

Memorandum of Agreement
Between
The Ann Arbor Education Association Office Professionals
And
The Ann Arbor Board of Education

International Baccalaureate Programme at Mitchell Elementary School, Scarlett Middle School and Huron High School

The Ann Arbor Education Association and the Ann Arbor Board of Education are committed to the continued success of the above referenced programs. The following understanding is reached between the parties with respect to contract variances protecting the integrity of the IB programming.

AAPS IB Collaboration:

The parties agree to create a collaborative structure as a part of Ann Arbor IB programming that develops and maintains IB Programme Standards and Practices. Time set aside for IB collaboration will be used in support of all IB needs.

- PYP at Mitchell:
 - IB Classroom teachers use dedicated IB collaboration time with the IB facilitator to develop and maintain the IB Programme Standards and Practices.
 - IB collaboration time of up to 10 hours per month per classroom teacher will be provided by 3.0 FTE "IB Collaboration Time Teachers" assigned to Mitchell who will implement the IB Programme of Inquiry when IB classroom teachers are collaborating with the IB facilitator.
 - IB Collaboration Time Teachers will be paid at the long-term sub rate of pay.
 - IB classroom teachers will develop collaboration day lesson plans using a template linked at <http://tinyurl.com/IBMOA> (compensation up to 4 hours per month within the team as determined by the team)
 - IB collaboration day lesson plans should be available for IB Collaboration Time Teachers at least 48 hours in advance of the collaboration day.
 - IB Collaboration Time Teachers will use the lesson plans developed by the IB classroom teachers for collaboration day activities.
- MYP at Scarlett:
 - Middle School unassigned time for the 2021-22 school year will be 47 minutes of individual preparation time per day and 47 minutes of common collaboration for IB integration time per day
- MYP/DP/CP at Huron:
 - High School unassigned time for the 2021-22 school year will be 50 minutes of individual preparation time per day and 50 minutes of common collaboration for IB integration time per day

AAPS IB Curricular Units

Mitchell, Scarlett and Huron teachers collaborate to write, teach, assess and reflect upon the Ann Arbor IB curricular units.

The parties agree the collaborative structure is used to develop and maintain the IB schools curriculum, instruction and assessment with a focus on maintaining the integrity in the pedagogical decisions connected to the Ann Arbor IB curriculum and philosophy will be the priority in pedagogical decisions.

- **PYP:**
 - IB Units of Inquiry for each grade that cover all Michigan Academic Standards as well as the components of Primary Years Programme
 - Use the PYP assessment criteria for all units with four objectives/criteria for each subject group
 - Develop and use formative assessment tasks to monitor student growth and achievement, guide instructional decisions, and evaluate the outcomes of units of inquiry
- **MYP:**
 - IB Units of Inquiry for each course that cover all Michigan Academic Standards as well as the components of the Middle Years Programme
 - MYP Assessments: All MYP units of inquiry are assessed using 4 identified MYP criteria. Each criterion is assessed using the defined achievement levels. These rubrics are common for each subject area group and change in year 1, 3, and 5 of the program.
- **DP/CP:**
 - IB Units of Inquiry for each Diploma Program course that cover all IB Diploma Program aims and objectives as well as Michigan Academic Standards where applicable.
 - IB Units of Inquiry for the Diploma Program and Career-related Program Core Advisory that cover all aims and objectives of these IB elements.
 - DP and CP assessments focus on defined aims and objectives giving both formative and summative opportunities for students. All IB Internal and External Assessments are expected to be met in accordance with IB guidelines each year.

AAPS Professional Development

- The parties agree to create a collaborative team to design a professional development plan that prioritizes IB curriculum and instruction and aligns with district initiatives where needed. A focus on maintaining the integrity of the IB program will be a priority in decisions around PD for the IB schools. This team will meet annually in May each year (or as soon as possible) in preparation for the subsequent school year and will include district administration, building administration, IB Facilitators, and other AAEA members.
- MYP across Scarlett and Huron will identify at least one meeting per semester for the purpose of IB vertical alignment.

IB Professional Development

The parties recognize that IB teachers periodically attend IB professional development as required to maintain IB accreditation.

- Examples:
 - IB 101 New Teacher PD with Ann Arbor IB Facilitators
 - PYP and MYP workshops hosted in AAPS approximately every 5 years
 - DP / CP workshops as curriculum is revised, as teachers begin teaching a course new to them, and to maintain program requirements for training.
- Compensation:
 - For off-site IB PD: District pays for training, travel, hotel, and guest teacher.
 - For on-site IB PD: District pays for training and curriculum rate/hour (15 hours)
 - For virtual IB PD (synchronous): District pays for training and curriculum rate/hour outside of the school day OR a guest teacher when during the school day
 - For online IB PD (asynchronous): District pays for training, 16 hours curriculum rate/hour to complete this training, and guest teacher (if needed).

Reporting:

The parties recognize the need for report cards to meet state, district and IB requirements:

- PYP: IB teachers use the AAPS elementary report card as well as the IB with an IB focused summary and comments for the current two units as a part of collaboration time
- MYP: IB teachers report district required grades as well as IB achievement scores as a part of collaboration time.
- DP/CP: IB classroom teachers report district required grades as well as IB reporting requirements as a part of collaboration time:
 - Internal Assessments to the IB and report
 - Predicted Grades to IB
 - DP/CP Core teachers report progress on core requirements to students using ManageBac and ultimately to the IB.
 - Extended Essay supervisors report progress using ManageBac, score and report grades using criteria to IB.
 - Reflective Project supervisors report progress using ManageBac, score and report grades using criteria to IB.

Additional Time Requirements:

The parties recognize that, in order to maintain IB accreditation, some out of the school day time commitments from staff are required. Additional time requirements for teachers will be compensated.

PYP teachers who are required to attend evening events beyond contractual obligations will be compensated.

MYP Personal Project Exhibition

- 1.5 hour evening event for ~19 teachers paid at curriculum rate/hour

DP/CP Information Nights

- DP/CP Options Night - 1 hour (all DP/CP Teachers)
- DP/CP Info Nights (fall and spring) - 1 hour (optional to DP/CP Core teachers)

Extended Essay (EE) Support

- Required 3 meetings with students
- Required to grade EEs and submit scores to IB software program
- Extended Essay mentors receive a stipend of \$120 per EE student upon completion of duties.

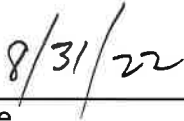
Annual MOA Review

The parties will convene annually in February to consult and review the need to modify this memorandum.

This Memorandum of Agreement constitutes the entire understanding and agreement reached by the parties with respect to this matter, and is not precedent setting as to the master contract or the policies of the Board of Education of the City of Ann Arbor.



Fred Klein, AAEA President



Date



Kevin Karr, Executive Director
AAPS Teaching and Learning

8/29/22

Date