

**MEMORANDUM OF UNDERSTANDING**  
**RE: LaFollette Four Block**

The undersigned, John Matthews, on behalf of Madison Teachers Inc., and Duane M. McCrary, on behalf of the Madison Metropolitan School District hereby agree as follows:

This Memorandum sets forth the additions, exclusions and amendments to the MTI/MMSD Teacher Collective Bargaining Agreement as it pertains to positions of those District employees who are in MTI's Teacher Collective Bargaining Unit and who are assigned to LaFollette High School, under the Four Block Schedule. As such, the terms set forth herein shall be applicable and exclusive to those members of the MTI's Teacher Collective Bargaining Unit who are assigned to LaFollette High School. The Four Block scheduling format shall not be implemented at any other high school within the Madison Metropolitan School District, without the agreement and negotiation of the terms and conditions between the District and MTI as regards the specific school.

**TERMS**

Except as noted hereafter, all terms and conditions of the MTI/MMSD Teacher Collective Bargaining Agreement shall apply to those members of MTI's Teacher Collective Bargaining Unit who are assigned to LaFollette High School.

A. **Salary**

1. **Section III-A-Salary** – In addition to the compensation paid in accordance with Section III-A of the Teacher Collective Bargaining Agreement, full-time teachers at LaFollette whose assignment includes as its primary responsibility the delivery of classroom instruction to students on a regular basis shall be additionally paid at the rate set forth in Section III-R of the Collective Bargaining Agreement for lost time of 10 minutes per day ( $172 \times 10 = 1720$  minutes;  $1720 \div 60 = 28.6$  hours). Because of the nature of the services they perform, interpreters are included in the above-referenced definition. Other than classroom teachers and interpreters, other members of the collective bargaining unit employed at LaFollette are not eligible for the additional pay set forth herein. In addition, full-time itinerant teachers (as defined in Section D.2. herein) shall receive a proration of the above based upon the percentage of contract they are assigned to teach at LaFollette.
2. **Salary Progression (Part-time Teachers)** – Teaching .67 or more shall equal advancement of one full increment on the salary schedule. One-half increment is earned by teaching .3 or more time, but less than .67 for the full school term or by teaching full-time 60 days or more but less than 120 days. Any combination of tenths and days must equal the limits stated above.

3. **Overload** – Teachers who teach four blocks in any term shall be additionally compensated for such overload in the amount of 25%, prorated as appropriate, in accordance with Section III-G-18 of the Collective Bargaining Agreement.

B. **Conditions of Employment**

1. **Block Defined:** The LaFollette daily schedule, under the Four Block program, shall be divided into four blocks. The school year shall be divided into four terms. Each classroom teacher who teaches under the Four Block schedule will teach three of the four blocks per day each term to establish “full-time.” A block shall be 90 minutes with the exception of the third Monday of each month, when school is in session, when blocks will be 75 minutes. Should the District need to increase the number of minutes to meet DPI standards regarding hours of instruction, it may increase one or more blocks, up to a cumulative total of eight (8) minutes per day, so long as no one (1) block is increased more than five (5) minutes per day, until DPI standards (Wis. Admin. Code § PI 8.01(2)(f)2) are met. The District will provide timely notice of such action to the MTI Executive Director with an explanation of the rationale on which the decision was based. If there is no school scheduled for the third Monday, the first Monday of the month that school is in session will be the early release day. The early release shall be for the purpose of curriculum development, program coordination, collaboration with colleagues, and general planning. The principal may utilize one early release period per term to meet with staff for the above-referenced purposes.
  - a. **Contract Day** – The teacher contract day shall be twenty (20) minutes shorter than provided in Section V-I-3-a of the Collective Bargaining Agreement while the Four Block schedule remains in effect. The workday shall commence at 8:00 a.m. and end at 3:40 p.m.
2. **Release Days** – School will be released one-half day per term to enable each teacher to have two additional school days per school year to engage in curriculum development, program coordination, and collaboration with their colleagues. Said time shall be scheduled within two weeks of the last day of each term.
3. **Number of Class Preps** – The District shall make every reasonable effort to assign each teacher to no more than two preparations.
4. **Special Education** – The Superintendent shall direct the principal of LaFollette High School to work directly with the Chair of the Special Education Department to develop a scheduling plan which provides time within the teacher contract day for teachers to complete non-classroom instructional responsibilities. The language agreed upon will become an Addendum to this Memorandum, and may be modified annually via the above-referenced process.

5. **Department Chairs** – LaFollette High School department chairpersons, who qualify for one period of release per Section III-K-2-c, shall teach two blocks; one block of release time shall be for the performance of Department Chair duties.
6. **Equipment Standards** – The District will maintain equipment, i.e., copying equipment and computers, at not less than the standards enjoyed during the term of the Experimental Program (school years 1997-2000).

C. **Educational Program**

1. **Class Size** – The District will make every reasonable effort to maintain class size at 25 or below; however, no classroom teacher will be assigned student responsibility for more than 83 students per term. The class load and student responsibility for teachers of music, under the Four Block Program, will not exceed 135 students per term.
2. **Parent/Teacher Conferences** – Parent/teacher conferences shall be held in accordance with the terms and conditions of the Collective Bargaining Agreement.

D. **Miscellaneous**

1. **Probationary Period/Part-time Teachers** - For employees assigned to LaFollette High School, a contract of less than .33 FTE shall not count as service of the probationary time required to be served under Section IV-G of the Collective Bargaining Agreement.
2. **Teacher Employed Under Part-time Contract and Itinerant Teachers** - The contracts of teachers employed part-time shall be proportionally increased. Part-time teachers and itinerant teachers (i.e., teachers assigned to more than one school) assigned to LaFollette High School shall have each LaFollette High School class count as .33 FTE.
3. **Substitute Teachers**  
Substitute Teachers shall be paid .33 of the appropriate rate set forth in the USO-MTI Collective Bargaining Agreement for each block taught at LaFollette High School. When a substitute teacher teaches a full day (3 blocks) and covers a class for a fourth block, he/she shall be compensated at the Class Covering rate for the fourth block.

E. **Duration**

The terms and conditions set forth herein shall run concurrent with the duration of the MTI/MMSD Teacher Collective Bargaining Agreement.

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Duane M. McCrary  
Director of Labor Relations  
Madison Metropolitan School District

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John A. Matthews  
Executive Director  
Madison Teachers Inc.

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Date

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Date