

Maintenance of Workload FAQ

On Nov. 18, 2009, after more than a year of negotiations, the District and SDEA signed an agreement on Unit Member Workload issues. The agreement consists of two interdependent Memoranda of Understanding (MOUs). An MOU is a document that has the binding power of our contract, but is typically entered into during the term of a contract. The first MOU addresses workload issues during the 2008-2009 school year, while the second MOU addresses potential workload issues that may arise in the future, and is designed to be incorporated into Article 8: Hours of Employment once the entire contract is settled and ratified by parties.

The 2008-2009 workload MOU addresses three specific areas of increased workload: Standards-Based Report Cards (elementary only), benchmarks and other new assessments, and use of DataDirector. The following are answers to frequently-asked questions from ARs since the MOUs were signed.

Issue One: Standards-Based Report Cards (SBRCs) (Elementary Only)

- **Exactly how many meetings can administrators have during modified days now?**

For as long as SBRCs are required, a minimum of 75 percent of all modified days will be set aside for unit-member directed preparation time, with no professional development occurring during that time. This is an increase from the minimum of 50 percent of all modified days elementary teachers were entitled to before the MOU went into effect, and means that there will be some months during which no professional development occurs on modified days.

- **How will that work this year?**

The 75 percent minimum threshold is effective as of Dec. 1, 2009 and will continue as long as SBRCs are required. Between the opening of school in September and Nov. 30, 2009, the 50 percent minimum threshold was in effect. SDEA and the District have discussed merging the number of meetings principals could hold during those two time periods to create a year-long total. Based on SDEA's analysis of the number of modified days falling into each of those blocks of time, the total number of modified day meetings that can be required during the totality of the 2009-2010 school year is eleven. For example, if your site has already had five modified day meetings, that means your principal can hold six more this year.

- **What about other meetings besides those held on modified days?**

Meetings held outside of the 6-hour 35-minute workday are still subject to the MOU on meetings signed in 2005 — normally one staff meeting, one grade-level/department meeting and one standing committee meeting per month, for a total of three. However, the workload MOU does place some additional restrictions on these meetings. First of all, principals are not allowed to shift meetings that would have been held during the modified day to another date. For example, if your principal cancels half of the remaining modified day meetings for this year, but then schedules just as many brand new after-school meetings, that would count as "shifting" and is not allowed. Principals are also restricted from holding any meetings outside of the 6-hour 35-minute workday during the two weeks prior to the date that the first SBRC of the year is due, and during the one week prior to the date that the rest of the SBRCs are due.

- **What if the District decides to get rid of SBRCs altogether and go back to the old system?**

If the District eliminates SBRCs and returns to the old system, the language in this portion of the MOU would cease to be in effect, and we would default to the previous contract language governing elementary prep time. However, if the District eliminates SBRCs only to replace them with an equally cumbersome system, that would trigger the new Article Eight language surrounding workload issues that may arise in the future.

- **NEW INFORMATION!**

In their training materials for principals, the District stated the following: “Reminder: Board has directed, and memo has been sent, stating that all manually-scored assessments mandated by District/school after 7/1/2008 are voluntary – It is important that you have documentation that teachers have been informed of this change.” *If your principal hasn’t shared this information, at least SDEA has!*

- **What types of meetings are limited?**

For the five days after the administration of any benchmarks or other new assessments mandated by the District or site, your principal is prohibited from holding any meetings outside of your workday. This means that any and all meetings held after the required on-site time of 6 hours and 35 minutes (a total of 7 hours and 5 minutes, inclusive of a 30-minute duty free lunch) are not allowed. Meetings can still be held within the required on-site time, provided that teachers are released, with coverage for their classes. At elementary schools, meetings/professional development can be held within this window on the modified days that are allocated for administrators (but remember — members are entitled to a minimum of 75 percent of the modified days effective December 1, 2009!).

- **What benchmarks and assessments are covered by this language?**

This language addresses any and all benchmarks and other District or site-mandated assessments introduced since the beginning of the 2008 school year. Those in existence prior to July 2008 (e.g. CSTs, AP tests, the CAHSEE, etc.) are not affected by this language.

- **If I have to score benchmarks, how do I get the extra prep time mentioned in this agreement?**

The extra prep shall be awarded per assessment, not once over the course of a year. This means that each time a unit member is asked to score a benchmark or other new assessment, he or she shall be granted one hour of extra prep time. For elementary teachers, there are a variety of ways the extra hour of prep time may be provided. The time may be built into the site prep time schedule, allocated through the cancellation of additional modified day meetings, or a floating Visiting Teacher may cover the impacted teachers’ classes. For secondary teachers, floating Visiting Teachers should be provided.

- **What happens if benchmarks/assessments go away?**

If all of the benchmarks and other new assessments implemented since July 2008 are rescinded, then this language becomes void, meaning that the extra prep time allotment will no longer be granted.

Issue Three: DataDirector

- **What type of DataDirector use qualifies for the additional hour of prep time?**

Unit members who are required to input data into DataDirector manually are eligible for additional prep time; if scanning technology is present that removes the need for manual data entry, unit members shall not receive additional prep time. Eligible unit members will receive one hour of prep time per assessment that requires manual data entry. Prep time coverage should follow the same process described above in Issue Two. The act of analyzing data once it is in the system does not qualify for extra prep time.

- **What happens if the District/my site stops requiring me to enter scores into DataDirector?**

If and when the additional workload required by DataDirector data entry vanishes, then unit members will no longer be entitled to the additional prep time.

For additional information, ARs should call SDEA to speak to a Contract Specialist.