

Memorandum of Understanding  
Between  
Poway Federation of Teachers and Poway Unified School District  
**Parent/Teacher Conferences and Site Scheduled Professional Growth Day**  
2020-21 School Year

Elementary School

Parent/Teacher conferences shall be offered and held at the elementary level during the following window: Monday, November 16 – Friday, November 20 for all students subject to the following:

- ✓ Sites shall elect, by consensus, one of the following configurations for the Parent/Teacher Conference week:
  - 1) Five minimum student days

This selection results in one full professional growth day to be scheduled by the site some time during the school year.
  - 2) One full non-student day and three minimum student days

This selection results in two minimum professional growth days to be scheduled by the site some time during the school year.
  - 3) An alternative plan that best meets their needs

Alternative plans must preserve instructional minutes requirements, maintain the number of student and teacher work days prescribed in the calendar, and be submitted to LSS for approval. After approval, the community shall be informed of the plan.
- ✓ The minimum timeframe required for scheduling parent conferences shall be 30 minutes before the start of the school based workday (Section VII Teacher Contract) 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.

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.


- ✓ Due to varying grading periods at middle schools, sites may, by consensus, select the week Parent/Teacher Conferences shall be held. Sites shall elect, by consensus, one of the following configurations for the Parent/Teacher Conference week:
  - 1) Five minimum student days
    - i. This selection results in one full professional growth day to be scheduled by the site some time during the school year
  - 2) One full non-student day and three minimum student days
    - i. This selection results in two minimum professional growth days to be scheduled by the site some time during the school year
  - 3) An alternative plan that best meets their needs.

Alternative plans must preserve instructional minutes requirements, maintain the number of student and teacher work days prescribed in the calendar, and be submitted to LSS for approval. After approval, the community shall be informed of the plan.

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, 2021, but may be renewed by signed approval of both parties.

For the Federation

Signature 

Date 5/4/20

For the District

Signature 

Date 6/15/20