

**MURRIETA VALLEY UNIFIED SCHOOL
DISTRICT (DISTRICT) and
MURRIETA EDUCATORS
ASSOCIATION (ASSOCIATION)**

MEMORANDUM OF UNDERSTANDING 23-24-05
(Regarding the 2nd year of Elementary Teacher Preparation during weekly
Physical Education instruction)

The Murrieta Valley Unified School District (“District”) and the Murrieta Educators Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding Elementary Teacher Prep during weekly Physical Education instruction.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the current Collective Bargaining Agreement and shall remain in effect until modified by mutual agreement of the District and the Association.

The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect.

1. The parties affirm that the current MEA CBA, Article 8.4 Prep Period states: Each full-time teacher shall have one period each day to be used for self-directed professional activities (for example: classroom preparations, parent conferences, and peer consultation.)
2. The parties affirm that the current MEA CBA, Article 8.4 Prep Period states: Self-contained classroom teachers shall be provided with equivalent time before and/or after the school day for this purpose. A “period” for purposes of this article is defined as not less than forty-five (45) minutes.
3. The parties affirm that in addition to the prep outlined in article 8.4, MEA has requested supplemental preparation time for elementary teachers.

The Parties agree to the following:

1. The district and MEA will pilot a 2-year program, using one-time funds, to provide supplemental preparation time for Elementary Teachers and physical education lessons to all K-5 students one time/week. For the 23/24 school year, the PE lessons will be provided for all 1st-5th grade students.
2. For 23/24, the parties affirm that four Physical Education (PE) credentialed teachers

and 12 instructional aides will be assigned to provide 45 minutes of physical education instruction to elementary students in grades 1-5 at all 11 elementary schools, one time per week, in order to (1) help address Social/Emotional/Physical needs of the students and (2) provide the classroom teacher 45 minutes of additional preparation time.

3. The parties affirm that the instructional time provided by the PE teachers is intended to include, but not be limited to, expanding and enhancing learning opportunities by promoting positive mental health and student wellbeing through physical educational activities.
4. Elementary self-contained classroom teachers in grades TK-5, including Special Education (SDC) teachers, will have 45 minutes of extra teacher preparation time, in addition to what is provided by Article 8.4 of the MEA CBA.
5. Educational services administration, in collaboration with site administration and site leadership teams, will create an equitable PE schedule at all elementary school sites.
6. Teachers that do not have a self-contained classroom (including but not limited to Title I teachers, Intervention teachers, RSP teachers) will build the extra 45 minutes of weekly preparation into their schedules.
7. For 23/24, TK and Kindergarten teachers that schedule all students in the AM session on Wednesdays will build the 45-minute preparation time into Wednesday afternoons when no students are present.
8. The four PE teachers providing this instruction, in collaboration with Educational Services administration, will build the extra 45 minutes of weekly preparation into their schedules.
9. Learn@Home staff, in collaboration with Learn@Home administration and leadership team, will create a schedule that builds in the extra teacher preparation time.
10. If the elementary PE teacher must absent themselves from work, they shall (1) immediately notify their school site administrator, (2) enter the absences into the Absence Management System (Frontline) to ensure substitute coverage is arranged, (3) notify Educational Services staff by calling extension 1178 and (4) leave detailed lesson plans for the substitute, unless an emergency makes such notification impossible.
 - a. If there is not a certificated substitute to fill the PE teacher's position, PE classes will be rescheduled in accordance with #14 below.

11. If the classroom teacher is absent on their additional scheduled PE/Prep Day, they will forfeit this additional PE/prep for that week.
12. PE team meetings and PE PLC meetings will be held on early-out Wednesdays under the direction of the Coordinator Elementary Education.
13. All PE materials and supplies have been ordered with PE teacher input. In addition, each PE teacher has been issued a district laptop.
14. Every effort will be made to make up PE sessions due to holidays, non-student days, and/or an unfilled PE substitute. Efforts may include developing a PE schedule at each site that would allow for the rescheduling of missed PE sessions, utilizing conference week, utilizing the last week of school. etc. Educational Services staff will create a "missed PE session" form for each elementary site so that teachers can note the date/reason for the missed PE session. The teacher will have access to this form to submit missed PE sessions, and administration will utilize this information to coordinate the rescheduling of missed PE sessions. Make up sessions will be scheduled during Parent Conference Week (October 16-20, 2023) and the last week of school (May 28-31, 2024).
15. For the 2022/23 school year, PE lessons/prep time will begin on Monday, August 15, 2022, and conclude on Friday, May 26, 2023. Schedules, start/end times, staffing, and planning for 23/24 will be developed during the 22/23 school year. The team will reconvene on or before February 15th, 2023, to begin the 23/24 planning process. The PE program status will be assessed during the 23/24 school year and before January 1, 2024 to determine if the PE program will continue.
16. For the 2023/24 school year, PE lessons/prep time will begin on Monday, August 14, 2023 and conclude on Friday, May 24, 2024.
17. During inclement weather days, teachers shall be required to remain in their classrooms for the prep time if a PE teacher is not present. PE teachers and PE instructional aides will provide the 45-minute lesson/activity inside the classrooms. The PE teacher will provide an equivalent amount of time in each impacted classroom to allow the home room teacher to receive a break from their classroom. Example: If 3 classes are typically at PE with one PE teacher, the PE teacher will rotate to each classroom for approximately 15 minutes to relieve the homeroom teacher.
18. The assigned day for elementary PE classes by school site will rotate each year (i.e., A school assigned Friday one year would be assigned a different day of the week the following year).

19. Students will be under the direct supervision of the PE teacher for the duration of the PE class. Any situation that is outlined in the site's discipline protocols as an office referral requires the additional support of the site administrator.
20. Classroom teachers will drop off students to the PE staff at the beginning of the assigned PE period and Classroom teachers will pick up their students from the PE staff at the end of the PE period.
21. This MOU does not apply to Secondary school sites.

DURATION OF AGREEMENT: This MOU addresses the negotiable effects of Elementary Teacher Preparation during weekly Physical Education instruction. The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree. All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

This MOU is not precedent setting and will sunset on June 30,


2024. Originally dated the 12th day of October 2022.

Updated MOU dated this 11th day of April 2023.

FOR MEA:


Kimberly Binning Chevlin (Apr 11, 2023 13:59 PDT)

Kim Binning Chevlin
President, Murrieta Educators Association



Lisa Murray (Apr 11, 2023 12:04 PDT)

Lisa Murray
MEA Bargaining Chair


FOR MURRIETA VALLEY UNIFIED
SCHOOL DISTRICT:


Leigh Lockwood (Apr 11, 2023 13:04 PDT)

Leigh Lockwood
Assistant Superintendent, HRD


James Whittington (Apr 11, 2023 11:56 PDT)

James Whittington
Chief Financial Officer


Steve Ellis (Apr 11, 2023 12:25 PDT)

Steve Ellis
Director Human Resources








23-24 MEA Elementary PE Prep MOU

Final Audit Report

2023-04-11

Created:	2023-04-11
By:	Kia Park (kpark@murrieta.k12.ca.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiCCyAQtagewbMttDlvYoX8eyhAgkkTzy

"23-24 MEA Elementary PE Prep MOU" History

-  Document created by Kia Park (kpark@murrieta.k12.ca.us)
2023-04-11 - 6:51:52 PM GMT- IP address: 204.100.181.6
-  Document emailed to Kimberly Binning-Chevlin (kbinning-chevlin@murrieta.k12.ca.us) for signature
2023-04-11 - 6:52:41 PM GMT
-  Document emailed to lmurray@murrieta.k12.ca.us for signature
2023-04-11 - 6:52:41 PM GMT
-  Document emailed to llockwood@murrieta.k12.ca.us for signature
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-  Document emailed to jwhittington@murrieta.k12.ca.us for signature
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-  Document emailed to Steve Ellis (sellis@murrieta.k12.ca.us) for signature
2023-04-11 - 6:52:41 PM GMT
-  Email viewed by lmurray@murrieta.k12.ca.us
2023-04-11 - 6:53:31 PM GMT- IP address: 204.100.181.185
-  Email viewed by Steve Ellis (sellis@murrieta.k12.ca.us)
2023-04-11 - 6:55:20 PM GMT- IP address: 104.47.55.254
-  Email viewed by jwhittington@murrieta.k12.ca.us
2023-04-11 - 6:55:36 PM GMT- IP address: 104.47.59.254
-  Signer jwhittington@murrieta.k12.ca.us entered name at signing as James Whittington
2023-04-11 - 6:56:25 PM GMT- IP address: 204.100.181.6
-  James Whittington (jwhittington@murrieta.k12.ca.us) has agreed to the terms of use and to do business electronically with Murrieta Valley Unified School District
2023-04-11 - 6:56:27 PM GMT- IP address: 204.100.181.6




 Document e-signed by James Whittington (jwhittington@murrieta.k12.ca.us)


Signature Date: 2023-04-11 - 6:56:27 PM GMT - Time Source: server- IP address: 204.100.181.6- Signature captured from device with phone number XXXXXXX9777

 Email viewed by Kimberly Binning-Chevlin (kbinning-chevlin@murrieta.k12.ca.us)

2023-04-11 - 6:58:01 PM GMT- IP address: 172.248.210.200

 Signer lmurray@murrieta.k12.ca.us entered name at signing as Lisa Murray


2023-04-11 - 7:04:55 PM GMT- IP address: 204.100.181.185

 Lisa Murray (lmurray@murrieta.k12.ca.us) has agreed to the terms of use and to do business electronically with Murrieta Valley Unified School District

2023-04-11 - 7:04:57 PM GMT- IP address: 204.100.181.185

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 Steve Ellis (sellis@murrieta.k12.ca.us) has agreed to the terms of use and to do business electronically with Murrieta Valley Unified School District


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 Email viewed by llockwood@murrieta.k12.ca.us

2023-04-11 - 8:03:58 PM GMT- IP address: 104.47.55.254

 Signer llockwood@murrieta.k12.ca.us entered name at signing as Leigh Lockwood


2023-04-11 - 8:04:17 PM GMT- IP address: 204.100.182.7

 Leigh Lockwood (llockwood@murrieta.k12.ca.us) has agreed to the terms of use and to do business electronically with Murrieta Valley Unified School District


2023-04-11 - 8:04:19 PM GMT- IP address: 204.100.182.7

 Document e-signed by Leigh Lockwood (llockwood@murrieta.k12.ca.us)

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 Kimberly Binning-Chevlin (kbinning-chevlin@murrieta.k12.ca.us) has agreed to the terms of use and to do business electronically with Murrieta Valley Unified School District

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 Document e-signed by Kimberly Binning-Chevlin (kbinning-chevlin@murrieta.k12.ca.us)

Signature Date: 2023-04-11 - 8:59:53 PM GMT - Time Source: server- IP address: 204.100.182.3

 Agreement completed.

2023-04-11 - 8:59:53 PM GMT

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