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**Antioch Education Association Proposal #1**

**1/17/19**

**ARTICLE 11**

**HOURS OF EMPLOYMENT**

11.2.2 Unit members shall not be required to attend more than ~~(3) three~~ two (2) meetings per month (as outlined in 11.2.1) outside of the contracted workday.

11.2.3 Meeting Guidelines: The following meeting guidelines should be considered and followed when planning and/or attending meetings to be held before, during or after the school day:

- A. Meetings should start and end on time.
- B. In no event shall a meeting extend beyond ~~ninety (90)~~ sixty (60) minutes.
- C. Meetings should be well planned and organized.
- D. There should be a real need for the meeting.
- E. An agenda for regularly-scheduled meetings shall be developed and distributed, emailed, or posted in a known location at least one (1) day before the meeting is to take place. Unit members may request to place items on the agenda of such a meeting.
- F. Before calling a meeting the most effective method of communication, e.g. memo, E-mail, small group representative meetings, etc., should be considered.
- G. The importance of everyone's time should be considered.

11.4 Unit members shall attend student planning meetings, which include IEP, 504, and SST meetings, as required. When possible, such meetings will be scheduled to occur within the regular workday. Unit members who are required to attend such meetings outside their regular work hours shall be compensated at the hourly rate of pay (see Article 12 and Appendix G: Extra Duty Schedule) for any such time, ~~beyond three and one-half (3 ½) hours per month.~~

11.6 Elementary Report Cards

~~For the 2017-2018 and 2018-2019 school years,~~ For each report card period, all elementary unit members shall be provided at least two early release Wednesdays for report card preparation.

These days shall be given during the two weeks prior to the due date required to submit grades to

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site administration. The Report Card access window will be a minimum of two weeks prior to the first day of conferences. ~~During the 2018-2019 school year negotiations, the District and the Association shall evaluate and bargain elementary report card preparation Wednesdays.~~

#### 11.14 Preparation Time

11.14.1 Preparation Time in Grades 1-5: All bargaining unit members in grades 1 through 5, including 6<sup>th</sup> grade that are housed at elementary sites, shall be provided ~~one hundred and fifty (150)~~ two hundred (200) minutes of preparation time during the instruction week.

- A. Prep teachers shall be assigned a “home” site and will be required to attend staff meetings only at that site.
- B. Prep teachers shall have the same amount of preparation time as all other elementary teachers and prep periods shall be not less than thirty (30) minutes at a time.

Preparation Time in Transitional Kindergarten and Kindergarten:

Kindergarten teachers shall schedule ~~one hundred fifty (150)~~ two hundred (200) minutes of preparation time per week into their weekly schedules. Preparation time will occur outside the Kindergarten instructional day but within the regular work hours and be subject to the approval of the site principal.

11.14.7 The District shall provide an online gradebook for use by unit members. Additionally, the District shall provide initial training, as well as ongoing support and training as needed. After training, unit members who are the teacher of record in grades 4 and above, excluding elementary SDC, shall use the District provided online gradebook to provide assignment titles and grades at least every three weeks. The District may make this gradebook information accessible to parents as a means to engage parents regarding student achievement.

11.15.4 ~~In case of emergency or crisis at a school site that causes a loss in instructional minutes, the Parties to the Agreement shall meet and determine the manner in which the lost minutes shall be made up. If, however, the State orders the District to implement additional instructional minutes, the instructional minutes shall be increased. In the event of a District or other governmental entity determined emergency closure of District facilities, including, but not limited to a natural disaster, quarantine, or government order, bargaining unit members shall receive their daily rate of pay and benefits. If make-up days are required, the District shall negotiate the calendar placement of said days with the Association.~~



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The rest of this article shall remain status quo.

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Valorie Luke, AEA Bargaining Chair

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Jessica Romeo, Chief Human Resources Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

For the Association

For the District

