

## Memo of Understanding

### Moses Lake School District And Moses Lake Education Association

#### Preparation Time

The parties agree to implement the following language at the start of the 2<sup>nd</sup> semester and for the remainder of the 2017-18 school year:

#### **Section F. Preparation Time:**

1. **Birth to Grade Five:** The District shall schedule no less than two-hundred and ten (210) guaranteed minutes per week per birth to grade five employees for the purpose of instructional preparation. Preparation time includes a portion of "Flex time" and at least one thirty (30) minute continuous block each student day. During a week when the student schedule/calendar is affected for any reason, employees will receive a pro-rated amount of preparation time. ~~The preparation time shall be assigned by the building administrator in a minimum of 30 continuous minute blocks. If required to cover for an absent employee during P. E. or Music time, elementary employees shall be compensated at per diem (in fifteen (15) minute increments) for loss of that time. On a typical week, employees will be guaranteed one hundred twenty (120) minutes of plan time during the student day.~~
2. **Additional Elementary Planning Time:** Teachers of birth to grade five will be provided an additional five (5) days per year for the purpose of instructional preparation as follows:
  - a. This additional time shall be used for instructional preparation in blocks of time not less than 15-minute increments, attached to the teacher workday.
  - b. This time cannot negatively impact staff meeting attendance or schedule.
  - c. Employees on long-term leave are not eligible for the duration of the leave.
  - d. Long-term substitutes will be eligible for planning time as per Article III, Section I of the MLEA agreement.
  - e. Employees shall keep a personal record of hours worked for purposes of a state audit.
3. **Middle Level:** The District shall schedule no less than one guaranteed period per day for purposes of instructional preparation.
4. **High School:** The District shall schedule no less than one guaranteed period per day for purposes of instructional preparation.
5. **Purpose:** The use of preparation time shall be for instructional preparation and shall be determined by the individual employee excluding time needed for observation and evaluation conferences.
6. **Emergencies:** In the event the District experiences an emergency that would require the scheduling away of guaranteed preparation time the employee so affected shall be given the additional preparation time lost within seven (7) days.

7. **Early Dismissal:** Preparation time shall not be guaranteed on student early release days.

**8. Loss of Preparation Time:** If an employee loses their preparation time during the student day due to loss of “specials” or covering another class, the employee will be compensated at their per diem rate to move their prep time to outside the school day.

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Superintendent

Date

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MLEA President

Date