



Date: August 12, 2014
To: 4th and 5th Grade Teachers
From: Don Arballo, President
Re: **4/5 Preparation Time**

The Bargained Contract language regarding 4/5 Preparation Time (Article X, G) is as follows:

Employees assigned to a fourth, fifth or a 4/5 combination class setting, will be provided with three (3) substitute days each school year. The use for these substitute days will be determined at the site in cooperation with the employee and site administrator.

Please get together as a grade level to determine how the time will be used. Use the form at the bottom of the page to inform your site administrator of how the time will be used. You must arrange for your own substitute for the allotted 3 days. When calling in, use the Sub System Designation “District Initiated” which is #3.

Escondido Elementary Educators Association

4/5 PREPARATION TIME for 2014-2015

Site: _____

Date: _____

To (Principal): _____

Grade _____ has determined that the 3 Days of Preparation Time will be used in the following way:

(Please send a copy to the EEEA office and your principal when complete.)