

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

Preschool Teacher Compensation

Preschool teachers will be paid at the regular negotiated preschool hourly rate.

- Preschool teachers will be compensated for a total of one-half hour per day to cover before school opening (15 minutes) and after school closing (15 minutes) responsibilities.
- Preschool teachers will be compensated for preparation time at the rate of 24 minutes paid for each three-hour session of student instruction. (“Child care” component of the Full Day Program does not include prep time. See Program Example #4 on Attachment 1)
- Preschool teachers will be compensated for required hours outside of their paid workday, including staff meetings, in-services, I.E.P. meetings, service on District committees, evening meetings for all parents, and necessary school year preparation and closing duties.
- Preschool teachers will be compensated for the processing of State or Federally required assessments, as needed, up to 5 hours per test administration per class.

Preschool teachers will have a fixed monthly salary process, using time sheets on an exceptional basis.

(Please see Attachment 1 for Program Examples and Assessment Example.)

Health and Welfare Benefits

Health and Welfare Benefits will be provided consistent with the terms of the Collective Bargaining Agreement. Based on Program Example #1 (see Attachment 1), a preschool teacher will receive the basic insurance package (medical, vision, dental, life).

Teachers teaching less than half-time have no District contribution to the basic insurance package.

Layoff and Transfer

All general education preschool teachers serve on temporary contracts. In the event that there is a reduction in force in the general education preschool program, the District and the Federation will meet and confer regarding the criteria, including seniority, to be used for layoff. Seniority shall be defined as years of preschool teacher experience in the district.

When openings occur within the general education preschool program, interested preschool teachers will be considered for the opening based on teacher performance evaluations, seniority in the district, and any specialized needs required by the program. Preschool teachers interested in transferring should put in a written request for transfer at their end of year evaluation conference.

Dated 09/16/11

Poway Federation of Teachers

By CM S Kelly Logan

Title President PFT Director

Dated 9/16/11

Poway Unified School District

By Tracy Hogan

Title Executive Director

Kathlyn M Roberts
Director
Early Child & School Development
9/16/11

Preschool MOU, Attachment 1

Program Examples:

*Program Example #1: **Five** 3 hour class periods per week

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m. class	X	X	X	X	X

3 hours student instruction x 5 days per week = 15 hours
15 min. before and 15 min. after x 5 days per week = 2.5 hours
5 three-hour sessions x 24 minutes prep time = 2 hours (120 minutes)
Total Weekly Compensation 19.5 hours

* Program Example #2: **Seven** 3 hour class periods per week

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m. class	X	X	X	X	X
p.m. class		X		X	

3 hours student instruction x 5 days per week = 15 hours
3 hours student instruction x 2 days per week = 6 hours
15 min. before and 15 min. after x 5 days per week = 2.5 hours
7 three-hour sessions x 24 minutes prep time = 2.8 hours (168 minutes)
Total Weekly Compensation 26.3 hours

* Program Example #3: **Ten** 3 hour class periods per week

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m. class	X	X	X	X	X
p.m. class	X	X	X	X	X

3 hours student instruction x 5 days per week = 15 hours
3 hours student instruction x 5 days per week = 15 hours
15 min. before and 15 min. after x 5 days per week = 2.5 hours
10 three-hour sessions x 24 minutes prep time = 4 hours (240 minutes)
Total Weekly Compensation 36.5 hours

* Program Example #4: Full Day Program

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m. class	X	X	X	X	X

3 hours student instruction x 5 days per week = 15 hours
15.5 hours child care per week (child care hours may vary) = 15.5 hours
15 min. before and 15 min. after x 5 days per week = 2.5 hours
5 three-hour sessions x 24 minutes prep time = 2 hours (120 minutes)
Total Weekly Compensation 35 hours

Assessment Example:

A Head Start class administers DRDPs in fall, winter, and spring. A Preschool Teacher could log up to 5 hours in fall, 5 hours in winter, and 5 hours in spring for each preschool class taught. If the teacher administers the test for two preschool classes/groups of students, up to 30 hours total could be claimed per year, as needed.