

**Memorandums of Understanding** are agreements between the SCSD and the STA that are not in the contract, but have the same effect as contract language. **Past Practice** is the accepted way of doing things established through years of consistent procedures. This list is not inclusive.

Issue	Memorandum of Understanding
minutes for team planning	Principals may ask teachers for either a verbal or written summaries of team meetings, but teachers are <u>not required</u> to provide them. Teachers may not be disciplined or negatively evaluated for electing not to provide agenda, minutes or summaries.
lesson plans	<p>Model for Practitioner Evaluation Task Force Memo, May 4th 2005:</p> <p>"Evidence of planning is a required element of a professional's practice. Written long term and daily plans are expected. They may be written in a format chosen by the practitioner. Elements of the domain will appear in different lessons, not necessarily all.</p> <p>The administrator may choose to collect plans. Administrators can provide feedback regarding long range or daily plans by posing questions to the practitioner. This feedback is meant to reflect the connection between and instruction."</p>
faculty meetings	Teachers are required to attend one per month unless an emergency exists. (See past practices below for more)
evening activities	Teachers are required to attend one evening activity (open house, parent conferences, etc..)per year. Teachers choosing to attend a second evening activity shall receive 1/2 day (3 hrs.) of compensatory time.
student discipline	Establish an Ad Hoc Committee on Student Discipline, co-chaired by the Superintendent and President of STA, whose members are mutually agreed by both parties, to research current practices and best practices and recommend procedural changes, training, etc. Currently in effect.
last elementary school day	Will be 1/2 day students. The remaining 1/2 day will be used for finishing up paperwork, student records, end-of-the-year tasks, etc...
Issue	Past Practice
faculty meetings	Run one hour or less and are for informational purposes; not to be used for staff development.
block scheduling	Blocks are 80 minutes long. A block schedule contains no more than 240 teaching minutes per day.
duty periods	Supervisory, not instructional or clerical. The only exception is making calls regarding student attendance.

grades	Teachers have 5 working days from the end of the Marking Period to complete and return grades.
interim reports (excludes high schools)	Sent to all students first quarter only. Subsequent marking periods: Sent to students whose average has dropped 10 points or more and/or are failing.
evening activities	Typically 2 to 2 1/2 hours allowing for appointments that run late or show up late. Not to exceed 3 hours.
Updated : 2.2.07	