



**Memorandum of Understanding 2018-2019**  
**Snowline Teachers Association & Snowline Joint School District**  
**Article 16. Preparation Time**

*This MOU shall take effect on July 1, 2019 and be included as a permanent article of the Certificated Bargaining Agreement (CBA) between the Snowline Teachers Association and Snowline Joint Unified School District.*

- 16.1 All middle school and high school bargaining unit members assigned to Chaparral High School, Pinon Mesa Middle School, Quail Valley Middle School, and Serrano High School, shall be assigned a preparation period within the length of the work day, consistent in length with the master schedule cycle of classes for the school site. Preparation periods shall be used for professional, job related work including: preparation for classes, preparation for teaching materials, and conferencing with parents, students, staff and administrators. Bargaining unit members must sign-out/check-out with the main office if leaving campus during a preparation period.
- 16.2 Elementary PLC teams shall be allowed to determine the need to use one scheduled PE day every week for preparation, as determined collaboratively between teachers and site administration.
- 16.3 Elementary School Teachers shall have two early out days (when there are fewer than four early out days a month then one will be given to the teachers) of the month for job related work including: preparation for classes and teaching materials; except during the month of elementary teacher-parent conferences.
- 16.4 Secondary Teachers shall have at least four early out days a year that are planned collaboratively between teachers and site administration to meet the needs of the site.
- 16.5 The remaining early out days shall be used for collaboration and professional development as determined by District and/or site.
- 16.6 During scheduled preparation periods, bargaining unit members shall not normally be expected to perform pupil supervision or classroom teaching duties. However, they may be required to do so in emergencies or where another bargaining unit member is absent and no substitute is readily available to cover the assignment or when needed to cover for a teacher who is engaged in assigned athletic or other extra-curricular activities. The affected bargaining unit member shall be compensated proportionately based on the per diem rate of Step 1, Column 3. Reasonable effort shall be made to limit the number of such assignments, and such assignments shall be reasonably and equitably distributed to the extent individual schedules permit.
- 16.7 Bargaining unit members who travel from one school to another on a regular basis shall have the same rights to a preparation period and lunch period as do other bargaining unit members. Adequate time to travel between sites shall be provided.

  
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 Dennis Zimmerman Date 4/3/19  
 Snowline Joint Unified School District

  
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 Jeff Phillips Date 4/3/19  
 Snowline Teachers Association