

## PLC Memorandum of Understanding

The Placentia-Yorba Linda Unified School District ("District") and the Association of Placentia-Linda Educators ("APLE") agree to the following as clarification of PLC language in the previously agreed MOUs. This MOU replaces all previous PLC MOUs entered between the District and APLE. This MOU shall be in effect for the 2019-20 school year.

Professional Learning Communities (PLC) have been an integral part of the teaching and learning environment in PYLUSD. Teachers work collaboratively during early release/late start days to create common assessments, analyze results, and adjust instructional practices. Professional development will be provided as needed to support PLC teams with a focus on collaboration and the five essential questions.

PLCs focus on one or more of the following questions:

1. What is it we want all students to know and be able to do?
2. How will we know all students have learned?
3. How will we respond when some students do not learn?
4. How will we extend the learning for students who have demonstrated proficiency?
5. How do we engage in relevant pedagogy and professional development to ensure that we are collectively answering these questions?

The District and APLE believe in the power of teacher collaboration. To that end, time has been established for teachers to work on the five questions. PLC conversations shall include, but not be limited to, designing instruction, developing common formative assessments, analyzing assessment data and adjusting instruction, identifying and sharing existing and researched-based practices, and identifying and developing academic, behavioral, or socio-emotional interventions. The five (5) questions are not meant to be limited to data-only discussions. As a result, we agree with the following beliefs and practices related to teacher collaboration:

### 1(a) PLC Calendar Development

PLC calendar development shall be collaboratively developed between the staff and the site administration. Unit members will meet by department/grade level to discuss preferences, after which the leadership team in collaboration with site administrators will meet to develop a tentative schedule based on input from all departments/grade levels. (If an APLE Representative is not a member of the leadership team, one APLE Representative should be invited to participate in the development of the rotation schedule.)

The options for PLC calendar development are Vertical/Department or Horizontal/Grade Level meetings. The calendar development shall not determine the agenda for each PLC meeting. The schedule will be presented to the staff for final review prior to the start of each school year. If consensus between the staff and the site administrator cannot be reached, the process shall begin again until a consensus can be reached.

At the conclusion of the process, the site administrator and APLE site representative shall sign the District's PLC: Annual Calendar Development Form (Appendix) and the site administrator shall submit the form to Human Resources by the end of the 2<sup>nd</sup> calendar week of the school year. Human Resources will send a copy of the form to the APLE President by the 3<sup>rd</sup> Wednesday in September. If the APLE site

representative cannot sign the form because he/she believes the process was not followed, the next site PLC day shall be used to reach agreement with a representative from Human Resources and APLE (selected by APLE) to help facilitate an agreement.

#### 1(b) PLC Agenda Development

PLC agenda development is the determination of what will be discussed at each PLC meeting. All agenda items shall focus on one or more of the five essential questions. Unit members retain sole discretion of setting their agendas and site administrators shall not send out separate agendas or influence the staff discussions. Unit member teams may utilize PLC time for staff development at the discretion of the team. Unit members are not required to take minutes or fill out any paperwork other than providing the site administrator with an agenda at least 48 hours (including weekends) in advance. Sign-in sheets will be submitted, by the end of the week, to the principal or designee after each meeting, however the sign-in sheet shall be for the purpose of attendance not for a date and time stamp to determine when a unit member arrived to the meeting.

Site administrators are encouraged to participate as partners in collaboration, whenever possible. Site teams may invite counselors and psychologists to participate in discussions at the discretion of the site team.

2. Eight early release or late start days (not including pre-service days) will be set aside for the use of staff meetings and/or professional development at the discretion of the site administrator. These eight days will be tentatively placed on the calendar, after consultation with the site leadership team, prior to the PLC calendar development discussion with staff. Agendas for these days will be set by the site administrator and all staff are expected to attend.
3. Four early release or late start days will be designated for teacher planning per year (including but not limited to quarterly planning, lesson planning, report card preparation, grading, etc). These days will be initially designated by the site administrator and leadership team prior to the start of school and brought to the staff for consensus as part of the PLC calendar development process. No agenda will be requested on these days; however, teachers shall remain on campus during the 60 minute planning period.
4. All PLC meetings will be 60 minutes in duration. All staff members on contract duty during the PLC will need to be present for the full 60 minutes. As a result, at all early release sites, teachers will be required to report to school 25 minutes prior to the start of the school day instead of 30 minutes.
5. Unit members that are part of stand-alone electives/departments, preppy k, music, elementary PE, Speech, SDC, RSP and other specialized student support providers may meet off-site with prior approval from their site administrator(s).
6. Additional staff meetings may only be held for extenuating circumstances requiring immediate action (these might include natural disasters, an accident involving student or staff member, site administrator changes, etc).

7. Teachers should not be called away from collaboration time for other purposes (including but not limited to IEPs), except in extenuating circumstances requiring immediate action. Every effort shall be made to preserve teacher collaboration time.
8. PLC meeting norms shall be established by each team and reviewed annually.
9. The Association faculty representative shall be granted a minimum of five minutes during regular faculty meetings to announce the agenda for the upcoming Association business unless the Association faculty representative has informed the site administrator one week in advance that they do not need this time.

Elementary Release Time: Teachers will be provided a minimum of 240 minutes of release time every two weeks in the following way:

Grades 1st - 3rd	Grades 4th - 6th	Kindergarten
<ul style="list-style-type: none"> <li>● PE (*180 minutes)</li> </ul>	<input type="checkbox"/> PE (*180 minutes)	<input type="checkbox"/> 30 minutes end of the teaching day
<input type="checkbox"/> Library (60 minutes)	<input type="checkbox"/> Instrumental/Vocal Music (90 minutes)**	
<ul style="list-style-type: none"> <li>● Computers (30 minutes) (Teachers take students into computers on non-release weeks)</li> </ul>	(Computers and library are no longer release time; teachers take students into computers and library weekly)  **Instrumental music will continue to be provided two times per week for 45 minutes. When vocal and instrumental music are provided it is deemed release time.	Kindergarten students go to computers and library, but not as release time
<i>This equates to 60 minutes per month over the contractual minimum</i>		

\*While PE is provided 200 minutes every 10 days, teachers are expected to be present for the first five minutes of the PE class, therefore the release time is calculated at 180 minutes every two weeks.

Make up for release time will only be required if release time falls below the contractual agreement of 240 minutes in a two week period which has been caused by the closing of a lab or library, inability to provide music or PE. Holidays and non-student days will not be counted as missed release time.

  
 \_\_\_\_\_  
 Assistant Superintendent, Human Resources

  
 \_\_\_\_\_  
 Authorized APLE Representative

6/10/19  
 \_\_\_\_\_  
 Date

6/10/19  
 \_\_\_\_\_  
 Date

