

**MEMORANDUM OF UNDERSTANDING
between the
EDMONDS SCHOOL DISTRICT NO. 15
and the
EDMONDS EDUCATION ASSOCIATION
2019-20**

THIS MEMORANDUM OF UNDERSTANDING regarding **Substitute Planning Time for Half-Day Assignments**, is effective January 1, 2020 through August 31, 2020 and is supplemental to the 2017-20 Procedural Agreement between the Edmonds Education Association (Association) and the Edmonds School District No. 15 (District).

WHEREAS, it is in the best interest of student learning to provide at least fifteen (15) minutes of planning time at the beginning of a substitute teacher’s half-day assignment in order for said substitute teacher to review the substitute plans left by the teacher, and make any necessary arrangements to carry out those plans; and

WHEREAS, it is in the best interest of student learning to provide at least fifteen (15) minutes of planning time at the end of a substitute teacher’s half-day assignment in order for said substitute teacher to leave notes for the absent teacher regarding how the day progressed; and

WHEREAS, every effort will be made at each building to avoid assigning duties to substitute teachers working half days during the fifteen (15) minutes before and after his/her teaching assignments; and

WHEREAS, in the event a substitute teacher must be assigned to duties during the fifteen (15) minutes before and/or after his/her teaching assignment, the substitute will be given a time sheet to complete and submit to the building principal for payment of lost planning time; and

WHEREAS, for half-day substitutes assigned to a position for more than five (5) work days, in addition to the fifteen (15) minutes of daily planning time before and after the assignment, principals will also provide a block of thirty (30) minutes of daily duty-free planning time to provide time to plan and assess student work.

THEREFORE, the parties agree to the following for half-day certificated substitutes:

1. Provide at least fifteen (15) minutes of planning time at the beginning of a substitute teacher’s half-day assignment in order for said substitute teacher to review the substitute plans left by the teacher, and make any necessary arrangements to carry out those plans.
2. Provide at least fifteen (15) minutes of planning time at the end of a substitute teacher’s half-day assignment in order for said substitute teacher to leave notes for the absent teacher regarding how the day progressed.
3. Every effort will be made at each building to avoid assigning duties to substitute teachers working half days during the fifteen (15) minutes before and after his/her teaching assignments.
4. In the event a substitute teacher must be assigned to duties during the fifteen (15) minutes before and/or after his/her teaching assignment, the substitute will be given a time sheet to complete and submit to the building principal for payment of lost planning time.
5. For half-day substitutes assigned to a position for more than five (5) work days, in addition to the fifteen (15) minutes of daily planning time before and after the assignment, principals will also provide a block of thirty (30) minutes of daily duty-free planning time to provide time to plan and assess student work.
8. All other provisions of the 2017-20 Procedural Agreement in effect during the 2019-20 school year not modified by this Memorandum of Understanding shall remain in full force and effect.

EDMONDS EDUCATION ASSOCIATION

/Andrea Nofziger Meadows/

Signature

2/19/2020

Date

EDMONDS SCHOOL DISTRICT NO. 15

/Debby L Carter/

Signature

2/18/2020

Date