

Memorandum of Understanding  
Between  
Poway Federation of Teachers and Poway Unified School District

**Elementary Wheel**

Effective July 1, 2016

**RATIONALE:** California's current legislation requires all schools to be at 24:1 in grades TK-3 by 2021, unless an alternate plan is negotiated by the district and the federation. In consideration of this law and the option to create our own PUSD plan, a TK-5 Class Size Study Group was formed in 2014-15. The purpose of this group was to study relevant research, conduct a staff survey, and present a white paper to the PFT/PUSD Interest Based Problem Solving (IBPS) Team of informed recommendations regarding TK-5 class size reduction and alternative practices that have the greatest impact on student learning. An analysis of research, costs, facilities constraints, and teacher and principal survey data was considered in generating the team's recommendations. The TK-5 Class Size Study Group found that research supports the positive impact of reducing class size, especially at the TK-5 level. However, in order to achieve the greatest impact on student performance, any class size reduction effort must be accompanied by:

- Job-embedded collaboration
- Ongoing professional learning opportunities

**CONCEPT:** Based on the direction of our LCAP goals and the informed recommendations of the TK-5 Class Size Study Group, PUSD and the Federation jointly agree to implement an on-going Elementary Wheel beginning in the 2016-17 school year. Implementation of the Elementary Wheel provides students with a district-wide common learning experience and opportunities to participate in Visual and Performing Arts (VAPA), Physical Education (PE) and/or other identified programs *and* provides elementary teachers with job embedded collaboration time and/or professional learning time.

**COMMITMENT:** PFT committed one million dollars of on-going funds, allocated by PUSD, from the PFT's 2015-16 "fair share" formula towards the total number of teachers needed to implement the Elementary Wheel, beginning in the 2016-17 school year. The district and the federation commit approximately 20 full time teachers to the Elementary Wheel. The Elementary Wheel Program will be supported by our district with the necessary training, curriculum, materials and oversight.

**TIME:** The Elementary Wheel and approximately 20 full-time teachers provide approximately two hours of collaboration/professional learning time for all grade-level teams (including special educators) on the same day, approximately every 13 days. Grade-level teams and teachers have been provided this time in order to focus and collaborate on assessments, instruction, and curriculum aligned to the State academic standards in all content areas. Support will be provided by site colleagues, site Professional Learning Leaders (PLLs), the site principal, and LSS.

STRUCTURE: Sites will be assigned a number of Elementary Wheel teachers based on the number of classes at the site. Sites will build the structure for their Elementary Wheel Day/s, given the collaboration dates provided by LSS. Schedules will take into consideration: time-banking, minimum days, professional growth days, conference week, holidays, 5<sup>th</sup> grade band...

\*Refer to Appendix A, Elementary Wheel Schedule (TBD)

HIRING: PFT and PUSD will develop an application and selection process for current PUSD teachers wanting to apply for the Elementary Wheel position. Elementary Wheel teachers will be selected from within PUSD first. In the event specific content expertise is required and/or needed, some Elementary Wheel teachers could be new to PUSD. Roles and responsibilities of the Elementary Wheel teachers and the administration of the overall program will be based on the joint recommendation of the IBPS Team.

The Elementary Wheel is being jointly funded and may only be suspended if mutually agreed to by both parties. If suspended or eliminated, the PFT's one million dollar on-going commitment will be included in the share of resources available to PFT in the next IBPS negotiations.

For the Federation

Signature Candy Gray  
Date 12-10-15

For the District

Signature M. Roberts  
Date 12/10/15