



**Memorandum of Understanding Between  
Fremont Unified School District  
And  
Fremont Unified School District Teachers Association**

**2017-2018 Professional Learning Communities (PLC) Time**

A Professional Learning Community (PLC) is a team of educators that meets frequently and regularly to share expertise that improves the performance of all students. Our district will benefit from colleagues collaborating together on content standards, examining and acting on student data, and sharing instructional practices to increase learning.

PLC Teams shall develop each meeting agenda to address one or more of the four essential questions that drive learning communities:

- Question 1: What do we expect our students to learn? (Standards-based objectives)
- Question 2: How will we know when each student has learned it? (Common Assessments)
- Question 3: How will we respond when some students do not learn it? (Intervention)
- Question 4: How will we respond when some already know it? (Enrichment)

**Logistics**

1. Unit members will meet for a total of 26 hours between August 30, 2017 and May 26, 2018.
  - a. Ten (10) hours of the forty (40) hours (Article 7.4) shall be allocated for PLC team meetings. The first ten 10 hours are applied towards the 40 hours requirement.
  - b. The additional sixteen (16) hours of PLC participation will be allocated for PLC team meetings, paid at the hourly per diem rate.
2. PLC teams should meet at least twice a month. Team meetings shall not exceed four (4) hours per month, with the occasional exception of individual make-up hours.
3. If an individual needs to make up one or more PLC hours, they may attend a District-offered workshop designated for PLC credit on the Curriculum & Instruction professional development calendar.
4. All sites will conduct a vote no later than May 1, 2017 to determine the site's PLC meeting schedule and bell schedule for the 2017-18 school year. Sites are encouraged to adopt alternate bell schedules to accommodate PLC meetings.

- PLC teams are encouraged to meet on late start/early release days; however, if a team chooses to meet on other dates and times by a majority team vote, the schedule will be shared with the principal by the second Friday of September.
5. In accordance with the site vote, each PLC team will submit a year-long meeting calendar to specify which dates they have chosen and the length of their meetings (between 1-2 hours only) to their site administrator by the second Friday of September. PLC teams may not develop a meeting schedule that ends prior to May 1, 2018.
  6. PLC teams may not meet during other previously scheduled forty (40)-hour required meetings. For junior and senior high schools, PLC meetings may not be scheduled on Monday afternoons, due to potential conflicts with monthly curriculum council meetings.
  7. In the case of unforeseen circumstances, a PLC team meeting can be re-scheduled for an alternate time by mutual agreement with the principal.
  8. Unit members may participate on no more than two (2) PLC teams for the 26-hour credit.
  9. All meetings must be held on district property and on district school days.
  10. It is the responsibility of the unit member to ensure that proper recording of hours are being submitted on a regular basis to their supervisor.
  11. Unit members on a paid/unpaid leave of absence may not participate in PLC meetings while on the leave of absence. Any unit members who are part-time, participating in a job share and/or participating in the reduced workload program will complete the amount of hours proportionate to their FTE.
  12. Unit members will be paid for the sixteen (16) hours in their October 2017 paycheck.

**Accountability:** Work products must be provided due to Local Control Accountability Plan (LCAP) requirements regarding improved student-based outcomes. Norms will be set across the district for work products and timelines will be clearly stated.

1. Each unit member will sign in and out to record attendance. The sign-in sheet will be dated and have a place to print, sign name, and log time in and out of meeting. The length of the meeting shall be indicated on each sign-in sheet. All sign-in sheets must be submitted to the principal at the end of each meeting.
2. Administrators will use a PLC Time Log Sheet that will keep track of the hours PLC members have accumulated.
3. Each PLC team shall provide a work product for every four (4) hours of PLC meeting time for a total of six (6) products throughout the year. Teams participating in only sixteen (16) hours of PLC shall be required to submit a total of four (4) work products throughout the year.
4. Prior to the end of the 2016-2017 school year, FUSD/FUDTA will hold a joint meeting with FUDTA site representatives and site administrators that explains and describes the PLC requirements for the 2017-2018 school year.
5. The Curriculum & Instruction Department will provide sites a PLC Toolkit with examples/options of products acceptable for submission. Samples will be provided that are applicable and appropriate to core and non-core subject areas.
6. Work products shall be deposited into the shared site Google Drive. Standards for set-up will be established by Curriculum & Instruction staff.

**Special Considerations**

Special Education, Adult Education, State Pre-School, Transitional Kindergarten (TK), and Kindergarten teachers may continue to use the 40 hours allocated per the Collective Bargaining Agreement and current site practices. They may choose the option of signing up with their supervisor for 16 hours of PLC team meetings at the paid per diem rate by August 29, 2017.

Teachers on Special Assignment, Counselors, Nurses, Psychologists, Speech and Language Pathologists, and Program Specialists may choose the option of signing up with their supervisor for sixteen (16) hours of PLC team meetings at the paid per diem rate by August 29, 2017.

1. If fewer than two teachers are assigned to a site and/or content area, they may join teachers at that site who teach a different content area but rely on similar skills or student outcomes.
2. If fewer than two teachers are assigned to a site and/or content area, the teacher(s) at that site, may participate in cross-district teams. They may conduct virtual meetings using digital tools as long as they are meeting on district property on a district school day.
3. Teachers on Special Assignment, Adult Education Teachers, State Pre-School Teachers, Program Specialists, Counselors, Nurses and Psychologists, Speech and Language Pathologists will work with their supervisor to develop a plan to fulfill the sixteen (16) hours outside of their contractual work day.

**Additional Information**

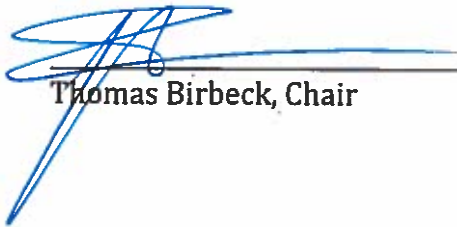
FUSD and FUDTA will hold a meeting prior to winter break regarding the 2017-2018 PLC MOU. Members in attendance will include the Assistant Superintendent of Instruction and Designee and FUDTA President and Designee.

By March 30, 2018, FUDTA unit members will vote to incorporate PLC time into the contract effective July 1, 2018. The salary schedule will be adjusted to include the value of eighteen (18) hours of PLC time, commensurate to a per diem rate. The application of ten (10) hours from forty (40)-hour duties will total 28 PLC hours. If approved, ALL unit members will participate and PLC language will be incorporated in the contract. FUSD/FUDTA will confer annually to make adjustments to the PLC process.

This Memorandum of Understanding applies to the 2017-2018 school year only and expires automatically on June 30, 2018.

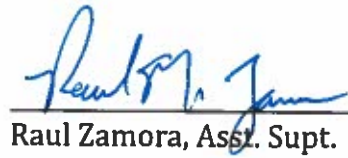
For the Association

For the District



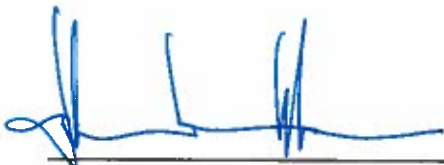
Thomas Birbeck, Chair

3/16/17  
Date



Raul Zamora, Assl. Supt.

3/16/17  
Date



Kathleen Beebe, Ex. Dir

3/16/17  
Date



Raul Parungao, Assoc. Supt

3/16/17  
Date