

SEA Reopener: Early Release Implementation

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Early Release

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16.6 The District and Association have a shared interest in scheduling time for professional development, collegial work and individual professional activities within the work year calendar. In order to provide support for these activities, the work year calendar will include a weekly early release model. On each week with five (5) full student days, students shall be released on Wednesdays, one hundred (100) minutes before the regular dismissal time. The use of the early release time will be designated on the work year calendar, with no less than fifty percent (50%) of the early release time designated as individual time, as defined in Section 17.4. In such years when an odd number of early release days are calendared, the additional day shall be designated as individual time. The remaining early release days will be designated as administrative time, as defined in Section 17.5.

16.6.1 If the Director of Teaching and Learning chooses to provide job alike professional development opportunities for certain non-supervisory certificated positions which are unique to a school building, a modified early-release schedule will be presented to SEA for approval, maintaining the total amount of Individual and District time for each employee. Such plans to modify the early release calendar shall be presented no later than March 1<sup>st</sup> for the subsequent school year.

17.4 Individual Time. Time designated on the calendar as "I" or "Individually directed time" shall be used to improve student learning as planned and directed by the individual certificated employee. ~~Examples of activities which employees may choose to engage in on these days include, but are not limited to, classroom and workspace preparation, instruction and curriculum planning, student assessment, department, grade level and collegial planning, personally directed professional development, grading and report card preparation and parent and student communication.~~ During individually directed time, the District may not require employees to attend any mandatory meetings or professional development. ~~During fifty percent (50%) of the individually directed time occurring prior to the start of the student school year, and during individually directed time not scheduled at or near the end of a grading period (i.e., the day between semesters and the day in June), the District may offer optional professional development. This time is not to be used for any required curriculum/assessment/program trainings or administratively directed meetings.~~

- 17.5 Administrative Time. Administratively directed time shall be used to improve student learning as planned and directed by building and District administrators. When planning activities for these days, administrators shall consider the relevancy of the planned activities to the assignments of all certificated employees in the District, including specialists, and may choose to plan alternative activities for individuals or subgroups. ~~Examples of activities which an administrator may choose to plan on these days include, but are not limited to, staff development, instruction and curriculum planning, student assessment, department, grade level and collegial planning, communication and planning of District procedures, changes and goals, and parent and student communication.~~
- 17.5.1 Principal Time. Time designated on the calendar as "P" or "Principal time" is administratively directed time that is planned and directed by building administrators.
- 17.5.2 District Time. Time designated on the calendar as "D" or "District time" is administratively directed time that is planned and directed by central office administrators.
- 17.6 Collegial Time. Time designated on the calendar as "C" or "Collegially directed time" shall be used to improve student learning as planned and directed by collegial teams. The use of this time shall be within the discretion of the collegial teams, as long as the time is used to: (a) focus on learning; (b) develop result-oriented team goals; (c) incorporate the regular collection and analysis of performance data into their work; (d) develop and implement interventions to support student learning; or (e) support implementation of the classroom teacher evaluation system.
- 17.7 On days split between administrative time, collegial time or individual time, the use of time in the first half and second half of the workday shall be designated on the work year calendar. The lunch period shall be equally subtracted from each.
- 17.8 When a student school day needs to be rescheduled on a previously scheduled non-student work day due to school closure, the rescheduling of that day shall occur as follows:
- a. For rescheduled days which occur on non-student days reserved for individually directed activities, the work time shall be performed by employees outside the regular work day at times chosen by the employee.
  - b. For rescheduled days which occur on non-student days reserved for administratively-directed activities, the work time shall be made-up on

the next available individually-directed non-student day, or, if there are no additional non-student days available, at the end of the school year.

## 18.0 CONTRACT DAY

18.1 Certificated employees' contract day during the contract year shall consist of eight (8) hours including conference/planning time, travel, and duty-free lunch, in accordance with State laws, rules, and regulations. Planning time must be scheduled in increments of no less than thirty (30) minutes except on calendared half-days (e.g., the last day of school and the day prior to Thanksgiving).

18.2 Except as modified on early release days, the contract day for ~~classroom~~ teachers shall include five (5) hours of direct ~~classroom~~ contact hours time, which shall be exclusive of time required to be spent for preparation, conferences, or any other non-classroom duties.

~~18.3 Should the district choose to fill a 1.1 or 1.2 FTE position with one person, the employee filling that position will be offered a supplemental contract. In no case shall any employee be required to accept an assignment greater than 1.0 FTE. (Move to new 18.6.)~~

18.3 All certificated staff shall be provided time for preparation in the amount described below. Teachers (including elementary general music and PE), and librarians shall be provided time for preparation, conferences and collaboration with other staff as follows in the following manner:

18.3.1 High school classroom teachers and librarians shall be provided a minimum of 225 minutes each week or a total of 450 minutes over two weeks during the student day for individual preparation.

18.3.2 Middle school classroom teachers and librarians shall be provided a minimum of 225 minutes each week during the student day for individual preparation.

18.3.3 Elementary classroom teachers (including general music and P.E.) will be provided a minimum of forty-five (45) consecutive minutes during the workday four times a week. It is understood that the primary purpose of this time is for individual preparation.

18.3.4 In addition, elementary certificated staff will be provided 330 minutes over two (2) weeks during the student day for individual preparation. Over each two-week period, preparation time for classroom teachers shall include:

a. 120 minutes of PE instruction;

- b. 120 minutes of General Music instruction; and
- c. 90 minutes of Library instruction for Grades ADK-4 or 90 minutes of Instrumental Music instruction for Grades 5-6.\*

\* For 4/5 and 5/6 split classes, this 90 minutes of individual preparation time shall be provided by Library instruction, if such instruction can be accommodated within the limitations of Section 18.3.8. If not, such time shall be provided by another certificated employee paid at per diem during one 45-minute instrumental music period each week.

Each section of PE, Music or Library instruction shall be a minimum of thirty (30) minutes in length. All Specialists shall build this release time into their work schedule in accordance with Section 18.3.6. Administrators will ensure that Grade 5 and Grade 6 classroom teachers will release each other to provide the ninety (90) minutes of planning time during Instrumental Music. Grade 5 and Grade 6 teachers will continue to arrange Library sessions with the Librarian according to the current practice at their school.

- 18.3.5 The District acknowledges the right of specialists to schedule planning time flexibly within their work week.
- 18.3.6 A 1.0 FTE librarian will be assigned to each elementary school. For such librarians, at least 900 minutes per week within the student day shall not be used to provide release time to other elementary certificated staff. These 900 minutes shall be used to plan, collaborate with other staff, provide open library time, and manage the library facility. Elementary librarians will be provided a daily period of at least forty-five (45) consecutive minutes for preparation/conferences within their 900 minutes per week designated for planning, collaboration, open library time and library management.
- 18.3.7 Certificated building staff and their building administrators may decide to adopt alternative class schedules which provide the preparation time required by Section 18.4 and its subsections in averages over the course of a week rather than on a daily basis. Before adopting such a schedule, staff and administrators must consider the effect of the change on specialists and Section 32.4.
- 18.3.8 The preparation time provided by this section shall be provided proportionally to employees with less than 1.0 FTE contracts.
- 18.3.9 The language in this Section 18.3 regarding numbers of days or minutes per week was written with the underlying assumption that the week in question had five school days. In shortened weeks in which there are holidays or other non-school days, the number of minutes may vary

depending upon which days of the week are non-school days. The number of minutes for prep time in the other sub sections above historically have been applied in the same manner: a normal weekly schedule is set up, and prep time which is missed due to a school holiday falling on a day in which the employee normally receives their prep time is not pro-rated or "made up" at some other time that week. In order to mitigate the impact of lost planning time, building schedules will be built with the following considerations:

- a. During conference weeks, when schedules are potentially already modified, those staff members who incur a larger proportionate loss of planning time over the year shall be provided priority scheduling, and if possible, an additional section of planning time.
- b. Building staffs shall be encouraged to rotate specialist schedules from one year to another in such a manner as to provide equity.
- c. Additional remedies as agreed by the building principal and the affected employee.

18.34 Certificated employees shall be assigned not more than an average of forty-five (45) minutes per week for supervision.

18.65 Certificated employees who are required to travel between buildings shall be provided adequate travel time in addition to a duty free lunch period.

18.6 *Should the district choose to fill a 1.1 or 1.2 FTE position with one person, the employee filling that position will be offered a supplemental contract. In no case shall any employee be required to accept as assignment greater than 1.0 FTE.*