

Appendix Q

Memorandum of Understanding  
Between  
Mt. Diablo Education Association  
And  
Mt. Diablo Unified School District  
Regarding

Allocating Time on Elementary Early Release Days

Mt. Diablo Education Association (MDEA) and Mt. Diablo Unified School District (MDUSD) collectively, the Parties, acknowledge that the implementation of Common Core Curriculum Standards (CCCS) and the revised Common Core-aligned elementary report card have resulted in net workload increases for elementary educators. Teachers need time to effectively and thoughtfully plan as well as collaborate

Beginning with the 2015-16 school year and ongoing thereafter, to help offset the additional time required to compile, organize, duplicate, deliver and assess CCCS-aligned curriculum, and in recognition of the additional time required to report students' progress on the new CCCS-aligned elementary report card, the Parties agree as follows\*:

- At elementary sites where a weekly early-release day is in place, the use of one (1) such early-release day per month shall be subject to teachers' professional discretion. This time is to be utilized on-site.
- One (1) additional early-release day per month shall be designated for on-site collaboration purposes during which time teachers will work with colleagues on tasks such as CCCS grade level planning, vertical articulation, PLC work, grade level writing assessments, report cards, etc. Activities during collaborative time shall not be assigned or directed by site or District level administration.
- The use of the remaining early-release days during each school month shall be at the discretion of individual site Principals. In times when no pressing needs are identified, the Parties encourage Principals to provide staff with additional teacher-directed time in order to assist staff in meeting their myriad professional responsibilities.

*\*In months with only three early release days, one early release day shall be utilized at individual teacher's discretion, and one for teacher collaboration purposes, per the terms of this MOU. The use of the remaining day shall be determined by the Principal.*

*\*In months with only two early-release days, one early-release day shall be utilized at individual teacher's discretion and the other at the Principal's discretion. Since the traditional start of school in late August typically means only one early-release day is scheduled, the use of this day shall be at Principals' discretion.*

*\*To effect the scheduling of early-release days for use by teachers and Principals, a single annual early release day calendar shall be developed by the end of August each school year for use at all elementary sites. MDEA shall appoint a committee of three (3) elementary teachers who will work collaboratively with the Assistant Superintendent of Elementary Education to ensure that the annual early-release day calendar acknowledges periods of increased workload for staff (report cards, parent/teacher conferences, etc.,) while preserving opportunities for site and/or District-wide staff development/training to take place, if needed.*

Leyla Benson 2/12/15  
For MDUSD Date

Liz Moore 2/12/15  
For MDEA Date

Jillie Murphy-Dater 2/12/15  
For DMA Date

Jillie Meyer 2/12/15  
Superintendent Date