

CVE PROPOSAL  
BETWEEN  
CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
AND  
CHULA VISTA EDUCATORS

January 30, 2025

ARTICLE 8: HOURS

- 8.1 The hours of employment for employees shall include the minimum number of instructional minutes specified in the California Education Code.
- 8.2 The school day may be scheduled by the school site provided, however, that it cannot exceed a seven-hour work day, cannot have less than thirty (30) minutes of preparation time, and except as set out below must have a forty-five (45) minute period for lunch time.
- 8.2.1 A school site may modify the contractually agreed upon day as set out in 8.2 if approved by the Board of Education and CVE.
- 8.3. Employees shall have a forty-five (45) minute duty-free lunch period, except for the purpose of walking their classes to the lunch area.
- 8.4 Employees may be asked to furnish a reasonable amount of time outside the regular instructional day to provide for a reasonable number of meetings (Emergency crisis staff meeting; student discipline follow-up) This does not include committees, staff development, trainings, and no more than two (2) required evening school programs (e.g., "Back to School Night," "Open House Night," Literacy Night," etc.) per year. Employee participation in each event need not exceed two and a half hours (2 ½). Employees may voluntarily participate in additional events. All other committee work shall be completed during the contract day or employees shall be compensated at \$65 an hour.

8.5 Necessary school supervision time must be shared as equally as practical given other school responsibilities and taken within the seven-hour day.

8.6 A school site may modify hours (including rainy day schedules) in a way designed to serve the interests of the students at that site. However, on rainy day schedules, employees are entitled to a minimum of thirty (30) minutes for a duty-free lunch period.

8.7 The opening school day of each new school year shall be a minimum day for individual classroom preparation, free from staff meetings or professional development. This day does not count as one (1) of the days as outlined in Article 8.14.

8.8 Permit teachers may be required to work an eight (8) hour day.

8.9 New Certificated Teachers will be required to work 13 (thirteen) hours more per year paid at their per diem rate. Time to be determined in agreement with CVE.

**8.10** ~~8.9~~ Employees will remain on site until the safety of the students under their supervision is ~~insured~~ **ensured**.

**8.11** ~~8.10~~ Extended School Year (ESY) hours for Preschool are 4 hours per day; Preschool employees are expected to be on site 4 ½ hours per day. TK-6 ESY required hours are 5 hours 25 minutes per day. TK-6 employees are expected to be on site for 6 hours per day.

**8.12** ~~8.11~~ For the first two weeks of school, TK and Kindergarten will be minimum days for the purpose of transitioning students, and allowing teachers to complete one-on-one assessments. ~~As a safety precaution, Kinder dismissal scheduling is subject to site level modification (jointly agreed upon between the administration and all teachers on site).~~

**8.13** When designing Kindergarten instructional schedules there will be a minimum of 54,000 instructional minutes. As a safety precaution, Kindergarten dismissal shall be at least 15 minutes prior to dismissal of the rest of the school. It will be the school site's responsibility to ensure that the students are supervised.

**8.14** ~~8.12~~ Each school site is given the discretion to set or modify a school schedule. The principal and the certificated staff will first discuss the situation at a staff meeting allowing for teacher input and agreement upon a mechanism for decision-making. The concept of site-based determination of hours and composition of the workday is flexible enough to allow for either the entire staff and the principal or a joint committee of staff and the principal to set or modify a schedule.

### **8.15** ~~8.13~~. **Conferences**

**8.15.1** ~~8.13.1~~: The Friday prior to conferences will be used for conference preparation/report cards. No staff professional development meetings may be held during parent conference weeks, including both Fridays, except in circumstances where the immediate health or safety of students or staff is impacted.

**8.15.2** ~~8.13.2~~: Teachers shall only be required to conference for students on their roster or caseload during parent conference weeks.

### **8.16** ~~8.14~~ **Minimum Days**

**8.16.1** ~~8.14.1~~ **In the case of three (3) prep days preceding the first student day, the first day shall be a duty free prep day.** Half of the total time of **the remaining four (4)** ~~the five~~ student-free duty days in the regular contract (185 days) will be used for individual classroom preparation. ~~In the case of 3 prep days preceding the first student day, the first day shall be a duty free prep day.~~

**8.16.2** ~~8.14.2~~ Three minimum days will be scheduled per quarter for individual classroom preparation, free from staff meetings or professional development.

**8.16.3** ~~8.14.3~~ Two additional minimum days will be set aside per semester; one for individual classroom preparation, and one for staff development regarding a Districtwide initiative agreed upon through consultation. The additional teacher preparation minimum days shall be scheduled during the second and third quarters.

**8.16.4** ~~8.14.4~~: A minimum of seven (7) individual preparation minimum days will occur per Semester, equal to 2 quarters, as outlined in 8.14.

### **8.17** ~~8.15~~ **Upper Grade Support and Dual Immersion Support**

**8.17.1** ~~8.15.1~~ At each school site, a committee which includes a CVE representative along with other impacted staff members shall generate a plan to address upper grade ~~and Dual Immersion~~ working conditions related to class size and inherent individual workload. This is to be used for individual classroom preparation time to address class size and inherent individual workload.

### **8.18 Dual Immersion Program Release Time**

**8.18.1** At each school site, the Dual Immersion (DI) team will engage in vertical articulation and instructional planning that supports the effectiveness and alignment of the Dual Immersion program across grade levels.

#### **8.18.2 Release Time Allocation**

**8.17.2.a** The DI team shall be released for one full day each quarter to allow teachers to work on vertical articulation, language allocation, grade level and curriculum map planning, and other tasks related to the DI program.

#### **8.18.3 Substitute Teacher Costs**

**8.17.3.a** The District agrees to cover the full cost of substitute teachers required to provide release time for all members of the DI team on the designated release day.

#### **8.18.4 Scheduling and Notification**

**8.18.4.a** The release day shall be scheduled in advance in coordination with school site administration to minimize disruption to instructional time.

**8.18.4.b** The DI team and school site administration shall mutually agree upon the date(s) for release time.

**8.18.4.c Adequate notice shall be provided to secure substitute coverage.**

#### **8.18.5 Documentation and Follow-Up**

**8.18.5.a The DI team shall document outcomes from the vertical articulation and language allocation plan sessions.**

**8.18.5.b A summary of findings and any proposed adjustments to the instructional minutes or curriculum shall be submitted to the school site administration and the district office for review and approval.**

#### **8.18.6 Compliance**

**8.18.6.a The activities conducted during the release time shall adhere to the goals of the dual immersion program, district policies, and state requirements.**

#### **8.18.7 Evaluation and Review**

**8.18.7.a The effectiveness of the release time for achieving program goals shall be reviewed periodically by the DI team and site administration.**

### **8.19 ~~8.16~~ Teacher Collaboration**

**8.19.1 ~~8.16.1~~** Teacher collaboration time will be provided at each school site, including preschool, Transitional Kindergarten, and K-6 general education, and special education teachers.

**8.19.1.a ~~8.16.1.a~~** VAPA teachers will receive collaboration. This may include, but not be limited to, the first week of school, a release from staff meeting(s) and/or minimum days during conferences. VAPA teachers may **plan collaborate** with other teachers in similar assignments across the district and/or the site VAPA teachers.

**8.19.2** ~~8.16.2~~ Collaboration time will be divided as follows: 1/3 of the time can be utilized by principals and 2/3 of the time will be teacher directed.

**8.19.2a** ~~8.16.2.a~~ The 1/3 time should not directly impact the 2/3 teacher directed time.

**8.19.2.b** ~~8.16.2.b~~ If principals do not use their 1/3 time, they cannot make up such time during subsequent collaboration sessions, unless agreed upon by grade level team. If teachers do not use their  $\frac{2}{3}$  time, they cannot make up such time during subsequent collaboration sessions, unless agreed upon by administration and grade level team.

**8.19.2.c** ~~8.16.2.c~~ Principals are entitled to receive collaboration agendas, notes and/or summaries of topics/issues addressed during teacher-directed collaboration time.

**8.20** ~~8.17~~ During contract hours, the district shall provide professional development related to any adopted District wide curriculum. In the event this training does not occur during contract hours, teachers will be paid \$75.00 an hour.

## **8.21** ~~8.18~~ **Transitional Kindergarten**

When designing TK instructional schedules there will be a minimum of 54,000 instructional minutes. As a safety precaution, TK dismissal shall be at least 15 minutes prior to dismissal of the rest of the school. It will be the school ~~site~~ **site's** responsibility to ensure that the students are supervised. The District will provide appropriate curriculum; TK teachers will use their professional discretion in designing and implementing instructional activities and daily routines, with the exception of lunch and recess which will be determined in accordance with 8.12, Hours. Model instructional schedules are provided in Appendix G as a reference.

**8.21.1** ~~8.18.1~~ Transitional Kindergarten classes will follow a modified full-day schedule. The on site work hours for TK teachers is outlined in Article 8, Hours. Article 8.11 shall extend to include Transitional Kindergarten.

**8.21.2** ~~8-18-2~~ Transitional Kindergarten teachers are entitled to prep time and Collaboration time equivalent to other grade levels at the site.

**8.21.3** ~~8-18-3~~ Certificated unit members will not be responsible for the toileting or diapering needs of students.

**8.20.4** ~~8-18-4~~ The District will provide appropriate coverage to complete comprehensive one-to-one assessments to TK teachers each quarter.

**8.22** ~~8-19~~ Both CVE and the District understand the importance of including teacher input prior to adopting District wide curriculum.

**8.22.1** ~~8-19-1~~ CVE will have an opportunity to provide input prior to the adoption and implementation of District wide curriculum. (Article 6 Consultation)

**8.22.2** ~~8-19-2~~ Teachers at individual school sites will have an opportunity to provide input prior to the implementation of school-wide programs.

CVE and the District agree that workload expectations should be reasonable. In the event that CVE believes that members have been subject to unreasonable expectations regarding hours by an administrator, CVE should bring that information to the attention of the Assistant Superintendent of Human Resources. The Assistant Superintendent will investigate the claim and have the authority to settle the matter. If CVE is dissatisfied with the decision, it shall have the right to submit an appeal to the Superintendent who shall also have authority to settle the matter. If CVE is dissatisfied with the decision, it shall have the right to submit an appeal to the Board which could include a conference with the Board in closed session. The Board shall have the authority to hire an outside entity to investigate CVE's claim and issue an advisory to the Board, which the Board may use in making their final decision. The Board's decision shall be final.

**8.23** ~~8-20~~ Unit members teaching in a middle school assignment serving in classroom teacher assignments shall have no more than six (6) class periods assigned with students and the seventh period shall be a preparation

period. Each period shall be approximately fifty (50) minutes in length. If the implementation of an innovative schedule results in a different configuration, such as a block schedule, the unit member shall be guaranteed the equivalent of five (5) preparation periods per week.

**8.23.1** ~~8.20.1~~ Typically no unit member teaching in a middle school assignment shall be required to teach more than three (3) courses in a semester. However, in the event teaching a fourth course is necessary, the affected unit member shall receive an additional one hour of prep time per week. Administration must demonstrate the necessity of teaching a fourth course due to staffing and/or scheduling constraints.

**8.24** ~~8.21~~ The Arroyo Vista Athletic Director shall be entitled to a stipend of \$600 per year for coaching and related duties.