



MEMORANDUM OF UNDERSTANDING

Between the
SAUGUS UNION SCHOOL DISTRICT
And the
SAUGUS TEACHERS' ASSOCIATION

September 8, 2023

Teacher Planning Time

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 2023-24 school year only.

- Teachers will be provided with one (1) hour of collaborative grade-level planning time per week.
- This time will replace the three (3) Collaborative Instructional Planning release days in the STA-SUSD Collective Bargaining Agreement (Article 11.15)
- Weekly planning time activities may include "designing lessons, performance-based activities, assessments, analyzing student assessment data, evaluating student performance, planning data driven interventions, or other activities agreed upon between the principal and grade-level teams at the school site," as stated in Article 11.15.
- Teachers will not be "paid out" for the three (3) Collaborative Instructional Planning release days because they are receiving weekly planning time.
- Lunch times may need to be adjusted at sites to allow for planning schedules.
- Intervention Teachers on Special Assignment, Resource Specialists, and SDC teachers will participate in planning with a grade-level at the school site.
- District Office Teachers on Special Assignment build planning into their schedules.
- Speech and Language Pathologists and Adaptive P.E. teachers will select 3 full days or 6 half days to meet for collaborative planning. These dates will be given to the principal and the Director of Special Education Services no later than September 30, 2023.

This agreement is contingent upon CSEA Chapter#112's approval of their MOU with the District regarding campus supervisor hours, dated September 8, 2023. *STA and the District agree to meet to renegotiate this MOU if lack of Campus Supervisor staffing at one or more sites results in the inability to provide teacher planning time.*

Jennifer Stevenson

Jennifer Stevenson (Sep 25, 2023 16:27 PDT)

Jennifer Stevenson
Assistant Superintendent Human Resources
Saugus Union School District

Rob Ayres

Rob Ayres (Sep 25, 2023 16:55 PDT)

Rob Ayres
STA Lead Negotiator