

ADDENDUM E  
CONTRACT WAIVER REQUEST

1-8. SAME

**School Utilization of Expanded Homeroom/Skinny Periods**

The Board and the Union agree to the following procedures when a secondary school wishes to implement an expanded homeroom or "skinny" period that does not alter any existing provision of the Instructional Master Contract:

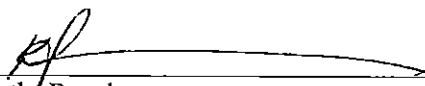
**Applicability**

~~For the purposes of this Memorandum of Understanding,~~ An expanded homeroom or "skinny" period is an additional period of assigned student contact beyond what has been historically expected of teachers at the school, requiring additional time each week planning for instruction, delivering instruction, or assessing student work. It does not include a teacher's performance of traditional homeroom duties like the taking of attendance, facilitation of announcements, supervision of students during club activities, activation of a video or podcast, supervision of sustained silent reading, performance of periodic student scheduling or graduation planning activity, or administering of other infrequently required incidental student activities.

**Notification and Implementation Procedures**

1. As soon as possible, but no later than February 1, the Principal must submit a written plan for the implementation of the expanded homeroom or "skinny" period to the Director of Employee Relations and the USEP President. The written plan must include a description of how the expanded homeroom or skinny period will provide learning related opportunities for students, how instructional staff members will have input into the development of the homeroom or "skinny" period, and when the staff will vote on the proposed homeroom or "skinny" period.
2. The Principal, Director of Employee Relations, and USEP President shall mutually determine and agree upon the teachers who will be affected by the proposed homeroom or "skinny" period.
3. The final proposal of the homeroom or "skinny" period shall be presented to all bargaining unit members at the school and fully explained by the Principal. The teachers in the bargaining unit, the President of USEP, and the Director of Employee Relations will be given five (5) days' notice of such meeting. At least five (5) days prior to the explanatory meeting, the Principal shall provide a written copy of the proposed plan.
4. A secret ballot will be held under the supervision of the Principal of the school, the Director of Employee Relations/designee, and the President of USEP/designee. The Principal, President of USEP and Director of Employee Relations shall agree to the date, time, method of the vote, and procedures for absentee ballots. The affected teachers in the bargaining unit, the President of USEP, and the Director of Employee Relations will be given three (3) days advance notice of the voting date. A ballot must be given to each teacher eligible to vote and each teacher shall be given the opportunity to cast such ballot. Approval by two-thirds of the teachers eligible to vote is required. A valid vote shall not be rescinded.
5. Any challenge of the voting process, procedure, or results will be referred to the President of USEP and the Director of Employee Relations for resolution.
6. The Principal shall notify the Director of Employee Relations and the President of USEP of the results of the balloting. Approved plans are effective for the following school year and are non-precedent setting.
7. All other provisions of the *Instructional Master Contract*, including Addendum E, Contract Waiver Request, remain unchanged and in full force and effect.

END OF ADDENDUM E

  
For the Board

7/25/17  
Date

  
For the Union

7/25/17  
Date