

## Joint SPS-SEA Guide to Early Releases and Staff Meetings 2018-19

	Early Release: Certificated Staff	Early Release: Paraprofessionals and SAEOPs	Staff Meeting
<p><b>Common Planning Time/Eliminating Opportunity Gaps</b> 9/26, 10/24, 11/21, 12/5, 1/23, 2/27, 3/27, 5/29 <b>GREEN</b></p>	<p>Green days are now Common Planning Time focused on Eliminating Opportunity Gaps:</p> <p>Common planning time (CPT) means “teacher-directed time for educators to plan and prepare together with colleagues at their building or with colleagues at other buildings.”*</p> <p>Green days are for: “Common planning time dedicated to eliminating opportunity gaps. Educators will collaboratively analyze disproportionality within their grade level, department or school. Disproportionality could be related to academics, access to advanced learning or enrichment opportunities, over-identification of students of color in SPED, disproportionality in discipline etc. Educators will work together to analyze individual, institutional and structural racism that may be contributing to the school wide disproportionality and make plans to redesign instruction or supports/interventions that will address disproportionality.”</p>	<ul style="list-style-type: none"> <li>• Remain in your building on these Wednesdays.</li> <li>• SAEOPs will likely work on your usual duties, but may also participate in EOG activities with other staff. Your administrator or manager may wish to consult with you about using this time.</li> <li>• Paraprofessionals may be part of common planning time work with certificated staff on EOG activities, may attend to other regular job duties such as contacting parents and preparing for the next school days. Your administrator or manager may wish to consult with you about using this time.</li> </ul>	<p>Business or professional development. Sometimes called principal-directed (see underlined contract language below)</p> <p>From Article IX, Section A.6 of our contract:</p> <p>Participation in faculty, instructional council, departmental, team/grade level, safety, and technology meetings, will not exceed one hour outside the defined workday unless mutually agreed upon by the participants. <u>Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development.</u> One building scheduled faculty meeting will be allocated each year to allow staff to work on Safe Schools. Other meetings will be used pursuant to site-based decision-making process, and consistent with the CSIP and school's efforts to ensure equity in discipline, learning and opportunity for all students, for individual teacher planning time, teacher-directed collaboration time, PLCs, Safe Schools requirements, or a combination.</p>
<p><b>Common Planning Time/Job Alike</b> 9/12, 10/17, 11/14, 1/16, 2/6, 3/20, 4/17, 5/1, 5/15, 6/5 <b>RED</b></p>	<p>Common planning time (CPT) means “teacher-directed time for educators to plan and prepare together with colleagues at their building or with colleagues at other buildings.”*</p> <p>By having Common Planning Time on the same day across the District, this is an ideal day for “Job Alike” collaboration with colleagues from other buildings.</p> <p>Example: You may be the only French or P.E. teacher at your school, so you may want to meet with teachers from other schools on one or more of these days.</p>	<p>Paraprofessionals and SAEOPs will have opportunities to attend PD or PLCs around the District.</p> <ul style="list-style-type: none"> <li>• Check ESS ahead of time to see what may be available.</li> <li>• You may also work in your building during that time as you would during other early releases.</li> <li>• Schools are required, <i>“with input from their BLTs, to establish a plan to ensure SAEOP, ParaPro, and other staff are able to attend out-of-building PD on job-alike days. Upon SAEOP and Parapro notification to principals of job-alike PD plans they will be released to attend, in accordance with this plan.” (Art IX.A.5)</i></li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>• An IA with bus duty might do first ten minutes of bus loading, then leave the school to go to PD at JSCEE. The BLT plan rotates duty among administrators and certs to cover the remaining bus duty time.</li> <li>• A SAEOP may join a group of other SAEOPs from nearby schools in a Professional Learning Community (PLC) on a topic of their choice.</li> </ul>	<p>Staff meetings on these Wednesdays will typically be the <b>teacher-directed</b> ones since some staff may leave the building as part of common planning time (see underlined language below):</p> <p>From Article IX, Section A.6 of our contract:</p> <p>Participation in faculty, instructional council, departmental, team/grade level, safety, and technology meetings, will not exceed one hour outside the defined workday unless mutually agreed upon by the participants. <u>Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development.</u> One building scheduled faculty meeting will be allocated each year to allow staff to work on Safe Schools. <u>Other meetings will be used pursuant to site-based decision-making process, and consistent with the CSIP and school's efforts to ensure equity in discipline, learning and opportunity for all students, for individual teacher planning time, teacher-directed collaboration time, PLCs, Safe Schools requirements, or a combination.</u></p>

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<p><b>Professional Development</b> 10/10, 11/7, 12/12, 1/9, 2/13, 3/13, 5/8, 6/12</p> <p><b>PURPLE</b></p>	<p>This 10 hours of time replaces the 5 two-hour early releases we have been doing for years. Your school decides what PD to do on these Wednesday early releases in exactly the same way you have been deciding what to do with the five two hour releases – through a 2/3 vote (see Article II.B of the Certificated contract).</p>	<ul style="list-style-type: none"> <li>• Remain in your building on these Wednesdays.</li> <li>• SAEOPs will likely work on your usual duties.</li> <li>• Discuss with your administrator/manager whether it makes sense for you to join these school PD events as well. If not, you will attend to your usual job duties during this time.</li> </ul>	<p>Business or professional development. Sometimes called principal-directed. From Article IX, Section A.7 of our contract:</p> <p>Participation in faculty, instructional council, departmental, team/grade level, safety, and technology meetings, will not exceed one hour outside the defined workday unless mutually agreed upon by the participants. <u>Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development.</u> One building scheduled faculty meeting will be allocated each year to allow staff to work on Safe Schools. Other meetings will be used pursuant to site-based decision-making process, and consistent with the CSIP and school's efforts to ensure equity in discipline, learning and opportunity for all students, for individual teacher planning time, teacher-directed collaboration time, PLCs, Safe Schools requirements, or a combination.</p>
<p><b>Collaboration Time</b> 9/19, 10/3, 10/31, 11/28, 12/19, 3/6, 4/3, 4/24, 5/22, 6/19</p> <p><b>YELLOW</b></p>	<p>Collaboration time is teacher-directed within contractual parameters (Article IX.A.5):</p> <p>Collaboration time will be focused on student achievement and aligned with the SPS Strategic Plan. Certificated employees will be expected to meet in small or large groups that will focus on areas that include, but are not limited to: discussing instructional practices and meeting academic standards; sharing student and/or class dilemmas; collectively assessing student work; generating student growth objectives and discussing progress toward meeting them; collaborating around special education and ELL services; analyzing student data; further developing cultural competency; discussing current research and/or professionally-relevant books; and participating in Critical Friend Groups The District recognizes employees as professionals and therefore will not require any written documentation regarding collaboration time, although certificated staff will communicate with building administration regarding collaboration time.</p>	<ul style="list-style-type: none"> <li>• Remain in your building on these Wednesdays.</li> <li>• SAEOPs will likely work on your usual duties.</li> <li>• Paraprofessionals may be part of PLCs or department meetings with certs in your building, or may attend to other regular job duties such as contacting parents and preparing for the next school days. Your administrator or manager may wish to consult with you about using this time.</li> </ul>	<p>Teacher-directed. From Article IX, Section A.6 of our contract:</p> <p>Participation in faculty, instructional council, departmental, team/grade level, safety, and technology meetings, will not exceed one hour outside the defined workday unless mutually agreed upon by the participants. <u>Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development.</u> One building scheduled faculty meeting will be allocated each year to allow staff to work on Safe Schools. <u>Other meetings will be used pursuant to site-based decision-making process, and consistent with the CSIP and school's efforts to ensure equity in discipline, learning and opportunity for all students, for individual teacher planning time, teacher-directed collaboration time, PLCs, Safe Schools requirements, or a combination.</u></p>

NOTES:

Schools should do after school time (30 minutes at elementary and K-8, 20 minutes at secondary), then early release time, then staff meeting.