaluator.

9.3.67 Final Meeting
The unit member and evaluator shall meet not later than thirty (30) days before the last school day of the school year in which the evaluation takes place. During the meeting, the evaluator shall discuss with the unit member the growth and development experienced and observed throughout the evaluation process. At this meeting, the evaluator may make recommendations for further growth and development based on the experiences and observations of the evaluation process. After the final meeting, the unit member may request a deferral of the evaluation process by submitting a plan pursuant to Article 9.4.1 not later than thirty (30) work days after the first school day of the following school year. There shall be no summative rating issued to the unit member.

9.3.78 Upon mutual agreement of the bargaining unit member and the evaluator, completion of the evaluation process shall not be required or continued for a bargaining unit member who has submitted a resignation to the District.

9.4.1 Permanent unit members who have been employed by the District for at least ten (10) years and whose previous participation in the Tier II evaluation meets the District’s expectation shall, by mutual agreement of the administrator and unit member, be evaluated up to every five (5) years (pursuant to terms of Education Code Section 44664). The Request for Deferral form shall be submitted to the evaluator no later than 30 works days after the start of the school year following the unit member’s most recent evaluation. Documentation that a deferral has been approved will be given to the unit member and a copy will be placed in their Human Resources file.

9.4.1.1 Teachers requesting a deferral of the evaluation process shall submit a plan for autonomous self-assessment, reflection, experimentation and risk-taking for a deferral period of five years from the school year of the last evaluation. The principal will review the plan, make suggestions, additions and outline expected outcomes before granting the deferral. In the years that follow, the principal/evaluator will continue to observe, meet with and discuss the progress of the teacher on his/her self-determined plan. No documentation or written reflections will be required during the deferral years. However, should a principal/evaluator determine after observation, dialogue and feedback that the teacher is not pursuing the objectives of his/her plan then the principal/evaluator would meet with the teacher and may rescind the deferral.
(These questions will be added to the end of each Initial Reflection on Focus Area Form)

- Describe your Experimental Trial.
- What innovative approaches will you develop to address your focus area(s) during your experimental trial?
- What innovative approaches will you develop to address the issues you discussed in your reflection?
- What supports or resources from your site administrator or other sources would be helpful during your experimental trial?
- What are the expected outcomes of your experimental trial?

ARTICLE 10 – LEAVES

10.1.6 Unit members are expected to notify the designated school person of their intent to be absent, whenever practicable, by 7:00 a.m. When an illness leave is anticipated to last for three (3) or more consecutive days, unit members shall notify their supervisor prior to the leave. For illness leaves anticipated to last five (5) or more consecutive days, unit members shall submit a Leave of Absence form no less than two (2) weeks prior to the start of the leave, when possible. Failure to provide adequate notice may be grounds for denial of leave with pay or other disciplinary action. A unit member shall make a reasonable attempt to notify the district prior to the dismissal time of the final class of the work day, of the employee's intent to return or not to return the following day.

10.3 Personal Necessity Leave

10.3.1 Unit members may elect to use up to ten (10) days leave of absence annually for matters of personal necessity. Such leave shall not be used merely for an extension of holidays, vacations, or for purely personal convenience, or for withholding services, and it shall be deducted from the employee's accumulated sick leave.

10.3.3 No advance permission shall be required for leave taken for:

10.3.3.1 Death or serious illness of a member of his/her immediate family

10.3.3.2 Accident involving his/her person or property or the person or property of a member of his/her immediate family

Before the utilization of personal necessity leave, a unit member shall make a reasonable effort to provide twenty-four (24) hours prior notice to the supervisor or designee in compliance with District procedures to enable the District to secure a substitute. However, no advance permission shall be required for personal necessity leave taken for:

a. Death or serious illness of a member of the unit member's immediate family;
b. An accident involving the unit member's person or property, or the person or property of a unit member's immediate family.

10.3.4 Deleted
10.3.4 Under no circumstances shall other personal necessity leave(s) be used for purposes of personal convenience or for the extension of a holiday or a vacation period, nor for withholding of services.

ARTICLE 11 – TRANSFERS & REASSIGNMENTS
11.5 The District and/or site level management may initiate involuntary transfers and/or reassignments based upon the District's educational related needs. This may include, but is not limited to, transferring a teacher to another site due to declining enrollment. This transfer may take place at the beginning of the school year and/or mid-year. Such transfers or reassignments shall not be initiated on an arbitrary basis nor shall they be utilized in lieu of discipline. Prior to making an involuntary transfer and/or reassignment the District shall seek volunteers interested in making the needed assignment change. If an involuntary transfer and/or reassignment becomes necessary, it shall be based on appropriate credentials and seniority of the impacted grade-level(s) or department(s). If an involuntary transfer becomes necessary, it shall be based on appropriate credentials, seniority at the school site, and tie-breaker language in Article 11.8.1, if applicable.

11.7.7 A request for a transfer shall be maintained in an "active" file for twelve (12) months following receipt of the request and for that twelve (12) month period the Administration shall consider the request in connection with subsequent posted vacancies for positions comparable (i.e. school, grade and/or subject matter) to those listed in the request for transfer. All requests for transfer must be submitted to Human Resources by June 30 May 1 of each year for consideration for the following twelve-month period.

11.7.11 All applicants shall receive a notice of the disposition of their application in case of a vacancy for which they have indicated a desire to be considered within 30 work days. Applicants not selected shall, upon request, be given preference rating for the position unless more than five (5) employees requested consideration for the position. In that event, applicants shall receive notice, upon request, only as to whether or not they were rated in the top five (5) applicants and if so, in what order they were rated. All applicants not selected shall, upon request, be granted a follow-up contact to receive verbal feedback regarding their interview.

11.8 Unit members who must be transferred as a result of a school closing or loss of enrollment shall have the right of first preference and first refusal on all vacancies for which they are qualified and credentialed until the placement decision is confirmed between the transferee and the principal and/or the Human Resources Office. The order of establishing first preference and first refusal shall be based upon the length of service in the district of those unit members who are being transferred, provided the qualification and credential requirements are met.

ARTICLE 18 – SUMMER SCHOOL
18.4 Beginning with the 2014 2023 Summer School, the District shall pay teachers assigned to summer school, forty-five ($45.00) fifty ($50) per hour for each hour (or portion thereof) assignment of required on-site time.
Beginning with 2024 Summer School, the District shall pay teachers assigned to summer school, fifty-five ($55) per hour for each hour (or portion thereof) assignment of required on-site time.

ARTICLE 19 — SPECIAL EDUCATION

19.2
Beginning in the 2021-22 school year, RBUSD and RBTA will collaborate on a joint Task-Force focusing on the following:

- Review implementation and efficacy of: Feedback and recommendation in regards to:
  - Placement of students in co-teach classes, (i.e. students with IEPs, 504s & EL students)
  - Guidance for co-teach assignments and partners
  -Input on a Co-teach three-year plan
  -Efficacy of program
  -Professional development and training to support co-teach
  -Case management period for special education co-teachers with co-taught classes

The Task-Force will meet every other month for four times over the course of the school year until June 30, 2023, at which time it will sunset. The Task-Force will consist of six unit members that include a counselor, general education teacher, special education teacher and co-teachers selected by RBTA, the Executive Directors of Special Education and the Coordinator of Special Education Educational Services, a Program Specialist, and at least one but not more than three school site administrators. Prior to June 30, 2023, the Task Force will share present its findings and recommendations to the Superintendent, School Board, and District Leadership.

2023-24 Calendar
(Attached)

For RBTA:
- Jennell Tanaka
- Martha Lamed
- Sarah Robinson
- Ayn McGuire

For RBUSD:
- Nicole Wesley
- Heather Cash
- Marvin Brown
- Tanaz Brun
- Lisa Veal
- Annette Alpern
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 10, 2023</td>
<td>Veterans' Day</td>
</tr>
<tr>
<td>November 20-24, 2023</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 18, 2023</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>January 1, 2024</td>
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<tr>
<td>February 16, 2024</td>
<td>Local Holiday</td>
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<td>February 19, 2024</td>
<td>Presidents' Day</td>
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<td>March 8, 2024</td>
<td>Trimester Break E.S.</td>
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<tr>
<td>April 1-5, 2024</td>
<td>Spring Recess</td>
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<tr>
<td>May 27, 2024</td>
<td>Memorial Day</td>
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<tr>
<td>June 19, 2024</td>
<td>Juneteenth</td>
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First Day of School K-12 - August 16, 2023
Last Day of School K-12 - June 06, 2024

Board of Education Approved:
Redondo Beach Unified School District

and

Redondo Beach Teachers Association

Negotiations Sign-in

June 29, 2022

<table>
<thead>
<tr>
<th>RBTA</th>
<th>District</th>
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<tbody>
<tr>
<td>1. Jenuell Tanaka</td>
<td>Lyle Nickles</td>
</tr>
<tr>
<td>2. Marcia Land</td>
<td>Heather Casey</td>
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<tr>
<td>3. Sarah Chang</td>
<td>Marvyn Brown</td>
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<td>4. Aym McShine</td>
<td>Karina Tanez Brown</td>
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