

Memorandum of Understanding
Between
Poway Unified School District and Poway Federation of Teachers

A Culture of Shared Responsibility and Leadership
The Site Professional Time Plan for Nonstudent Contact Time

The Poway Federation of Teachers and the Poway Unified School District recognize that the historical structures and resources for supporting public education have shifted significantly. These changes require new models and approaches to supporting teachers and ensuring student success. It is the belief of our District and Federation that collaboration and shared decision-making are models that create trust and shared responsibility, and enable risk-taking and innovation to help meet the needs of our changing world.

I. District Focus:

To promote alignment of district and site professional learning and initiatives, the District, in consultation with the Federation, will determine the primary district focus areas for professional learning that will help prioritize and frame the work to be done at the site.

II. Site Professional Time Plan:

The Federation and the District agree that the faculty (teachers and administrative team) will work collaboratively to develop a plan for professional time (non-student contact time) that will effectively balance professional responsibilities and professional learning. This plan will include time for individual, team, department, and site professional responsibilities. Professional growth days, timebanking and/or professional time, and the time needed for administration to carry out site and district needs is included in this professional time plan. The following will serve as a guide to assist sites in the development of this plan.

III. Decision-Making Process:

Sites will use consensus or, if agreed to by the faculty, an alternative decision-making process to determine their site's plan for professional time.

IV. Balance and Flexibility

As site professional time plans are developed, sites will ensure:

- Meeting schedules represent a balanced workload for teachers.
- Educators are responsible for meeting their professional duties and engaging in professional learning for continued student learning and improvement.
- Professional discretion is acknowledged for individual teachers to adjust schedules and workload to meet the needs of their students while fulfilling commitments to site and team agreements and to meet the responsibilities outlined in Domain V of the Poway Unified School District Continuum of Teaching Standards.
- The site created professional time plan includes flexibility to address the fact that site and teacher responsibilities may vary month to month.
- Back-To-School Night is a required professional duty for teachers.
- Open House is suspended. Other after school and/or evening activities shall be teacher initiated, optional and voluntary, unless part of a co-curricular program, supervision duties or stipend duties.

If sites have not been able to collaboratively develop a balanced plan for the organization of professional responsibilities and professional learning that includes time for individual, team, department, and site responsibilities, the following shall serve as guidelines:

1. **Professional Growth Days:** The morning of professional growth day/s will be dedicated to collaborative activities associated with site/district goals. Faculty may decide that teams have the option to:
 - use the afternoon of professional growth day to continue their morning work/focus.
 - extend, process, or implement the day's learning at a time of their choosing so that the afternoon is used to accomplish the individual teacher's classroom responsibilities.
2. **Timebanking and/or Professional Time:** Timebanking and/or Professional Time is teacher directed time to address the teacher's primary responsibilities around instructional duties, responsibilities and tasks. Using consensus or, if agreed to by the faculty, an alternative decision making process, this time may be used to collaboratively address site, team and district goals.
3. **Time Beyond The Contracted Day:** Two hours per month is a district-wide norm for faculty to meet outside the teacher contract day for professional learning/responsibilities, as determined by administration with attendance required for all staff involved. Using consensus or, if agreed to by the faculty, an alternative decision making process, Timebanking and/or Professional Time may be accessed for some or all of this time and this time will count towards the two hours.

VII. Implementation:

The Federation and the District are committed to sustaining their long-term commitment to site-based decisions and innovations that are collaboratively decided upon by affected teachers and site administrator(s). To implement this Memorandum of Understanding during the 2013-14 school year, the District and the Federation will work to provide training and models to increase the capacity of shared decision-making practices across the district. Implementation strategies may include but are not limited to:

- Facilitate a Principal and PFT Site Representative Meeting, which will include training on collaborative decision-making processes.
- Develop a common message, Power Point or "Screen Share" and Q&A for principals and teachers with the purpose, intent and implementation of this MOU.
- Continue to support collaborative decision-making processes at the site level with training and assistance, as needed.
- Develop a glossary of key terms associated with professional time and professional learning.
- Survey faculty during the school year to determine efficacy of implementation. (PFT and LSS)

This agreement will expire on June 30, 2014 but may be renewed by signed approval of both parties.

For the Federation:




Signature

10-23-2013

Date

For the District:



Signature

10/23/2013

Date