

Joint SPS-SEA Guide to Early Releases and Staff Meetings 2019-2020 Cert CBA – Article 9, Section A. 5.

Expectations for all early release days:

- SEA and SPS leadership will develop an agenda template to be used at the school level in order to communicate what PD/PLC work staff are engaged in on early release days. (tentative agreement)
- SEA and SPS will develop common ways of communicating at the school level what PD/PLC work all staff are engaged in, including the PD/PLC work principals are doing. (tentative agreement)
- Administrators can attend all early release meetings, the agenda is created/driven by educators. (tentative agreement)
- A district-wide calendar will be developed for district offered PD, where SPS staff can see what district wide PD is offered (tentative agreement)
- Schools should do after school time (30 minutes at elementary and K-8, 20 minutes at secondary), then early release time (75 minutes), then staff meeting (60 minutes).
- Paras/SAEOP's can use their Professional Development/Leadership Time for the purpose of early release days and staff meetings. The purpose of the funds is to provide extra time for participating in school/program decision making, building leadership activities, and/or training to enhance job skills and/or improve student learning. Parapro/SAEOP CBA, Article II. Section C. (also see Professional Development Leadership Days document)
- Paraprofessionals will be included in staff meetings. There is a standardized expectation that ALL staff should be included in the building. (tentative agreement)
- The "Building-wide" staff meeting time (sometimes referred to as principal directed) can occur before the ER portion on Green/Purple days – if a staff votes to do so, and the principal is in agreement.

	Early Release: Certificated Staff	Early Release: Paraprofessionals and SAEOPs	Staff Meeting
<p>Racial Equity Days – GREEN</p> <p>9/25, 10/23, 11/20, 12/18, 2/26, 3/25, 4/29, 5/27</p>	<ul style="list-style-type: none"> • Green days are now Racial Equity Days to explicitly support racial equity planning (not limited to data review.) (tentative agreement) • Building Leadership Teams (BLT's) with input from Racial Equity Teams (RET's) will determine how (green) early release Wednesdays will be used for continuing Racial Equity Literacy and/or Analysis with specific goals to calibrate full staff learning. (tentative agreement) • Departments and non-school based programs will use the discretion of the PLT & RET (if there is one) to plan the use of the racial equity Wednesday early release days with encouragement to attend in school Racial Equity days. (tentative agreement) • Each schools' CSIP will explicitly state a Racial Equity action plan. (tentative agreement) 	<ul style="list-style-type: none"> • Remain in your building on these Wednesdays. • SAEOPs will likely work on your usual duties, but may also participate in Racial Equity activities with other staff. Your administrator or manager may wish to consult with you about using this time. • Paraprofessionals may be part of Racial Equity 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. • For SAEOPs and Paraprofessionals, decisions about how to use early release time on days other than job alike days will be made in collaboration between the building principal and classified staff and may include participating in school-based professional development or collaboration, as well as attending to other duties that are associated with their positions. 	<ul style="list-style-type: none"> • Business or professional development. Sometimes called principal-directed. • From Article IX, Section A.7 of our contract: <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>
<p>Common Planning Time/Job Alike - RED</p> <p>9/11, 10/2, 11/6, 12/4, 1/8, 2/5, 3/4, 4/1, 5/6, 6/3</p>	<ul style="list-style-type: none"> • Starting with 2019-20, the first early release day of each month will be for common planning time scheduled, so as to allow "job alike" collaboration with colleagues across the District. • 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." • 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. 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>Paraprofessionals and SAEOPs will have opportunities to attend PD or PLCs around the District.</p> <ul style="list-style-type: none"> • Check ESS ahead of time to see what may be available. • You may also work in your building during that time as you would during other early releases. • Schools with input from their BLTs, to establish a plan to ensure SAEOP, ParaPro, and other staff can 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. <p>Examples:</p> <ul style="list-style-type: none"> • 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. • A SAEOP may join a group of other SAEOPs from nearby schools in a Professional Learning Community (PLC) on a topic of their choice. 	<p>Teacher-directed</p> <ul style="list-style-type: none"> • From Article IX, Section A.7 of our contract: "Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used <u>Other meetings will be used for teacher-directed collaboration time or for Professional Learning Communities (PLC).</u>" • Staff who have left the building for job alike collaboration may wish to continue that collaboration wherever they are meeting. Or, if their building has approved using this time for individual prep time, they do not need to return to their building in order to do the individual prep.

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<p>Professional Development – PURPLE</p> <p>10/16, 10/30, 11/27, 1/22, 3/18, 4/22, 5/20, 6/17</p>	<p>Your school decides what PD to do on these Wednesday early releases (see Article II.B of the Certificated contact).</p> <ul style="list-style-type: none"> This is time to implement the building agreed upon professional development plan aligned to the school’s CSIP. Each schools’ CSIP will explicitly state a Racial Equity action plan. (tentative agreement) Schools should collaboratively develop clear PD plans based on the goals in their CSIP’s (tentative agreement) 	<ul style="list-style-type: none"> Remain in your building on these Wednesdays. SAEOPs will likely work on your usual duties. 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. 	<ul style="list-style-type: none"> Business or professional development. Sometimes called principal-directed. From Article IX, Section A.7 of our contract: <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>
<p>Collaboration Time - YELLOW</p> <p>9/18, 10/9, 11/13, 12/11, 1/15, 2/12, 3/11, 4/8, 5/13, 6/10</p>	<p>Starting in 2019-20, the second early release day of each month will be for Collaboration Time.</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. This is not meant for individual planning time.</p>	<ul style="list-style-type: none"> Remain in your building on these Wednesdays. SAEOPs will likely work on your usual duties. 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. SAEOP can use yellow/collaboration days for mentorship meeting and or Zone area meeting and trainings. (tentative agreement) 	<p>Teacher-directed</p> <ul style="list-style-type: none"> From Article IX, Section A.7 of our contract: “Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used <u>Other meetings will be used for teacher-directed collaboration time or for Professional Learning Communities (PLC).</u> Staff who have left the building for job alike collaboration may wish to continue that collaboration wherever they are meeting. Or, if their building has approved using this time for individual prep time, they do not need to return to their building in order to do the individual prep.