

ARTICLE 11 – TEACHING LOAD AND DUTY HOURS

Section A The normal weekly teaching load in the senior high schools, middle schools, and special schools (except exceptional child education schools) will be no more than twenty-five (25) teaching periods or equivalent time, and five (5) preparation periods. If a school is structured so that it has more or less than six (6) periods in a school day, the teachers will be provided no less than fifty (50) consecutive minutes for planning. A supervised study or lunch period or similar duty of equivalent time shall be considered a teaching period for which volunteers will be given priority. Student intervention/remediation for which lesson plans are not required shall not be considered a teaching period. Intervention/remediation time shall not be considered planning time.

Professional Learning Communities (PLC's) can be required no more than one (1) time per week during planning time. ~~The development of PLC agendas will be a collaborative process between the members of the PLC and the building Principal/designee. The Educator Quality Oversight Committee (EQOC) shall make available for use by PLC's norms and guiding questions. If a Principal/designee elects to utilize teacher planning for the purpose of a PLC twice during a four (4) week period, then one (1) Faculty Meeting or other unpaid after school meeting will be cancelled during the second week in which the PLC agenda has been collaboratively developed by the members of the PLC and the building Principal/designee. Every other PLC agenda may be developed in collaboration between the teacher members of the PLC and the building Principal/designee. The other PLC meetings will be developed by the teacher members of the PLC. PLC's will follow norms and guiding questions mutually agreed upon by the Educator Quality Oversight Committee. The total number of faculty meetings plus the total number of times a Principal/designee may use teacher planning time in a manner that causes teachers to have less than their minimum amount of planning time (Sections A and F of this Article – 250 minutes per week for elementary schools, 50 minutes per day in middle and high schools) shall not exceed five (5) during any four-week period.~~ Special Area teachers will be provided PLC opportunities with other Special Area teachers.

Examples may include:

Example 1: (1 Faculty Meeting + 4 Lost Planning Times Due to PLCs = 5 Total)

Week 1: 1 Faculty Meeting (up to 90 minutes) + 1 PLC*

Week 2: No Faculty Meeting + 1 PLC*

Week 3: No Faculty Meeting + 1 PLC*

Week 4: No Faculty Meeting + 1 PLC*

Example 2: (4 Faculty Meetings + 1 Lost Planning Time Due to PLC = 5 Total)

Week 1: 1 Faculty Meeting (up to 90 minutes) + 1 PLC*

Week 2: 1 Faculty Meeting (up to 60 minutes) + No PLC

Week 3: 1 Faculty Meeting (up to 60 minutes) + No PLC

Week 4: 1 Faculty Meeting (up to 60 minutes) + No PLC

*** Prevents minimum planning time**

Section B The normal duty hours of all Employees, except for Social Workers, Resource Teachers, Special Instructional Assistants in schools, and other such Employees, shall not exceed

seven (7) consecutive hours including a duty-free lunch period and any early or late duty. Principals shall first seek volunteers for early or late duty. If there are not enough volunteers, the principal shall assign employees on a rotation basis to early or late duty.

The normal duty hours of Social Workers, Resource Teachers, Special Instructional Assistants in schools, and other such Employees shall not exceed seven and one-half (7.5) consecutive hours in length including a duty-free lunch period.

Upon notification to the school office and approval by the Principal/Administrator or Designee, an Employee may leave the premises during duty hours.

Those Social Workers, Resource Teachers, Special Instructional Assistants in schools, and other such Employees subject to a seven and one half hour (7.5) work day will be compensated at their hourly rate of pay for any additional time worked in excess of the seven and one half hours (7.5). The hourly rate of pay for an employee subject to a seven and one half hour (7.5) work day shall equal their daily rate divided by seven (7).

Section C Routine matters should be handled in such a way (written communications, announcements, etc.) as to permit optimum use of faculty meeting time for discussion, planning, and evaluation of the school's program. A written agenda with specificity shall be distributed by noon of the day before regularly scheduled faculty meetings. Absent a timely agenda, a faculty meeting will not occur. Faculty meetings shall begin no later than twenty (20) minutes after the student day. Faculty meetings may be used for professional development. Total faculty meetings time shall be no more than ninety (90) consecutive minutes on any given day and no more than five (5) hours total in a month. Mandatory meetings shall not be scheduled before and after school on the same day. A minimum of two (2) weeks notice will be provided for any before or after school meeting exceeding the one (1) hour per week meeting.

Section D Every reasonable effort will be made to schedule Open House as far in advance as possible. There will be no mandatory faculty meetings during the week that Open House is held. Attendance at all other meetings and all other duties beyond the Employee's normal duty hours shall be voluntary except for parent conferences which shall be scheduled when possible to take place within normal duty hours. **Mandatory attendance at meetings, including ARCs, beyond the one (1) hour per week will be paid at the hourly rate of pay except for one Open House per year, and parent conferences, and one (1) faculty meeting per calendar month not to exceed 90 minutes.**

The appropriate forms for all teachers to complete and turn in to be paid for extra service for mandatory meetings and/or making up their planning time after school shall be available online on the Employer's website.

[Remainder of Article 11 is unchanged.]