

**Memorandum of Understanding**  
**between the Poway Unified School District and the**  
**Poway Federation of Teachers**  
**Preschool Parent/Teacher Conferences**

The Poway Unified School District (PUSD) and the Poway Federation of Teachers (PFT) mutually value the PUSD preschool program as an integral part of our Preschool-12 program. PUSD and PFT jointly agree that parents can best support learning when they are informed about their child's academic and social progress through parent/teacher conferences. Therefore, in a manner similar to our elementary schools, parent/teacher conferences shall be offered to all four-year old preschool families in the fall of each year.

- ✓ Parent/teacher conferences shall be 30 minutes, which includes conference time and prep time.
- ✓ The minimum timeframe required for scheduling parent conferences shall be 30 minutes before the start of the school based workday and shall extend no later than the end of the school based workday.
- ✓ Parent/teacher conferences may be conducted in person or via telephone. If mutually agreed upon by the teacher and parent, a conference is not required to be held if a student is meeting or exceeding standards, and parents have been informed of their child's progress and next best steps for learning.
- ✓ One conference shall be offered per child, unless agreed to by the teacher or specified differently by court order.

I. All Preschool Teachers working in a Part Day, Expanded Part Day, or Full Day Program will be provided with conference time based on the actual number of four-year old students they serve in the following ranges:



- Up to 14 students = 7 hours
- Up to 21 students = 10.5 hours
- Up to 28 students = 14 hours
- Up to 35 students = 17.5 hours
- Up to 42 students = 21 hours

To provide time for these conferences and best serve students academically, each of the above preschool programs may be closed for up to one class session in alignment with the elementary site conference week. Additional allotted time as specified in the above ranges may be provided via sub release if needed.

II. All Preschool Teachers working in a State Funded Program will be provided with 17.5 hours of conference time due to state requirements (must conference with all 3 and 4 year-old students, sharing of DRDP assessments is lengthy).

- Full Day State Funded Programs shall be closed to match the elementary site conference week (1 full day and 3 minimum days **OR** 5 minimum days).
- Half Day State Funded Programs shall be closed for one minimum day to match the elementary site conferences. A 3.5 hour substitute teacher shall be provided to cover classroom instruction for the remaining four days of the week, while the teacher of record engages in parent/teacher conferences. If a class doesn't have 20 students, PUSD/PFT will mutually identify how much conference time is needed and provide substitute time accordingly.

This agreement expires on June 30, 2018 but may be revised and/or renewed by mutual agreement of the parties.

For the Federation:	 _____ Signature	<u>10/4/17</u> _____ Date
For the District:	 _____ Signature	<u>10/3/17</u> _____ Date