

Memorandum of Understanding  
between  
the Chico Unified Teachers Association  
and  
the Chico Unified School District

**RE: Implementation of Music/Fine Arts Prep Release Time for Elementary Schools**

This MOU will become effective July 1, 2024 upon approval and signature of both CUTA and CUSD. This MOU will expire on June 30, 2025. CUSD and CUTA recognize the increasing difficulty of providing ample numbers of substitute teachers for elementary prep time. Fortunately, with the voter approval of Proposition 28 the state has provided funding for additional Music and Fine Arts Education for California students. The parties have reached agreement to deliver ongoing prep time for all elementary teachers by providing either Music or Fine Arts instruction to all elementary level students.

CUSD and CUTA agree to the following provisions regarding the implementation of Music/Fine Arts prep release time for Elementary Classroom Teachers and that these provisions will remain in place until June 30, 2025. This agreement replaces all substitute based prep time and Parent Conference days. Both parties also agree that ongoing discussion will take place regarding the potential to reach agreement on permanent Collective Bargaining Agreement language to be included in a future Tentative Agreement.

**Number of Prep Minutes for Elementary Teachers**

- TK/K : 2,750 minutes
- Grades 1-3: 1,650 minutes
- Grades 4-5: 1,725 minutes

Note: The minutes above are in addition to prep time you are currently receiving (PE, Music, Fine Arts, Science, Gardening, etc.) Elementary teachers will not be responsible for substitute lesson plans for this release time.

**Conference Days**

- Teachers will receive one (1) full day for Parent/Teacher Conference Days. This day is a non-student day.
- Teachers will receive seven (7) additional minimums days during the school year.
- Five (5) of these days will be scheduled the week following Parent/Teacher Conference Day (typically in November).
- The additional two (2) minimum days will be scheduled the day prior to Winter Break and the last day of school.
- If teachers do not have any parent conferences scheduled after the end of the minimum day their workday is done.

**Banked Minutes**

- There will be five (5) additional instructional minutes per day added into the daily schedule in order to ensure minimum numbers of instructional minutes per day as required by the state of California.

**When Prep Days are not Provided**

Fine Arts	Music	P.E.
<ul style="list-style-type: none"> <li>• Randomly scheduled on school days – Grades 1 – 5</li> </ul> <p>Fixed Schedule</p> <ul style="list-style-type: none"> <li>• TK/K providers: Monday/Friday holiday – teachers accrue a full day sub one time during the year.</li> <li>• If a Fine Arts teacher is out ill, a sub will provide the session. If a sub isn't available, the teacher will be called back to work and be paid their daily rate for the missed time.</li> </ul>	<p>Fixed Schedule</p> <ul style="list-style-type: none"> <li>• Monday/Friday holiday – teachers accrue a half day sub one time during the year.</li> <li>• If prep is missed due to minimum day or parent-teacher conference day, the teacher will be paid for their time at their hourly rate.</li> <li>• If prep is missed due to prep provider being ill, the teacher will be paid for their time if no sub has been found.</li> </ul>	<ul style="list-style-type: none"> <li>• Randomly scheduled on school days</li> <li>• If a P.E. teacher is out ill, a sub will provide the session. If a sub isn't available, the teacher will be called back to work and be paid their daily rate for the missed time.</li> </ul>

- Minor changes to the Provider's schedule, they may use the waiver process to make changes.
- If prep time is missed due to a District-mandated event, the teacher shall be paid for the missed prep time at their hourly rate.

**Prep Provider: Number of Sessions as Stated in Article 7.1.3 (e)**

- Class A (Fine Arts Teachers) providers assigned to 1 or 2 schools are full time with 297 full sessions (as defined in Article 6.5.1) and 27 half sessions per year; at 3 schools are full time at 275 full sessions and 25 half sessions (equivalent to current contract language)
- Class B (PE Teachers) providers – no change
- Class C (Music Teachers) provides 36 weeks, 30 classes per week, at 35 minutes each is full time
- Prep Providers will not be providing more session than they are currently providing.

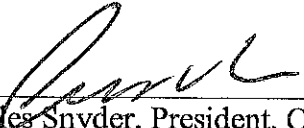
**Minutes of Prep Time for General Education Teachers**

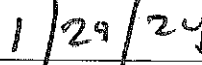
- TK-Kindergarten: currently 18 half-days of sub-provided prep
  - All currently provided specialist prep (ten 65-minute sessions)
  - 36 sessions of Music (35 minutes each)
  - 36 session of Art (60 minutes each)
- Grades 1-3: currently 5.5 days of sub-provided prep, 3.5 days of prep and 2 days parent conference
  - All currently provided prep (eleven 130-minutes sessions and thirteen 65-minute sessions)
  - 36 sessions of music (35 minutes each)
  - 3 additional sessions of fine arts (130 minutes each)
- Grades 4-5: currently 5.5 days of sub-provided prep, 3.5 days of prep and 2 days parent conference
  - All currently provided prep (eleven 135-minute sessions, thirteen 65-minute sessions, and thirty-four 30-minute sessions)
  - The current music prep (34 30-minutes sessions) will be converted to 36 sessions of music (35 minutes each)
  - 11 additional sessions of fine arts (135 minutes each)

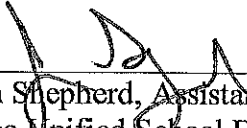
**Other Considerations**

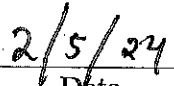
- If the prep session takes place somewhere other than the teacher's class, the prep time provider will pick up and drop off the students.

All other provisions of the CBA will stand as is unless mutually agreed to by both parties.

  
\_\_\_\_\_  
Charles Snyder, President, Chico Unified  
Teachers Association (CUTA)

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
John Shepherd, Assistant Superintendent  
Chico Unified School District

  
\_\_\_\_\_  
Date