

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Dixon Public Schools #170
AND THE
Dixon Education Association**

The Board of Education of the Dixon School District (District or Board) and the Dixon Education Association (DEA) hereby enter into this Memorandum of Understanding ("MOU"),

ISSUE

The Parties have entered into a Collective Bargaining Agreement (CBA). This CBA provides:

9.6 Parent-Teacher Conferences. Parent-teacher conferences shall be held on two evenings and one-half school day. Each of these sessions shall be three- and one-half hours in length for a total of ten- and one-half hours. Prior to the first session of parent teacher conferences the board shall provide one hour of planning time within the teacher work day in addition to the contractually obligated preparation time allotted in section 9.8 of this agreement.

When the School Improvement Plan (SIP) scheduled time was on a Wednesday, the schedule contemplated by the CBA permitted implementation. Due to this year's calendar, however, the Oct SIP is on Thursday, and conferences are scheduled the night before. It would be logistically impractical to provide the hour of planning prior to the scheduled parent-teacher conferences. The Parties have discussed this issue and desire to provide an alternative schedule.

AGREEMENT

The Parties agree that to resolve the scheduling concern, the following will be observed:

1. Teachers may use 1 hour of PLC conference time to plan for Parent/Teacher conferences prior to October 7.
2. Parent- teacher conferences will occur on Wednesday, October 7th - 4:00 pm to 7:30 pm
3. On Thursday, October 8th, the schedule will be - 12:15 - 3:45, building principals will endeavor to explain to teachers that the reason why they are going to 3:45 is to allow an hour for lunch.
4. Friday, October 9th - The schedule is 7:45 am to 11:15 am. Teachers will be permitted to leave at 12 pm. This early release will cover the 3.5 hours they worked outside of their contractual day on Wednesday evening.

The MOU is intended to address implementation of the contemplated planning period prior to the PT conferences. To the extent that the SIP scheduling causes a similar issue in future semesters, the terms of this MOU will be applied to create a similar schedule, until the contract expires.

Future Matters

It is agreed that the Agreement in this instance shall not constitute precedent or establish past practice for future matters related to discrepancies created due to the school calendar and providing any necessary planning period time to teachers.

Association Co-President,

DATE

Association Co-President

DATE

Board President

DATE

Board Secretary, Attest