

Memorandum of Understanding – Block Schedule

This Memorandum of Understanding between the Acalanes Education Association (“AEA”) and the Acalanes Union High School District (“District”) regarding the school day schedule. This MOU is in effect through May 30, 2027. For the period that this MOU is in effect, both AEA and the District agree that the adopted block schedule linked below 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. The school day schedule can be found [here](#). Part time teacher schedule options can be found [here](#).
2. As shown in the schedule linked above, the school day schedule will provide one period a week for staff meetings and one meeting a week for staff collaboration. The Wednesday staff meetings shall consist of the following:
 - One staff meeting per month
 - One department meeting per month
 - One meeting per month that shall be administratively directed for things such as equity training/WASC or other training.
 - One meeting per month shall be for Instructional Council (IC) approved certificated offerings including new teacher meetings.
 - New teacher meetings shall be planned jointly by the District staff and site new teacher mentors.
 - The District and AEA agree to meet at the end of the fall semester of 2022-23 meet, review, and revise if necessary the IC offerings and processes.
 - Additionally, during the school year, 4 Wednesday meeting times shall be given as additional prep time in recognition of time spent planning for academy.
 - Wednesday meetings shall start at 7:30am. All efforts shall be made to end meetings at least 10 minutes prior to the start of the first class period of the day.
3. During the designated staff collaboration periods, certificated staff will collaboratively work on the development and implementation of common curriculum, assessments, instructional practices or intervention. Non teaching staff shall work collaboratively on student support services. Staff will join one team per semester. Site administration will review, approve, and provide feedback on collaborative plans. Site administration shall work with singleton teachers to make sure collaboration is appropriate and meaningful. For purposes of planning, this [tool](#) shall be used no more than once per quarter.
 - Some collaboration groups may have a paid collaborative lead. The collaborative lead may be asked to submit the planning tool more frequently (monthly) and would be paid and expected to facilitate the group. The stipend for collaborative leads shall be \$500 per semester with the expectation of 2 additional hours of work per month.

- ACIS core teachers will be joining collaborative teams at the comprehensive sites. Collaborative leads shall coordinate with ACIS teachers to facilitate their participation.
4. All full time certificated staff members will engage with students during the Academy periods two days a week. Part time teachers shall also engage in Academy as set out in the part time teacher schedule options linked above. Teaching new material essential to the course will not be allowed. Certificated staff members may work within departments and/or collaborative teams to develop plans and options for students during these periods.
 5. 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. Additionally “block”: period substitution may be split between two members, with each member compensated for one hour at the rate established in schedule B.
 6. Should additional trainings be mandated by the state, certificated staff may be asked to complete up to two additional hours on their prep time.
 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 all issues in this MOU.