

# Schedule Change Procedures

(Updated 2/2023)

A scheduled vote organized by MDEA Leadership is the only contractually valid method of changing the bell schedule at any site.

**Who:** To bring potential schedule changes to the members at a site and structure a vote if needed.

**Site Time** – The number of minutes that MDEA members are required to be on site.

**When:** Ideally, all votes will be completed before Spring Break. All votes must be completed by **May 1<sup>st</sup>**.

**What:** The result of the process will be a formal, double-envelope vote between

- A. A compliant schedule and
- B. An alternate schedule, which may or may not be compliant.

These two schedules will be displayed on the Schedule Comparison Page in the ballot packet (see example). To adopt an alternative schedule, a supermajority (2/3 +1) must vote YES. To be valid, a quorum of a majority of the members at the site (50% + 1) must cast valid votes. The supermajority is calculated based on the number of members who cast valid votes.

**How:** This is a collaborative process to develop a site schedule that meets instructional minutes requirements for each school and meets the contractual requirements for site time and schedules. The process involves these steps:

1. Lead Site Rep meets with MDEA members at the site to explain the process and discuss options. Members at this meeting will need to generate ideas for a compliant schedule as well as ideas for an alternative schedule. The alternative schedule could be the site's current schedule.

2. Lead Site Rep meets with the principal to discuss the compliance issues with the current schedule and to facilitate collaboration between the staff and Principal regarding the development of an alternative schedule and compliant fallback. Note: (see reverse).

3. The principal reviews the options to ensure that they are all viable in terms of instructional minutes and other district requirements. Throughout the process, the principal should collaborate with staff by providing objective facts and ensuring that each of the options that eventually go to a vote could be implemented if adopted.

4. The Site Rep conducts informal "straw" votes between the viable options to select the two schedules that will appear on the ballot.

- a. Informal "straw" votes could be slips of paper or electronic surveys but must be anonymous. Do not use a show of hands or a voice vote, even if you believe the group's preference to be clear.
- b. A series of votes may be needed if there are many alternatives.
- c. It is the joint responsibility of the Principal and the Lead Site Rep to ensure that members can hear the pros and cons of various alternatives.

5. The site rep documents which two schedules have been chosen to be on the ballot, indicating which is compliant and which is the alternative.

## Site Times by Level

Elementary	415
Middle School	420
High School	435

Extra minutes (over 30) added to lunch increase site time.

At middle school, the brunch period increases site time.

(9.12.3)

- a. Inform the principal and request confirmation that both options are viable. The principal should forward the information to the Director of Elementary or Secondary Support for their approval.
  - b. Send information on the two schedules to Linda Ortega, MDEA Vice President at [vicepresident@ourmdea.org](mailto:vicepresident@ourmdea.org).
  - c. MDEA will draft the Schedule Comparison Page.
  
6. The Lead Site Rep and principal will both proofread the Schedule Comparison Page for accuracy, sign off, and email it to the Vice President.
  
7. MDEA Vice President will schedule the date of the vote and finalize the Schedule Comparison Page. The MDEA Office Manager will create the ballot packets and the voter roster.
  - a. The ballot will state the question "Shall we adopt the alternative schedule?" Voters will mark either Yes or No. They will then put the ballot in the double envelope.
  - b. The ballot packets include the ballot, the Schedule Comparison Page, and two envelopes.
  - c. The voter roster is a list of all MDEA bargaining unit members permitted to vote on the schedule. (Note: Bargaining Unit Members include potential members who are not yet paying dues)
  
8. The Lead Site Rep will place a ballot packet in each member's box and set out a ballot box. Voting will be a two-day process. The ballot box must be accessible during school hours on both days. Most sites put the box on a table near the mailboxes. The box must be sealed or locked and not opened until the designated time and in the presence of the designated persons. Members mark their choice on the ballot and place their ballot in both envelopes and place the envelope in the ballot box.
  
9. At least three individuals must be present when the votes are counted:
  - a. The Lead Site Rep or their designee
  - b. The principal or their designee
  - c. MDEA President or their designee
  
10. The Lead Site Rep announces the result, usually in an email to all members.
  
11. The MDEA President or their designee will notify the Director of Elementary or Secondary of the results.

**Criteria for Compliance**

To be compliant, a schedule must meet these six criteria:

1. Site time must not exceed limits, by level, in the contract.
2. Start time must be 15 minutes before the teacher's work with students begins.
3. The end of site time must be at least 15 minutes after the end of instruction, or the end of the teacher's work with students. If most teachers are required to supervise students after school on most school days, the end of that supervision time is to be considered the end of the teacher's work with students (rather than the end of instruction). After-school supervision may be assigned during this time on a rotational basis.
4. Lunch must be at least 30 minutes (entirely duty-free).
5. If lunch is longer than 30 minutes, these additional minutes extend the required site time. All members must have the same length of lunch.
6. All contractually required break times and prep times must be included in the schedule.

Members may vote to adopt a schedule with a site time longer than that proscribed by the contract but cannot adopt (or even vote on) a schedule that violates any of the criteria above.

(9.10.1.3a-f)