

## MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement (“MOA”) by and between PENNRIDGE SCHOOL DISTRICT (“District”), on behalf of its elected and appointed officials, and PENNRIDGE EDUCATION ASSOCIATION (“Association”), collectively referred to as the “Parties.”

**WHEREAS**, the Association is the sole and exclusive bargaining representative for a bargaining unit comprised of classroom teachers and certain other employees (the “Bargaining Unit”); and

**WHEREAS**, the District and the Association are parties to a collective bargaining agreement covering the period July 1, 2023 through June 30, 2028 (the “CBA”); and

**WHEREAS**, the Parties have agreed that it is in their mutual best interests to modify certain provisions of the CBA pertaining to planning time to more closely align with block scheduling as implemented; and

**WHEREAS**, the Parties have negotiated and reached agreement regarding these matters; and

**WHEREAS**, the Parties wish to memorialize their agreements in writing.

**NOW, THEREFORE**, in consideration for the mutual promises and commitments set forth in this MOA, the Parties hereby agree as follows:

1. The text of Appendix D, Section 5 (lines 1461-1536) shall be replaced by the following:

5. Planning Time

A. Prior to the Implementation of Block Scheduling

Grade level 1-5 teachers in elementary buildings shall receive a minimum of 225 minutes of planning time per 5-day cycle, with at least forty-five (45) consecutive minutes each day.

Kindergarten teachers, Special Education teachers, and Specialists shall receive a minimum of 225 minutes of planning time per 5-day cycle.

Teachers in the middle and high schools shall receive a minimum of one (1) regular class period in consecutive minutes of planning time per day which shall be after the start of and before the end of the school day.

B. Upon Implementation of Block Scheduling - High School

Teachers in a building in which block scheduling has been implemented shall receive a full block of planning time on alternating days, following the A/B day academic calendar. On the remaining days, teachers may be assigned a duty for minutes up to one-half (½) of the length of the block.

Within the teacher's block for which planning time is scheduled, should the Administration in its sole discretion determine that there are no duties for which the bargaining unit member is scheduled or assigned, the teacher shall receive the balance of the block as planning time.

Planning time shall be after the start and before the end of the school day, and when used shall be in consecutive minutes that day.

Duties are defined as non-teaching supervision of students. A list of duties will be maintained by District Administration and the Association.

Teachers will not be required to have the same duty in subsequent years.

The Administration realizes the importance of the newly implemented block scheduling. To ensure the fairness and efficacy of duty assignments, the District will agree to meet and discuss with the Association periodically.

Administration may grant a duty-exempt status. A list of teachers granted said status shall be maintained by Administration and made available to PEA upon request. At a minimum, this list should include teachers whose assignment requires additional paperwork, such as those maintaining IEPs or 504s, teachers who voluntarily participate in the SAP-team or as an administrative intern, and teachers who travel between buildings. Duty-exempt status may also be granted as compensation for an EDR contract.

C. Other Provisions

A teacher's planning period shall not be used for scheduled District and/or building level meetings. The preparation period shall also not be used for unscheduled meetings with parents unless the teacher is not otherwise occupied.

The Board shall grant, without loss of pay, to Special Education employees two (2) days per year free of other duties or assignments for the writing of Individual Education Plans (IEPs.) These days must be pre-approved by the building principal.

Additional time, for the writing of Individual Education Plans (IEPs), shall be granted to Special Education employees at the discretion of the Superintendent or his/her designee.

There shall be no layoffs due to block scheduling during the term of this Agreement.

2. The terms of this MOA shall be incorporated into any consolidated labor agreement hereafter created.

3. This MOA is subject to approval by the District's Board of School Directors and shall become effective immediately upon execution by all parties.

**ON BEHALF OF  
THE PENNRIDGE EDUCATION  
ASSOCIATION:**

By: 

Date: 12/4/2024

**ON BEHALF OF  
PENNRIDGE SCHOOL DISTRICT:**

By: 

Date: 12/3/24

