

**Additional Elementary Planning Time
Process for 2010-11
Revised April 20, 2010**

The District and the Union both value and recognize the importance of allotting reasonable time for elementary teachers to engage in individual and group planning for the delivery of quality instruction. For the 2010-11 school year, the following guidelines must be utilized for developing programs to create additional elementary teacher planning time.

1. Each site shall receive not less than **\$727** per FTE to be used as a resource in support of additional planning time (negotiated base rate X 0.0213 per FTE). The Office of Human Resources will determine the FTE count for each building. You must use this count when calculating numbers for the planning time budget.
2. Elementary schools, which do not have at least 31 FTE's, will be granted additional support. A school with less than 31 FTE's will receive an additional .5 FTE for each FTE under 31. (Example: A school has a combined FTE of 25. The difference between the actual and base is 6 FTE. The additional 6 FTE X .5 = 3 additional FTE for a total of 28 FTE.) *Note: Licensed Special Education and "Specials" teachers do count in the calculation.*
3. Building Resource Teachers, Read to Succeed, Social Workers, Psychologists, Nurses, and Physical / Occupational Therapists will **not** be included in your FTE count; nor should these individuals receive additional planning time.
4. Itinerant teachers (those who work in more than one building) will not be considered an FTE if they work in a building less than 0.5 FTE.
5. When sites have teachers who are contracted for more time than their case load necessitates (i.e. an owed 1.0 FTE person with less than a full 1.0 teaching load, or when the number of sections is reduced when particular tracks are off) the site can incorporate this additional planning time in lieu of Elementary Planning Time grant expenditures.

Overview:

Building sites will create a plan for the use of additional elementary planning time by completing the attached template. A copy of the template must be submitted to the Office of Human Resources and the original must be included in each site's School Improvement Plan notebook. Teachers are reminded not to use extra plan time monies for staff development, training, supplies/materials or during track-in or track-out days.

If site resources are added to Elementary Planning Time allocations, District procedures for hiring personnel using site discretionary monies must be followed. Should a continuing status teacher be moved into a position using Elementary Planning Time grant monies, a position for that teacher must be maintained through hiring a one-year-only status teacher for the Planning Time Grant teacher.

Procedures:

1. Each site shall establish an Elementary Planning Committee of classroom teachers to develop a utilization plan for additional planning time. This committee must only involve classroom teachers, specialists and/or Special Education teachers. After the initial planning, the plan must be brought to the staff and the site’s administration for approval. After the plan has been approved, the committee may seek help from other sources (i.e., BRT, school secretary, Principal) for scheduling, implementation, etc.
2. The Elementary Planning Committee shall establish opportunities and strategies to ensure staff input and acceptance of the plan. Include a short explanation of what process was used.
3. The Elementary Planning Committee shall present the plan to the administration and the building site council for their support and acceptance. If the plan is not supported or accepted by the administration, both parties must collaborate to revise the plan.
4. The Elementary Planning Committee shall draft the narrative and required information and submit the plan to the Office of Human Resources and/or the Douglas County Federation of Teachers (DCFT) for approval.
5. Plans involving the use of substitutes should limit the number of substitutes used.

Elementary Planning Time Grant Deadlines:

4- track calendar schools:	October 1, 2010
Conventional calendar schools:	November 1, 2010

Elementary Planning Time Grant proposals can be submitted for review between now and the above deadlines. Implementation of plans may commence as soon as the budget is verified.

Elementary Planning Time Grant Options and Parameters:

When completing the Elementary Planning Time Grant template, any combination of the following options may be utilized.

1. Hiring contracted, certificated teachers:
 - a. Contracted teachers must have an approved teacher application on file and be appropriately licensed.
 - b. Contracted teachers must be hired on 1-year only contracts.
 - c. Considerations for benefit eligibility and salary schedule placement must be included in calculations when hiring contracted teachers.
 - i. Teachers hired for 0.5 FTE or more are eligible for health benefits and budgets should include **30%** cost for benefits.
 - ii. Teachers hired for less than 0.5 FTE are not eligible for health benefits and budgets should include **14.75%** cost for benefits.
 - d. If a contracted teacher is entering her/his 3rd consecutive year of contracted teaching in the District, prior approval must be obtained by the Office of Human Resources. Contracted teachers entering their 4th year of employment are owed a regular contract by the District.

2. Hiring Substitute teachers:
 - a. If randomly requested from Sub Finder, budget for **\$110** per full day. When calling in random substitutes, the Elementary Planning Time code should be selected.
 - b. If utilizing current District contracted teachers (i.e. off-track teachers), budget **\$115** per full day.
 - c. If hiring long-term substitute teachers, (a schedule is predetermined at point of hire) the individual can work more than 90 days in one school year if they rotate from class to class. A rate of **\$120 per full day (31-60 days)** and **\$154 per full day (61-89 days)** will be paid to long-term substitute teachers, and should be used for budgeting purposes.
 - d. All substitute teacher benefit withholdings are already calculated in these rates of pay. **No variation from these rates will be permitted during the 2010-11 school year.**
 - e. Plans that rely extensively on full or half day substitute release days for regular teachers are discouraged due to the negative impacts on the District substitute teacher pool and the reduction of quality instruction for students.

3. Hiring classified status employees:
 - a. If classified employees are used to supervise students, a certified staff member must be assigned responsibility for direct supervision of each employee. Classified employees can NOT be responsible for the following:
 - i. Development of curriculum and/or assessments;
 - ii. Assigning progress reports and/or grades;
 - iii. Planning activities or lessons; or,
 - iv. Supervising students independent of a certificated employee.
 - b. Classified positions must be hired utilizing the District hiring process. This includes posting the position with information regarding pay rate, hours to work per week, and job expectations.
 - c. Depending on the number of annual hours to be worked, classified employees may be eligible for benefits. Benefit costs must be reflected in the budget. (1,183 annual hours is the threshold for eligibility for medical benefits and **30%** benefits costs should be budgeted.)
 - d. Adding hours to a current classified employee is an option but individuals cannot exceed 40 hours of work per week. (Benefit costs will be calculated on the total number of hours an employee works.)

4. On a limited basis, teacher teams may elect to receive payment for *collaborative planning** they do outside the regular workday in lieu of extra planning time. The amount to be paid, work to be completed, and outcomes to be achieved must be recorded prior to beginning the project. Documentation must be submitted to the principal or his/her designee for payment.*
Collaborative planning is defined as teams of teachers working together (same time/same place) on systemic projects (curriculum, instruction, assessment, etc.).

Elementary Planning Grant Template

2010-11 School Year

School:
Site Contact Teacher:

Date Submitted:

1. List all Elementary Planning Grant Committee members. You are encouraged to include a cross section of teachers (i.e. regular and special education, specialists and different grade levels).

Name(s)	Teaching Assignment	Signature Required

2. Explain the process used to obtain staff approval for this plan?

3. Date of implementation: _____

4. Verified Grant Funds:

- Kindergarten FTE: _____
- 1st Grade FTE : _____
- 2nd Grade FTE: _____
- 3rd Grade FTE: _____
- 4th Grade FTE _____
- 5th Grade FTE _____
- 6th Grade FTE _____
- Specials FTE _____ (Art, Music, PE, Tech)
- Band/Orchestra _____ (If individual teacher is .5 FTE or greater at your school.)
- World Lang. FTE _____ (.5 FTE or greater)
- Gifted/Talented FTE _____ (.5 FTE or greater)
- Literacy Specialist FTE _____ (.5FTE or greater)
- Reading Recovery FTE _____ (.5 FTE or greater)
- ESL FTE _____ (.5 FTE or greater)
- Speech/Language FTE _____ (.5 FTE or greater)
- Moderate Needs FTE _____ (.5 FTE or greater)
- SIED FTE _____ (.5 FTE or greater)
- SSN FTE _____ (.5 FTE or greater)
- DHH FTE _____ (.5 FTE or greater)
- Other FTE _____ (.5 FTE or greater)

TOTAL FTE: _____
(If FTE is less than 31) _____ (31-Total) X .5 = additional FTE for small schools

(Total FTE) _____ X \$727 = \$ _____ (Total Planning Time \$ to be verified by HR)

5. Principal Signature of Approval: _____

6. Brief explanation of Plan:

NOTE: Plans may be modified, during the course of the year, if implementation is not feasible. Revised plans must be resubmitted for approval.

ELEMENTARY PLANNING TIME BUDGET WORKSHEET

1. Contracted teacher(s)? **YES** **NO**

Position: _____ FTE: _____
* Salary rate: _____
* Benefit costs: _____

Position: _____ FTE: _____
* Salary rate: _____
* Benefit costs: _____

2. Substitute teacher(s): **YES** **NO**

- _____ Long-term substitute teacher = **\$120** per full day (31-60 days)/ **\$154** per day (61-89 days)
- _____ District teacher working off-track = **\$115** per full day
- _____ Random selection from sub-finder = **\$110** per full day

3. Classified employee(s): YES NO

Name:

* Salary rate: _____
* Benefit costs: _____

- Certified employee responsible for supervision for this classified employee?
Name: _____ Signature: _____
- Certified employee responsible for curriculum development for this classified employee?
Name: _____ Signature: _____
- Certified employee responsible for planning for this classified employee?
Name: _____ Signature: _____

Name:

* Salary rate: _____
* Benefit costs: _____

- Certified employee responsible for supervision for this classified employee?
Name: _____ Signature: _____
- Certified employee responsible for curriculum development for this classified employee?
Name: _____ Signature: _____
- Certified employee responsible for planning for this classified employee?
Name: _____ Signature: _____

4. Payment in lieu of extra planning time? YES NO

On a limited basis, teacher teams may elect to receive payment for *collaborative planning** they do outside the regular workday in lieu of extra planning time. The amount to be paid, work to be completed, and outcomes to be achieved must be recorded prior to beginning the project. Documentation must be submitted to the principal or his/her designee for payment.* ***Collaborative planning is defined as teams of teachers working together (same time/same place) on systemic projects (curriculum, instruction, assessment, etc.).***

Names of Teachers on Collaborative Team:

Payment amount:

Date of Work:

Project to be completed:

Administrative Signature (agreeing work was completed):