



June 30, 2011

TO: MMSD Elementary Principals
MTI Elementary Faculty Representatives

Re: Recommended Structure of Elementary School Day

As you are aware, MTI and the District agreed in 2011 negotiations to revise the Contract provisions relative to Hours of School and the structure of the school day, as regards when school begins and ends - the beginning and ending of the teacher day, what occurs during the Monday Early Release of pupils, what occurs on days previously reserved for WEAC and SWEIO Conventions, and when Contract provided planning time takes place. Concerns about the implementation of the new language resulted in the District and MTI working jointly to find a positive solution.

We are pleased to advise that after several hours of discussions, the District and MTI were able to mutually develop the attached plan for the use of Monday Early Release time. *We highly recommend that the attached plan be utilized by each elementary principal and staff to implement Section V-I of the MTI/MMSD Collective Bargaining Agreement.* This plan guarantees the planning time required under Section V-P of the MTI/MMSD Contract, while enabling the District to provide collaboration time and maintain the same school start times that were in place for the 2010-11 school year.

Should you have questions or concerns, those should be addressed to MMSD Assistant Director of Labor Relations Heidi Tepp (663-1742) or MTI Assistant Director Doug Keillor (257-0491).

Thank you for your attention to this matter.

Dan Nerad, Superintendent
Madison Metropolitan School District

John Matthews, Executive Director
Madison Teachers Inc.

Monday Early Release/Planning Time*

Days Previously Reserved
for WEAC & SWEIO:

AM - District Designed
Professional Development

PM - Individual Teacher
Planning Time

MONDAYS

Every Monday of Month considered for following:

1 st Monday of Month	1 Hour 45 Minutes: Staff Meeting	(15 minute passing)
2 nd Monday of Month	1 Hour 45 Minutes: Individual Planning	(15 minute passing)
3 rd Monday of Month	1 Hour 45 Minutes: Professional Development	(15 minute passing)
4 th Monday of Month	1 Hour: Individual Planning Time 45 Minutes: Professional Development	(15 minute passing)
5 th Monday of Month	1 Hour 45 Minutes: Individual Planning (October, January, April)	(15 minute passing)

*Based on 2010-11 start and end time of school day for staff, i.e. 15 minutes before school begins, 30 minutes after school ends for 5th grade. (Early start schools 7:30-3:02 and Late start schools 8:15- 3:47).

Pursuant to Section V-P - Planning Time - Planning time is 5.5 hours/week averaged throughout the course of the school year.

Early Release Days for Staff Development (V-K-5) will not be on Monday.