

Provision:	Article IV, Section 22	Title:	Individual Prep Time
Presentation:	Third (Second 6/20/24, First 5/30/24; Supposal 5/16/24) (CEA 6/20/24, 7/25/24)	Date:	7/25/2024

TA

District Proposed 7/25/24:

**Section 22 Individual Preparation Time**

The District and Association recognize that preparation time is vital. Each staff member will have at least 250 minutes and not more than 320 minutes of preparation time each week not to include the time before and after school, or the duty-free lunch period. Part-time staff will receive a pro rata amount of the 250 minutes per week. Except for emergencies, as determined by the building principal, staff will not be required to perform tasks which infringe upon preparation time. The District and Association recognize that assemblies, parent-teacher conferences, and/or state-mandated testing schedules may impact staff preparation time. Scheduling adjustments will be made at the building level (with the goal of maintaining equitable planning time for all staff in the building). Staff members who need to leave the building will follow building procedures for checkout and check-in.

At the elementary level, preparation time will consist of recess time, and time that the classroom teacher's students are with a specialist. Elementary (K-5, Special Education, and Title I) classroom teachers will have a minimum of a 35-minute block of time each day; building specialists (library media, music, health and fitness teachers) will have a 30-minute block of time each day. District and building scheduling decisions will be made by building principals with teachers providing input.

Based upon a 7 period day, each middle school teacher will have one period per day for planning. **In order to meet the intent of the contract to provide at least 250 minutes per week, an additional block of 15 minutes per day will be provided to each teacher.**

**Learning Options/ALE Preparation Time**

Each full-time staff member will have at least 250 minutes and not more than 320 minutes of preparation time each week not to include the time before and after school, or the duty-free lunch period. Part-time staff will receive a pro rata amount of the 250 minutes per week.

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7/25/24

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7/25/24