

MEMORANDUM OF UNDERSTANDING
San Bernardino City Unified School District and
San Bernardino Teachers Association

MOU-Collaboration Day Professional Development Program

This Memorandum of Understanding is made and entered into this 3rd day of May, 2011, between the San Bernardino City Unified School District (hereinafter referred to as "District") and the San Bernardino Teachers Association, CTA/NEA (hereinafter referred to as "Association").

WHEREAS: The San Bernardino City Unified School District and the San Bernardino Teachers Association believe that student achievement is a result of the joint commitment to quality teaching and learning among all stakeholders at a school; and

WHEREAS: Quality teaching and learning can best be realized through collaboratively developed, effective professional development opportunities; and

WHEREAS: The District and SBTA agree that to achieve this purpose a Collaboration Day Professional Development Program (hereinto referred to as "collaboration days") will remain in effect.

IT IS THEREFORE AGREED as follows:

- A. All District schools shall participate in a Collaboration Day Professional Development Program. Adult Education, Middle Collège High School, San Andreas, Sierra, and district preschools shall be exempt from this MOU.

Collaboration days shall not be scheduled during those weeks when a District minimum day is scheduled.

During collaboration days, the certificated staff shall participate in professional development which may include teacher planning, collaboration, and preparation in order to accomplish any and/or all of the following objectives:

1. Development and implementation of the Single Plan for Student Achievement (SPSA);
2. Analysis of student achievement data to inform and improve instruction; and
3. Integration of professional development concepts into the instructional and/or school program.

This time shall not be used as individual conference/preparation time and the time shall not exceed one hundred-five (105) minutes for the elementary level and ninety (90) minutes for the secondary level. At the elementary level, time in the workday-beyond the maximum minutes established herein shall be available to the unit members to apply and/or extend the concepts covered during current and/or prior collaboration day activities at their discretion.

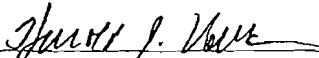
- B. Addendum A shall reflect the work day for unit members and the student instruction day for regular work days, collaboration days, minimum days, track change days and exam days. The

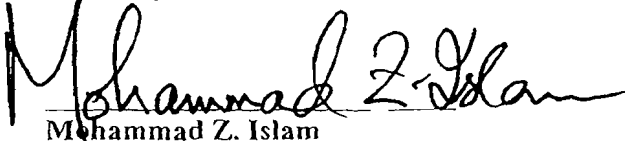
contractual minutes per week shall not exceed the number of contractual minutes worked in a regular work week. This excludes any adjunctive duties assigned to staff.


- C. The District will agree to require no more than one (1) mandatory after school meeting per month outside the regular work day.
- D. Each school shall develop a Professional Development Team (PDT) for the purpose of collaboratively planning the professional activities for the Collaboration Day Professional Development Program.
- E. All certificated staff will be invited to participate on the Professional Development Team. The PDT shall not exceed fifteen (15) unit members for elementary and middle school, and twenty-five (25) unit members for the high schools, and shall include the principal or his/her administrative designee, at least one (1) member of the Leadership Team, and at least one (1) SBTA site representative chosen by the SBTA membership at the site. The site administrator(s) shall not be included in the maximum count. The PDT shall be identified for the academic year and the names shall be published for all unit members at the site.
- F. The PDT shall meet regularly during the year but not less than quarterly. Minutes of the PDT meetings shall be kept on file. The first meeting of the PDT for each academic year shall be scheduled within the first thirty (30) days of the new year.
- G. The PDT shall develop and communicate a year-long professional development plan which is understood to be a work in progress. Modifications to the professional development plan will be made by the PDT, as needed, during the year and communicated to the staff as a whole in a timely manner. Staff will have the opportunity to provide feedback to the PDT.
- H. The District and the Association shall develop and implement a yearly feedback mechanism to allow staff to evaluate the Collaboration Day Professional Development Program at their sites, to be completed no later than the end of the school year. The District and Association shall work collaboratively with school sites to address issues and/or needs identified in the feedback provided. The Association and the District agree to provide joint training and follow up support, as needed, for the Professional Development Teams based on the results of the feedback process and on effective team practices.
- I. A school's professional development plan shall be submitted to SBTA upon request.
- J. Participation in the PDT is voluntary and time spent planning outside of the workday is non-compensable time.
- K. Principals and half-day (afternoon) kindergarten teachers are encouraged to work together to facilitate their participation in the modified day schedule.
- L. This Memorandum of Understanding shall remain in effect for three (3) school years effective July 1, 2011. Should a problem or conflict arise as a result of this language the parties shall meet to resolve the issues.

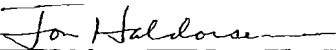
Dated this 3rd day of May, 2011, at San Bernardino, California.

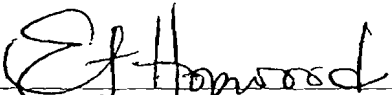
SAN BERNARDINO
CITY UNIFIED SCHOOL DISTRICT

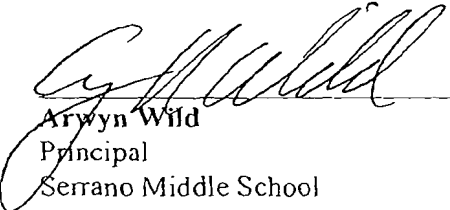

Harold J. Vollkommer
Assistant Superintendent
Certificated Human Resources


Mohammad Z. Islam
Chief Business & Financial Officer
Business Services

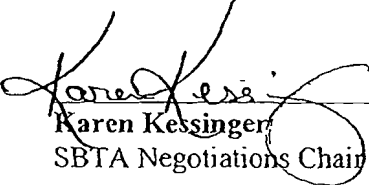

Gordon Amerson
Principal
Arroyo Valley High School



Tom Haldorsen
Director
Certificated Human Resources

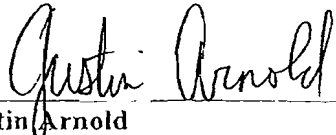

Ernestine Hopwood
Principal
Monterey Elementary School

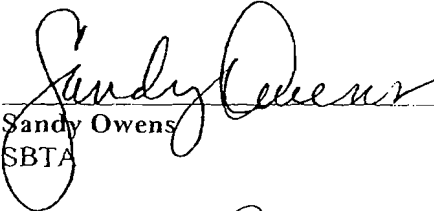

Arwyn Wild
Principal
Serrano Middle School

SAN BERNARDINO
TEACHERS ASSOCIATION

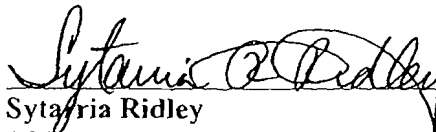

Karen Kessinger
SBTA Negotiations Chair

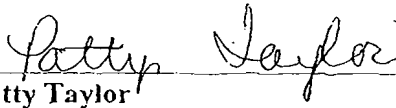

Peg Tracey
Executive Director
SBTA


Justin Arnold
Executive Director
SBTA


Sandy Owens
SBTA


Michael Peterson
SBTA


Sytaria Ridley
SBTA


Patty Taylor
SBTA


Felipa Tello
SBTA

**San Bernardino City Unified School District
Collaboration Day Professional Development Program**

Elementary Schools

	<u>Regular Day</u>	<u>Collaboration Day</u>	<u>Minimum Day</u>	<u>Track Change</u>
Students	8:50* – 3:30 p.m.	8:50* – 1:00 p.m.	8:50* – 1:00 p.m.	8:50* – 1:00 p.m.
Teachers	8:40 – 3:45 p.m.	8:40 – 3:45 p.m.	8:40 – 1:15 p.m.	8:40 – 1:15 p.m.

Staff assigned to a.m. duty shall report twenty (20) minutes prior to the beginning of the regular first class or period.

Regular days shall include a forty-five (45) minute lunch period and two (2) ten-minute recesses (a.m. and p.m.). Minimum, Collaboration and Track change days will include a thirty (30) minute lunch and one (1) ten-minute recess (a.m.).

*Classes begin 8:50 a.m.

Middle Schools

	<u>Regular Day</u>	<u>Collaboration Day</u>	<u>Minimum Day</u>
Students	7:40 – 2:11 p.m.	9:45 – 2:35 p.m.	7:40 – 12:10 p.m.
Teachers	7:30 – 2:20 p.m.	7:50 – 2:40 p.m.	7:35 – 12:15 p.m.

Staff assigned to a.m. duty shall report twenty (20) minutes prior to the beginning of the regular first class or period. Staff assigned to p.m. duty shall remain fifteen (15) minutes after the end of the last class period.

Lunch shall be thirty (30) minutes on all student days.

High Schools (not including Sierra or San Andreas)

	<u>Regular Day</u>	<u>Collaboration Day</u>	<u>Minimum Day</u>	<u>Exam Day</u>
Students	7:30 – 2:35 p.m.	9:45 – 2:50 p.m.	7:30 – 12:35 p.m.	7:30 – 12:15 p.m.
Teachers	7:25 – 2:40 p.m.	7:40 – 3:00 p.m.	7:25 – 12:50 p.m.	7:25 – 12:30 p.m.

Lunch shall be thirty-five (35) minutes on all student days.

Addendum B

Collaboration Day Best Practices

- 1) It is critical that classroom teachers be involved in the decision-making, implementation, and delivery related to professional development – e.g. Professional Development Team (PDT)
- 2) Consensus is a more powerful decision-making model than voting and should be the preferred method for making decisions.
- 3) Input should be consistently gathered in order to meet the varying needs of the certificated staff in relation to issues such as starting and ending times, etc.
- 4) Advanced notice is advantageous in order to allow collaboration day participants to prepare efficiently so that professional development activities can be maximized.
- 5) The Chair would be chosen from among the PDT members by consensus.