

**MEMORANDUM OF UNDERSTANDING - Extended 2012-2013
Middle School Teacher Workday**

The Duluth Federation of Teachers ("DFT") and Independent School District No. 709 ("District") agree to this Memorandum of Understanding-pertaining to the middle school teacher workday.

1. This language will apply to middle schools consisting of grades 6, 7 and 8.
2. The middle school teacher workday will be an eight (8) hour day, which may begin from 7:00 a.m. to 7:45 a.m. The usual starting time shall be ~~7:45 a.m~~ ~~7:30 a.m.~~; however, individual teachers and the building Principal may mutually agree upon starting times other than ~~7:45 a.m~~ ~~7:30 a.m.~~. The normal end of the teacher workday will be ~~3:45 p.m.~~ ~~3:30 p.m.~~ or as determined in light of mutually agreed upon start times.
3. Teachers shall be entitled to a half-hour (1/2) duty free lunch period exclusive of passing times and a class period of duty free preparation time.
4. Middle School Teacher Day:
 - A. The middle school teacher workday shall consist of ~~six (6)~~ ~~seven (7)~~ academic class periods. A teacher may be assigned an average daily assignment not to exceed ~~two hundred seventy five (275)~~ ~~three hundred five (305)~~ minutes of academic, ~~common team planning, supervision and advisory time~~ ~~exclusive of passing times~~. A teacher shall not be assigned more than five (5) academic classes and there will be a class period of duty free preparation time ~~which may be scheduled before the student day~~.
 - B. A teacher may be assigned ~~a~~ non-academic assignments which ~~must~~ includes common team planning time of up to twenty-five (25) ~~minutes~~ ~~twice per week~~ that will be scheduled ~~after~~ ~~before~~ the student day ~~and prior to the end of the teacher day~~. ~~Common team planning time will equate to half of a teacher's non-academic assignment~~. If a teacher and his/her principal mutually agree that an assignment would be preferred, the teacher may be exempt from being a member of a team and would not be required to attend any common team planning. ~~The other half of a teacher's non-academic assignment may~~ ~~Other non-academic assignments~~ include lunchroom supervision, study hall, and in school suspension. Other non-academic assignments may be mutually agreed upon by the teacher and administration. Non-academic assignment time (~~exclusive~~ ~~inclusive~~ of common team planning) may not exceed the equivalent of ~~one half one (1)~~ of a class period (25 minutes) per day in total (i.e. full period for one semester, full period every other week, etc.) for the school year. ~~Teachers may be asked to attend one (1) staff meeting per month after the student day and prior to the end of the teacher day. Additional staff meetings shall be in lieu of common team planning.~~
 - C. The middle school advisory period shall be a maximum of ~~twenty five (25)~~ ~~twenty (20)~~ minutes within the student day. This is considered a non-preparation assignment; i.e., the teacher will not be expected to prepare any material or presentation. Activities for the advisory period will be determined by a Site Labor Management Committee.
 - D. A minimum of ~~thirty (30)~~ ~~forty five (45)~~ minutes of after school student programming time will occur after the student day and during the teacher workday. It is understood that teachers will be available for students after the student contact day. (i.e. homework help, IEP meetings, etc.) Also, it is understood that the teacher may accept reasonable responsibilities mutually agreed to by the teacher and administration related to middle school program activities. (i.e. ~~Excel~~, academic clubs, intramural programs, ~~coaching~~ etc.) ~~This includes common team planning~~.
 - E. Any or all of the periods of academic assignments may be utilized by administration for assignment of the teacher to supervise various school related non-academic activities.
5. During the remaining teacher time at the middle schools, the teacher shall be in the school and available to his/her students for student requested assistance, and available to the Principal in case of operational emergencies.
6. It is understood that middle school teachers will accept reasonable responsibilities in connection with those types of co-curricular activities occurring after the teacher's workday, which are presently conducted.
7. The school Principal may request and the individual teacher may agree to supervise students prior to commencement or immediately following the regular school day provided such time shall be included in the teacher's eight (8) hour day and the teachers eight (8) hour day shall be adjusted accordingly.
8. Items not addressed in the Middle School Teacher Workday Memorandum of Understanding shall revert to the provisions in Article X that apply to secondary teachers, contained in the teachers' collective bargaining agreement.

INDEPENDENT SCHOOL DISTRICT No. 709

DULUTH FEDERATION OF TEACHERS

By:

By:

Dated:

Dated: