

WCBOE-WCTA Negotiations for FY25
Tentative Agreement on Teacher Article 7.14 Planning Time

- *A-D* will be in an MOU for FY25 (July 1, 2024 - June 30, 2025).
- *New Language for 7.14 Planning Time* replaces existing contract language.

A. Task Force:

Starting in September 2024, a task force will be established to study and, on or before June 30, 2025, propose recommended contract language, to provide more time for elementary planning. The task force will include members representing various grade levels, school locations, and subjects, with a maximum of four additional unit members, along with the WCTA President and UniServ Director.

B. Early Dismissals:

The 2024-2025 school calendar will consist of ten (10) early dismissals, including two (2) led by the principal, one (1) dedicated to safety, and seven (7) self-directed days.

C. Professional Learning Days:

With the exception of the August supervisor-led professional learning day that occurs prior to students returning to school, the following will occur on designated supervisor-led professional development days:

- Tuesday, November 5, 2024: Supervisor-led professional development in the morning and three (3) hours of grading or planning time in accordance with Article 7.4.
- Wednesday, November 27, 2024: Principal-led professional development in the morning and three (3) hours of self-directed planning time in the afternoon for all unit members at any WCPS location.

D. FY26 Negotiations:

Article 7.14 Planning Time will be jointly opened for negotiations during FY26.

New Language for 7.14 Planning Time

Elementary Planning:

- Elementary unit members, pre-kindergarten and above, shall be provided with a minimum of two hundred fifty (250) minutes of planning time per week, scheduled

in blocks of at least thirty (30) minutes during the student day.

- During each week of a quarterly grading cycle, the administration is allowed to use up to four (4) planning periods, with no more than one (1) being used per week on alternate weeks, for professional development or instructionally related activities. A schedule will be provided at the beginning of each marking period.
- At the elementary level (K-5), additional time shall be provided to each school to be utilized by teachers at the discretion of the administration for the purposes of working on assessments, grading, data analysis, and related activities. This extra time is optional and will be paid at the individual's per diem rate. Once the funding for this extra time is exhausted for the year, the principal or their designee will let the affected staff know. All staff members are eligible for this compensation.
- A block of 2.5 hours per semester shall be provided by the Board for designated self-directed planning time, in addition to the time allotted for pupil evaluation under Article 7.4.

Secondary Planning:

- Every effort shall be made to provide secondary unit members with one (1) planning period per day scheduled during the student day. Unit members shall have not less than two hundred fifty (250) minutes of self-directed planning time per work week. Sixty percent (60%) of the allotted planning time in a given week will be designated as self-directed planning time and may include IEP meetings and administrator evaluation meetings. The remaining forty percent (40%) of the allotted planning time may be designated as collaborative planning time. Planning time shall be provided in blocks of at least thirty (30) minutes.

Elementary and Secondary Planning

- There shall be no deviations from the established weekly planning time, except in emergencies and where temporary arrangements are made to accommodate testing or irregularly scheduled programs. During weeks that are shorter than five days, collaborative planning and professional development sessions may be suspended, with a preference for self-directed planning time.
- For the purposes of this section, the "student day" shall be considered the same as a regular school day. Unless there is an emergency or timely notice is provided, individual unit member planning periods should be used for self-directed instructional planning.
- For any part-time teaching assignment, planning time will be allocated

proportionally.

- Travel time between locations shall not be considered planning time.

ORIGINAL LANGUAGE

Article 7.14 Planning Time

Elementary Planning

Elementary unit members, pre-kindergarten and above, shall be provided no less than two hundred fifty (250) minutes of planning time per week in not less than thirty (30) minute blocks of time scheduled during the student day.

During a quarterly grading cycle, up to five (5) planning periods, no more than one per week, may be used by administration for the purpose of professional development or instructionally related activities. The remaining planning periods are self-directed.

At the elementary level (K-5), additional time shall be provided to each school to be utilized by teachers for the purposes of working on assessments, grading, data analysis, and related activities. The time shall be allocated within the school by a committee consisting of the principal and one (1) representative of each grade level and Encore chosen by the grade level teachers. Allocated time shall be compensated at the individual's per diem rate.

A block of two and one-half (2.5) hours per semester shall be provided by the Board for self directed planning time. This time is in addition to time allotted for pupil evaluation under Article 7.4.

Secondary Planning

Every effort shall be made to provide secondary unit members with five (5) planning periods per week scheduled during the student day. Unit members shall have not less than two hundred fifty minutes of planning per work week. However, of the cumulative 500 minutes over the course of the two weeks, a block of time equating to approximately 10% of the 500 minutes may be allocated to the principal for the purpose of professional development. The principal or designee maintains sole discretion for scheduling of this time. Time beyond the 250 minutes per week may be used by the principal or their designee for collaboration, professional development, conferencing, teaming, or other related activities.

Department Leader planning time shall be at least two hundred fifty (250) minutes per work week. Planning time shall be provided in blocks of at least thirty (30) minutes.

Elementary and Secondary Planning

There shall be no deviations from the established weekly planning time, except in emergencies and where temporary arrangements are made to accommodate testing or irregularly scheduled programs.

For purposes of this Section, the “student day” shall be construed as that which is in effect in the regular school day. Except in emergencies or except where timely notice is provided, individual unit member planning periods are to be allocated for self-directed instructional planning.

For any teaching assignment that is less than full-time, planning time will be proportionally allocated.

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UniServ Director, MSEA

Date

Terri Baker
Chief Negotiator, WCBOE
Executive Director of Human Resources

Date