

District Package Proposal 13
February 1, 2022
Subjects: Meetings; Prep Time; Articles 13.7.1 and 13.7.4

Summary of Proposal:

- Shelters time during the grading, conferencing and progress report weeks
- Establishes a minimum guarantee of 320 minutes of preparation time
- The parties agree to status quo language on Articles 13.7.1 and 13.7.4

10.1.3 OTHER MEETINGS: Department, Team, Grade Level, Student Staffing, Continuous Progress, and other professional meetings shall be scheduled (including beginning and ending times) as needed by participating unit members in collaboration with the building principal. Unit members will not normally be required to participate in these additional meetings on more than one day each week, excluding IEP and 504 meetings. On that day, it is not the intent of this section to require unit members to work beyond an eight (8) hour day. Other meetings will not be scheduled during the weeks in which grading, conference, and progress report days are designated on the adopted school year calendar. In addition, meetings will not be scheduled during the one-hour uninterrupted elementary continuous preparation time (Section 10.1.5.c). The intent of this Section is not to preclude individuals or team members from voluntarily meeting/planning together on the aforementioned days or preparation time. During such informal voluntary meetings, decisions affecting unit members will not be made.

- a. The District and Association recognize that meetings are a regular part of the special education bargaining unit member's day. These commitments will be considered when special education unit members build their schedules (including student contract meetings, preparation time, and itinerant teacher travel time).

10.1.4 [No change]

10.1.5 PREPARATION TIME: All unit members shall be provided at least one period of preparation time during their work day.

- a. Unit members shall not be assigned to supervise or instruct students during their preparation time.
- b. Middle and high school unit members shall be guaranteed a preparation period during the instructional day. The total amount of preparation time over the course of a full work week will total no less than three-hundred and twenty (320) minutes.
- c. Elementary unit members shall have at least three hundred and twenty (320) minutes of preparation per week, including one 60-minute block of uninterrupted preparation time. Administration will not schedule meetings during this hour of preparation time. No daily portion shall be smaller than twenty (20) continuous minutes. Every effort will be made to make the daily preparation time thirty (30) continuous minutes in length.

These three hundred and twenty (320) minutes will include at least one hundred and twenty (120) minutes of preparation time during the student work day each week in blocks of not less than thirty (30) minutes, which time will generally be used for individual planning and/or collaboration at the member's discretion.

Elementary SSD members will continue to have 210 minutes of preparation time per week outside the student day including one 60-minute block of uninterrupted preparation time in which no meetings will be scheduled, in addition to the case management time in Article 13.7.7.

- d. When an administrator initiates and assigns unit members to work during their preparation period, they are paid at their prorated per diem rate.
- e. Part-time members will receive pro-rated amounts of preparation time consistent with their FTE.