

Memorandum of Understanding  
Between  
Glendale Teachers Association and Glendale Unified School District

Secondary Preparation/Conference Time

The Glendale Teachers Association (the "Association") and the Glendale Unified School District (the "District") hereby enter this Memorandum of Understanding ("MOU") regarding preparation/conference time for secondary teachers. This MOU shall supersede Article 7 Section 5.a. of the Collective Bargaining Agreement ("CBA") between the Association and the District only at schools where students are assigned seven (7) instructional periods.


Regular full-time secondary teachers shall be provided duty-free preparation/conference time equivalent to one fifth (1/5) of their regular assigned classroom instruction time, measured either on a daily or on a bi-weekly basis (measured over two weeks), based on student need.

1. Regular full-time secondary teachers who are not of permanent status and will not be of permanent status in the following school year shall be assigned preparation/conference time that is measured on a daily basis, except if that teacher was hired to replace a teacher (due to leave of absence, retirement, etc.) whose position was vacated no earlier than two (2) weeks before the start of the teacher work year and whose assignment included duty-free preparation/conference time measured on a bi-weekly basis.
2. The District shall make a good faith attempt to minimize the number of assignments where preparation/conference time is measured on a bi-weekly basis. No more than ten (10) percent of secondary school teachers within the District shall be assigned preparation/conference time that is measured on a bi-weekly basis.
3. Secondary school teachers may request to have their preparation/conference time measured on a bi-weekly basis on their course preference form per Article 9 section 2.b.
4. If a secondary school teacher does not request that their preparation/conference time be measured on a bi-weekly basis but, due to evidence-based student need, it appears necessary for an administrator to assign preparation/conference time that is measured on a bi-weekly basis, prior to making the final decision, the administrator shall meet with the teacher, explain the circumstances, and consider in good faith any alternatives suggested by the teacher.
5. All secondary school teachers who are assigned preparation/conference time on a bi-weekly basis shall be compensated at the same rate as TK-6 combination class teachers per Appendix F of the CBA.

Should the District intend to change the standard default instructional schedule at any school site, including, but not limited to, adding or removing an instructional period or adjusting the number of scheduled periods per day, the District shall provide the Association with written notice and a meaningful opportunity to bargain over the reasonably foreseeable effects of its decision before implementation.

This MOU shall not be precedent setting and shall remain in full force and effect unless it is terminated after June 30, 2026 by either party with prior written notice. All provisions of this MOU shall take effect on the date of signing with the exception of #5 above, which shall take effect on July 1, 2023.

  
Sarah Morrison, GTA

  
Dr. Kyle Bruich, GUSD