



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
TRAVIS UNIFIED SCHOOL DISTRICT
AND THE
TRAVIS UNIFIED TEACHERS ASSOCIATION



Attachment for Article 7 to support the MOU to Implement Bargained Items for the 2017-2018 School Year
Pending Tentative Agreement Ratification

The Travis Unified School District (District) and the Travis Unified Teachers' Association (Association) agree to the following for the 2017-2018 school year.

While negotiations for the 2017-2018 school year are incomplete, the District and Association agree to following items in order to begin the school year with these instructional parameters in place.

7.10 COMMON PLANNING DAYS

Common Planning Days are shortened student attendance days for the purpose of collaboration, planning and preparation, and staff development. They occur on a schedule of once every Wednesday at the elementary sites and two Wednesdays per month at the secondary level

- 7.10.1 A schedule of Common Planning days for the school year, including a list of the dates reserved for District use, shall be sent to staffs during the first week of the school year. Common Planning days at Vanden shall be scheduled as set forth in section 7.10.98.
- 7.10.2 There shall be no regularly scheduled meetings, such as IEP, SST, or staff meetings, during the time designated as teacher Common Planning time.
- 7.10.3 There shall be no school-wide parent conferences during the teacher designated time unless agreed to by a majority of the site staff at the beginning of each year.
- 7.10.4 There shall be no regularly scheduled activities on site during Common Planning time that would prevent on-duty site staff from participating in Common Planning.
- 7.10.5 Staff shall not bring children for whom they are responsible to school during this time except under special circumstances, which must be approved by the site administrator.

- 7.10.6 At the elementary level, twelve (12) Common Planning days per year shall be reserved for site administration/District use. All other Common Planning days will be released to the teachers for planning and preparation purposes. Common Planning days reserved for site administration/District use shall not be scheduled on the first Wednesday of the month nor on the Wednesday before the minimum day designated for report card preparation. Teachers will participate in Professional Learning Community work during site administration/District Common Planning days rather than during the instructional day.
- 7.10.7 At Golden West, two (2) Common Planning days shall be reserved per semester for site administration. All other Common Planning days shall be released to the teachers for planning and preparation purposes. If either party finds a need to modify this schedule, both parties shall meet together to determine whether or not changes will be made to the existing schedule for the year. Mutual agreement between Department Chairs and site Administration must be reached to institute any proposed changes.
- 7.10.8 At Vanden High School, there shall be eight (8) administration-directed Common Planning days for staff collaboration, which shall not exceed one (1) hour in duration. There shall be eleven (11) teacher-directed Common Planning days for planning and preparation. Administration and site Department Chairs will work together to determine the specific rotation (i.e. administration-directed, staff collaboration) for Common Planning days. Scheduling will be done at the first Department Chair meeting of each school year. If either party finds a need to modify this schedule, both parties shall meet together to determine whether or not changes will be made to the existing schedule for the year. Mutual agreement between Department Chairs and site Administration must be reached to institute any proposed changes.