

## Memorandum of Understanding – Block Schedule

This Memorandum of Understanding between the Acalanes Education Association (“AEA”) and the Acalanes Union High School District (“District”) is intended to clarify and establish the conditions and support for the transition to the new modified-block schedule to be implemented in August 2017 as well as establish teacher preparation and instructional time during the block schedule. This MOU is in effect through June 30, 2021. For the period that this MOU is in effect, both AEA and the District agree that the adopted block schedule (appendix Z) meets the requirements set forth in Article 5.9: *In schools which use block scheduling, the total teaching hours and total preparation hours shall be equal in any one week, the time allotted in section 5.1 of the article. On minimum or shortened school days, the principal may establish a schedule that differs from the standard practice here described.*

Accordingly, the Acalanes Union High School District (“District”) and the Acalanes Education Association (“AEA”) agree to the following:

1. Unless negotiated by parties to extend this MOU, the parties agree that it is non-precedent setting and shall expire on June 30, 2021.
2. Certificated staff will receive two extra days of pay (per diem daily rate) compensation for directed professional development that will take place on January 23, 2017 and June 12, 2017. Staff must be present and participate in the two professional development days surrounding the transition to a block schedule to receive compensation.
3. Certificated staff members may participate in up to three collaborative work days paid at the per diem daily rate. These days will be available in June and August at each site. Certificated staff members wishing to meet on non-designated summer days must schedule them separately with site administration and receive prior approval through an established form and process. Staff members opting not to participate in the optional professional development days will have the option of taking up to three release days to collaboratively prepare for the implementation of the 2017-2018 schedule.
4. To determine attendance and process payroll, a sign in/sign out process will be used. Certificated staff members must be present and participate in staff development activities and other work needed to transition to a block schedule in order to receive compensation for each day and are expected to sign in/sign out and attend a full day (7:30am-3:20pm). Part time employees may choose to work their part time hours or work the full day.
5. As shown in Appendix Z, the new school day schedule will provide one period a week for staff meetings and one meeting a week for staff collaboration. During the designated staff collaboration periods, certificated staff will collaboratively work on the development of curriculum, assessments, instructional practices or support services. Teams will be able to select from an established menu of curricular collaboration options or have the option of submitting an alternate collaborative proposal. A process of administrative approval will be established to approve the collaborative topics and to support additional uses of collaboration time not already on the established list. Staff meeting periods will be

used for staff, departmental and schoolwide meetings. At least one staff meeting a month would be dedicated for department planning time around tutorial and intervention.

6. All full time certificated staff members will engage with students during the Intervention/Tutorial periods two days a week. Part time teachers shall also engage in Intervention/Tutorial as their schedule permits. Teaching new material essential to the course will not be allowed. Certificated staff members will work within departments to develop plans and options for students during these periods within the established framework (see the FAQs). The department plan will be reviewed for approval by a site administrator.

7. A standing committee composed of administrators and AEA representatives will convene twice a year during the term of this MOU to “meet and confer” on collaboration and the use of the tutorial/intervention periods. Changes may be made by mutual agreement of committee members.

8. Certificated staff members who are asked to substitute during a “block” period will be compensated for two hours at the rate established in Schedule B.

9. AEA and the District will mutually agree to schedule pilots in the 2016-2017 school year.

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District Representative

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AEA Representative