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

Non Student Contact Time

The Federation and the District recognize that the increased class sizes and diminished resources initiated by the shortfall in the California state budget and its effect on the PUSD budget have increased the workload of the classroom teacher and impacted the time of the teachers.

In order to sustain a collaborative culture at each school site, principals, teacher leadership teams representing the staff, will meet for the purpose of obtaining consensus around site decisions in the two focus areas below:

- time to adequately address the needs of the students in their classrooms and
- time to address school wide goals and initiatives aligned with our college readiness vision to include the following:
    - Analyzing assessment data to adjust instruction and set student/classroom/course goals
    - Setting department/grade level and schoolwide goals (SPSA/literacy plan/WASC accreditation)
- Two days will be non student days to use for the above purposes. Some of the time that has been created by time banking or professional growth may be used for the purposes described above, as agreed upon by the staff.

Exclusive of supervision duties or stipend duties and outside of the two hours specifically addressed below, all other time outside of direct student contact time shall be preserved as teacher directed time, for purposes of professional use including time to collaborate, with colleagues by department and/or grade-level, for the purposes of increased student achievement and professional development.

Up to two hours per month beyond the 7 hour school based work day shall be made available for site meetings. These two hours may include, but are not limited to:

- Staff meetings
- Grade level meetings
- Matters deemed of importance by the principal and the faculty
- Emergency meetings due to extenuating circumstances may go beyond the two hours/month.
- Exceptions to this time frame are the beginning of the year staff meeting and end of year staff meeting

These two hours shall not be taken during the designated Time Banking time unless agreed upon by the principal and staff. The parties recognize and acknowledge that "time" (Time Banking, Collaboration, and/or Professional Time) represents contracted work hours for the purposes of administering the Collective Bargaining Agreement.

Sensitive to the time constraints of teachers, Back to School Night will be held and Spring Open House will be suspended as part of the contract day for two years. Other after school and/or