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, 2025 upon approval and signature of both CUTA and CUSD. This MOU will expire on June 30, 2026. 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. In July 2024, the California Department of Education updated how schools can utilize the funding causing Chico Unified to make adjustments to the elementary prep time provided by certificated teachers. 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, 2026. This agreement replaces some of the 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	Kinder	1st-3rd	4th-5th
18x60 = 1,080 (FA) 10 days (sub prep)	34x35= 1,190 (music) 18x60= 1,080 (FA) 5 days (sub prep)	10x130= 1,300 (FA) 1x65= 65 (FA) 12x65 = 780 (PE) 34x30= 1,020 (music) 3 days (sub prep)	15x135= 2,025 (FA) 1x65=65 (FA) 12x65 = 780 (PE) 34x35 = 1,190 (Music) 3.5 days (sub prep)
1,080 (Cert. T. prep) +2,340 (Sub. Prep) 3,420 total minutes	2,270 (Cert. T prep) +1,150 (Sub prep) 3,420 total minutes	3,165 (Cert. T prep) + 760 (sub prep) 3,925 total minutes	4,060 (Cert. T prep) +1,015 (sub prep) 5,075 total minutes

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.
• Randomly scheduled on school days – Grades 1 – 5	Fixed Schedule • Monday/Friday holiday – teachers accrue a half day sub one time during the year.	• Randomly scheduled on school days
Fixed Schedule • TK/K providers: Monday/Friday holiday – teachers accrue a full day sub one time during the year.	• 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.	• 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.
• 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.	• If prep is missed due to prep provider being ill, the teacher will be paid for their time if no sub has been found.	

- 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.

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)

8/12/25
Date

John Shepherd, Assistant Superintendent Chico Unified School District

8/12/25
Date