

**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 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 Education Specialists there are only six. These six individuals cannot do the work previously performed by ten. Therefore, the following duties will gradually shift to special education teachers/case managers with a target transition completion date of January 1, 2022.

- 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.


As compensation for the extra work (set forth below) performed by Educational Specialists during the transition period, and throughout the school year as consultants, the district will pay each 1.0 FTE employee \$5,000 via Supplemental Contract. This will be paid in two equal installments. The first in the December 2021 and the second in the June 2022.


Increased workload/responsibilities include but are not limited to the following:

- Increase in caseload
- Increase in number of teams to coordinate with
- Increase in number of team meetings
- Increase in the number of IEPs scheduled and written
- Increase in the number of transfer meetings and corresponding paperwork
- Increase in the amount of transportation communication and planning
- Increase in the number of new staff to support across multiple buildings/teams
- Increase in testing/referrals due to increased caseload
- Increase in the number of amendments completed
- Increase in number of academic assessments and reports to write and input
- Increase in number of students monitored and class list related work

- Increase in number of psychologists/therapists to coordinate with
- Shorter timelines to complete assessments and reports due to every other week team meetings
- Increase in the number of initial referrals tracked and processed
- Increase in parents to contact
- Increase in teachers to train and support
- Increase in number of general education staff to coordinate with

Date: 11/30/21


Toby Doolittle, President
Mead Education Association


Shawn Woodward, Superintendent
Mead School District #354