

Elementary School Planning Time

MCEA Contract Changes Effective July 1, 2014

Webinar Presentation July 14, 2014

And August 14, 2014

Webinar Presenters

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Overview

- Elementary Planning was a significant focus during negotiations.
 - Started work on it early in the process
 - One of the last items resolved
- All involved understand the multiple demands on time
- This agreement represents what we all feel is a workable balance of interests in a complex setting.

Scheduling and Planning Topics

- Grade Level Classroom Teachers
- Art, Music and Physical Education Teachers
- Other School Based MCEA Unit members
- Other Scheduling changes
 - Elementary Reading Specialists
 - Part – time employees
 - Employees assigned more than one school
 - Substitute coverage for counselors who are assigned teaching responsibilities
 - Teleworking on the first three grading and planning days
 - Elementary ESOL teachers
 - Questions and Answers

Noninstructional time

- MCEA Contract Article 16.D Elementary School Schedules, Section 1
 - When developing elementary schedules, teams will consider the need for both individually managed time and work that is defined by the leadership and completed in group settings. Teachers' schedules will include at least seven hours per normal week for such instructionally related work. (Article 16.D.1)

Grade level classroom teachers

- **MCEA Contract Article 16. D. 2 Time Within the Student Day** states in section a. **Pre-K-6 Elementary School Grade Level Classroom Teachers** – at least four hours and forty-five minutes per week of this time will occur during the student day.
- Options include
 - Recess
 - Specials classes such as:
 - Art, Music or PE
 - Counseling, other teachers, other...
 - Change the length of specials or recess

Sample Planning Schedule

Gr. 3

Specials	Art	45
	Music	45
	PE	45
Recess	Monday	30
	Tuesday	30
	Wednesday	30
	Thursday	30
	Friday	30
Total Planning During Student Day		285

Art, Music and Physical Education

b. Teachers Providing Specials, Including Art, Music and Physical Education Teachers

At the elementary level, each art, music, and physical education teacher will participate in the development of their teaching schedule. Schedules will provide either:

1. at least four hours and fifteen minutes of this time per week during the student day, with a minimum of ten (10) minutes for preparation between classes, or
2. at least four hours and forty-five minutes of this time per week during the student day, with a minimum of five (5) minutes for preparation between classes.

Consideration should be made for set up and change of grade levels.

If Compliance is not possible --

If a school cannot create a schedule that provides for the planning time outlined in paragraphs 2(a) and 2(b) above, then the schedule must be submitted to the Office of School Support and Improvement and MCEA for review. (MCEA Contract Article 16.D.2.c)

Other school-based unit members

- d. **All Other School Based Unit Members** – will have schedules that include a minimum of one hour of time for this instructionally related work during the student day. Whenever schedule and program permit, one hour and thirty minutes per week will be provided. Media specialists and other school based unit members will also participate in the development of their schedules. (MCEA Contract Article 16.D.2.d)

Other Scheduling Changes (1)

- **Elementary Reading Specialists** will receive two additional summer days to bring their summer day allocation from six days to eight days. (Article 16, section H)
- **Part-Time employees** may not be required to attend meetings or cover activities in a proportion greater than their contract allocation. (Article 16, section C, paragraph 4)
- **Employees assigned to more than one school** may not be required to attend meetings and other activities that exceeds requirements for other unit members. (Article 16, section C, paragraph 5)

Other Scheduling Changes (2)

- **Substitute coverage** will be approved for counselors when **counselors are assigned teaching** responsibilities and are unable to do so due to illness or other approved leave. (Article 17, section F, paragraph 3)

Other Scheduling changes, (3)

- The opportunity for **teleworking on the first three grading and planning days** (they are nevertheless considered regularly scheduled work days) has been clarified and is available for those teachers who have demonstrated the ability to meet their professional responsibilities, including grade submission according to guidelines, and who are not determined to be needed on-site. As before, first-year teachers will be required to work on site for the first two marking periods on these days. An educator whose request to telework is denied will be provided a written rationale for the denial. (Article 16, section M)

Other Scheduling Changes (4)

- **Elementary ESOL teachers** will be provided with time in addition to the standard individually managed time to complete caseload related work. The ESOL teachers will collaborate with administration and/or the leadership team to decide on the extent and scheduling of this work. It is important to note that the amount of time may vary by teacher, time of year, or caseload. (Article 16, section R)