

MEMORANDUM OF UNDERSTANDING
Ferndale Education Association/Ferndale School District

Clarification of Preparation Time for Elementary School Educators
(Article IV, Section 3, F. Elementary Preparation Time)

The District and the Association agree that uninterrupted preparation time for elementary educators shall be prorated in all work weeks that contain three or more student instructional days, including early release days. In weeks that have one or two student instructional days, the District will not be required to provide additional planning time to meet a prorated amount of planning time.

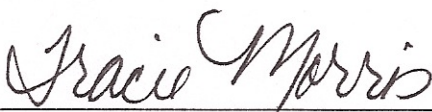
In any work week containing three or more student instructional days, the preparation time for full-time elementary educators will be pro-rated for the number of student instructional days at the rate of 30 minutes per day (5/150). Prior to a shortened work week or work week that includes one or more early release days, any teacher who will lose more preparation time than the prorated number of minutes must notify the principal by the Friday (or last day of the school week) prior to the week of anticipated lost preparation time. The teacher(s) whose preparation time will be impacted by the shortened instructional time will notify the principal, in writing of their preferred remedy.

After collecting feedback from the teachers affected, the principal will choose a remedy. The remedy elected by the principal may be either providing preparation time to meet the required prorated planning time, or providing compensation as established in Article IV, Section 3, H. Compensation for Loss of Planning Time. If a principal elects to provide preparation time as the remedy, a certificated teacher must provide the time. If lesson plans are needed, the principal will be responsible for lesson plans for that period of time.

The District will not eliminate, reschedule, or change regularly scheduled planning time for those teachers that would receive more than the prorated planning time. During a one or two day week, no adjustments in planning time will be made.

The intent of this MOU is to address lost preparation time on early release Wednesdays, early release conference preparation days, and early release conferences days. In addition, it is intended to address lost preparation time due to holidays and mandatory meetings during the workday. Specialists may be provided their contractual preparation time through flexible scheduling. These schedules will be mutually agreed upon between the specialist and the administrator.

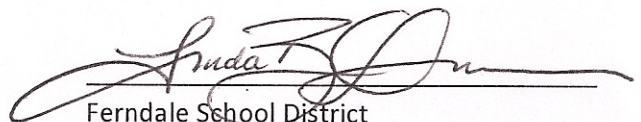
Late arrivals and early releases due to inclement weather are not covered by this MOU.



Ferndale Education Association

3/4/11

Date



Ferndale School District

03/14/11

Date