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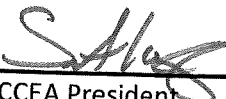
MEMORANDUM OF UNDERSTANDING

Elementary Planning Time

Policy 4116

Through the negotiations process, a significant amount of feedback concerning the number of required meetings at the elementary level and the impact of those meetings on teacher planning time has been brought forward.

- A. Prior to the end of the 2017-18 SY, principals and ARs (with Executive Director guidance as needed) will collaborate to explore opportunities for elimination and/or consolidation of meetings for the 2018-19 school year.
 - Required staff meetings are to occur no more than twice a month
 - School committees are to be consolidated and refined, making clear that participation on these committees is voluntary (e.g. safety team, leadership team, guiding coalition, social committee, etc.).
 - Administration and ARs will work together to determine the meeting schedule for their individual site prior to the beginning of the 2018-19 SY and before schedules are set.
 - The purpose and intent of PLCs and the role of administration within PLCs will be reviewed, clarified, and communicated by the Office of Performance and Improvement.
 - Teacher will have flexibility to determine when their required team PLCs will meet.
 - Non-essential meetings will be eliminated.
- B. The district and CCEA will create a collaborative committee comprised of equal membership from CCSD and CCEA to look at planning time and explore how to increase it in the 2019-2020 school year. This committee will work together to discuss and provide guidance on the following:
 - The number of meetings at the elementary level and place limits on number and length of required meetings outside of legally bound meetings
 - Explore options on how to make legally required meeting occur outside of planning during the school day if feasible
 - Although the group understands that planning time may not be equal, the goal is to make planning time as equitable as possible within and across all elementary schools
- C. Beginning in 2018-2019 SY, the ratio of teacher directed planning time during non-contact days will be increased from a 50/50 split to 50 percent plus 4 hours for elementary teachers.
- D. This MOU shall be reviewed for potential secondary implementation in the 2019-2020 SY.


CCEA President

4/26/18
Date


Cherry Creek School District

4/26/2018
Date