

Memorandum of Understanding  
Glendale Teachers Association and Glendale Unified School District

Extended Day Kindergarten

The Glendale Teachers Association (“The Association”) and the Glendale Unified School District (“The District”) hereby enter this memorandum of understanding (“MOU”) regarding the impacts and effects of the potential District decision to extend daily instructional minutes at the Kindergarten level in accordance with California Ed Code, Section 8973, which currently states

*Notwithstanding any other provision of law, the kindergarten schoolday in an early primary program conducted pursuant to Section 8972 may exceed four hours, exclusive of recesses, provided that both of the following conditions are met:*

*(a) The governing board of a school district declares that the extended-day kindergarten program does not exceed the length of the primary school day.*

*(b) The extended-day kindergarten program takes into account ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.*

The Association and the District share an interest in providing high-quality instruction that meets the academic, social/emotional, and physical needs of all students.

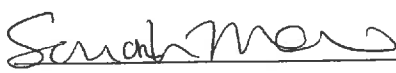
1. SECOND ADULT: Beginning no later than the first day of instruction, each Kindergarten classroom shall have at least one properly qualified additional District-employed adult for at least ninety (90) minutes (exclusive of recess and lunch) of every instructional school day. This shall be in addition to any Special Education Assistants working with students in the class. Unless specifically requested by the teacher for a different schedule, the Principal will make all efforts to work with the Kindergarten team to place the second adult in the classroom during core academic instruction (e.g. math, English, targeted ELD instruction) and not during library, music, etc., and to schedule the second adult in shifts that are no less than thirty (30) consecutive minutes each.
2. COMBINATION CLASSES: Should the District roster Kindergarten students to a grade-level combination class, such as a K-1 Combo or TK-K Combo, that classroom shall be supported by an additional properly qualified adult employee for at least one hundred fifty (150) minutes of every school day in shifts that are no less than thirty (30) consecutive minutes each.


3. **CLASSROOM MATERIALS:** The District shall allocate adequate funds to provide new Kindergarten classrooms with the materials outlined in Appendix A (at minimum) as requested by the Classroom teacher.
4. **PARENT CONFERENCES AND ESGI TESTING:** Kindergarten teachers may take up to four (4) release days each school year for the purposes of either administering ESGI testing to students in a one-on-one manner and/or attending parent conferences that are scheduled outside of the designated full “report card” and minimum days set aside for parent conferences. In addition, each elementary school site shall schedule floating full day substitute(s) at a ratio of one full day substitute per three Kindergarten classrooms so that Kindergarten teachers may schedule overflow parent conferences. During these days, reasonable space shall be provided outside of the classroom so the teacher may meet with parents or administer one-on-one testing. ESGI and Parent Conference Release days shall not be repurposed to meet any other District need.
5. **RECESS AND LUNCH:** Principals shall consult with the Kindergarten team in developing the grade-level rotations for recess and lunch. While their students are at recess and lunch, Kindergarten teachers shall receive their daily relief break per Article 7 Section 7 and daily lunch break per Article 7 Section 2.a.(1).(a).
6. **ACCESS TO RESTROOMS:** When assigning new classrooms, Kindergarten and Transitional Kindergarten classrooms shall be located within close proximity to restrooms whenever possible.
7. **STRUCTURED DISMISSAL:** In order to ensure a structured and supportive dismissal process, the Kindergarten instructional day shall end at least twenty (20) minutes prior to the end of the instructional day for grades 1-3 and, during this time, Kindergarten teachers shall have duty-free preparation time.
8. **PROGRAM REVIEW:** On an annual basis during the first five (5) years (2024-2025 through 2029-2030 school year) of implementation, the District shall conduct a thorough evaluation of the lengthened school day to determine if students are benefitting in all domains (academic, social, emotional, and physical), as well as the impacts on families, employees, and the District budget. Among other things, this study shall include written reports from the Association and any other exclusive representative of District employees who choose to submit feedback. In order to allow time for the Association to negotiate the impacts of potential program changes that may result from this evaluation, this report shall be finalized and shared with the Association no later than four (4) calendar weeks after the end of the 2nd trimester, and presented to the Board of Education at the next scheduled regular meeting.

The Year 1 Implementation Report was delivered to the GUSD Board of Education on April 8, 2025 (Informational Item #4, Review of Extended Day Kindergarten Program in Glendale Unified Elementary Schools). In this report, both GTA and GUSD staff recommended that students with Special Needs be assigned more equitably across Kindergarten classrooms. In accordance with this recommendation, the Association and the District will continue to collaborate on transitioning towards a structure whereby students with additional adult support (per their offer of a Free and Appropriate Public Education (FAPE)) may be included in every classroom of the same grade-level. An update on this matter shall be provided to the Board of Education as part of the Year 2 Implementation report. Representatives of the District shall meet with representatives of the Association within four weeks of the presentation of this report to the Board, and at additional times as requested by either party.

This agreement will take effect on the first day of implementation with the opportunity to order classroom materials (#4) starting on the day of signing. The parties recognize that this program is new and this MOU might not address all issues that arise in advance of or during program implementation. Therefore, either party may reopen this MOU in order to negotiate relevant impacts and effects.

This agreement shall remain in full force and effect until June 30, 2026, and may be extended by mutual written agreement.

 5/14/25  
Sarah Morrison, GTA

 05-14-2025  
Kyle Bruich, GUSD

## Appendix A

### **Recommended Minimum Kindergarten Set-up**

#### **. Example of products and costs**

*\*Schools will be surveyed to see current needs to bring classrooms up to recommended standard.*

<b>Play</b>		
Kitchen with Stove, Fridge, Food, etc.	Lakeshore Hardwood Kitchen Set Item # LC300X	\$1,379
Imagination Center with Dress-Up clothes, Careers, Farmer, Community	Lakeshore Career Costume Set Item # LC890X	\$399
Puzzles	Classroom Floor Puzzles - Complete Set Item # PP1100X	\$269
Blocks	Hardwood Blocks - Master Set Item # AA612	\$150
Big Legos	BiggoBlocks 96pc Jumbo Blocks Set	\$142
Toys that move (trucks, cars, etc)	Kid-Tough Trucks Item # TR220X	\$97
<b>Explore</b>		
Books		\$600
Light Board Table with letters, beads, etc	Space-Saver Color-Changing Light Table Item # LL526	\$500
Playdough	Play-Doh Ultimate Fun Factory, Great First Play-Doh Set Multipack Set for Kids 3 Years and Up, 47 Tools, 12 Non-Toxic Colors (Amazon Exclusive) 3 ea at \$15	\$45
<b>Specific Art Supplies</b>		
Art Easel	Indoor/Outdoor Painting Center for 4 Item # EE146	\$479
Paint Brushes	All-Purpose Paint Brush Assortment - Set of 30 Item # BA918 x2	\$44
Glue	16 oz bottles x 30	\$120
Tempa Paint (red, green, black, orange, brown, blue, yellow)	Lakeshore Fully Washable Liquid Tempera Paint - Pint Item # PX2020 x10	\$430
<b>Classroom</b>		
30 color square carpet	Calming Colors® A Place for Everyone Carpets Item # PP309	\$549
1 kidney table	500 ea	\$500
5 round tables	350 ea	\$1,800
3 bookshelves	450 ea	\$1,350
36 student chairs	\$68 each	\$2,448
	<b>New Class Room Set Up Estimated Cost</b>	<b>\$13,801</b>