

**Memorandum of Understanding  
Between the  
St. Johns County School District  
And  
St. Johns Education Association  
2022-2023  
Pre-Planning Schedule**

This Memorandum of Understanding (MOU) serves as an agreement between the St. Johns County School District and the St. Johns Education Association for the 2022-2023 school year. This MOU is an effort to provide the district, school/administrators, and instructional staff with the time needed and the flexibility to prepare for the opening of the 2022-23 school year.

Communication will be sent by school administration to instructional staff at the end of the school year regarding training plans and dates at their respective school in preparation of the pre-planning schedule. The purpose of the communication is to allow school administration the ability to stagger times, meeting locations, and allow (if necessary) for social distancing while following the CDC guidelines.

During the week of August 1<sup>st</sup>, the administration shall not offer any new training or professional development sessions not already scheduled and communicated to instructional personnel by July 26, 2022. In addition, for the 2022-2023 school year, the work calendar for 196 day instructional personnel will be adjusted to 198 (7.5 hour) days. Money from the American Relief Plan (ARP) Elementary and Secondary Schools Emergency Relief Fund (ESSER III) will provide one-time funding for instructional personnel to have two additional preplanning days added that will be used largely for inservice training (Reading and Math B.E.S.T. standards, instructional materials, and other pre-determined professional development) on August 1 and 2, 2022. Teachers will be paid at their contracted daily rate of pay. These two days will focus on two – 3 (three) hour inservice slots each day. ~~By the~~ The addition of the two paid inservice days will allow teachers the planning time often needed to prepare for the opening of the new school year.

The optional planning day will be moved to Friday, July 29, 2022.

The two days (August 1 and 2) are in addition to the board approved 2022-2023 master calendar. Instructional employees that do not attend work on these two days will be required to follow the procedures for use of leave time documented in the negotiated agreement.

This agreement is valid for the 2022-2023 school year only.

The preplanning schedule shall be:

Friday, July 29 – Optional Planning Day

SJCSD counterproposal #1, 3/2/2022

Monday, August 1 – designated inservice day on designated curriculum/district related topics. Sessions may be face-to-face or through the Learning Management Software (LMS). This is a required workday (7.5 hours, inclusive of at least 60 minutes for lunch) unless leave is used.

Tuesday, August 2 - designated inservice day morning session on designated curriculum/district related topics. Sessions may be face-to-face or through the Learning Management Software (LMS). The afternoon shall be designated for planning to integrate the recently learned material. This is a required workday (7.5 hours, inclusive of at least 60 minutes for lunch) unless leave is used.

Wednesday, August 3 – AM – School Based administrator session, PM – ~~teacher-directed planning time~~ designated 3 hours of inservice on designated curriculum/district related topics. Sessions may be face-to-face or through the Learning Management Software (LMS).

Thursday, August 4 – designated teacher-directed planning day.

Friday, August 5 – ~~see below\*~~ ~~designated teacher-directed planning day.~~ designated school-based training, department meetings, faculty meetings, grade level meetings, etc.

Monday, August 8 – ~~See below\*~~ ~~designated school-based training, department meetings, faculty meetings, grade level meetings, etc.~~ designated teacher-directed planning day.

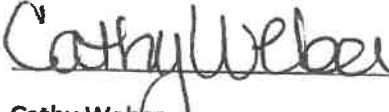
Tuesday, August 9 – designated “Meet the Teacher” ~~in the morning~~ and teacher directed planning ~~in the afternoon~~, with the exception of if the school administrator chooses to hold a faculty meeting or training up to an hour. If an evening “Meet the Teacher” event is scheduled during designated pre-planning days and attended by the teacher, ~~they shall be paid at their hourly rate~~ the principal shall flex this workday accordingly.

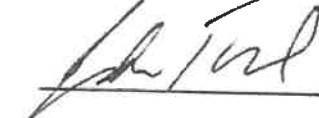
~~\*On August 5 and 8, school-based administrators shall designate up to 1 day for teacher-directed planning and up to 1 day (or combination of each day) for school-based training, department meetings, faculty meetings, grade level meetings, etc.~~

Administration may exchange any of the in-service half or full days for additional teacher directed planning time.

All other Articles in the contract that reference planning time outside of the pre-planning dates noted shall remain intact.

Teachers will receive payment for August 1 and 2 in their first paycheck of the 2022-2023 school year.

 3-2-22  
Cathy Weber  
Chief Negotiator  
St. Johns County School District

 3/2/22  
Justin Vogel  
Chief Negotiator  
SJEA