

8/209

Memorandum of Understanding Regarding Foss IB World School Planning Time

The purpose of this memorandum is to commemorate in writing the agreement between the Tacoma School District (District) and the Tacoma Education Association (Union) regarding Section 48 – Planning Periods.

The District and the Union agree to the following:

Being prepared each day to provide their students with worthwhile learning experiences is a major responsibility of classroom teachers. To this end, it is recognized that all employees are required to make adequate preparations for meeting their responsibilities.

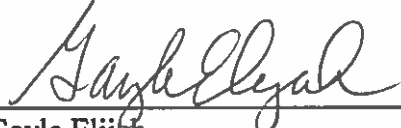
Individual Planning is self-directed by the teacher without other assigned duties. This could include, but is not limited to, lesson planning, parent communication, materials preparation and student evaluation.

Common planning time may be directed by the PLC and/or the building administration. This could include PLC time, data teaming (to guide instructional improvement including differentiated instruction or credit retrieval for seminar days), curriculum planning, developing common formative and summative assessments, interdisciplinary planning, book studies, and professional development.

1. Foss IB World School employees with full-time assignments shall have the equivalent of 50 minutes or more each day to be used for individual educational planning. In the event that individual planning is not allocated for 50 minutes per day, the SCDM will review the rationale and authorize ahead of time.
2. Foss IB World School employees with full-time assignments shall participate in the equivalent of 150 minutes each week to be used for common educational planning.
3. Foss IB World School employees with part-time assignments shall have individual and common planning time prorated by the length of their assignment.
4. Shortened school weeks (i.e., Thanksgiving Break) and/or days (i.e., conference days) shall have individual and common planning time prorated.

This agreement remains in effect through August 31, 2019.

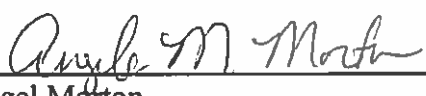
For the District:



 Gayle Elijah
 Director, Employee and Labor Relations

Date: 5/2/16

For the Association:



 Angel Morton
 President, Tacoma Education Association

Date: 5/5/16