

5.4 Preparation Time/Extra Allocation Time

- 5.4.1 Each middle, junior high, and senior/high school teacher will be provided one (1) preparation period daily which will equal the standard instruction period in each individual school.
- 5.4.1.1 No junior high or middle school teacher shall be required to function as a department chairperson.
- 5.4.2 Each elementary teacher will be provided at least ninety (90) minutes of preparation time per week.
- 5.4.2.1 Teachers hired into preparation specialist positions are intended to be those with regular K-6 credentials. Those preparation specialist teachers who worked in the elementary preparation program in 1991-92 and return to a preparation specialist position in 1994-95 shall not be required to have a regular K-6 credential.
- 5.4.2.1.1 Each site shall determine how to best and fully utilize its above-staffing allocation for the school year.
- 5.4.2.2 The parties have established the goal to work towards providing 180 minutes of prep time for elementary teachers by use of existing resources. This goal applies to each week which includes a regular teaching day. The sites may provide one or more of the following options within legal parameters and program needs. Annually, the site shall decide which option(s) will be used.

c. For all Elementary schools

- (1) Flexible prep time for prep specialist teachers. Ordinarily, prep time is expected to be provided in approximate 45 minute segments. However, in order to facilitate scheduling, prep specialist prep time may be allocated in shorter segments when documentably necessary. In return, time on shortened days after the student day shall be considered prep time for prep specialists.
 - (2) The prep specialist teaching prep day is understood to be the same as all other grade 1-6 teachers at the site.
 - (3) In those schools where additional minutes are available within a preparation specialist's instructional day, those minutes are to be used to provide additional minutes of preparation time on a regular or intermittent basis to qualifying teachers. The available minutes are to be distributed as equitably as possible among the qualifying teachers. It needs to be reiterated that it is not appropriate for a preparation specialist's time to be assigned to other programmatic uses outside of the elementary preparation program at a site even though it is acknowledged that there are many such needs.
- d. By the purchase of extra FTE prep teachers beyond the contract allocation.
 - e. By use of banked time.
 - f. The site may add additional options with the approval of the parties.
 - g. Doubling of CSR classes is not considered a class size violation.
- 5.4.2.3 The time scheduled for elementary special subjects teachers in each elementary school shall be rounded upward to the nearest whole day.

- 5.4.3 Elimination of lost prep time during weeks with holidays. (See Appendix F)
- 5.4.3.1 Prep time loss during weeks with holidays and during shortened and/or early days will be made up by using one or more of the following options.
- a. Schools calling substitutes.
 - b. Payment for prep loss. Payment will be based on the pro-rated higher substitute cost.
 - c. Banked inservice prep time. During each of the 328 minute staff development days, all elementary teachers will receive 45 minutes of prep time.
 - (1) Prep time received during staff development days will be considered as banked time to be used during incomplete school weeks with holidays, or during shortened and/or early days when normally scheduled prep cannot be provided.
 - (2) Staff development days must comply with legal requirements and must not exceed the teacher's regular day.
 - d. Rescheduling of prep time. This can include rotation of regular prep periods during the school year.
- 5.4.4. All special class teachers as defined by Special Education shall, at the teachers' discretion provide themselves preparation time equal to the preparation time provided other teachers in their school. The site administrator shall assist in the implementation of this preparation period.
- 5.4.6 Teachers shall not be required to assume other duties or responsibilities during preparation time without their consent, except under emergency circumstances to provide for the supervision and/or protection of students. No teacher shall be required to give up more than two (2) preparation periods for emergency situations per year, except in those schools where an alternative program has been approved by the faculty.

5.6 Lunch

- 5.6.1 All teachers shall be provided with a minimum thirty (30) minute uninterrupted lunch period daily.
- 5.6.2 Each special subjects teacher shall be scheduled at least the same lunchtime allotment as the regular teachers at the same site.

12.12 Subbing on Prep Time

- 12.12.1 Secondary teachers who give up prep periods to work as substitutes will be paid at the prorated (one-fifth) higher substitute rate. Secondary teachers who work block schedules will be paid at the appropriate prorated higher substitute rate. Notwithstanding the above, the District may continue to assign secondary teachers to unpaid emergency substitutions as set forth in Article 5.4.6.

ARTICLE 17 - CLASS SIZE

17.1 Elementary Class Size Limitations

17.2 Special Subject Teachers

17.2.1 Special subject teachers shall provide release preparation time for no more than seventeen (17) qualifying teachers per week excluding him or herself. Qualifying teachers means grades 1 through 6 classroom teachers.

17.2.2 The maximum teacher load shall not exceed 190 students per day.

17.4 Secondary Class Size Limitations

17.4.6.1 The maximum student load for physical education and music teachers beginning with the third school month will be 220.

Please see Appendix F on next page

APPENDIX F

Reaching Goals and Eliminating Lost Prep Time. The parties intend to support efforts to reach goals and eliminate lost prep time during weeks with holidays by establishing the following:

1. **Understandings Regarding Thanksgiving Week**

Elementary preparation time will be understood to be provided during the inservice days of that week per 5.4.3.1(3) of the Contract.

If the parties agree to change the inservice days to regular teaching days, prep time for that will be provided for only those teachers with scheduled prep time on those days.

2. **In service for Management, Rep Council, New Teachers**

The District and Association will collaboratively train and present at Management retreats, Rep Council, and new teacher orientation on the understandings and expectations regarding the intent of the parties to reach elementary prep goals and to eliminate prep loss during weeks with holidays.

3. **Training for Reading/Language Arts/Library Specialists**

The District and Association will collaborate to provide inservice training to specialists in the areas of reading programs and library skills. The intent of the training will be to align the specialist service with the reading curriculum.

4. **The Identification of Early/Late and Non Early/Late (Sutterville) Schools**

(a) **Early Late Schools:**

Collis P. Huntington - (Kindergarten - 3 rd Grade)	James Marshall – (Primary Only)	Maple
Crocker/Riverside	John Bidwell	Mark Twain, Primary
Fruitridge, Primary	John Cabrillo – (Kindergarten and 1 st Grade)	Nicholas
Golden Empire - (Kindergarten Only)	Lisbon, Primary	O.W. Erlewine, Primary
		Thomas Jefferson

(b) **Non Early Late (Sutterville) Schools:**

Abraham Lincoln	Freeport	Martin Luther King
Alice Birney	Genevieve Didion	Matsuyama
A. M. Winn	Golden Empire – (Grades 1 st – 6 th)	Oak Ridge
Bear Flag	Hollywood Park	Pacific
Bowling Green	Hubert Bancroft	Parkway
Bret Harte	H. W. Harkness	Peter Burnett Phoebe Hearst
Caleb Greenwood	Isadore Cohen	Pony Express
Camellia	James Marshall – (Intermediate Only)	Pony Express, Gate
Caroline Wenzel	Jedediah Smith	Sequoia
Cesar Chavez	John Morse – Waldorf	Susan B. Anthony
C. B. Wire	John Cabrillo – (Grades 2 nd - 6 th)	Sutterville
C. P. Huntington – (Grades 4 th – 6 th)	John Sloat	Tahoe
David Lubin	John Still	Theodore Judah
Earl Warren	Joseph Bonnheim	Washington
Ethel I. Baker	Leonardo Da Vinci	William Land
Ethel Phillips	Marian Anderson	Woodbine
Father Keith B. Kenny	Mark Hopkins	

(c) **Non-Early Late/ Non-Sutterville:**

Fruitridge Intermediate	Mark Twain Intermediate	O.W. Erlewine Intermediate
-------------------------	-------------------------	----------------------------

5. The parties may agree to modify or add to these understandings as the need arises.

6. Progress to meet the achievement of goal of 180 minutes is not grievable.