

**Memorandum of Understanding  
Between  
the Mead School District and  
the Mead Education Association**

This Memorandum of Understanding sets forth the following understanding between the Mead Education Association and Mead School District #354. This agreement, that addresses a staffing shortage for the 2021/2022 school year only, shall not be considered precedent setting by either party.

Despite the district's best efforts to find qualified candidates to fill open positions, for the 2021/2022 school year, instead of ten individuals working as Educational Specialists there are only six. These six individuals cannot do the work previously performed by ten. Therefore, the following duties will shift to special education teachers/case managers:

- Write and complete IEP in IEP online for each student on caseload. This includes completing the Notification Tab, Planning Tab and Prior Written Notice for Standard IEP's. Note: Ed Spec will provide support/assistance for tricky and/or litigious IEP's.
- Schedule IEP Meetings and invite participants for most students.
- Attend IEP Meetings for each student on caseload. Note: A building administrator or designee will be responsible for attending each IEP. An Ed Spec will attend in a support role for specifically identified families.


Compensation/Accommodations/Training for this change in workload for special education teachers/case managers is as follows:


- Each case manager (1.0 FTE) will be paid a stipend of \$1600 for the year (\$800 at the end of 1st semester and \$800 at the end of 2nd semester). Additionally, case managers will be compensated one hour, at curriculum rate, for each IEPs in excess of 25 (1.0 FTE). Caseload for all case managers is unchanged. Documentation for payment (list of IEPs written and date of IEP meeting) should be submitted to Special Services by February 1<sup>st</sup> (first semester) and the last day of school (second semester).
- On or before November 29, 2021, an updated online IEP Manual will be available as a reference for all impacted employees. Hard copies will be provided upon request.
- Building lead teachers will be identified at secondary schools (two at each high school; one at each middle school). These individuals will be subbed out and receive one-half day of in-person training. Following this training each secondary building lead will facilitate a minimum of five in-building, in-person, training opportunities designed to assist special education teachers/case managers perform the new duties set forth above. In addition to facilitating trainings each building lead will be available to answer

questions and assist special education teachers/case managers as needed. Compensation will be \$500 paid via Supplemental Contract in June 2022. Documentation of scheduled trainings is required prior to May 31, 2022.

- Educational Specialists will schedule and provide similar trainings for elementary special education teachers/case managers.
- To attend trainings, that will be scheduled on Wednesday mornings, elementary & secondary special education teachers/case managers will be excused from PLC meetings. One additional hour (two half-hour increments), paid at curriculum rate, is provided for each special education teacher/case manager so that two of the training sessions can start 30 minutes before the start of the contract day.

Date: 11/30/21

  
\_\_\_\_\_  
Toby Doolittle, President  
Mead Education Association

  
\_\_\_\_\_  
Shawn Woodward, Superintendent  
Mead School District #354