

**Memorandum of Understanding
Between
Poway Federation of Teachers
And
Poway Unified School District
2012 – 2013 School Year
Parent/Teacher Conferences**

Elementary School

Parent/Teacher conferences shall be offered and held at the elementary level for all students subject to the following:

- November 5, will be a non-student conference day with two additional minimum days devoted to parent/teacher conferences during that week. This requires two additional minimum days devoted to professional learning/development to be placed, by site consensus, on the calendar.

Or

In lieu of the November 5, model above, by consensus, a school may propose to LSS the use of four minimum days devoted to parent/teacher conferences during the week of November 5. This requires one non-student day at another point in the year for professional learning/development to be placed, by site consensus, on the calendar.

- The minimum timeframe required for scheduling parent conferences shall be 30 minutes before the start of the school based workday (Section VIII Teacher Contract) and shall extend no later than the end of the school based workday.
- When offering parent conferences, parents shall be given the choice of: an in person conference, a telephone conference, or not holding a conference if mutually agreed upon by the teacher and parent.
- One conference shall be offered per child, to eliminate the necessity of holding separate conferences for parents unless agreed to by the teacher or specified differently by court order.

Middle Schools

Parent /Teacher conferences shall be offered and held at the middle school for students not performing at proficient levels or below abilities, as determined by the teacher based upon objective data and student work.

Middle school sites may, by consensus, elect one of the two options for conferences:

- Full non-student conference day with 2 additional minimum days that same week devoted to parent/teacher conferences. This requires two additional minimum day afternoons devoted to professional learning/development to be placed, by site consensus, on the calendar. Or
- Four minimum days during a parent/teacher conference week, as determined by the site. This requires one non-student day at another point in the year for professional learning/development to be placed, by site consensus, on the calendar.

It is the intent of both parties to pursue and encourage the exchange of "best practices" regarding parent/teacher conferences among sites.

This agreement will expire on June 30, 2013, but may be renewed by signed approval of both parties.

For the Federation

For the District

Signature

Kelly Fogar

Signature

Walter J. Gurnit

Date

6/12/12

Date

6/12/12