

**OAK PARK UNIFIED SCHOOL DISTRICT
5801 E. CONIFER STREET
OAK PARK, CALIFORNIA 91377
(818) 735-3206**

ADDENDUM REGULAR BOARD MEETING – AGENDA #866

DATE: Tuesday, October 16, 2012
TIME: 6:00 p.m. Open Session
PLACE: Oak Park High School
Presentation Room-G9
899 Kanan Road
Oak Park, CA 91377

ACTION

4. HUMAN RESOURCES

- b. Approve Proposal for Oak Hills Elementary School Banking Student Time in Order to Add Time for Collaboration, Instructional Planning and Conferences**
Board approval required for any change in bell schedules and MOU's with OPTA

Date: October 12, 2012

Anthony W. Knight, Ed.D.
Superintendent and Secretary to the
Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: OCTOBER 16, 2012
SUBJECT: C.4.b. APPROVE PROPOSAL FOR OAK HILLS ELEMENTARY SCHOOL BANKING STUDENT TIME IN ORDER TO ADD TIME FOR COLLABORATION, INSTRUCTIONAL PLANNING AND CONFERENCES

PUBLIC HEARING/ACTION

ISSUE: Should the Board approve a proposal allowing Oak Hills Elementary School to bank student time in order to add time for collaboration, instructional planning time and conferences?

BACKGROUND: Historically, collaboration and planning time for teachers at Oak Hills Elementary School was accomplished by funding from PTA for certificated music and physical education staff. This allowed classroom teachers necessary time during the school day to meet in grade level teams or plan individually. This plan was approved yearly through an MOU signed by OPTA. This year, OPTA did not sign the MOU and asked teachers to bank time, instead. The attached plan is the staff and parents' plan as requested.

RATIONALE: This proposal was developed and discussed by the Oak Hills Elementary School's Instructional Leadership Team, teaching staff, principal and parent groups. Banking time within the instructional day will add planning time for teachers as outlined in the attached schedule.

- ALTERNATIVES:**
1. Approve the variance for Oak Hills Elementary School banking time in order to add time for collaboration, instructional planning and conferences.
 2. Do not approve the variance for Oak Hills Elementary School banking time in order to add time for collaboration, instructional planning and conferences.

RECOMMENDATION: Approve Alternative #1.

Respectfully submitted



 Anthony W. Knight, Ed.D. *AK*
 Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Iceland	_____	_____	_____	_____
Laifmanr	_____	_____	_____	_____
Pallant	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Yeoh	_____	_____	_____	_____
Student Member	_____	_____	_____	_____

October, 2012

**Oak Hills Elementary School
Banking Student Instructional Time In Order to Add Time for Collaboration,
Instructional Planning & Conferences
A Proposal for 2012 – 2013**

This proposal has been developed and discussed by the Oak Hills Elementary School Instructional Leadership Team, teaching staff, and principal. According to the OPTA/OPUSD Agreement, this constitutes a variance and the teachers at Oak Hills must approve this by a vote of 75% positive. If so approved, the plan is implemented in the January 2013.

In recognition of the professionalism of all participants, the provisions are as follows: Banking time within the **instruction day** will **add planning time for teachers** as outlined in the attached schedule.

1. The day will be Friday each week.
2. The goals of this plan are to further:
 - ❖ Differentiated Instruction
 - Intervention
 - Remediation
 - Extension
 - Acceleration
 - ❖ Fluid and Flexible Grouping
 - ❖ Data Analysis (interim assessment date, student work, etc.)
 - ❖ Cross Grade Level Collaboration
 - ❖ Curriculum planning
3. The minimum day afternoons each month will be scheduled as follows:

1 st Week	Grade level collaboration
2 nd Week	Regular monthly staff meeting from 1:30-3:00.
3 rd Week	Individual and/or Group Planning-group planning should be mutually agreed upon by all teachers at grade level by a simple majority.
4 th Week	Individual and/or Group Planning-group planning should be mutually agreed upon by all teachers at grade level by a simple majority.

* This schedule shall not be changed unless approved by a simple majority of teachers.

4. On minimum days the professional responsibilities of teachers will end at the same time as on a full instructional day.

The section titled “Working Hours Defined” in Article 11 of the OPTA Contract states the following: *Teachers, and other bargaining unit members, as professional, observe professional working hours. Teachers will be on site at least fifteen (15) minutes prior to the start of the student day and shall be available at those sites after school so as to provide reasonable time to meet with parents and to assist students.*

During fall and spring conference weeks teachers may develop a schedule that meets their needs as well as the needs of parents. Teachers may leave campus when their professional responsibilities are finished.

5. **Minimum day afternoons will NOT be used for staff development unless so requested or approved by the teachers. Approval will be 51%.**
6. **Teachers have a 45-minute lunch period on minimum days. Leaving campus is acceptable within that time frame.**
7. **The following days are Special Minimum Days; teachers are not expected to remain on campus after students are dismissed:**

***The last day of school**

See Attached Calendar for all Minimum Days

*** This variance will be reviewed should (furlough days) be necessary in the 2012/2013 school year.**

GRADES 1 – 3 SCHEDULE

Grades 1-3 Regular Day Schedule 8:25 - 2:35

8:25-10:10 105 minutes

10:10-10:30 recess

10:30-12:00 90 minutes

12:00-12:45 lunch

12:45-2:35 110 minutes

Instructional Minutes = 305

Minimum Day Schedule – Grades 1-3 8:25 – 12:45

8:25-10:10 105 minutes

10:10-10:30 recess

10:30-12:45 135 minutes

Instructional Minutes = 240

Collaboration Days 12:45 Dismissal (19 Fridays)

Conference Days 12:00 Dismissal - (4)

Special Day Schedule 12:00 Dismissal: Last Day of School

ANNUAL INSTRUCTIONAL MINUTES FOR 2012-2013 - PRIMARY GRADES

305 x 80 days = 24,400 (Fridays)

240 x 19 days = 4,560 (Fridays)

195 x 5 days = 975 (4 conference days & last day of school)

Fridays total = 29,935 (104 days)

Aug – Dec total = 21,668

Total Primary Instructional Minutes – 29,935 + 21,668 = 51,603 (Fridays)

Required Instructional Minutes 51,500

GRADES 4 & 5 SCHEDULE

Grades 4-5 Regular Day Schedule 8:25 - 3:01

8:25-10:35 130 minutes

10:35-10:55 recess

10:55-12:30 95 minutes

12:30-1:15 lunch

1:15-3:01 106 minutes

Instructional Minutes = 331

Minimum Day Schedule – Grades 4-5 8:25 – 12:45

8:25-10:35 130 minutes

10:35-10:55 recess

10:55-12:45 110 minutes

Instructional Minutes = 240

Collaboration Days 12:45 Dismissal (19 Fridays)

Conference Days 12:00 Dismissal - (4)

Special Day Schedule 12:00 Dismissal: Last Day of School

ANNUAL INSTRUCTIONAL MINUTES FOR 2012-2013 – UPPER GRADES

331 x 80 days = 26,480 (Fridays)

240 x 19 days = 4,560 (Fridays)

195 x 5 days = 975 (conference & last day of school)

Fridays total = 32,015 Jan-June (104 days)

Aug – Dec total = 23,068

Total Upper Instructional Minutes – 32,015 + 23,068 = 55,083 (Fridays)

Required Instructional Minutes 55,020

This proposal has been approved by OPTA and District Administrators. It will remain in effect for the 2012-2013 school year without change, unless a reduction in the 2012 – 2013 school year is needed. Teachers will vote again in May 2013.

Approved:

Anthony W. Knight
Superintendent

Date:

Russ Peters Date:
President

Wednesdays		Lower Grades	
Aug-Dec	293 x	70	20510
Aug-Dec	193 x	6	1158
Jan-Jun (Wednesdays)	305 x	78	23790
Jan-Jun (Wednesdays)	240 x	21	5040
Jan-Jun (mimimum days)	195 x	5	975
		180	51473

Fridays		Lower Grades	
Aug-Dec	293 x	70	20510
Aug-Dec	193 x	6	1158
Jan-Jun (Fridays)	305 x	80	24400
Jan-Jun (Fridays)	240 x	19	4560
Jan-Jun (mimimum days)	195 x	5	975
		180	51603

		Upper Grades	
Aug-Dec	313 x	70	21910
Aug-Dec	193 x	6	1158
Jan-Jun (Wednesdays)	331 x	78	25818
Jan-Jun (Wednesdays)	240 x	21	5040
Jan-Jun (mimimum days)	195 x	5	975
		180	54901

		Upper Grades	
Aug-Dec	313 x	70	21910
Aug-Dec	193 x	6	1158
Jan-Jun (Fridays)	331 x	80	26480
Jan-Jun (Fridays)	240 x	19	4560
Jan-Jun (mimimum days)	195 x	5	975
		180	55083