

**MEMORANDUM OF UNDERSTANDING BETWEEN
NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT AND
NORTH MONTEREY COUNTY FEDERATION OF TEACHERS**

**ELEMENTARY TEACHER PREPARATION TIME
FOR THE 2022-2023 SCHOOL YEAR**

This Memorandum of Understanding (MOU) between the North Monterey County Unified School District (District) and the North Monterey County Federation of Teachers (Federation or NMCFT) sets forth mutually agreed upon terms and conditions under which elementary teachers will receive preparation time for the 2022-2023 school year.

- I. **Definition:** Elementary teacher preparation time is used to decide how instruction will be delivered and may include individual planning and preparation, small group planning, grade-level planning, etc. to ensure implementation of the California State Standards and the incorporation of effective strategies to address, monitor and adjust student learning.

- II. **Allocation of Time:** Elementary grade teachers will receive preparation time and the opportunity to collaborate and plan with other teachers and support staff. This time is to be allocated as follows:
 1. Approximately 45 minutes on two days each week and 30 minutes every Wednesday in accordance with the negotiated Agreement, Article XI (B) (5).
 2. Approximately 90 minutes of additional teacher-directed planning time each week. This time will be used by teachers to develop expanded and accelerated learning opportunities for literacy and math for each student within their classroom and, when necessary, to coordinate/update the opportunities and related progress monitoring with colleagues and support staff members providing each student with services.
 3. Four designated Wednesdays will be reserved for:
 - a. The first Wednesday of the school year shall be designated for elementary teacher preparation time.
 - b. The three other designated Wednesdays shall be for teacher preparation time related to the completion of report cards and updating of cum folders.

- III. This MOU is in effect only for the 2022-2023 school year, subject to modification as set forth below in this paragraph, and thereafter automatically expires, with the understanding and agreement that the subject matter of this MOU shall be subject to negotiations as part of 2022-2023 successor contract negotiations. Upon expiration of this MOU, the status quo regarding elementary preparation time shall revert to the provisions of the negotiated Agreement, Article XI (B) (5) unless the parties have reached a written agreement otherwise.
 1. The parties acknowledge there may be fundamental changes in the delivery of education due to the COVID-19 pandemic. Although modifications to the instructional day, if any, are unknown at the time of signing this MOU, the parties

agree that the terms of this MOU may need to be altered due to statutory changes as well as governmental directives, guidelines and protocols.

2. In light of the above, upon either party's written request, this MOU shall be reopened for negotiations prior to or during the 2022-2023 school year to address the foregoing potential changes.

Dated: 2/1/2022
FOR NMCFT:

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Dated: 2/1/2022
FOR NMCUSD:

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