



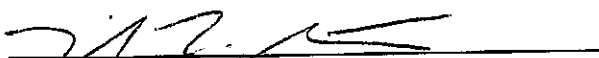
Memorandum of Understanding
between
the Saugus Union School District
and
the Saugus Teachers' Association
March 3, 2016

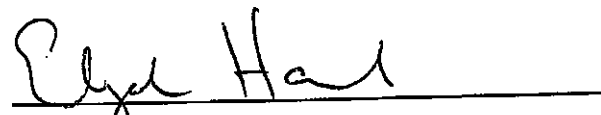
Teacher Release Time for Planning

The Saugus Union School District (SUSD) and the Saugus Teachers' Association (STA) tentatively agree to the Memorandum of Understanding subject to the approval of the Saugus Union School District Governing Board and the membership of STA. The Memorandum of Understanding, once approved by both parties, will become effective for the 2016-17 school year only, beginning on July 1, 2017.

- Each STA Unit Member will be assigned three (3) days of full day substitutes (if required for their position) for the purpose of collaborative grade level instructional planning release time with the following conditions:
- A maximum of 20 substitutes per day will be allocated for the collaborative grade level instructional planning release time.
- A calendar will be developed by SUSD by July 15, 2016 indicating the instructional days of the school year that can be used for collaborative grade level instructional planning release time.
- The collaborative grade level instructional planning release time shall be used for activities such as: designing lessons, performance-based activities, assessments, analyzing student assessment data, evaluating student performance, planning data-driven intervention activities, long-range planning, or other activities agreed upon between the principal and grade level teams at the school site.
- If a substitute is not available to cover a unit member's assignment on the scheduled day for collaborative grade level instructional planning release time the unit member will be required to cover their regular assignment. Administration will not cover the assignment or place the students into another unit member's classroom. The unit members will work with his/her administrator to ensure that make-up release time is scheduled as soon as possible.
- At the end of each collaborative grade level instructional planning release time the unit members will complete and submit one Collaborative Instructional Planning (CIP) Data Sheet per grade level to their site administrator.
- If a unit member is absent on the day that collaborative grade level instructional planning release time is scheduled, the unit member shall report his/her absence and have the appropriate leave reason deducted from their leave balances and the unit member will not be able to reschedule collaborative grade level instructional planning release time.

- The twenty (20) Wednesday early release days that are allocated as teacher directed collaborative instructional planning time shall be utilized for teacher directed collaborative instructional planning or individual planning time which shall be conducted at the unit member's school site. Individual planning time shall be used for the purposes of planning lessons, writing lesson plans, grading student work, analyzing student achievement data, preparing instructional materials, preparing classroom activities, creating/modifying the classroom environment, and other activities directly related to their work assignment. Wednesday individual planning time is considered a professional day and unit members will not leave their sites prior to the regular dismissal time for the upper grade students.
- Unit members will be responsible for completing mandated online safety training which is mutually agreed upon between STA and SUSD or statutorily required as part of their professional responsibilities.
- This MOU shall not be construed by either party to be precedent setting.


Jennifer Stevenson
Assistant Superintendent Human Resources
Saugus Union School District


Elizabeth Hand
STA Representative