

# MEMORANDUM OF UNDERSTANDING BETWEEN TACOMA SCHOOL DISTRICT NO. 10 AND TACOMA EDUCATION ASSOCIATION

## Memorandum of Understanding regarding Innovative Programs

This agreement between Tacoma Public Schools and the Tacoma Education Association is in reference to Innovative Programs whether encompassing the entire school model or an innovative program in addition to the comprehensive program in place at the school.

The parties agree to the following general guidelines:

- I. Initial opening of an innovative program/school  
After a proposal for an innovative program has been made, the Association will be notified within ten (10) business days of District receipt of the proposal. If the District's decision is to move ahead with implementing the proposal, the Association will be notified within three (3) business days, and a date will be set to begin discussion regarding any aspect of the new program that may not align completely with the Collective Bargaining Agreement.
- II. Adding an innovative program to an existing school  
The SCDM process for staff voting and structuring must be used if the program will be added to an existing school. Those staff who voted against the innovative program addition have the opportunity to self-displace.
- III. Communication with students and families  
Annually the District will provide clear and detailed communication to potential students and their families explaining the innovative program options available to them, how the innovative program differs from the traditional comprehensive programs, and the expected student and/or family commitment, if any, required to participate (for example transportation, participation in field studies, end of program tests, etc.)
- IV. Innovative program budget  
The District and Association recognize that operating a school with an innovative program may incur additional costs above those of the comprehensive schools across the District. Any additional costs associated with implementing and maintaining the innovative program/school will be calculated using staff input and District budgeting procedures in line with School Board Policies 2015 and 2015R.
- V. Closing a Program  
For the purposes of closing a program only, the innovative program can be discontinued either by District decision or program/school staff decision with District approval. The SCDM will provide notice to the District by January 15 if there is a

request to close a program. The District will provide notice of any changes to the staff by April 1<sup>st</sup> for the following year. The notice must include a rationale for the transition away from the program and plan for the staff and students impacted.

VI. Training

The initial and annual training required to maintain the program/school will be provided by the District. Staff new to the building will participate in initial training upon their assignment to the school. Returning staff will have the opportunity for additional annual training on a rotating basis that ensures equity across staff. Training that occurs outside of the contract day or year will be paid at per diem. If a staff member begins working in the program/school mid-year, initial informal training will be provided immediately followed by formal training as soon as is possible but not later than the following school year. The Association will provide input to the District regarding ongoing training needed prior to the implementation of the innovation based on the governing agency where available.

VII. Curriculum and materials

Where an innovative program/school requires specific curricular materials, the District will provide access to those materials for each staff member who needs them. Where the curriculum of the innovative program/school does not align with District pacing guides and curriculum, the innovative program's/school's curriculum will take precedence. Consumables and classroom materials which need replacement will be provided by the District to ensure the continuity of program over time. Where a specified curriculum does not exist, the innovative program/school has the flexibility to utilize the District curriculum and additional supplemental materials to meet the innovative program's/school's needs. The District will take input from the Association on the respective curriculum and materials.

VIII. Staffing

Innovative programs/schools will have coaches and administrators specifically trained in the implementation of the innovative program/school. New staff to the building will agree to supporting and implementing the innovative program/school. Staff displaced into school with an innovative program have the opportunity to self-displace if they cannot agree to supporting and implementing the innovative program/school. The District and Association jointly agree that there may be a need for additional staffing due to the specific requirements to the program/school. The District and Association will review staffing annually and the Association will provide input.

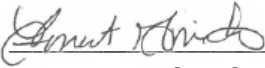
IX. Scheduling

Where innovative programs/schools require a change to the annual calendar, daily calendar, or additional days (i.e. camps), the District will compensate employees who

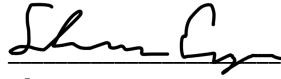
are working beyond the contract day or year for their program and will provide all necessary administrative support to implement these additional days/hours.

- X. Annually, with Association input, each Innovative program/school shall be evaluated for success.

For the District:

 7/28/2021  
\_\_\_\_\_  
Forrest Griek, Ed.D.  
Director of Labor Relations &  
Whole Educator Support  
Human Resources

For the Association:

 2 Aug 2021  
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Shannon Ergun  
President - Tacoma Education  
Association