



Fairfield-Suisun Unified Teachers Association
Fairfield-Suisun Unified School District



**F-SUTA
President**

Nancy Dunn

**Assistant Superintendent
Human Resources**

Kenneth Whittemore

February 7, 2023

Dear Team Members,

In accordance with Article 30 the Restructuring Packet is being provided to you. The guidelines are provided for the process which includes all deadlines.

Please be advised as you work through this process next year begins the Collaborative Planning Period as described in the Memorandum of Understanding (MOU) signed August 15, 2022. A copy of that MOU is attached for your reference. All restructuring proposals must adhere to the agreements contained within the MOU.

If you have any questions, please reach out to your respective representative.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Dunn".

Nancy Dunn
President
Fairfield-Suisun Unified Teachers Association

A handwritten signature in blue ink that reads "Kenneth Whittemore".

Kenneth Whittemore
Assistant Superintendent-Human Resources
Fairfield-Suisun Unified School District

**Memorandum of Understanding
Between
Fairfield Suisun Unified School District (FSUSD)
And
Fairfield Suisun Unified School Teachers Association (F-SUTA)
Collaborative Planning Period
August 15, 2022**

This Memorandum of Understanding (MOU) is between FSUSD and F-SUTA. The parties agree that collaboration is an important element of effective teaching. Therefore, FSUSD and F-SUTA agree to a two (2) year memorandum of understanding for the collaboration planning period for the 2023-2024 and 2024-2025 school years.

During these two years, all unit members (with the exception of Early College, zero period, or seventh period) will participate in a weekly collaborative planning period.

- a. The collaborative planning period will be held either before or after school on Wednesday.
- b. There will be no reduction in instructional minutes per week.
- c. Bargaining unit members will be at their assigned district site during collaboration time.
- d. Individualized Educational Plans, 504's, or parent meetings will not be scheduled during collaboration time.
- e. In accordance with Article 19.3.a both the one monthly (1) Staff Meetings or the one (1) Monthly Grade Level/Department Meetings shall be reduced to no more than 45 minutes rather than the a maximum length of 90 minutes each. Any staff meeting or second meeting of the month that lasts longer than 45 60 minutes will be counted towards adjunct duty credit per article 19.3.b (Appendix AA).
- f. ~~The week of and prior to grading periods (report cards or progress reports) shall be unit member individual preparation time.~~
- g. Collaboration time shall be no more than 48 less than 54 minutes.

August 15, 2022

Time: _____ am

- ~~h. Elementary Collaboration time shall be 45 minutes within the contract day with 2 days of unstructured time for preparation time and 1 day unstructured time to hold IEP and other meeting. Instructional day for students remains the same for Monday—Friday. Site Reps and Site administrators shall work collaboratively to submit a plan as per Article 30 no later than December 31, 2022.~~
- ~~i. Secondary Collaboration time shall be at least 45 minutes. Site Reps and Site administrators shall work collaboratively to submit a plan as per Article 30 no later than December 31, 2022.~~
- ~~j. Sample schedule will be in place with the exception of the week as mentioned in f above:~~

 - ~~1. One Wednesday of the month District Administration will plan collaboration~~
 - ~~2. One Wednesday of the month Site Administration will plan collaboration~~
 - ~~3. Two Wednesday of the month Unit Member Preparation Time (Article 19.4)~~
 - ~~4. The fifth Wednesday of the month Unit Member Preparation Time (Article 19.4)~~
 - ~~5. Two required monthly meetings as per Article 19.3~~
- k. The following schedule will be in place with the exception of the week as mentioned in f above:

 - 1. First Wednesday of the month-Site Administration will plan collaboration
 - 2. Second Wednesday of the month-Unit members will plan grade level, department, or content-specific (i.e. release teachers) collaboration
 - 3. Third Wednesday of the month-District will plan collaboration
 - 4. Fourth Wednesday of the month-Unit members will plan grade level, department, or content-specific (i.e. release teachers) collaboration
 - 5. Fifth Wednesday of the month- Unit member preparation (Article 19.4)
- l. During the months of August and June, Collaborative Wednesdays shall belong to the unit members for preparation time as per Article 19.4. “Unstructured time” is defined as the minutes within the duty day that are outside of the contractual instructional time. On Mondays, prior to the student arrival supervision or following the student dismissal supervision, there will be no mandated group professional development, mandated group professional development, or mandated group meetings, at the elementary level. During this unstructured time, staff will meet with parents, hold 504s, hold SSTs, and hold IEPs, as well as prepare for instruction.

August 15, 2022

Time: _____ am

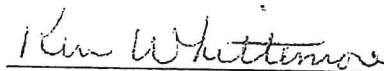
~~m. Sites may still utilize the restructuring process per Article 30.~~ The parties agree to meet prior to May 15, 2024 to discuss and review the collaborative planning MOU.

This MOU is subject to ratification. This memorandum will expire June 30, 2025, or be extended by mutual agreement prior to May 1, 2025.

Signed this day August 15, 2022



Stephanie Cobb, F-SUTA Bargaining Chair



Ken Whittemore, FSUSD

Fairfield-Suisun Unified School District
And
Fairfield-Suisun Unified Teachers Association Collective
Bargaining Agreement Waiver Application Article 30 -
Restructuring
Proposed School Year 2023 - 2024

School _____

Site Administrator Contact _____

Site Representative Contact _____

Contract Article and section affected/changed by this waiver proposal.

(A separate proposal is required for each waiver sought).

Final Submission of Application Deadline - March 24, 2023

Submitted on _____ By _____

Reviewed/Approved by FSUSD _____
Name/Date

Reviewed/Approved by FSUTA _____
Name/Date

Approved YES NO

Please submit application packet and direct questions to Ken Whittemore, Assistant Superintendent, Human Resources (Kenwh@fsusd.org) AND Nancy Dunn, President, Fairfield-Suisun Unified Teachers Association (fsutaprez@gmail.com)

Restructuring Proposal Checklist - Site Representative Responsibilities

1. Describe, in detail, the desired waiver to the contract. (What do you want to do?)
Include the specific Article being changed. A separate plan must be submitted for each Article.
2. Describe the rationale for the waiver. (Why do you want to make this change?)
3. Describe how you will evaluate the effectiveness of this waiver during the year. (At least one anonymous feedback option must be included)
3. Dates meetings were held with the Site Administrator to develop the plan. (List all dates)
4. Dates meetings were held with unit members to develop the plan. (List all dates)
5. Copy of announcement to staff to discuss final plan.
(Announcement must be at least one week prior to the meeting date.)
7. Date FSUTA President notified to begin voting process
(FSUTA President will conduct the electronic voting)

I affirm I have completed the task as described above and that proper procedures were followed in the development and submission of this restructuring application.

Name of Site Representative or FSUTA Executive Board Member/Date

Restructuring Proposal Checklist - Site Administrator Responsibilities

1. Attach proposed site instructional minutes and bell schedule(s).
2. Attach evidence of community member communication. (At a minimum, notification to parents, feeder schools, District office - i.e. website, hard copy, emails, robocalls, notice posted at site.)
3. Attach Site Council minutes indicating discussion and approval of proposal.
4. Attach completed Instructional Minutes and Bell Schedule Approval document and approval from Transportation, Food Services, etc.

I affirm I have completed the task as described above and that proper procedures were followed in the development and submission of this restructuring application.

Name of Site Administrator/Date: